

NYSFAAA Executive Council Meeting

Monday, December 3, 2012

GoToMeeting

Attendees:

Scott Atkinson ok

Dan Tramuta ok

Jan Scheutzow ok

Jane Gilliland ok

Kathy Flaherty ok

Pat Johnson ok

Steve Dwire ok

Michele Rizzo - absent

Lisa Papke ok

Dawn Langdon ok

Kristina Delbridge ok

Shalena Duprey ok

Gene Rogers ok

Lucila Villaquiran ok

Dan Robinson ok

Lisa Simpson ok

Scott Atkinson called the meeting to order at 1:07 pm

**Reading and Approval of October 8 Exec-Council Meeting Minutes- Kathy Flaherty**

A motion was made by Kristina Delbridge to approve the minutes with corrections ( Page 3,Treasurer’s Report; Final accounting for Novice is incomplete at this time), second by Dan Robinson. Motion was approved with all in favor, no oppositions, no abstentions.

* Shaelena Duprey will forward Region 8’s report and it will be appended.

**Treasurer’s Report – Steve Dwire**

* Steve Dwire commented: auditors are working on 10-11 audit. They will send questions to Steve.
* The 11-12 audit should be wrapped up by 12/31/12. Steve reported on the final investment totals.
* Scholarships investments fluctuate with the market. He is working on the profit and loss statements and these figures should be available shortly.
* The Treasurer transition is still underway. To facilitate this there are weekly (11:00 am Friday) conference calls. The final transition date is 2/13/13.
* The NYSFAAA bank account should have both Steve and Pat’s name on it by Friday, December 7, 2012.
* Scott and Pat should have NYSFAAA credit cards shortly.
* 11-12 information is going to auditors in December, should be done by summer

Discussion: what is normal time frame for audit to be completed. Steve thought it should be a couple of months. Scott in setting up the operational calendar will have the audit information compiled and sent to auditors in September.

Scott thanked Steve for all of his efforts. Catching up the audits is a major achievement.

A motion to accept the Treasurer’s report by Pat Johnson, seconded by Dan Robinson. The motion was passed with all in favor, no oppositions and no abstentions.

**President’s Report – Scott Atkinson**

* Constitution and By Laws

Voting was held with 271 participants:260 yes (96%), 11 no. The changes were passed by wide a margin. We will now have to update the website, constitution and membership information.

* Organizational Chart is newly updated.
	+ Changes: Curt Gaume resigned (Fed relations); John View is the new co-chair
	+ Troy Martin and Rob Zasso are the new co-chairs for the Awards Committee
	+ Grad and Prof Concerns: Lou Palefsky is not on this committee
	+ Conference: Tonya Patterson-Stanley and Vince Davis
	+ Professional Development: Howard Leslie has agreed to stay on until replacement is found. Recommendations should be given to Jane or Scott
	+ TICC: includes the website and blog
	+ Outreach: tri-chairs covering school outreach, early awareness and College Goal Sunday
	+ Development: Teresa Chastain
* Government Relations Committee
* The Committee will have monthly conference calls to discuss becoming proactive on the federal and state levels.
* Dan gave an update on TAP reform: survey was given to legislature and is now sitting in Albany. Expect discussion in new assembly starting in January.
* Federal relations update to come from FSA conference. Jan Scheutzow reported tha:
	+ new borrowers for 1/2013 are affected by 150% rule;
	+ verification changes will begin for the 2013-2014 award year. Verification worksheet text will be provided by the Department of Education. Dan Tramuta asked if verification of identity was discussed. Answer: this will be a small group selected from applicants who look doubtful.
	+ ISIR will have ID code (groups 1-5)
	+ Group 5 (max items) will have minimum number selected.
* Blog/NY Buzzz - Scott will encourage participation; will ask regional councilpersons to promote; encourage better utilization of the NYSFAAA website.
* Regional Reports - none were expected for this meeting. But we would like them for our regional in-person meetings. Reports should be submitted to the Secretary 1 week ahead of the meeting so they can be posted and read prior to the meeting.

**First Vice-President Report – Jan Scheutzow**

* Membership
* As of December 3, 2012, there are 1013 members.
* 179 new members for 2012-2013; 834 renewed
* Total is up from @ 900 members at October conference time
* Recent webinar on post-election results may have increased membership

Last year there were 1344 members. Adrienne King will have a conference call with regional committee representatives to discuss increasing membership.

