



FASFAA Executive Board Minutes
February 17, 2022
10:00 am – 12:00 pm

The FASFAA Executive Board met virtually via Zoom on Thursday, February 17, 2022.

Call to Order

President Katie Conrad called the meeting to order at 10:05 am on Thursday, February 17, 2022

	Voting	Present	Position	Last Name	First Name
1	V	Y	President	Conrad	Katie
2	V	Y	President-Elect & Nominations	Bailey	Nadine
3	V	Y	Immediate Past President & Fiscal Concerns	Lovett	Dameion
4	V	Y	Vice President of Training	Hatcher	Kris
5	V	Y	Secretary	Ambridge	Susan
6	V	Y	Treasurer	Brzozowski	Eileen
7	V	Y	Treasurer-Elect	Moat	Tracy
8	V	Y	Region I Representative	Rozborski	Joanne
9	V	Y	Region II Representative	Hammond	Chas
10	V	Y	Region III Representative	Parrales	Angelica
11	V	N	Region IV Representative	Gloster	Kimberly
12	V	Y	Region V Representative	Miles	Marissa
13	V	N	Conference Chair / Member at Large	Chavers	Kristina
14	V	Y	Federal and State Legislative Chair / Member at Large	Dirghalli	Jacob
15	V	Y	Business Partners Advisory Council Chair/Member at Large	Ayers	Bill
16	V	N	Vendor/Sponsorship Coordinator / Member at Large	Dickerson	Laura
17	V	Y	Site Selection/Event Coordinator / Member at Large	Molinares	Irma
18	NV	Y	Electronic Services	Schworn	Edward
19	NV	N	Early Awareness/Outreach/Financial Literacy Chair	Hunter	Will
20	NV	N	Membership Chair/Volunteer Coordinator	Chavers	Kristina
21	NV	N	Scholarship / Charity Chair	Welch	Pamela
22	NV	N	Grad/Professional (Private/For Profit/Non-Profit)	Robinson	Rachel
23	NV	N	Vocational -Technical / Clock Hour	Randolph	Tiffany

24	NV	Y	OSFA Outreach Liaison/Newsletter	Hernandez	Pedro/Pete
25	NV	N	OSFA State Grants and Scholarship Liaison	Campbell	Parker
26	NV	Y	Parliamentarian/Historian/Special Projects	Kruger	Wayne
27	NV	Y	Private Schools Liaison	Booker	Steve
28	NV	N	Global Issues/Member at Large	Medina	David

A quorum for voting was met with 14/17 voting members present (82%). There were 15/29 members of the Executive Board present.

Board Members Unable to Attend: Will Hunter, Kimberly Gloster, Kristina Chavers, Laura Dickerson, Pamela Welch, Rachel Robinson, Tiffany Randolph, Parker Campbell, David Medina

Guests: Daniel Barkowitz, Odalys Portela

Leaving Early: Jacob Dirghalli

Approval of Prior Meeting Minutes

President Conrad declared the minutes from the January 19 and 20, 2022, Executive Board meeting passed by acclamation.

Review of Financial Reports

Eileen shared that the current financial reports that were sent to the Executive Board have a new look due to using the QuickBooks software transition. Eileen shared that the reports are in good order and there were no concerns or issues found. She shared that QuickBooks is easier to access and more user friendly. President Conrad discussed that the final expenses from the January Board meeting are not yet listed on the reports, however Eileen is currently completing them.

Eileen requested that any Executive Board member who submitted an Expense Report for the January meeting and did not receive reimbursement to connect directly with her.

New Business

a. Presidents Update: President Conrad.

President Conrad shared that David Medina, the new Global Issues/Member at Large, was unable to attend the Executive Board meeting. President Conrad shared that David was a presenter at the New and Intermediate Aid Officer Workshop in January and was looking forward to being involved with the Executive Board. President Conrad requested that anyone on the Executive Board who has ideas for future presentation topics to reach out to David directly.

President Conrad shared that she submitted a nomination for the NASFAA Gold Star Award for our Statewide FAFSA Completion Outreach partnership which conducted the High School Counselors Workshop. The Gold Star Award recipients will be announced at the NASFAA Conference.

There are ideas being worked on for next year for outreach and partnership with FCAN. President Conrad shared that there would be a \$50 early bird registration coupon code sent out for the FCAN conference.

President Conrad is attending SASFAA tomorrow with a basket for the Charity Raffle auction on behalf of FASFAA.

Discussion on upcoming FASFAA election, which will utilize Election Buddy. As people renew their membership, they will be able to vote, however, there is a possibility that there could be a slight delay. President Elect Bailey shared that a draft is being setup in Election Buddy for the upcoming election to begin testing.

President Elect Bailey shared a nominations update. There have been more nominations submitted for consideration; 2 for Vice President of Training, 3 Treasurer Elect, 1 Region II Representative, 1 Region IV Representative, and a couple other potential names nominations. President Elect Bailey hopes to have a full list to share at the March Executive Board Meeting.

b. New and Intermediate Workshop Recap: Odalys Portela

Odalys shared that there were 25 registrants for the New and Intermediate Aid Workshop in January with 20 who attended. The five who cancelled were due to COVID. There were fourteen workshops. Four of the workshops were focused on new aid officers, five for intermediate aid officers, and five for new and intermediate with 2 offerings for credentials. There were twelve presenters and four additional people participated on the leadership panel.

