AASFAA Transition Meeting
5/3/2019

10:13 a.m. **Call to Order by Shaundra Coleman**

In attendance were: Shaundra Coleman (via Zoom), Ryan Taylor, Tia Smith, Akhtar Parvez, Tiffany Reed, Kim Murphy, Aurie Clifford, Chris Linderson, Karen Emmer , Norma Navarro, Pap Pippin, Dan Wellborn, David Donderwicz, Chase Macintosh, Vickie Ungor, Adrienne Carlos, Diana Dowling, Bee Sena, Dianne Fulmer, Phil Leblanc, Amanda Cornelius, Jackie Henderson, Wes Toliver, Deena Lager, Tim Spahn and Kelly O'Brien (via Zoom).

Introductions were made, as well as the position the member served in 1819 and will be serving in 1920:

Ryan Taylor – Treasurer Elect in 1819/Treasurer in 1920
Tia Smith – Co-Chair of Conference Committee/Conference Committee in 1920
Akhtar Parvez – Co-Chair of Conference Committee
Tiffany Reed – new to Board for 1920, from ERAU in Prescott
Kim Murphy – Treasurer for 1819/Treasurer Elect for 1920
Aurie Clifford – Co Chair of the Training Committee
Chris Linderson – Rep at Large for 1819 and retiring this year ☺
Karen Emmer of Cochise College will be a Rep at Large for 1920
Norma Navarro – 1920 Vice-President
Pat Pippin – 1920 President-Elect
Dan Wellborn – 1920 member of the Awards & Scholarships Committee
Chase Macintosh – 1920 member of the Awards & Scholarships Committee
David Donderwicz – 1819 Co-Chair of the Awards & Scholarships Committee
Vickie Ungor – 1920 member of the Site Selection Committee
Adrienne Carlos – 1920 Chair of the Site Selection Committee
Diana Dowling – 1819 Past President
Bee Sena – 1819 Chair of the Membership Committee
Dianne Fulmer – 1819 and 1920 Chair for the Vendor Relations Committee
Phil Leblanc – 1920 Membership Committee Chair
Amanda Cornelius – 1819 President Elect/1920 President
Jackie Henderson – 1920 Chair for the Communications & Social Media Committee
Tiffany Shred – 1920 Training Committee member
Wes Toliver – 1920 Secretary
Deena Lager – 1819 and 1920 Chair for Awareness & Outreach Committee
Tim Spahn – 1920 IT & Website Chair
Shaundra Coleman – 1819 Vice-President/President, 1920 – Past President
Kelly O'Brien – 1819 Secretary/1920 Chair for the Awards & Scholarship Committee

Approval of Minutes

Amanda indicated that there was no need for a vote on the minutes being approved, however everyone agreed that the minutes were approved as read with no changes.
Past-President's Year End Report

Diana wanted to talk about the nomination process for AASFAA. She indicated that she received 13 nominations for the Board positions this year however, some people did not realize that they had been nominated so they denied the nomination. She further related that it is hard to find President and Treasurer Nominations. This year Rebekah had made a few changes where board members received their hotel rooms at the conference, which is a great benefit and that maybe by having more incentives like that, we will get more people involved. Discussion followed with how to promote the incentives as well as how having the elections after the conference worked well.

Many people feel that the three-year commitment of the President is a bit much and that is why it is hard to find people to run. Aurie asked about having the Vice-President doing more to alleviate some of the President's responsibilities and encouraged the Past-Presidents to write down their experience during their tenure. This way people will know when the busy months are, what the position entails, and the actual time commitment. It was mentioned that it might be a good idea to have a general session during the conference where this information is presented, however Ryan said that last year we had this break out session, with a panel of six members but there were only two attendees. Kelly suggested having the table with the Board information on it receive the actual nominations during the conference while everyone is excited about wanting to get involved.

Discussion followed about the idea of removing the position of Past-President to make it a two-year commitment instead of three. Phil asked Pat her thoughts on this. She said that the Past-President position is more of a mentor, a person to guide the new President and Board. Phil said that his experience with being a Past-President was that it was a nice role and that there wasn't as much of a commitment, just there for guidance. If the nominations end up being under the Vice-President, clarifying those three years won't seem so daunting. The Past-Present can "lead instead of do".

Diana also thought that recruiting at each event we have, the conference and trainings, would be a game changer as well. We can highlight all the incentives of becoming a Board Member.

As we have much to talk about today, Diana indicated that we should leave it as is this year, and if we decide to change things up, do it for the next year.

