



Draft Copy
NYSFAAA Executive Council
August 19, 2020
Remote (GO TO MEETING) Meeting
1:00 p.m. to 4:00 p.m.

Call to Order & Roll Call

Leslie/Polino

Present:

President – Howard Leslie
President Elect– Adrienne King
1st VP – Debra Evans
2nd VP – Brian Smith
Secretary – Anne Sullivan Polino
Treasurer – Susan Godreau
Treasurer Elect– Shalena Clary
Region 1 – Lea Nuwer
Region 2 – BJ Revill
Region 4 – Rochelle Filler
Region 5 – Joseph Weglarz
Region 8 – Stacey Hawkins

Guests:

Lisa Simpson
Jeanne McCarthy
Lynn Sabulski
Kerrie Cooper
Tanya Patterson-Stanley

Howard Leslie called the meeting to order at 1:06 p.m. A quorum existed

Discussion via Email

MOTION: A motion was made by Debra Evans, seconded by Stacey Hawkins that the Executive Council enact a change to the current practice of extending a grace period for membership to November 1 each year and suggest that the grace period should expire on August 31st, to be in line with the end of the fiscal year.

A discussion followed where it was recommended that the grace period be extended to September 30, 2020 to align with some schools' fiscal year.

The motion was amended as follows by Debra Evans, seconded by Patti Donahue that the Executive Council enact a change to the current practice of extending a grace period for membership to November 1 each year and suggest that the grace period should expire on September 30, to be in line with the end of the fiscal year at many schools.

A vote was called. The motion passed with 14 in favor, no oppositions, and no abstentions.

MOTION: A motion was made by Susan Godreau, seconded by Joe Weglarz to consolidate the donation form to one form.

A discussion followed where the following points were made:

- Design of form including elimination of two forms and donation options;
- Business Partner donation requests, minimum amounts for recognition;
- Level of donations needed to cover scholarships;
- Inclusion of a “Recommended Amount” button;
- Appropriate use of business partner logos and links on the Conference site;
- Ensuring that we remain in compliance with SLATE and 501(c)3 rules.

A vote was called on the motion as written. The vote passed with a quorum and 9 votes in favor and 1 abstention.

MOTION: A motion was made by Lea Nuwer, seconded by Clair Jacobi to allow the Membership Chair to automatically approve Associate Membership for current Financial Aid Administrators who live outside of New York State.

A discussion followed where the following points were made:

- A review of the Bylaws allows the Executive Council to set the standard in this area;
- An annual review of this practice should be done;
- Impact and membership requirements on voting eligibility

A vote was called, and the motion passed with 13 in favor, no opposition, and no abstentions.

MOTION: A motion was made by Brian Smith, seconded by Debra Evans that we create a Business Partner Corporate Donation Form for the 2020 NYSFAAA Virtual Conference that has a “minimum \$300” donation and a separate “Additional Donation” option.

Discussion followed where points were made:

- Limitations and pros and cons of using one or more donation categories;
- Clarify that this form is a donation form and not a conference participation form.

As a result of the discussion, a final amendment was made to the Motion by Brian Smith, seconded by Rochelle Filler that we leave the Business Partner Donation Amount sections of the NYSFAAA Donation form with the current options already on the form - \$750, \$500, \$300, Additional Amount, and for the purposes of the 2020 Virtual NYSFAAA Conference, we create an abbreviated version of the Business Partner Donation form with just two monetary options - \$300 and Additional Amount – to be located on the Conference microsite and used for any conference communications.

A vote was called, and the motion passed with 11 in favor, no opposition and no abstentions.

Approval of Minutes (December)

Anne Sullivan Polino

MOTION: A motion was made by Debra Evans, seconded by Adrienne King to accept the June 2020 Executive Council minutes.

The motion passed with 10 in favor, no opposition and no abstentions.

EASFAA

Howard Leslie met with Jim Anderson, President-Elect of EASFAA about the use of a grace period for membership renewals. It was noted that this process would be difficult for the EASFAA website to manage. It was also noted that NJASFAA conducted a survey on this point.

NYSED

Howard Leslie, Joe Weglarz, and Anne Sullivan Polino attended the NYSED TAP Interagency meeting where New York State Aid and COVID related issues were discussed.

Clarification was provided that if a student had fulltime enrollment that was later updated to halftime because of a COVID related issue, the student would not lose eligibility for state aid. This was confirmed by Christopher Fernando of NYSED.

