

AGENDA

AASFAA EXECUTIVE BOARD MEETING
The Auburn Hotel and Dixon Conference Center
Tuesday, April 28, 2015 * 7:20 PM - 8:30 PM

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|---------------------------------------------------------|----------------|
| Call to Order | 7:20 PM |
| Establish a Quorum | 7:22 PM |
| Approval for President to make changes to agenda | 7:25 PM |
| Approval of the minutes | 7:28 PM |
| Officers' Reports | 7:30 PM |
| • President | |
| • President Elect | |
| • Vice President | |
| • Past President | |
| • Secretary | |
| • Treasurer | |
| • Treasurer Elect | |
| Committee and Liaison Reports | 7:40 PM |
| • ACHE Liaison | |
| • Award & Recognitions | |
| • Budget Committee | |
| • Bylaws | |
| • Diversity | |
| • Electronic Services | |
| • Financial Review | |
| • Legislative Relations – State and Federal | |
| • Local Arrangements -- Fall | |
| • Local Arrangements -- Spring | |
| • Long-Range Planning/Governance | |
| • Membership | |
| • Nominations and Elections | |
| • Policies & Procedures | |
| • Professional Development | |
| • Program Committee – Spring | |
| • Publications - Newsletter/Blog | |
| • Public Relations | |
| • Scholarships | |
| • Site Selection | |
| • Special Liaison | |
| • Special Projects | |
| • Two Year Concerns | |
| • Vendor/Sponsor Coordinator | |
| Old Business | 8:00 PM |
| New Business | 8:15 PM |
| Adjourn | 8:30 PM |

Stephanie Miller: Called the meeting to order.

Special Announcements: Birthdays include Phillip Nelson, Randi Bozeman

Special Guests: Debra Tally

New Aid Officers' Workshop held today. Thank you to Greenwood Hall for their participation.

Stephanie will be traveling May 11-13 to Washington DC Hill and meeting with legislators.

Dana Kitchens: Roll Call of officers called – attached

Quorum was established.

Dana Kitchens – Report of the last Executive Board minutes are posted on the website and emailed to all Board members in advance of the meeting.

Motion by Philip Nelson to approve. 2nd by Betty Davis Discussion: None

Approved: All Not approved: None Abstain: None Motion passed.

Officer and Committee Reports: All reports received prior to meeting have been posted to the website for reference.

Reports with additional information or addendums.

President: Stephanie Miller:

Stephanie Miller will be attending SASFA Legislative Committee in Washington DC. Stephanie will be meeting with Senator Lamar Alexander from Tennessee, Representative Bradley Byrne from Alabama. Requesting members who are located in Alabama District 1 to submit information to give to Rep. Byrne.

Governor Bentley has honored a request to sign a proclamation declaring the month of February as *Financial Aid Awareness Month in Alabama*.

Treasurer: Jay Powell

Reports attached: Budget and Actual, Profit and Loss, Balance Sheet, Board Report

Credit card processing: Jay will bring to the Board to use Pay Pal as a payment offer for members.

Liability: Jay has received a quote for a general liability insurance of \$2 million at the cost of \$675/year. Jay will obtain more quotes.

Unclaimed property: There are two checks which we cannot receive until we can provide documentation to the State to prove the mailing address used was AASFAA's address. The address at that time was: University of South Alabama.

Depreciation Assets: Association has an old computer and printer. The items work but have no marketable value. Question: How to dispose of the items.

Jim Theeuwes suggested for Association to give the items to a charity: ie: Women's Shelter.

Clark Aldridge: Has the hard drive been cleared?

Jay Powell: The hard drive can be cleared if given to a charity or disposed of.

Electronic Bill payment: Jay would like to move to electronic bill payments. This would not require a vote, there will be no charge and this action will begin soon.

Bank Services Charges: Within the past year, we have eliminated bank service charges. We now have a 'Life Green Account.'

Jim Theeuwes: Did AASFAA create a standard PO Box address?