Odalys shared that most of the feedback reviews were favorable. Some suggestions from attendees in the feedback for future workshops included Federal Work Study, R2T4, and more financial aid information and FASFA. Odalys shared that she intends to continue communications with the cohort who attended the workshop. There was no negative feedback on the hotel or location.

President Conrad suggested that an email reminder be sent to the participants for the Credential test deadline. It was also suggested that all who have earned the credentials from the workshop be encouraged to attend the Conference in May. President Conrad and Kristina will prepare verbiage for that. Angelica shared that one of the workshop attendees has already taken and earned one of the credentials.

c. Conference Committee: Kristina Chavers.

As Kristina was unable to attend, President Conrad shared updates. The Conference Committee is meeting on Friday. President Elect Bailey sent a template for the conference committee to use. Also discussed was the agenda and it is anticipated to be ready in March.

d. Training Committee: Kris Hatcher and Region Reps.

Kris shared that at this point, there is a strong start with 42 registrants for the FASFAA Conference in May. A save the date for registration has been sent out. Kris shared that Kristina has contacted presenters already. Kris stated that he will have more to share at the March Executive Board meeting. Kris also shared that at this time, there are not a lot of registrations for webinars and would like to see

the numbers increase. President Conrad suggested that email reminders be sent to members to register with upcoming current webinars separately instead of listing many together in one email.

Joanne shared that the Region I workshop will be virtual in April. There have been no save the dates sent yet. Joanne also shared that many schools are interested in a topic on Federal Work Study; how to hire and place them due to the pandemic. President Conrad suggested that a panel of experts for Federal Work Study may be a good topic for the Conference.

Chas shared Region II update that in the April Workshop a credential will be offered for Professional Judgment.

Angelica for Region III had no updates.

Marissa for Region V shared that there is a personal finance speaker set for the workshop with a NASFAA credential offered. More details on location and workshop will be out soon.

e. Sponsorship Update: Laura Dickerson. Topic is skipped due to Laura Dickerson unable to attend.

f. Fiscal Concerns: Dameion Lovett and Daniel Barkowitz. Daniel Barkowitz shared that the Fiscal Concerns Committee has been reviewing the FASFAA accounts under the guidance of the Executive Board. He explained that there is a sizeable Investment Portfolio and that there are three different types of accounts; Bonnie Pirkle for the scholarship fund; operating fund for short term cash funds as needed; and Wells Fargo for funds to run the organization.

The Fiscal Concerns Committee is recommending that the Finance Committee have an amendment to the current policy to put forth as the current policy is outdated and no longer effective to sustain growth now and in the future. Daniel stated that he would bring the revisions to the policy to the March Executive Board meeting.

g. Other Updates: Committee Chairs.

Jacob shared that there is a Legislative Day to the Capital next week. Three people have shown interest. He is attempting to connect with someone regarding FSAG. There has been no date set yet for the next Legislative Symposium, more details announced soon. President Conrad requested the Executive Board send Jacob ideas for topics to take to the Legislature next week.

Dameion shared that he has been busy with the Fiscal Concerns Committee. The Internal Audit is underway. There is also a meeting next month on the Investment Policy. Also, discussion on the upcoming dues increase. President Conrad shared that the dues increase must be posted by April 1st to meet the 30-day requirement.

Bill shared that he attempted to get a motivational speaker for the conference, however, there was not enough funding. President Conrad will discuss other options with Bill.

Eddie shared that there are still discussions happening for a mobile App. He will send prices to President Conrad.

President Elect Bailey shared that Dana Kelly may be interested in presenting at the conference. She will work with Kristina on topic ideas.

Dameion shared that there will need to be a vote from the Executive Board regarding withdrawing funds for the Bonnie Pirkle scholarships for the eligible Officers to distribute. Eileen suggested \$12,150 so that the scholarships can be \$625 each.

- **Motion on behalf of the Fiscal Concerns Committee to withdraw \$12,150 from the Bonnie Pirkle Fund to fund scholarships this year for 2022-2023 with half (\$6,075) to the President and \$675 for each of the elected officials (Vice President, Treasurer, Treasurer-Elect, Secretary, 5 Region Reps)**
- Motion passes with Executive Board vote and full approval.
- Discussion: President Conrad will connect with Pamela with the amounts and requests that the Elected Officials select recipients that will be announced at the Conference.

Other Business

- a. Purchase of Microsoft 365. Edward shared that the basic plan is \$5 per user per month for a total of \$60 per year. He is looking into what a Microsoft user means. He suggests using the free trial to see if it is what the Executive Board needs. He is still researching for more information on Microsoft 365. President Conrad requested volunteers to work with Edward on the project for testing. Angelica, Wayne, and President Elect Bailey will assist. President Conrad suggested that the Executive Board vote at the March meeting at the end of the free trial to determine if the Executive Board will continue pursuing the Microsoft 365 option.
- b. President Conrad reminded the Executive Board that a review of their sections of the Policy and Procedures for updates and edits for a discussion at the March meeting. She suggested putting edits in a Word document that Dameion will send to the Executive Board. President Conrad requests that everything be completed by April.

Adjournment of Meeting

With no further business to discuss, President Conrad declared the meeting adjourned at 11:44 am.

Respectfully submitted by,
Susan Ambridge
FASFAA Secretary