



NYSFAAA Executive Council
August 14, 2019
Remote Meeting Via GTM

Call to Order & Roll Call.

Present:

President – Howard Leslie
Past President – Darrin Rooker
1st VP – Adrienne King
2nd VP – Brian Smith
Secretary – Anne Sullivan Polino
Treasurer – Susan Godreau
Region 1 – Kathy Michalski
Region 2 – Shalena Clary
Region 3 – Patti Donahue
Region 4 – Randi Moore
Region 5 – Joseph Weglarz
Region 7 – Debra Evans
Region 8: Stacey Hawkins

Guests:

Lea Nuwer
Lisa Simpson
Lucy Villaquiran
Sarah Macri
Linda Athearn-Forster
Luis Guaman

Howard Leslie called the meeting to order at 1:05 PM. A quorum existed.

Discussion via Email

MOTION: A motion was made by Rob Zasso, seconded by Brian Smith to shut off the requirement for people to be paid current members in order to register for the conference. On a daily or weekly basis, Lucy Villaquiran can send invoices for membership to those that have registered for the conference.

There was no discussion. The motion passed with 10 in favor, no oppositions, and no abstentions.

Discussion via Email

MOTION: A motion was made by Anne Sullivan Polino, seconded by Debra Evans to update the Strategic Plan to develop a policy requiring the conference committee to present the annual

conference agenda to the Executive Council by the June Executive Council meeting, open the conference registration by mid-July, and complete the conference report within six months of the conference close.

There was no discussion. The motion passed with 12 in favor, no oppositions, and no abstentions.

Approval of Minutes (June 17 and 18, 2019 – Saratoga Hilton Hotel)

MOTION: A motion was made by Kathy Michalski, seconded by Joseph Weglarz to accept the June Executive Council minutes.

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

President's Report – Howard Leslie

Website Update

President Leslie, Lea Nuwer and Sarah Macri provided an update on the status of the new NYSFAAA website. The new website is up and running with a couple of issues still being worked out including issues tied to membership prompts, website training for administrators, and domain names.

A discussion on how to best manage prospective members, including the transfer of former members to the new system and management of a Do Not Contact list, was tabled until more information on these processes and impact could be better understood.

A discussion was also held regarding the maintenance of similar domain names as a cost of \$25.00 per domain name, per year. There are currently five (5) such names under consideration such as NYSFAAA.org, NYSFAA.com, NYSFAAA.net, etc. to ensure protection of the NYSFAAA name and website. A portion of the savings incurred through the prepayment of the website costs would be used to cover this charge.

Motion: A motion was made by Anne Sullivan Polino, seconded by Debra Evans to pay a \$25.00 per domain name fee per year to protect the NYSFAAA name and to include future year charges in the annual NYSFAAA budget.

A vote was called and the motion passed with 12 in favor, no opposition and no abstentions.

Additionally, the agreement with MemberClicks allows for a limited number of administrator licenses needed to manage the website. A discussion was held regarding the need for additional licenses. Funding received from website app sponsors can be used to cover some of these additional costs.

Motion: A motion was made by Brian Smith, seconded by Adrienne King to add one more administrator license to help manage the website.

A vote was called and the motion passed with 12 in favor, no opposition and no abstentions.

The development of the Chatbot was discussed and the need for a plan to manage the questions/answers that come in through the BOT. It is expected that the Chat Bot will be ready for use in September.

President Leslie demonstrated the Conference App and indicated that anyone registered for the conference will have access to this app.

NYSFAAA Diversity Committee

Luis Guaman, Chairman of the Diversity Committee reported on the activities of the new Diversity Committee include the appointment of four (4) committee members. Luis expects to appoint two (2) more individuals to the committee for a total of six (6) members excluding himself. The Committee focus will be on outreach to diverse groups.

President Leslie thanked Luis for his help with the important committee work.

NYSFAAA Novelties

NYSFAAA Novelties is up and running but the number of transactions is low. Regions are asked to encourage sales at their meetings and use these bulk orders to save on shipping.

Proposal to Make Change to Bi-Laws

This discussion was tabled.

NYSED TAP Committee

Howard Leslie attended NYSED TAP Committee meeting along with Darrin Rooker, Joe Weglarz and Anne Sullivan Polino. New TAP rules permit the use of TAP in the second to last term for students who are taking out of program courses will now be allowed. Watch for the updated regulations.