Darrin Rooker and Howard Leslie are also working on updated tied to high school credential rules and COVID. Howard believe there is a conflict with federal regulations as currently written and allowance at the federal level tied to COVID that is problematic for New York State schools using this policy.

An update is expected from the State.

NASFAA Credentials

Kerrie Cooper

Howard Leslie and Kerrie Cooper will be responsible for managing the NASFAA Credential Training Program.

The current NYSFAAA budget includes resources for purchasing the NASFAA Credential.

A discussion ensued as how to construct this program for NYSFAAA Membership with the following points made:

- Training Sessions will be kept to 60 trainees.
- A \$50.00 fee will be charged by NASFAA for the exam.
- Free or nominal fee will be charged for the training event itself to cover training site costs, if needed. Historically, on average 80% of registrants attend the event. Charging a fee will be provide skin in the game and an incentive for people to attend. This could be a budget issues at some schools, especially this year.
- Clarification will be obtained as to whether members will be allowed to take the exam without attending the training sessions and impact on credential.
- Concerns with sharing of training materials with non-members or non-attendees.
- It is important to point out that with the possible federal move to required credentialing, this would add value to NYSFAAA membership.
- Consideration should be given to use of a waitlist. May be difficult to manage.
- We should determine if the attendee limit can be increased. Howard will review.
- NYSFAAA will provide a report of attendees and NASFAA will manage exam process.

MOTION:

A motion was made by Debra Evans, seconded by Shalena Clary that the Executive Council proceed with a plan to purchase the NASFAA Credentialing program which will be offered to paid members free of charge. They further move that the announcement be accompanied with an aggressive marketing plan to stimulate interest in registration and attendance.

A vote was called, and the motion passed with 10 in favor, no opposition and one abstention.

Membership/Regional Meetings/Other Activities

Howard Leslie

Membership

Howard Leslie provided an update on a review of membership that identified 23 individuals categorized as affiliate members who do not meet the requirements for this category of membership.

Howard also provided the following member statistics and noted that membership totals continue to be a concern in part because previous year renewals were not picked up. .

Membership			
	Lapsed	Grace	Active
Active	213	506	499
Admin	0	1	5
Affiliate	9	0	19
Associate	21	40	63
Lifetime	0	0	11
Retired	6	4	21
Total	249	551	618
Prospective			1095
Total Active			1713

Susan Godreau also reported an issue with the Retired Membership category. Howard will conduct a review of this information.

Regional Meetings

Howard indicated that Regional Meetings should continue in a virtual format if in person meetings are not possible. He noted that several regions are struggling in this area.

Affiliate Membership Process

As indicated above, 23 members were incorrectly listed as affiliate members. Howard was able to fix these membership statuses which resulted in those members being correctly charged dues.

Howard also indicated that he would like to go back to a process where approval is needed for a member to be categorized as an “affiliate” member. A review of MemberClicks will be conducted to determine if skip logic can assist with the application process.

MOTION:

A motion was made by Susan Godreau, seconded by Rochelle Filler to address a separate application for associate and affiliate membership on the website.

A vote was called, and the motion passed with 11 in favor, no opposition and one abstention

President Elect's Report	Adrienne King
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Adrienne King provided the President-Elect's Report as follows:

Governance:

Adrienne King began her report by expressing her hope that everyone and their families are doing well and that she misses meeting with us in person during these unusual times.

Adrienne also indicated that the NYSFAAA Policy and Procedures will be updated with the change in the Grace Period to September 30.

She also indicated that the Strategic Plan end date will be changed to 2022.

Howard closed out this report by asking Adrienne to forward to him the address he should use to send Adrienne the President's gavel so that she has it for her first meeting in October.

First Vice President Report	Debra Evans
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Membership Committee Update

The Membership Update can be found above under the President's Report.

Mentorship Committee

There is no report from the Mentorship Committee at this time aside for a request for the 2021 Budget.

Susan Godreau will forward this information to Debbie Evans.

Second Vice President Report	Brian Smith
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Technology, Innovation, & Communication Committee

Lea Nuwer

Lea Nuwer reported that things are running at a status quo with the TICC Committee

Statewide Training Committee

Howard Leslie.

Howard reinforced the great job that the SWT Committee is doing during the pandemic and is looking forward to a very good 2021.

The approval of the NASFAA Credentials program will help make next year a great year.

