



Alabama Association of Student Financial Aid Administrators

2014-2015 AASFAA EXECUTIVE BOARD AND COMMITTEE REPORTS

EXECUTIVE BOARD POSITION/COMMITTEE NAME: Archives

NAME: Randi Bozeman

DATE: 4-15 -15

Summary of Activity (include relationship to goal, bylaw or p&p, if applicable):

- Photo of Board and committee members from the 2013 AASFAA Annual Spring Conference was included in the Archives.
- The agenda, board and committee reports, executive meeting minutes from board meetings, and all presentations from the 2014 Fall Workshop held at the Auburn University – Montgomery campus in Montgomery, AL was included in the Archives.
- All 2014-2015 board meeting minutes (including minutes from electronic correspondence between board members) until the present time have been included in the Archives. Ongoing as minutes are received throughout the year.
- Archive materials have begun to be scanned and saved to an electronic copy on an hp 32 GB USB drive provided by Paul Mittlehammer of Inceptia. Ongoing until all archive materials have been saved to an electronic copy and continued as archive materials are collected.

Action Items (New business or Unfinished business):

N/A

Policy & Procedure: Changes/ Updates/Recommendations:

N/A