



AASFAA Board Transition Meeting

June 22, 2020

I. Call to order

2019-2020 President Amanda Cornelius called the AASFAA Board meeting to order at 10:02 am on June 22, 2020. The meeting was held as a teleconference via Zoom.

II. Attendees

Adrienne Carlos, Amanda Cornelius, Kim Murphy, Dianne Fulmer, Kelly O'Brien, Pat Peppin, Ryan Taylor, Shaundra Coleman, Tiffany Reed, Tim Spahn, Maggie Thom, Deena Lager, Jackie Henderson, Aurie Clifford, Karen Emmer, Phil LeBlanc, Norma Navarro-Castellanos, Tia Smith, Wesley Tolliver, Tom Rector, Isabel Mancini, Jaclyn Howard, James Bogner and Karla Gonzalez

III. Introductions of 20/21 Board Members

IV. Year End Committee Reports

- President – Amanda Cornelius
 - Archive project completed and ready to upload to site. Membership is entitled to access to meeting minutes.
 - Thank you to Tim and Kelly for their assistance.
- President-Elect – Pat Peppin
 - Actively preparing for the new year.
 - 20/21 AASFAA Board Meeting tentatively scheduled for July 2 from 1 pm – 3 pm.
- Past-President – Shaundra Coleman
 - Suggested that elections should be held at the conference to increase participation and engagement.
 - This would also drive interest in committee participation.
- Vice President – Norma Navarro-Castellanos
 - Acknowledged unique circumstances of this year.

- Amanda noted the discovery this year that the VP is responsible for reviewing contracts per our bylaws.
- Secretary – Wesley Tolliver
 - Will send templates to new Secretary James Bogner.
 - Reminder from Amanda that minutes only need to be reviewed for edits. They do not need to be approved by the Board.
 - Also noted by Amanda was the need to ensure the meeting minutes from the next board meeting include the names and titles of incoming board members so that the bank accounts can be updated.
- Treasurer – Ryan Taylor
 - Due to COVID-19 and the cancelled conference, expenses exceeded revenue. We will finish the year approximately \$10k in the red.
 - CD matured and Ryan will work with Kim to manage those funds.
 - QuickBooks fee increased by \$200. Ryan suggested reevaluating what level of service we need which should lower the fee.
 - Revenue should increase next year by relocating job postings in-house rather than through an outside company. This will increase job posting revenue by 50%.
 - Per Amanda, we still have Whova functionality for one conference as we paid for but did not use it. There is currently a tentative conference date in the app for September/October. The dates will need to be changed in the app before the current dates expire so that we do not lose the \$2k we paid for the conference app functionality.
 - The only venue expense we incurred for the cancelled conference was a \$300 deposit.
- Reps-at-Large
 - Karen Emmer – recommendation for incoming Reps-at-Large to reach out to committees right away to see who needs help. More definition on responsibilities of the Rep-at-Large role would be helpful.
 - Tiffany Reed – worked on gaining Private University participation and understanding what value AASFAA can provide them. Offered to assist the membership committee.
- Awards – Kelly O'Brien
 - Lots of moving parts this year in trying to procure plaques but came in under budget and was able to purchase plaques for all board members and committee chairs. Will send printed certificates of appreciation to all committee members.

- Goal to get award nominations online for 20/21.
- Amanda suggested a verbiage change for awards to include 'use for a future conference' so that the award can be given regardless of whether or not there is a conference that year.
- Communications – Jackie Henderson
 - Room for growth and opportunity.
 - Stated the benefit of having committees share important communication dates with the communication committee ASAP so that a calendar can be developed.
- Conference – Tia Smith and Maggie Thom
 - A great conference was planned until COVID disrupted everything.
 - Charity auction will still take place to benefit the Colorado River Food Bank.
- IT – Tim Spahn
 - Membership renewals have started.
 - Will create a Memberclicks how-to video for Amanda Cornelius.
 - Will schedule a call with Amanda to transition and is still available as needed to support.
 - Task force to explore alternatives to Memberclicks included Wesley, Tim, Ryan, Amanda and Aurie. Amanda will bring this up at the 20-21 portion of Transition Meeting for new Board to discuss.
- Membership – Phil LeBlanc
 - Goal this year was to increase membership by 10%. FY 19/20 Institutional Membership ended at 65 – down from 71 the previous year. Conference cancellation directly impacted membership renewals.
 - Advice to incoming chair that time management/delegation can be difficult and to adjust plans accordingly.
- Outreach – Deena Lager
 - Proud to have facilitated AASFAA participation in Achieve60AZ.
 - Supported FAFSA completion workshops.
 - Expressed interest in working with the membership committee to demonstrate the value our organization can add to the community.
- Site Selection – Adrienne Carlos
 - Conference site was very willing to work with us and provide the best deals.

- \$300 was all that was lost from cancellation. There is a possibility we could get these funds back but someone would need to reach out.
- Tom Rector to take over site selection.
- Training – Aurie Clifford
 - Drive-in trainings were successful and profitable.
 - Suggested future discussion on how we can evolve in both how we deliver trainings (virtually vs in-person) and the content we offer as NASFAA now offers credentials at a cost-savings.
 - Suggested town halls to assist Institutions in the ongoing challenges we are facing.
 - Also suggested using the unused conference presentations as virtual trainings in the Fall.
- Vendor Relations – Dianne Fulmer
 - 19/20 goal was to increase from 8 sponsorships to 10. Ended with 16!
 - Vendors really liked the idea of a joint conference as they got more bang for their buck.
 - Vendor logos loaded to website.
 - Discussed possibility of a joint virtual conference with NAFAA although Pat stated Nevada and Idaho have already made plans to join with CASFAA.

V. Committee of the Year

- Vendor Relations – great job to Dianne!

VI. Wrap-up

- Discussion on intuitional travel restrictions and budgets for FY21.
 - All institutions represented on the board are facing budget and/or travel restrictions.

VII. Adjournment

2019-2020 President Amanda Cornelius adjourned the meeting at 11:26 am.

Meeting Minutes recorded by Wesley Tolliver – Secretary