**FASFAA Executive Board Minutes**

**March 17, 2022**

**10:00 am – 12:15 pm**

The FASFAA Executive Board met virtually via Zoom on Thursday, March 17, 2022, from 10:00 am – 12:00 pm.

# Call to Order

President Katie Conrad called the meeting to order at 10:06 am on Thursday, March 17, 2022.

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|   | 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 | N | Treasurer-Elect | Moat | Tracy |
| 8 | V | N | 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 | N | 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 | N | Site Selection/Event Coordinator/ Member at Large | Molinares | Irma |
| 18 | NV | N | 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 | Y | 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 | Y | OSFA State Grants and Scholarship Liaison | Campbell | Parker |
| 26 | NV | Y | Parliamentarian/Historian/Special Projects | Kruger | Wayne |
| 27 | NV | N | Private Schools Liaison | Booker | Steve |
| 28 | NV | Y | Global Issues/Member at Large | Medina | David |

A quorum for voting was met with 10/17 voting members present (59%). There were 15/28 members of the Executive Board present.

**Board Members Unable to Attend:** Will Hunter, Tracy Moat, Joanne Rozborski, Kimberly Gloster, Kristina Chavers, Jacob Dirghalli, Laura Dickerson, Irma Molinares, Edward Schworn, Rachel Robinson, Tiffany Randolph, Steve Booker

**Guests:** N/A

**Leaving Early:** Angelica Parrales, Marissa Miles

**Approval of Prior Meeting Minutes**

President Conrad declared the minutes from the February 17, 2022, Executive Board meeting passed by acclamation.

**Review of Financial Reports:** Eileen Brzozowski

Eileen stated that the Financial Reports will be sent soon as reconciliations are still occurring. She explained that although we are slightly lower in our membership goal so far, we are still in good financial shape.

Eileen shared that the QuickBooks transition is going well. She is working closely with Tracy Moat to ensure that the transition will go smoothly when Tracy begins her role as Treasurer for the 2022-2023 year.

President Conrad shared that our overall income is not far off the anticipated amounts from the beginning of 2021-2022 fiscal year, however, that is anticipated to change when the end of the fiscal year is completed.

President Conrad also shared that so far, there are more sponsorship pledges for the conference than what was anticipated.

**New Business**

a. Investment Policy Update: Daniel Barkowitz and Dameion Lovett

Dameion shared that the investment policy updates are still ongoing and will be brought to the Executive Board when completed.

b. Nominations and Elections: Nadine Bailey

President Elect Bailey shared that the Nominations Committee has selected a slate of candidates for the 2022-2023 FASFAA elections. Candidates will be for President Elect, VP of Training, Treasurer-Elect, and Region II and IV Reps.

* **Motion by President Elect Bailey on behalf of the Nomination Committee to present the slate of candidates for the 2022-2023 elections that will be placed onto the May 2, 2022, election ballot.**
* Discussion: Nominees must have a current membership. A vote by the Executive Board is for the full slate and not by individual nominated person on the slate.
* Vote is tabled until all nominees are confirmed as having a current membership.
* President Conrad will call to order a brief meeting when the slate memberships are confirmed.

c. Conference Committee: Kristina Chavers

On behalf of Kristina, Kris shared with the Executive Board that Kristina has been working diligently on preparing for the Conference. So far, there is a draft agenda prepared that will be shared soon with the membership. He said that all time slots are currently filled on the agenda. Kris also explained that there is still a need for presenters and moderators for the conference. Some of the business partners have already agreed to moderate. Kris requested that anyone on the Board who can assist to please reach out to him and Kristina.

Kris also shared that for future Executive Boards, that there is a need for a Curriculum Coordinator when preparing for Conferences due to the volume of work needed.

President Conrad stated that a passport for the conference is still being created. There may also be t-shirts for the Board and conference committee. More details will be put forth soon.