Anne Sullivan Polino reported that she will send out the annual report template to region and committee chairs.

School Outreach Committee

Anne provided the following update from Gene Rogers and the School Outreach Committee.

On behalf of the school outreach committee: I wanted to share with EC, our plans for the upcoming 20/21 school year in light of the pandemic.

As we wait to find out what public and private high schools may do in terms of re-opening for September 2020, we are planning to offer many of our past in-person services online (virtually).

Some high school have still expressed having in-person events, and if possible, we would certainly consider doing them if we are able.

Along with our HESC colleagues, we intend to build some online video materials to share with high schools. "How to" videos on the FA process (FA 101 type things), completing the FAFSA, completing the TAP application, etc.. This will enable the high school to share these videos with students/families at different times during the fall. We plan to offer scheduled video conferencing to answer questions that families may still have after watching the videos. HESC will be able to host the content on their "Startheregetthere.ny.gov." website.

Specifically addressing FAFSA completion events, we plan to have a live event (be it virtually) on completing both FAFSA and TAP in mid-October and offering students/families the opportunity to complete the FAFSA during the live event using technology where we can have "break out" rooms to accomplish it.

We feel the combination of all of these will allow us to continue assisting students -across the state as we have always done.

We will be looking and recruiting other NYSFAAA members to help during the Live event as we move towards the Fall term.

We do have some questions in terms of the technology we should use (can use?). If EC feels our plan seems is good or has flaw, are there other ideas/suggestions we should be looking at to improve?

Lea Nuwer reminded the Committee to use the resources available on the NYSFAAA Website such as FATV/Ocelot.

It was also noted that there is a FAFSA Webinar scheduled for October 2, 2020.

Howard Leslie and the Executive Council began this update by thanking Lisa Simpson for assistance she provides NYSFAAA and all New York schools during this crisis.

Lisa Simpson provided the following update.

- HESC was holding Spring payment until now and will release 80% of certified amount at this time.
- It is not believed that schools will be required to cover the remaining 20%.
- No Summer or Fall Rosters are being released at this time.
- The College Data Survey can still be updated.
- ETA and Excelsior Applications are scheduled to close on August 31, 2020
- Credit hour information will be requested from schools
- Returning students will be returned on certification reports, regardless of a FAFSA completion.
- Help Desk phone lines will begin with a reservation process for scheduling calls with HESC.
- HESC is trying to send monthly bulletins to students with reminders for Fall. Bulletin topics will change monthly.
- Spring COVID Certifications after July 8 are being held because HESC doesn't have permission to pay on those certifications. Those certifications will remain in a pending status. The approval process is ongoing, and schools should not pay on those pending certifications.
- The COVID flag should only be used if the student was initially eligible for aid but something happened related to COVID and the student was not able to complete the course(s).
- HESC is waiting for federal funding and is hoping to provide additional guidance to school.

Treasurer's Report	Susan Godreau
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Susan Godreau provided the following Treasurer's Report.

NYSFAA Balances as of August 19, 2020

Key Bank Checking Account (xxx8852)	\$150,191.88
Key Bank Scholarship Account (xxx3559)	\$33,009.32
Key Bank CD (xxx0362)	\$52,768.17

Investment Accounts:	August 19, 2020	January 1, 2020	Change
Morgan Stanley Reserve Account:	\$359,077.65	\$341,945.29	\$17,132.36
Morgan Stanley Scholarship Account	\$271,296.67	\$257,443.07	\$13,853.60

Susan noted that since January 1, the account balances have dipped and then rebounded with a 4.7% increase.

Budget Update indicated that there is no change in the comparison to 1920 budget to actual.

The 2021 budget indicates that most donation received to date are from associate members. Susan will also provide an update on a year-over-year comparison of dues.

Additional information is located in the Exhibit Section of this document.

The following motions were made to update bank and credit card information as part of the Treasurer's transition.

MOTION: A motion was made by Anne Sullivan Polino, seconded by Adrienne King to add and provide full access to all Key Bank and Morgan Stanley accounts to Treasurer-Elect Shalena Clary.

The motion passed with 11 in favor, no opposition and no abstentions.

MOTION: A motion was made by Anne Sullivan Polino, seconded by Joe Weglarz to expedite the provision of NYSFAAA Key Bank credit cards to President-Elect Adrienne King and Treasurer-Elect Shalena Clary.

The motion passed with 11 in favor, no opposition and no abstentions.