Motion: Kim moved to create a committee to work on next year's Board elections that will be Chaired by the Past-President. This leaves Shaundra to head the committee and as per our Bylaws, the President will also be on the Committee. Dianne seconded the motion and the **motion carried**. Shaundra asked that if anyone else would like to be on this committee, to please let her know

Vice-President's Year End Report

Shaundra sent out the updated Bylaws - there are still a few things that need to be updated. Shaundra assumed the role of President after the untimely passing of our President, Rebekah Salcedo, shortly after the spring conference. Shaundra also indicated that she has received many suggestions about the past-president's position, but no official decisions have been made on any significant changes at this time.

Treasurer Year End Report – Kim indicated that the Balance Sheet is reconciled through 4/4/19. She also indicated that we were aiming toward a neutral budget, however when looking at the budget versus the actual numbers, it is noted that our membership fees and sponsorships were down a bit, but fiscally, we were good.

Shaundra questioned if we have moved any of our money this year. Ryan related that upon his investigating the prospect of investing the funds, the investments did not prove prudent so he is looking for alternatives like a high yield savings account. He further related that the on-line banks do not do business in Arizona or with businesses based in Arizona unless they have an actual branch in our state. He did find an online bank that provides rates for a cd at a 2.8 % for 12 month Cd, so depending on what other investment options Amanda brings, we can move forth with that and it will be easy to put in place. At this point, the funds have not been invested, but we are getting close to finding the option we are looking for.

As far as the conference, the net income of $1400 will actually be a small loss after paying for Memberclicks. Phil questioned if this was due to our membership being down or just not as many people attending the conference. Dianne related that this was due to our only having half the amount of vendors than was anticipated. The conference numbers actually came in where they were expected to.

Diana asked how AASFAA is doing by offering individual AND institutional memberships, and whether this has made a difference. Aurie stated that our individual membership costs $50 and the institutional membership was $275. We are hoping to increase our membership this way, however, Diana indicated that when she sent out the ballots for elections, many members were disappointed that it was only the main institutional member who got to vote for the Board, rather than the individual members. There was a lot of discussion about this situation and it was mentioned that schools with more members would have more voting power. Pap Pippen reiterated that this would not be fair to the smaller schools. Diana added that not all of the voting members are involved in AASFAA but that it may be hard to monitor how many votes each particular institution would have. Bea suggested that perhaps you could have more votes IF you attended the conference. Wes said that his co-workers were upset that they received ballots but were actually not allowed to vote and agreed that actually opening it up to everyone would be preferable. Karen said that her staff came back from the conference all excited about AASFAA but there were no opportunities at that time to get involved so then they lose interest. Having information about AASFAA and getting involved during our main meeting may be a better way to generate interest. Akhtar said that there was a sign-in sheet for persons who were interested so that we could contact them after the conference.

David related that there really is no engagement with the interested members between the conference and our transition meeting so perhaps they lose interest. Pat said that we should at least acknowledge that they offered to volunteer, so Dianne asked if maybe the membership committee should meet prior to the transition meeting to gradually bring them into the group. Shaundra thought this was a great idea. Deana also began a discussion on our finding different activities and ways to keep possible members engaged.

Aurie thought this conference had a lot more interest with fun and social venues to meet and greet members. Shaundra reminded everyone that we had discussed having individual meetings with groups in the north, south, east and west areas with social activities that are easy to organize but will get people more involved. Phil wondered if it should be after a Board meeting – having a social hour to generate more awareness of our meetings, maybe we will get more attendance that way. Bee said that having more social activities would be a great idea and that perhaps we could do something quarterly.

Conference Committee Year End Report

Akhtar thanked everyone for such a successful conference and they he is looking forward to next year. He also received great feedback from members and attendees. The initial budget for the conference was based on 100 attendees, however, we actually had 145 members in attendance.

Tia discussed the survey results:

32% of members completed the survey
29% of our members did not attend (reasons are noted below)
Bruce Honer's session was the most attended and Administrative Capability was the second most popular session
Year round PELL struggled with negative reviews
48% wanted a joint NASFAA & AASFAA conference
37% wanted the next conference in Northern Arizona

Tia indicated that those that did not attend indicated that it was due to the timing, location or the price. She did receive positive feedback about the location, food, and the sessions. There were also suggestions to have more sessions that are customer service related. 100% of the members who completed the survey said that they planned to renew their membership.

There were a couple suggestions for the next conference – an ice breaker activity for the vendors and having a successful student come back and giving a speech about the aid they received and their experiences because of that.

