



AASFAA

ARIZONA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

AASFAA Action Item Meeting

Jul 13, 2023

- I. **Call to Order** The meeting was called to order at 3:03 PM by Claudia Rodriguez and was held via Zoom.
- II. **Attendees** Claudia Rodriguez, Crystalann Carle, Dianne Fulmer, Grace Smith Kaus, Aurie Clifford, Beca Ronstadt-Contreras, Brenda Keilman, Caleb Gregory Williams, Kelly O'Brien, Dilcy Perez-Aceves, Heather Wickman, Hillary O'Donnell, Joshua Edwards, Ismel Peraza Lizarraga, Karla Gonzalez, Sarah Sherinian
- III. **Conference Committee Update**
 - Graciella has resigned as conference committee co-chair but Brenda has stepped in and will be a co-chair.
 - Beca Ronstadt-Contreras, Dianne Fulmer (site selection), Caleb Gregory Williams, Karla Gonzalez, Aurie Clifford, and Heather Wickham all mentioned being interested in helping with the conference committee.
- IV. **Board/Committee Chair Goals update**
 - **President**
 - Getting the transition meeting done so we can get off on the right foot.
 - The goal for the year is to support the board and chair committees: to be there for guidance, support, and assistant
 - **Treasurer/Treasurer-Elect**
 - Goal is to connect on monthly basis and go over all of the accounts and verify anything that is outstanding. Complete quick
 - **Member at Large Rebecca**
 - Will be assisting with the conference this year
 - Looking to have a large native presence this year
 - **Grace**
 - Met with Claudia about investing funds
 - Found a 5.0 rate at BMO Bank. We voted to invest 50% of the funds. Try to finalize that investment

- Will touch base with Becca/Brenda about conference items including sound issues, changing the way food is planned to maximize funds, and offering an AASFAA mixer.
 - Training - looking for NASFAA credential training and offering additional items to bump up the cost.
- **Vendor Chair** *Dianne*
 - Consistent for the past few years having 10 vendors at the conference. Working on securing new vendors
 - Beat out Colorado with vendors and attendees.
 - Sent a Save the Date to the current vendor's
 - Would like to be involved with the conference site selection
- **President-Elect** *Caleb*
 - Will try to learn as much as he can with Claudia
 - Will help with the conference committee.
- **VP Elect** *Sarah*
 - Looking to learn about the role from Caleb. Just coming back from leave Playing catchup and hitting the ground running.
- **Training Co-Chair** - *Josh/Aurie*
 - Met with Aurie and the training committee on June 27th. Will be setting up additional meetings.
 - Working on a FA boot camp, drive-in-style training. Looked at WASFAA, and NASFAA training offerings and offer things that may work in tandem with the other.
 - Credential training can be offered more than once as long as it's not virtual. Looking to host multiple Verification and Professional Judgement training.
 - Need to have a training budget and know what is most important to AASFAA.
 - Would love to have tribal or resource training
 - Learned about the Helios Foundation has beautiful space, conference rooms, and covered parking, in the Biltmore area. As a non-profit, we can offer training free of charge for 100-125 people.
 - Aurie would also like to be a part of the conference committee.
 - Claudia recommended putting together 3 different options for budgets -
- **Communications/Social Media** *Hilary*
 - Goals are to get an official document created regarding tasks and responsibilities for this role. I will also be reaching out to all the Chairs to see what is being worked on with training, etc so that I can post on social media and help create any other communications needed.
- **Awards and Scholarships** - *Karla*
 - The goal is to open the application and nominations earlier and work with the committee and chairs to promote it. (Will be helpful to reach out to Hilary and use our social media platforms)

- Looking to see if we can provide scholarships for things other than the conference.
 - Would like to help out with the conference committee. Maybe have videos from scholarship recipients or the benefits of AASFAA.
- **Membership** *Ismael*
 - Mixer - likes the idea of having more than one mixer that can be offered in different areas of the valley. "Bring a friend"
 - Raffle - Service related, bring canned goods, and school supplies for underserved populations
 - The goal is to increase the number of members of AASFAA. Thinking of creating a newsletter that forces the person to log in to the website to read the full article.
 - Aurie mentioned we should set up a go fund me or a donation page. Maybe have a game with the person who can win the food and funding for your school's food pantry. Aurie can do a Kahoot or a quiz show if needed.
- **Past President** *Kelly*
 - The goal is to have at least two people on the ballot for each position
 - Highlight current board members
 - Open to helping any members
- **Outreach/Awareness** *Heather*
 - Met with Claudia about what we could do to help. Looking to increase Maricopa Community College member participation.
 - Reached out to Arizona Regents Julie to introduce herself and make connections
 - Would like to be a part of training and conference planning

V. **AASFAA Web/IT Updates** *Amanda*

- Active AASFAA Listserv as mentioned in by-laws and policies
- Website Updates/Training

VI. **Banking/Mail Treasurer/Treasure-Elect**

- Treasurer-Elect has a hard time learning the position without access to the various programs that we use. Claudia/Caleb said we wouldn't have to vote on it and it makes sense to grant the access.
- Claudia will go next week and ask about forwarding the mail from AASFAA Mail/PO Box to Shaundra. Not sure if it's an option but will find out.
- Quickbooks
 - It's possible to import bank statements, can we start doing that? Ryan had concerns previously. Brenda uses it for another project and said it works really well. Claudia said go for it and make sure we are reconciling monthly.
- Banking

- Discuss switching the type of bank account that we use- Shaundra had a conversation with someone about transitioning our savings to a Chase performance business checking
- Claudia recommended Shaundra/Dilcy meet with Grace. If we get the 5.1% CD rate, we would make about \$2500 a year. Depends on how much money AASFAA has left.
- No outstanding expenses, everything has been paid.
- Bank Statements caught up through May

VII. Conference Dates

- May 1st and May 2nd for conference dates (Wednesday and Thursday)
- Kelly made a motion to hold
- Caleb seconded the proposal
- Motion passed

VIII. Adjournment Claudia adjourned the meeting at 3:58 pm.