Past President's Report – Darrin Rooker
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Governance Committee

The Executive Council discussion of a plan to honor NYSFAAA founder Don Whitlock at the October Conference, continued at this meeting. The discussion also touched on future plans for honoring founding and actively contributing members of NYSFAAA in future year given the growth and management of the list of individuals who fall into this category.

This year's conference will include a slideshow recognizing individuals who fall into this category.

Given the desire to honor Don Whitlock in a more substantial way, the following motion was made,

Motion: A motion was made by Darrin Rooker, seconded by Anne Sullivan Polino to dedicate the Annual Conference banquet in honor of Don Whitlock.

A vote was called and the motion passed with 12 in favor, no opposition and no abstentions.

Physical Address

It has come to our attention that Howard Leslie's home address and home phone number are listed as NYSFAAA's physical address and such, will be reported on all Listserv emails, as required by our website vendor. It was agreed that President Leslie's college address and phone numbers should be the official address.

First Vice President's Report – Adrienne King

Membership

Adrienne King provided an update that the website transition has resulted in some membership tracking and invoicing issues that warrant a discussion with the website administrators and additional training.

Second Vice President's Report – Brian Smith (June 18, 2019)

TICC Committee Update (Lea Nuwer and Sarah Macri) – See additional information under President's Report.

Current activity:

The TICC wishes to thank Heather Adner for her service as Co-Chair, and welcome Sarah Macri back as Co-Chair.

We successfully launched the new website June 26th. We continue to navigate unexpected hiccups with the system. There is a bit of a retraining period as users learn the new capabilities/limitations of the system. We thank you for your courteous patience as we continue to move this massive project forward.

We have currently begun to assemble the NYSFAAA Event app, with the goal of having it ready one month before the Annual Conference. We are currently ahead of schedule with data input, and mobileup/MemberClicks is entering the Prototype Build stage. Once complete, we will have a sandbox instance for testing.

In mid-August, we will start work on the FATV/Ocelot free Chatbot services made available to NYSFAAA.

On-going support activity:

Surveying activity has been quiet during the summer months.

Continued area of concern:

Suggesting a policy for Executive Council regarding who and how the website is to receive updates to keep the content fresh including updated membership on committees, regional activities and dates, and meeting notes.

Statewide Training (SWT) (Co-Chairs: Kelly Kelly, Mark McGinnis and Linda Athearn-Forster)

Linda Athearn-Forster provided the following update.

SWT Committee thanks Lynn Sabulski for her time and service as Co-Chair and welcomes Linda Athearn-Forster as Co-Chair.

The following fall trainings have been scheduled, please see below. For the November 15th training, the panel is working on finalizing the training and will soon have a title. The panel will discuss all things compliance and more, if time allows. Once the training is finalized, it will be set up on

GoToWebinar and promoted. The Committee will be more assertive in promoting all trainings being offered.

Training – Fall 2019

Date: September 18, 2019 (Wednesday)

Time: 10:00-12:00

Topic: Tax Update-part 1

Presenters: Robert Weinerman

Date: September 23, 2019 (Monday)

Time: 10:00-12:00

Topic: Tax Update-part 2

Presenters: Robert Weinerman

Date: October 4, 2019 (Friday)

Time: 10:00-12:00

Topic: FAFSA/TAP Application Process

Presenters: LaSonya Griggs and Michael Turner

Date: November 15, 2019 (Friday)

Time: 10:00-12:00

Topic: SWT comes to your region – title (TBD)

Presenters: Brian Ghanoo, Amy Glynn and Fordham’s new Director of Compliance (TBD)

Howard has brought to the attention of the SWT Committee Co-Chairs, a partnership opportunity with NJASFAA. All three Co-Chairs fully support this great opportunity and feel it will benefit the members of NYSFAAA.

Howard indicated that this partnership would provide an opportunity for NYSFAAA members to have access to NASFAA training tools and credential opportunities utilizing a NASFAA approved trainer or NASFAA materials presented by NYSFAAA trainers.

The advantage of this partnership would include the training opportunities noted above as well as additional memberships from New Jersey state professionals.

This relationship opportunity is contingent on NASFAA’s agreement to allow the credential sharing opportunity.

Secretary’s Report – Anne Sullivan Polino

School Outreach & Early Awareness

Anne Sullivan Polino provided an update on behalf of Gene Rogers the School Outreach & Early Awareness Committee.