Akhtar said that the committee worked very hard for 6 months but the food was very good – and this committee was voted Committee of the Year for 1819 with only 3 people doing a tremendous amount of work! Amanda is hoping that we will be able to find a larger group to help for next year's conference

Membership Committee Year End Report

Bea indicated that overall three are 71 institutions represented in our 2018-19 membership - including schools, sponsors, and consultants. Phil gave us a historical perspective of membership from 2010 until the present where we can see the progressive increase in membership. We hope this trend continues throughout the next few years

Having the WASFAA Regional Conference in AZ may have been a deterrent because some members may have had to make a decision on which conference they could attend based on their school's budget constrictions. Next year the WASFAA conference will be in Hawaii so this may offer us a higher attendance for our conference

Bee related that we may need to do manual updates to the memberships based on the contact person not being up-to-date and that when an institution is inactive, they are still within our system.

Awards and Scholarships Year End Report

David wanted to publicly thank Sheri, and indicated that she is no longer a member of AASFAA due to her no longer working in financial aid. Their committee came in under budget for 1819 and we may think of adding a "Rising Star" award for 1920 and Shaundra talked about having a scholarship in honor of Rebekah. It was noted that we could tie them in together somehow…The Rebekah Salcedo Rising Star Award. Phil said they could talk more about this during the afternoon session

Outreach Committee Year End Report

Deana related that during the 2018-19 year their committee held FAFSA Nights and that over 97 high schools hosted at least one FAFSA night and there were 107 workshops total between October and todays date. Within those, 137 financial aid professional volunteers attended multiple dates to assist almost 8700 students and parents. The sites included local high schools, colleges, and various community locations. They would like to extend their reach to the Tucson area and are looking for bilingual volunteers. During the conference, their fundraising efforts raised $500 for Scholarships A-Z. The actual winners of this fundraiser were Carla Gonzales of Pima Community College(the half-time winner) and Wes Tolliver of U of A (the final score winner). Score winner Carla was half-time winner. Deanna asked if we would like members of Achieve 60 AZ to present their information at one of our meetings so that we can learn more about their group. Pap said that this would be a good idea and Shaundra related that ASU is joining them for some of their statewide initiatives. Deanna will get with Amanda to schedule this.

Vendor End of the Year Report

Dianne indicated that we had eight (8) participating vendor sponsorships for the conference and that their logos have been posted to the sponsorship exhibitive tab – the banner ads are on the website as well. She indicated that the vendors expressed very positive feedback about the booth location in the hallway and the fact that they were able to introduce themselves during the opening meeting. Overall, the conference was well received by the vendors. Dianne indicated that next year we may want to have a power point going with the vendor's names and logos on it that is running during the opening session or during meals – they did this at a conference in Virginia last year and it was well received.

T **Training Committee Year End Report**

Aurie indicated that the challenge this year was budget related but that all the trainings received a lot of positive feedback. There were trainings offered in Tucson, Phoenix and Flagstaff offering three different NASFAA Credentials. The most attended training was in Flagstaff, where 40 people were in attendance. The committee also provided a webinar with Bruce Honer who discussed Verification. She has already reached out to him again to do a training on Understanding SAP Policy and will need to get the link from him to put it on our website. Tiffany will be joining Aurie and Maggie on the committee for 2019-20 and will talk about new ideas in this afternoons meeting.

Communications& Social Media Committee Year End Report

The Communications & Social Media Committee dissolved in 18-19, but will start back up for 2019-20, with Jackie Henderson as the new Committee Chair.

IT Committee Year End Report

Tim indicated that he will talk about this information during the meeting this afternoon as there was no new information to report about for 1819 – just some minor improvements and some changes with Memberclicks

Shaundra asked if there were any fees or charges we need to talk about for IT? Tim said only the normal yearly renewal. Tim also indicated that both Mary Kate and Nic left the committee mid-year.

12:05 p.m. Shaundra adjourned the 1819 portion of the meeting and thanked everyone who participated on the Board or on a committee this past year and made our organization successful.

These minutes are respectfully submitted by Kelly O'Brien.

AASFAA Board Meeting

May 2nd, 2019

I. Call to order

Facilitator Name called to order the transition meeting of the AASFAA Board at 10:13 am on May 2nd, 2019 at the University of Phoenix.

