AASFAA
ARIZONA ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS

Quarterly Board Meeting
2024-2025 Executive Council
6/18/25

I. **Roll Call/Attendance (*denotes voting member)**:

President* : Caleb Williams **Past President* : Claudia Rodriguez** **President-Elect* Josh Edwards** **Vice President* : Aurie Clifford** **Secretary* : Hillary O'Donnell** **Treasurer* : Dilcy Perez-Aceves** **Treasurer-Elect* : David Donderewicz** **Rep at Large* : Katy Francis** **Rep at Large* : Rebeca Ronstadt-Contreras**	**Training Co-Chairs – Tia Smith, Esther Cuellar** **Communications – Hillary O'Donnell** **Awards & Scholarships – Karla Gonzalez** **Membership – K. Chandler** **Vendor Relations – Dianne Fulmer** **Fiscal Planning & Development- David Vikander** **Awareness & Outreach – Heather Wickam** **IT/Web - Melissa Stoddart** **Conference Co-Chair – Katy Francis, Rachel Ridout**

Not in attendance: Aurie Clifford, Tia Smith, Heather Wickam.

Quorum met: Yes

II. Meeting was called to order by President Caleb at pm 12:06pm
III. Approval of Minutes from previous meeting (January Board Meeting)
   - Secretary Hillary O'Donnell motion to approved. Rep at Large Katy Francis to second. Previous meeting minutes approved.
IV. Opening – Caleb
   - Mission Statement
   - Expectations
   - General Format
V. Introductions for new members – Caleb
   - Name
   - School
   - AASFAA Role
   - Fun Fact
VI. Old Business - Quick update from Board Members and Chairs/Quarterly Reports
   - **Past President** Claudia: Helped with CD, helping out with banking, helped with our conference. AI: Need to update position changes with bank. AI: Need to update the PO Box and get PO Box paid for next year.
   - **President:** Caleb: Conference went well with all the guidance from Katy/Rachel. Meeting bi-weekly with Josh to discuss planning, best practices, etc since he is taking over.
   - **Vice President** Aurie:
   - **Rep at Large** Rebecca:
   - **Secretary/Communication** Hillary: Has met with Esther to prepare her for taking over as Secretary for upcoming year. One more meeting scheduled with Esther. Communications chair – No updates.
   - **Web/IT** Melissa: Updated the Scholarships and Awards webpage with the new award winners from the 2025 Spring Conference. Added attributes in MemberClicks on all of the new 25/26 representatives. Started training the new

IT Co-Chair, Blanca. Have set the AASFAA email accounts to forward to the new representatives. Granted "Admin" access to the new representatives in MemberClicks. Removed the 2025 Spring Conference Banner from the main landing webpage. Next Qtr plan is to update webpage with 25/26 representative, update 25/26 Presidents Welcome, send out job board email communications, go live with the AASFAA Conference Recordings forms, and reminder to all to make sure to email Melissa and Blanca for any IT/Website service requests.

- **President Elect –** Josh: Assisted with Conference and conference sessions including credential testing from NASFAA.
- **Training Co-Chair**: Tia/Esther:
- **Awards & Scholarships** Carla: committee reviewed applications between 3/3-3/13. Notification of award set 2/24. Scheduled social media/email campaigns, has meeting with President to nominate committee of the year. Received plaques for conference. Saved costs on no plaques for board this year. Created award presentation. Exit letters completed. AI: Need Exit letters sent out so Caleb will forward them on.
- **Fiscal Planning and Development** David: AI: Will do some research and put together a report that shows our income and expenses for the last 5 years and look into what we can invest and if any CD's available.
- **Awareness & Outreach:** Heather**:**
- **Membership** Chandler:
- **Vendor Relations –** Dianne: We had 12 vendors total this year, with 4 new venders this year. She has reached out to other sponsors to see if anyone wants to take over this position. But she is staying. This upcoming year would like to be more involved with games, breaks, times, etc at the conference for vendors. Our game from this past conference needed more promoting.
- **Conference Co-Chair –** Rachael**/**Katy**:** Make conference recordings available for purchase, make a profit from videos, if we do not have 3 institutions to purchase the video package then we will forgo the subscription. \$125 per package/per institution. Will have access for 6 months. Post Conference survey complete and data provided. Next Qtr plan is to send out video links Aug 5th.
- **Treasure/Treasurer-Elect** Dilcy: Review of the statement of Activity and the Statement of Financial Position (July 24-May25). Provided amount of expenses, net income (loss of \$8472.67). May need to review our financial goals, expenses, etc. We should have at least 2 years' worth of funds in our savings account.

VII. New Business – President Caleb

- Conference data and Survey- Katy/Rachael: review of conference survey and budget. 117 attended the conference. 19 responses to the survey (all either Very satisfied or satisfied). Provided some feedback on favorite things, least favorite things, comments, favorite sessions. Having the agenda on Google site was liked and saved money this way. From the conference itself \$309.96 net loss. Most expensive were food and AV charges/service fee. Hoping to make up some cost by institutions purchasing the session recording.
- Treasury Update- Dilcy: Review of the statement of Activity and the Statement of Financial Position (July 24-May25)
- Thank you the 24/25 EC – Caleb: Thank you to all who served on EC this past. Had a lot of fun and we did a lot of great things.
- Welcome to the new EC – Josh: Welcome all and thank you in advance for volunteering to be a part of AASFAA.

- Budget Draft Overview – Josh: Went over last year's projections and upcoming year's expense projections. Will apply for another WASFAA scholarship again. Review of where we can cut some costs. Wants to propose that we cut some costs with how many people we send to NASFAA training and committee travel. Also, possibly some cuts within the conference such as hotel for WASFAA and what we are giving out as promotional items. Website shows member fee differently than what is on spreadsheet. There are also 14 institutions showing pending or partial payments for membership renewal so need to look further into this. AI: Caleb and David D to take this item. Still need to discuss Drive-in costs – will be done via email.
- Storage unit – Josh (Vote) – will be discussed via email
- NASFAA Investment Q&A – Josh: will be discuss via email
- AASFAA Investment (Possibly vote) : Will be discussed via email.
- Conference format conversation – Josh: What ideas or thoughts does everyone have? Suggestions include symposiums, prof development retreats (north, central, south), have conference at an institution, hold conference virtually instead of in person, one day conference, reasonable costs at UofA. Offer sessions about what we do for non-financial aid folks and this could draw higher attendance.
- Membership fees (Vote) : We currently have a membership scale for institutions based on student population. Discussion about having a single standard fee, increase fee, etc.
  - President Elect Josh motion to standardize one fee of $150 for institutions, $110 for vendors and $35 for individuals. Treasure elect David D second the motion. Vote passed.
- President Caleb made motion to remove Past President Claudia and Treasurer Dilcy from Chase bank accounts and add President Elect Josh and treasure Elect David to the accounts. Rep at Large Katy to second the motion. Vote passed.

VIII. Meeting Adjourned at President Caleb at 2:05pm

- President Caleb move to adjourn meeting and IT/Web Chair Melissa to second.