Jay Powell: Yes, problem lies when schools do not update AASFAA address in their system.

Stephanie Miller: Can we pay small fee with the post office to forward mail each year? As we change over to new Treasurer, we can then change forwarding address at that time.

President's line items: When President travels with SASFAA, SASFAA pays expenses. AASFAA pays up front, and is reimbursed. Stephanie has travelled with SASFAA board member to save costs.

Jim Theeuwes: Next year's budget should reflect this line item.

Jay: Our biggest expense is the AASFAA Spring conference. Budget will be updated late May.

By Laws and P&P:

Revisions are in progress. Updates are being brought to the membership for a vote. All updates should be complete prior to the Transition meeting.

Electronic Service: Randi Bozeman:

Had an issue which caused voting to be available later than scheduled. This has been resolved.

Financial Review: Clark Aldridge

We are required to have a co signer for all expenses over \$2500. These signatures include President, Treasure, and/or Budget Chair.

The bank account does not require dual signatures. Our policy requires the dual signature.

Bank requires President or Treasure or Treasure elect.

In 1213 review we cannot distinguish between membership and conference fee.

In 1314 this was changed, two invoices are now created.

Membership: Lissa Powell

Main emphasis is to give an option for an Institutional membership. Organizations can purchase a membership for \$200 for 8 individuals. Individual memberships are still available.

This item will be taken to the membership for a vote.

Nominations: Kevin Ammons

Began working on nominations in November 2014. Voting is available online.

Getting individuals to volunteer is difficult.

Rodney Walton: this is common in all associations, not just in Alabama. In New York a mentoring program took place to assist individuals new in the profession.

Stephanie: Florida and Kentucky also have a mentoring program.

Publication: Rodney Walton

Some issues with P&C, but they are working. Report will be forwarded soon.

Scholarship: Betty Edwards

Scholarship brochure is being reworked by Stephanie Miller. Only a draft is complete. Once completed, it will be submitted to the committee.

Jay Powell: Is there a cost? Stephanie: Copy costs only, approximately 40 cents per copy.

Unclaimed Scholarship funds

Should we put an expiration date on the funds and should we also follow up with the winners to insure an invoice is submitted?

Discussion: How are scholarships awarded?

Option to exclude previous year’s winners, only those with full conference attendance will be considered.

We have been asked by individuals to increase the Scholarship funds awarded. Association has not increased due to the fact that all funds awarded are not claimed.

OLD BUSINESS:

Assets: If a member has any assets please submit what assets are being held and location to Executive Board. Assets include stationary, computers, etc.

NEW BUSINESS:

Support Staff Workshop – Betty Edwards motion to make an annual event.

Professional Development would arrange.

Kevin Ammons – 2nd motion. No discussion.

Not approve: All Not Approved: None Abstain: None Motion passed.

Budget: The new budget will be approved at Transition meeting. The budget will then be presented to the members. A vote by the membership is not required.

New budget will be submitted by treasurer, treasurer elect and budget chair.

Motion by Betty Edwards to accept this proposal. Phillip Nelson: 2nd Motion

Discussion: The 2014-15 budget had expenditures prior to approval due to 1415 transition meeting and the budget was then approved after spending at the October workshop. This will allow board to have approved budget prior to start of academic year. The budget will then be presented to the membership at the Fall 2015 workshop.

Approve: All Not approved: None Abstain: None.

Financial Review: Clark Aldridge

Recommend to change P&P: All receipts or cash payments must be annotated with a brief description of purpose of expense, along with the expense report along with all supporting documents. In addition any request for mileage would be accompanied with documentation such as google maps and documentation of attendance at the event.

Motion made by Jay Powell 2nd by Phillip Nelson

Approve: ALL Not approve: None Abstain: None Motion Passed.

Recommend that we adopt in P&P record retention of financial records.

Adopt financial record retention P&P. Treasurer will maintain these records.