MOTION: A motion was made by Adrienne King, seconded by Shalena Clary to change the Operational Calendar and Policy and Procedures to add requests for updates to bank and investment account access and credit cards for the President-Elect and Treasurer-Elect during the June Executive Council Meeting.

The motion passed with 11 in favor, no opposition and no abstentions.

MOTION: A motion was made by Debra Evans, seconded by Joe Weglarz to accept the Treasurer's Report.

The motion passed with 11 in favor, no opposition and no abstentions.

Conference 2020 (Virtual)	Jeanne McCarthy and Debra Evans
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Debra Evans provided an update on the 2020 NYSFAAA Virtual Conference.

The agenda and schedule are complete, and the entire conference will be held on October 26, 2020 beginning at 9:00 a.m. and ending at 4:40 p.m.

The Agenda is available on the NYSFAAA website including vendor logos and links.

All vendors have contributed to the Scholarship Fund. .

The sessions will be provided through GoToWebinar and will be able to track attendance and complete a survey. Attendees will be asked if they are attending in groups to help obtain an accurate count of attendees.

Debbie will also like to remind the regions that each region will donate a gift card in a recommended amount to help fund the Scholarship Fund. The committee is also planning on holding a raffle with ticket purchases made through the website using a credit card. Raffle tickets will cost \$10.00 for 20 tickets. Names will be pulled during the conference.

Debbie also offered thanks to her wonderful committee and all who have helped organize this year's conference.

MOTION: A motion was made by Debra Evans, seconded by Anne Sullivan Polino to facilitate the raffle process for the 2020 virtual conference using a web-based process for donors to purchase tickets in donor blocks, to be determined, and payment directed to the Scholarship account.

A discussion was had regarding the need for the purchase of tickets and awarding of prizes. The Motion was amended as follows:

The Amended Motion was made by Debra Evans, seconded by Anne Sullivan Polino to facilitate the raffle process for the 2020 virtual conference using a web-based process for donors to pre-purchase tickets prior to the conference in donor blocks, to be determined, and payment directed to the Scholarship account. Winners do not need to be present to claim prize.

The motion passed with 11 in favor, no opposition and no abstentions.

MOTION: A motion was made by Debra Evans, seconded by Adrienne King that the Executive Council approve a minimum value of \$50.00 for raffle gifts

The motion passed with 11 in favor, no opposition and no abstentions.

Conference 2021 (long Island) Debra Evans	Jeanne McCarthy and
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Debbie reported that the conference logo has modified by the daughter of Ana Lockward of Molloy College. Consideration should be given for a special award for this work.

Old Business	Howard Leslie
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None

New Business	Howard Leslie
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A discussion took place on allowing members or potential members with open membership questions and during the grace period to be allowed to attend the September and October webinars free of charge.

MOTION: A motion was made by Brian Smith, seconded by Anne Sullivan Polino for members who have not paid 2020 membership fee be advised that registration for fall live webinars will be revoked unless fees are paid prior o the webinar. Exceptions will be made by a combination of the President and SWT Committee, on a case-by-case basis due to circumstances such as lost checks, etc., prior to the event.

The motion passed with 11 in favor, no opposition and no abstentions.

Operational Calendar	Howard Leslie
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A review of the Operational Calendar was conducted as follows:

August

Secretary to send out Association meeting notice at least 30 days prior to meeting • Secretary to distribute notice of Association meeting and any proposed Constitutional amendments at least 30 days prior to Association meeting • Remote Executive Council meeting • President and secretary to compile annual report • Treasurer to submit all information for audit by September 1

September

President to request agenda items for October Executive Council meeting • Regional treasurers to provide quarterly report and copies of bank statements to Treasurer • New Officers and Councilpersons invited to attend October meeting by President

October

Annual Conference – Association/Business meeting – Finance, Audit & Budget Committee or Treasurer to present budget – New Officers/Councilpersons take office – Present any proposed Constitutional changes – Governance & Ethics Committee to present session on professional ethics standards – Graduate and Professional Concerns Committee to present session • Executive Council Meeting – Orientation for new members – Novice Workshop report

Next Meeting	Howard Leslie
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The next Executive Council meeting will be held on October 26 remote meeting.

Adjournment	Howard Leslie
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A Motion was made by Debra Evans, seconded by Susan Godreau to adjourn the meeting at 3:49 p.m.