Kris explained that he is working on a schedule App for the conference. He said that he would like to go with the baseline option which will be approximately $499. Per President Conrad, no vote is needed as it falls within the previously approved budget for the conference.

President Conrad also shared that there will be a motivational speaker for the Conference, Joshua Peach. After working with the Hotel on pricing for the Conference budget, there was a budget leftover that can be utilized for other conference items, such as a speaker, for Friday morning. Bill stated that he is sending the agreement to President Conrad for review. Wayne shared that since the Board already approved the budget for the conference and the cost of the speaker falls within the budget, another vote would not be needed.

d. Training Committee: Kris Hatcher and Region Reps

Angelica shared that her Region III Workshop was switched to Zoom as several people requested a virtual version. Angelica shared that the Workshop went well with positive feedback so far. She will work on preparing an in person fall Workshop and is looking for new topics and training ideas for it.

Marissa shared that the Region V Workshop was in person on Friday and there were approximately 50 people in attendance. She shared that there were several in attendance from technical schools who were interested in learning more about R2T4 procedures. There was a NASFAA credential opportunity for Professional Judgment as well as a Personal Finance session.

Chas shared that the Region II Workshop is scheduled for April 1. President Conrad confirmed that there are two signed up so far. However, Marissa shared that several from her region may sign up also if it will be virtual and easier for them to attend.

**e. Sponsorship Update: Laura Dickerson: Tabled for future meeting**

f. Other Updates: Committee Chairs

Pete shared that he is finishing the Newsletter to be sent to the membership soon.

President Conrad shared that there is a call for award nominations that will be included in the Newsletter. She requests that names of potential nominees be sent to her no later than April 8th so that the Board can vote on them at the April 14th Executive Board meeting.

President Elect Bailey is working with Irma on the site selection for the conference next year. They will be going to the hotel soon to see if it will be a good fit for the next conference and work on a contract. More details will be put forth soon.

Discussion on the upcoming FCAN Conference. President Conrad will be presenting a session on changes to the FAFSA. Wayne shared that the typical FCAN attendees are not primarily from financial aid, but rather more people in Foundation positions. Dameion shared that there are typically several enrollment management attendees as well. Pete shared that the FCAN agenda is posted to their site for review of the sessions.

**Other Business**

1. Purchase of Microsoft 365: Edward Schworn and Angelica Parrales
* **Motion by Nadine Bailey on behalf of the Electronics Services Committee to purchase Microsoft Office 365 One Drive account for the FASFAA Board Association at a cost of $5 per month per user and a total of $60 per year by.**
* Discussion: None.
* Motion passes with Executive Board vote and full approval.
* Eileen will connect with Edward and Angelica on the payment method.
* Angelica will work with Edward on setting up the accounts and getting started.

President Conrad discussed Slack platform. The Executive Board will continue to use the free version and pay for the upgrade. As there is a maximum of 10,000 messages, all older messages are automatically deleted once 10,000 is reached. President Conrad requests that the Executive Board save documents in Slack to the OneDrive to keep a record. President Conrad suggested that Angelica and Edward create a simple “How To” share with the Executive Board the steps to save the information into the OneDrive.

1. Dues Increase Update, late addition to agenda: Dameion Lovett

Dameion discussed the flyer that was sent to the Executive Board with information that was discussed in the January meeting. He shared that it is about ready to present to membership to be a part of the election ballot once the Board approves. The language was developed in conjunction with the Fiscal Concerns Committee. The increase will be $5 for membership. He shared that any feedback is needed no later than March 31st for it to be sent out on April 2nd. President Conrad stated that the preliminary information can be shared in the Newsletter and the official announcement will be shared with membership soon. The text for the ballot is still being determined by President Conrad and Dameion.

**Adjournment of Meeting**

With no further business to discuss, President Conrad declared the meeting adjourned at 11:36 am.

Respectfully submitted by,

Susan Ambridge

FASFAA Secretary