



Date: 16 December 2020

- 1) Call To Order: 9:05am
 - a) Attendees: Amanda Cornelius, Kelly O'Brien, Grace Smith Kaus, Pat Peppin, Tiffany Reed, Jaclyn Howald, Shaundra Coleman, Karla Gonzalez, Aurie Clifford, Dianne Fulmer, Isabel Mancini, Norma Navarro-Castellanos, James Bogner
- 2) Approval of Minutes
 - a) Motion to approve; Amanda
 - b) Motion to 2nd; Tiffany
 - c) Minutes were unanimously approved with none against and no abstentions
- 3) **President's Report**
 - a) Conference Updates: Nevada partnered with Alaska, CASFAA had a conference, and Hawaii asked us. Oregon has also reached out regarding the conference.
 - b) Mentoring program through WASFAA in honor of Rebekah
 - c) Grace, Tiffany and Pat will meet after break to work on planning.
 - d) Shaundra noted that Deena has left the Arizona Commission for Postsecondary Education. We need to contact this department and replace Deena on the outreach committee.
- 4) **Treasurer's Report**
 - a) Reviewed Treasures Report
 - i) Some operating loses, but there are outstanding sponsorships
 - ii) Reviewed balance sheet; discussed keeping funds in savings or a different type of account. In order to change account types, we would need to amend bylaws and vote.
 - b) The NAU post office box is set up for invoices.
 - c) Isabel will be following up with Memberclicks and Zoom
 - d) With Pat leading, we reviewed the 2020-2021 budget
 - i) Currently 6 sponsors; seeking more
 - ii) Conference is all virtual; no hotel costs
 - iii) WASFAA Summer Institute will for sure virtual; their fees will also be decreased. Estimating \$500 for now but Aurie will keep us updated.
 - iv) Insurance will remain the same
 - v) PO Box rental will increase to \$205
 - vi) Spring Conference; considering options but will need to look at the budget.
 - vii) Memberclicks cost \$4,250 will remain the same.
 - viii) Fall drive-ins no revenue/no expenses.
 - ix) This totals around \$16,890 in costs right now.



- x) In terms of income, discussed the fact that we can't control Zoom links. Memberclicks may be an option for helping verify users through our database.
- xi) Projecting for the conference is \$11,400 based on an 80% attendance rate of member institutions. There could potentially be some additional revenue here.
- xii) Estimating 10 sponsors at \$500 a piece.
- xiii) Earned interest is estimated at \$2-\$3 per month.
- xiv) Right now, because we have revenues that exceed expenses, there was discussion around offering sponsorships to conferences, given that schools are tightening their belts, as well as sponsoring lunch. We are estimating that we're looking at around \$900 in cost for this.

VOTE: Motion to approve the proposed AASFAA Budget for 2020-2021. Isabel moved to approve. Amanda seconded. The motion passed:

Yeas: 7

Nays: 0

5) Board Member Reports

- a) In the AASFAA "December Board Reports" folder

6) Committee Reports

- a) IT/Web
 - i) Website updates for conference and training
 - ii) We will need to build election forms and a timeline will be critical to doing this; Amanda is proposing holding elections after the conference so we could build momentum. Also discussed with Karla having a lunch activity so this could be beneficial.
 - (1) Start nominations at the conference seemed to be the resounding interest with a forum afterward for those interested.
- b) Awards and Scholarships
- c) Conference
 - i) Conference Updates
 - (1) March 24th through the 26th, 10am to 3pm
 - (2) Multiple sessions with the WASFAA president and Megan from NASFAA confirmed attendance.
 - ii) There are two confirmed sessions thus far.
 - iii) "Reuniting Community #AASFAAStrong"
 - iv) Conference Pricing Model



(1) Reviewed the pricing model.

VOTE: Motion to approve the conference cost for members was made by Tiffany and seconded by Amanda. The motion passed with no objections or abstentions:

Yeas: 7

Nays: 0

d) Training

- i) We need to figure out February training because Deena is no longer in her role; Anyone interested in sharing FAFSA completion work?
- ii) Also discussed diversity work; Pat will reach out to the District Office.
- iii) We need to figure out April as well for Default Management.
 - (1) Need to add board member pictures to LinkedIn, share award winners, and thank volunteers.
 - (2) Also need to connect there; will share with Aurie
- iv) Additional functionality in Zoom or new license for WebEx
 - (1) Isabel is reaching out to ask about access
- v) AASFAA Kahoot license
 - (1) Not expensive; the most expensive package is \$138
 - (2) WASFAA uses this

VOTE: Motion to approve not more than \$150 on a Kahoot package for the training committee was made by Amanda. Kelly seconded. The motion passed with no objections or abstentions:

Yeas: 7

Nays: 0

- vi) Vendor/sponsor training. Ocelot got a referral! Aurie wanted to make sure the association is getting paid. Amanda confirmed that the sponsorship covers the conference + one other activity.

e) Vendor

- i) 6 sponsors already registered
- ii) Amanda/Isabel can update Dianne with new sponsor numbers.
- iii) Logos not updated until January

f) Membership

g) Awareness and Communication

7) Old Business

- a) Holiday event cancelled



- b) Budget approval: Resolved earlier in the meeting
- 8) New Business**
 - a) Elections and nominations: Resolved earlier in the meeting
 - b) The next meeting will be mid February. James will send this out in January.
- 9) Adjourn: 11:01am