The motion passed with all in favor, no opposition and no abstentions.

Exhibits:

NYSFAAA, Inc.

PROFIT AND LOSS

July 1 - August 19, 2020

	TOTAL
Income	
102 Dues	38,330.99
110 Interest Income	30.97
304 NYSFAAA Scholarship Inc	2,050.00
Total Income	\$40,411.96
GROSS PROFIT	\$40,411.96
Expenses	
501 Executive Council Administration	
501B Professional Services	2,983.00
501F Bank Service Charge	827.81
Total 501 Executive Council Administration	3,810.81
512 Novice Training Exp	96.00
Total Expenses	\$3,906.81
NET OPERATING INCOME	\$36,505.15
NET INCOME	\$36,505.15

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NYSFAAA, Inc.

BUDGET VS. ACTUALS: 2019-2020 FINAL BUDGET - FY20 P&L

July 2019 - June 2020

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
102 Dues	78,430.74	84,000.00	-5,569.26	93.37 %
106 Annual Conference Inc	74,965.00	97,875.00	-22,910.00	76.59 %
107 Novice Workshop Inc		54,000.00	-54,000.00	
110 Interest Income	592.25		592.25	
118 Sponsor Support Conference				
118A Exhibit Table	21,700.00		21,700.00	
Total 118 Sponsor Support Conference	21,700.00		21,700.00	
119 Sponsor Support				
119A Web Advertising	2,500.00		2,500.00	
Total 119 Sponsor Support	2,500.00		2,500.00	
304 NYSFAAA Scholarship Inc	4,610.00	7,500.00	-2,890.00	61.47 %
350 Donations General	20.00		20.00	
Uncategorized Income-1		7,550.00	-7,550.00	
Total Income	\$182,817.99	\$250,925.00	\$ -68,107.01	72.86 %
GROSS PROFIT	\$182,817.99	\$250,925.00	\$ -68,107.01	72.86 %
Expenses				
500R Regional Expense	598.00	3,000.00	-2,402.00	19.93 %
501 Executive Council Administration				
501A Revenue Sharing	10,820.00	12,000.00	-1,180.00	90.17 %
501B Professional Services	8,635.90	8,000.00	635.90	107.95 %
501C General Executive Council	815.40	200.00	615.40	407.70 %
501D Executive Council Meetings	24,855.37	22,000.00	2,855.37	112.98 %
501E Special Meetings	5,194.95	8,000.00	-2,805.05	64.94 %
501F Bank Service Charge	616.17	350.00	266.17	176.05 %
501G Credit Card Fees	4,520.35	4,000.00	520.35	113.01 %
Total 501 Executive Council Administration	55,458.14	54,550.00	908.14	101.66 %
503 Government Relations Comm		500.00	-500.00	
504 Awards Committee	2,208.75	1,000.00	1,208.75	220.88 %
507 Communications Committee	4,617.46		4,617.46	
507A Website	5,815.00	12,000.00	-6,185.00	48.46 %
Total 507 Communications Committee	10,432.46	12,000.00	-1,567.54	86.94 %
509 Mentoring Committee		1,000.00	-1,000.00	
510 Professional Development				
510A Statewide Training	2,500.00	3,500.00	-1,000.00	71.43 %
510E Intermediate Workshop Training		5,000.00	-5,000.00	
Total 510 Professional Development	2,500.00	8,500.00	-6,000.00	29.41 %
511 Annual Conference	62,988.47	97,875.00	-34,886.53	64.36 %
512 Novice Training Exp	4,061.50	66,000.00	-61,938.50	6.15 %
700 NYSFAAA Scholarship	7,500.00	7,500.00	0.00	100.00 %
Total Expenses	\$145,747.32	\$251,925.00	\$ -106,177.68	57.85 %

NYSFAAA, Inc.

BUDGET VS. ACTUALS: 2019-2020 FINAL BUDGET - FY20 P&L

July 2019 - June 2020

		TOTAL		
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING INCOME	\$37,070.67	\$ -1,000.00	\$38,070.67	-3,707.07 %
Other Income				
130 NYSFAAA Store		1,000.00	-1,000.00	
Total Other Income	\$0.00	\$1,000.00	\$ -1,000.00	0.00%
NET OTHER INCOME	\$0.00	\$1,000.00	\$ -1,000.00	0.00 %
NET INCOME	\$37,070.67	\$0.00	\$37,070.67	0.00%