Discussion: can we do anything to get the 500+ non-renewals back. Jan indicated emails would be sent to them. Discussion: did we get big increase once webinars started? Jan said yes.

Numbers this year are in line with where we were a year ago. We have to do a better job of communicating with our membership about renewing their membership.

* Affiliate Membership – vote approved affiliate membership category (non-voting, no fee). Ideta Daniel has been asked to update website and change membership application to include this new category. Gina Soliz will update membership brochure accordingly.
* Mentoring

According to Jan McGrath all novice mentees have been assigned a mentor. There is a good team of mentors from across the state. A suggestion was made to make conference scholarships more effective, full fee for hotel and conference fee rather than the conference fee alone..

Lisa Simpson mentioned that those who had been given a full conference fee scholarship may have opted to not fully participate. Jan McGrath and Jim Vallee have a frustration that novices are not getting support from their boss to participate and engage in NYSFAAA. They are open to comments. Scott discussed this at the Region 7 regional meeting.

* Awards Committee: Troy Martin and Rob Zasso will meet with Kathy Flaherty to transition.
* Policy and Procedures:

**Motion** –a motion was made by Jan Scheutzow that the chair of membership committee be an active or retired member of NYSFAAA; seconded by Pat Johnson.

Discussion: this committee would be set up like other committees; it does not have to go to Governance for approval.

Vote: the motion was passed with all in favor, no oppositions, and no abstentions .

Jan will update web to change to Adrienne King as contact for membership payments.

Jan Scheutzow asked about approving people for participation in webinar – website says membership expiration is November 15th (Nov 3 webinar was issue). Clair Jacobi clarified that the date came from Exec Council. Discussion: people do membership with conference registration, some can only get their conference and membership fees paid together.

**Second Vice President Report – Jane Gilliland**

* Leadership Academy/Intermediate Workshop

There is nothing developed yet. Scott commented that these workshops would be used to groom the next group of NYSFAAA leaders and financial aid directors. A task force will convene and come to Executive Council with a proposal.

* Professional Development Update

The first webinar was held. Howard Leslie has put lot of work into recruiting speakers/presenters and negotiating their fees. A discussion followed about the cost of training in the NYSFAAA budget. If the proposed cost should exceed the line item, it can be brought to Executive Council for approval.

* 2013 Conference

In February a detailed budget will be submitted to Executive Council for review. The chairs have selected the committees and are waiting for the final 2012 conference report to prepare their budget.

**Secretary Report – Kathy Flaherty**

* School Outreach (Early Awareness, School Outreach, College Goal Sunday)

College Goal Sunday is now College Goal New York. The new School Outreach committee has met under its new leadership: Rachel Barker, Sonya Griggs and Gene Rogers, Wayne Harewood. HESC will maintain the new website for NYSFAAA at no cost. Site coordinators will be assigned, be given budgets. Promotional materials and publicity will be forthcoming.

* Technology, Innovation and Communications Committee

This committee has also been reorganized as the Technology, Innovation and Communication Committee. The committee has met to discuss their role. They will continue to maintain NYSFAAA facebook, webpage and blog presence. They have received training from Howard on running the GoToMeeting and GoToWebinar software and will be able to assist with the technology of running distance meetings. The committee will also be in touch with other NYSFAAA committees to explain and offer their services.

**Treasurer’s Report – Pat Johnson**

* Budget Update - Kerry Lubold will graciously stay on in this role; she has done a super job.
* Grant Development – looking for more committee members; send nominations to Pat Johnson. The committee will be looking for more regional participation.
* Scholarship Committee – Deb Evans will continue as chair. The committee is looking for additional volunteers.
* Kathy Flaherty will send names of volunteers collected a the Conference to the NYSFAAA officers for distribution to the committees. Scott would like regional representation on all the committees wherever possible. A discussion followed on recruiting volunteers for any of the financial aid organizations.
* **HESC Update – Lisa Simpson**
* Student financial aid awareness month will be held in January. Phone lines will be open to HESC Tuesday to Thursday. They will add “chat” feature since this works well with families and Financial aid offices. There will be outreach to media to make student/families aware of the services. HESC will be looking for people to be interviewed by local media.
* College Goal New York and Financial Aid Awareness will be looking for activities to post on their sites. High school workshops are finishing this week. A report will be submitted to Pat Johnson. No shows are an issue. The FIT site had 40% no show rate last week.
* TAP earned income credit file now available (provided to legislature) Due date is January 15th to reply
* December 15th is the APTS deadline for the recipient replacement list.
* Financial coaching is available: certified educators in personal finance are available at HESC to prevent borrowers from going into default.
* Training modules are available on the HESC website: not replacement for financial aid training , but enhancers or refreshers for what has been previously taught.
* Erica Terwilliger will be going to SUNY Central to work with Patty Thompson. Lisa Hurley will take over her tasks. She has a TAP background.
* Barbara Hochberger (G& S) and Todd (IT) are not members of NYSFAAA but like to be made aware of issues relative to grants and scholarships so that they can help. If anyone has ideas for ways they can assist, contact Lisa. Include examples. They are willing to be NYSFAAA member, but did not fit into membership categories.