II. Attendees

Adrienne Carlos, Akhtar Parvez, Amanda Cornelius, Aurie Clifford, Bee Sena, Chase McIntosh, Chris Linderson, Dan Wellborn, David Donderewicz, Deena Lager, Diana Dowling, Dianne Fulmer, Jackie Henderson, Karen Emmer, Kelly O'Brien, Kim Murphy, Norma Navarro-Castellanos, Pat Peppin, Phil LeBlanc, Ryan Taylor, Shaundra Coleman, Sureka Wrublik, Tia Smith, Tiffany Reed, Tiffany Schmidt, Tim Spahn, Vickie Ungor and Wesley Tolliver

III. Approval of minutes from last meeting

Secretary Name

IV. Business

a) Discussion of how to attract new board members. Suggestions included:

- Have board members address attendees at AASFAA annual conference.
- Hold general session at conference on benefits or board membership.
- Create org chart to show how the board operates.
- Spotlight one committee or position each month on social media pages.
- Recreate election committee to drive interest.
- Create opportunities for involvement immediately following the conference with regular follow-up for volunteers.
- Open voting to all members.
- Outreach events/social hours – Membership Committee would own.
- Shorten term of president and/or eliminate role of Past President. This topic was discussed at length and the decision was made to keep the Past President.

Motion to reinstate election committee under the direction of the Past President made by Kim Murphy with Diana Dowling as 2nd. Motion approved.

b) Discussion of the number of Board Meetings held per year. Decision to hold four board meetings. Transition and pre-conference meetings will be in person. Meeting in September will be by phone. December meeting will either be in person or by phone depending upon whether or not there is an opportunity to coincide with a site visit or training event.

c) Committees presented their year-end reports. Phil has electronic copies of all. Decision to institute and name Rising Star Award after Rebekah Hoppel-Salcedo. Outreach committee will have Achieve60AZ present at next board meeting after which we will decide if we would like to become a sponsor.

V. Adjournment

Facilitator Name adjourned the meeting at 12:05 pm.

VI. Call to Order

2019-2020 President Amanda Cornelius called to order a meeting of the 2019-2020 AASFAA Executive Board at 12:42 pm on May 2nd, 2019.

VII. Attendees

Amanda Cornelius (President), Shaundra Coleman (Past President), Pat Peppin (President-Elect), Norma Navarro-Castellanos (Vice President), Ryan Taylor (Treasurer), Kim Murphy (Treasurer-Elect) and Wesley Tolliver (Secretary).

VIII. Business

Motion to instate Tiffany Reed and Karen Emmer as Representatives-at-large made by Ryan Taylor with Kim Murphy as 2nd. Motion approved.

IX. Adjournment and Transition to Full AASFAA Board

2019-2020 President Amanda Cornelius adjourned the Executive Board meeting at 12:47 pm and reconvened the full AASFAA Board.

X. Business

a) Handoff meeting between 2018/2019 committee members and 2019-2020 committee members.

b) Discussion of what to do with AASFAA reserves. Options included investment, charitable donation and creation of donation baskets. Ryan Taylor and Dan Wellborn will look into investment options and report back at next board meeting.

c) Review of 2019-2020 Budget

- Increased Plaques and Certificates budget to $900.

- Discussion of interest in Whova for conferences and Drive-Ins.

Motion to purchase service package that includes 3 Drive-Ins and the Annual Conference for $4348 made by Ryan Taylor with Wesley Tolliver as 2nd. Motion approved.

- Addition of budget for committee travel.

Motion to approve $1200 for Committee Travel made by Kim Murphy with Norma Navarro-Castellanos as 2nd. Motion approved.

- Eliminated $200 budget for non-conference giveaways and moved those funds to Annual Conference promotional goods.

- Discussion of membership fee increase. Proposed increase of $10 to annual fee. Proposal to keep current fee of $75 as an early-bird rate with an increase to $85 after cutoff.

Motion to instate 'early-bird' annual membership fee of $75 from July 1, 2019 through September 30, 2019. Fee will increase to $85 on October 1, 2019. Motion made by Ryan Taylor with a 2nd by Pat Peppin. Motion approved.

- Discussion of Retiree membership option. Suggested fee is $10. Discussion was tabled until the next meeting. Amanda Cornelius will define what Retiree membership would include and what eligibility requirements would be.

- Discussion on raising Vendor fee to $1000. New benefits to vendors include logo placement on Whova, increased conference time (1.5 days as opposed to 1) and possibility of joint conference with Nevada. Vendor goal set at 10 vendors.

Motion to increase vendor fee to $1000 made by Ryan Taylor with Wesley Tolliver as 2nd. Motion approved.

Motion to approve 2019-2020 budget made by Norma Navarro-Castellanos with a second by Kim Murphy. Motion approved.

d) Decision to hold joint Annual Conference with NAFAA. More details to come from Amanda after meeting with NAFAA President.

XI. Adjournment

Amanda Cornelius adjourned the meeting at 3:30 pm.

Meeting Minutes recorded by Wesley Tolliver – Secretary