Motion by Jay Powell 2nd by Betty Edwards

Approve: All Not approve: None Abstain: None Motion Passed

Fall Workshop:

Phillip Nelson: Motion made to hold Fall workshop on October 16, 2015 at AUM.

2nd by Kevin Ammons

Approve: All Not Approve: None Abstain: None Motion Passed.

Transition meeting is being held at Samford University on June 23, 2015. More details to come at a later date.

Long Range Planning: Brian Quisenberry

Recommend we go to a type of metric system to measure if we are reaching our goals. This topic will be placed on the agenda of the Transition meeting for the 1516 Executive Board to discuss.

Local Arrangements: Tammy Spratlin

Recommendation: Give honorarium to groups performing at conference. We have done this in the past. We will offer a meal to individuals if performing at a meal.

Motion to give Auburn Choir \$100 and Southern Union \$400 by Phillip Nelson 2nd by Kevin Ammons

Approve: All Not Approve: None Abstain: None Motion Passed.

Site Selection: Amy Rowell

Recommend to move 2016 conference to week of March 13, 2016 in Mobile at The Battle House. Rates are \$96/night. No conflicts noted with SASFAA. SASFAA is being held February 10, 2016.

Conference would be moved to Monday through Thursday, with New Aid Officers workshop being held on Monday. Conference would begin on Tuesday, March 15, 2016.

Ross Bridge in Birmingham rate is \$ 179/night and meeting space is unclear at this point.

Motion made by Phillip Nelson – 2016 Conference to be held at Battlefield House in Mobile March 13 – 17, 2016 with New Aid officer’s Workshop held on Monday March 14.

2nd by Kevin Ammons

Approve: All Not Approve: None Abstain: None Motion Passed.

The 50th anniversary for ASSFAA is 2018.

Recommend Grand Point Clear, rates available at \$149. March 26, 2018. This rate is available until June 1, 2015. This might conflict with Spring breaks, but it may bring families in and higher attendance with rate available.

Other facilities: Sheraton/Old Winfrey in Birmingham rate \$ 129.99/night

TASFAA conference was held at Embassy Suites – includes full breakfast - \$ 132

Kevin Ammons: If we lock in at a rate now, will we be able to back out. In previous years, Perdido Bay was locked in and AASFAA could not back out of contract.

Motion made by Jay Powell to select Grand Point Clear for 2018 and upon review of the contract the Executive Board will discuss and approve.

2nd by Betty Edwards.

Approve: Dana Kitchens, Stephanie Miller, Phillip Nelson, Betty Edwards, Jay Powell, Debra Moody

Not Approve: Kevin Ammons Abstain: None Motion Passed.

Motion to adjourn by Phillip Nelson 2nd by Kevin Ammons

Meeting adjourned.

Attendance:

In attendance:

President, Stephanie Miller
President Elect, Phillip Nelson
Vice President, Betty Edwards
Past President, Kevin Ammons
Secretary, Dana Kitchens
Treasurer, Jay Powell
ACHE Liaison, Cheryl Newton
Archives Coordinator, Randi Bozeman
Awards & Rec. Chair, Kevin Ammons
Budget Chair, Jim Theeuwes
Electronic Services, Randi Bozeman
Financial Review, Clark Aldridge
Leg Relations State – Cheryl Newton
Local Arrang - Fall, Phillip Nelson
Local Arrang - Spring, Tammy Spratlin
Long Range Plan/Governance, Brian Quisenberry
Membership Chair, Lissa Powell
Nominations / Elections, Kevin Ammons
Professional Dev, Betty Edwards
Program Comm – Fall, Phillip Nelson
Publications (Newsletter/Blog) Rodney Walton
Public Relations/Photos, Donna Bass
Site Selection, Amy Rowell
Steve Smith Special Projects, Fred Carter
2-Yr. College Concerns, Joan Waters

Not in Attendance

Scholarships, By Laws, P&P: Dr Bill Wall
Diversity Chair: Vanessa Kyles
Vendor/Sponsor Coord, Paul Mittelhammer