**Regional Updates**

* The question was asked about where the volunteer form information on NYSFAAA website goes.Kathy will follow up to find out where it goes and what can we do.
* Lucy brought up the problem with membership in her region: they are noticing nonmembers attending their meetings and programs, for example the support staff workshop. What do other regions do? Region 7 gives a pass for the first time then suggests membership for the future. Region 2 – not a big issue; don’t have the conflict. They give attendees a taste of information and help them to see the value of membership. Comments included leaving the resolution to the individual regions and a further discussion on membership. Topics discussed included: individual vs institutional membership; sliding scale of fees based on office size; the cost for a large office might prohibit participation; membership is not transferrable among institutional staff; the treasurers could do a cost study. These ideas should be given to the Membership Committee to research and/or create a task force.
* From the Counselor workshops it was learned that counselors need help with special circumstances and forms – can we invite them as members and offer training. Scott and Jan indicated that is the purpose of an affiliate membership. An announcement on this new membership category will be sent to counselors. This category would also be available to NYSOBBA, so the announcement should also be sent to that group.

**Old Business**

* **Strategic Plan – Scott Atkinson**

The group is still being organized. The plan is to rewrite the plan, reducing it from a 5 year to a 3 year plan and simplify it. It may be presented at the February meeting.

* **2012 preliminary Conference Report** **– Lisa Simpson**

They are waiting for information from Steve.

* profit @ $40,000
* 252 FT attendees vs 317 which was planned
* More day trippers than expected and fewer full-time attendees
* 188 responded to the evaluation – liked the conference and the location
* Full report should be available in February
* **Alcohol Policy – Gene Rogers (for Lou)**

Discussion followed that the policy should be written so that individuals can have alcohol responsibly. Does having a policy put the organization at a greater risk. Heather was going to take the copy of the most recent draft to legal counsel for review. A generic policy vs assigning “policy police”. The policy proposal should be distributed to the regions for discussion than brought back to Executive Council for a vote.

**Motion**: To table policy vote until April on-line meeting in order to allow regional councilpersons to share/discuss policy with regional membership. Motion made by Dawn Langdon, seconded by Gene Rogers. There was no further discussion. The motion was carried with no no votes or abstentions.

**New Business**

* **Operational Calendar**

Scott still working on this

* **Parliamentarian**

Kathy will serve

* **Affiliate Scholarship**

Scholarship could be made available to an affiliate member to attend Novice or Annual Conference.

Motion: To table the discussion on affiliate scholarships was made by Jan Scheutzow and seconded by Jane Gilliland. The motion was passed will all in favor, none opposed and no abstentions.

* **2014 Conference**

Discussion will take place at the February meeting

 **Next Meeting**

 February 11, 2013

 February 12: Capital/Legislative Visits

Lisa: will coordinate the setup

Hotel: Hilton Garden Inn/Albany Medical Center for Sunday/Monday night

Meeting schedule: Monday full day meeting at the Inn, Tuesday appointments with legislators. 14 rooms are being held for Feb 10th night, Feb 11th. Rsvp to Lisa for a room. Some people did not stay for visits.

Scott will want to know what parts of visit you can stay through. Gene last year had 9:30 and 12:30 appointments and both aides showed up late. You will be given talking points. The aides have a short time to listen and they want to speak with you. Appointments may last 5 -15 minutes.

 At 3:07 p.m. a motion was made to adjourn by Jane Gilliland; seconded by Pat Johnson. The motion was carried with all in favor, no oppositions, no abstentions