Dates for College goal NY are coming in, and the Guidance counselor workshop for Long island will be Oct 11th instead of 9/20 as had been noted.

There are some other things in the works, but nothing else firmed up.

Treasurer's Report - Susan Godreau

Susan Godreau provided the Treasurer's Report as follows:

Account Balances:

Checking Account: \$142,180.84

Savings Account: \$ 29,249.54

CD Balance: \$ 52,302.84

Susan also indicated that the Financial Statements listed below are preliminary reports and subject to change as she continues working through the transition to this role.

Motion: A motion was made by Debra Evans, seconded by Kathy Michalski to accept the Treasurer's Report.

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

Susan Godreau provided the Treasurer's Report

NYSFAAA, Inc.

BUDGET VS. ACTUALS: 2018-2019 FINAL BUDGET - FY19 P&L

July 2018 - June 2019

	TOTAL		
	ACTUAL	BUDGET	OVER BUDGET
Income			
102 Dues	63,690.00	91,000.00	-27,310.00
106 Annual Conference Inc	82,525.00	128,250.00	-45,725.00
107 Novice Workshop Inc	47,730.00	54,000.00	-6,270.00
108 Intermediate Workshop Income		5,000.00	-5,000.00
110 Interest Income	507.40		507.40
118 Sponsor Support Conference			
118A Exhibit Table	16,850.00		16,850.00
Total 118 Sponsor Support Conference	16,850.00		16,850.00
304 NYSFAAA Scholarship Inc	4,003.00	9,000.00	-4,997.00
Uncategorized Income-1		3,400.00	-3,400.00
Total Income	\$215,305.40	\$290,650.00	\$ -75,344.60
GROSS PROFIT	\$215,305.40	\$290,650.00	\$ -75,344.60
Expenses			
500R Regional Expense	2,700.00	2,700.00	0.00
501 Executive Council Administration			
501A Revenue Sharing	11,150.00	13,000.00	-1,850.00
501B Professional Services	8,481.10	12,000.00	-3,518.90
501C General Executive Council	1,217.40	200.00	1,017.40
501D Executive Council Meetings	7,950.67	25,000.00	-17,049.33
501E Special Meetings	9,493.36	8,000.00	1,493.36
501F Bank Service Charge	308.07	500.00	-191.93
501G Credit Card Fees	8,926.31	8,000.00	926.31
Total 501 Executive Council Administration	47,526.91	66,700.00	-19,173.09
503 Government Relations Comm		500.00	-500.00
504 Awards Committee	1,701.94	1,000.00	701.94
507 Communications Committee	900.00		900.00
507A Website	22,942.40	12,000.00	10,942.40
Total 507 Communications Committee	23,842.40	12,000.00	11,842.40
509 Mentoring Committee	681.09		681.09
510 Professional Development		500.00	-500.00
510A Statewide Training	2,500.00	2,500.00	0.00
510E Intermediate Workshop Training		5,000.00	-5,000.00
Total 510 Professional Development	2,500.00	8,000.00	-5,500.00
511 Annual Conference	92,374.93	128,250.00	-35,875.07
512 Novice Training Exp	42,043.06	61,500.00	-19,456.94
523 Professional Services	52.00		52.00
601 Conference Committee		500.00	-500.00
700 NYSFAAA Scholarship	7,500.00	9,500.00	-2,000.00
Total Expenses	\$220,922.33	\$290,650.00	\$ -69,727.67
NET OPERATING INCOME	\$ -5,616.93	\$0.00	\$ -5,616.93

NYSFAAA, Inc.

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

July 2019 - June 2020

	ACTUAL	TOTAL	
		BUDGET	OVER BUDGET
Income			
102 Dues	25,160.00	84,000.00	-58,840.00
106 Annual Conference Inc	17,870.00	97,875.00	-80,005.00
107 Novice Workshop Inc		54,000.00	-54,000.00
110 Interest Income	1.21		1.21
304 NYSFAAA Scholarship Inc	864.00	7,500.00	-6,636.00
Uncategorized Income-1		7,550.00	-7,550.00
Total Income	\$43,895.21	\$250,925.00	\$ -207,029.79
GROSS PROFIT	\$43,895.21	\$250,925.00	\$ -207,029.79
Expenses			
500R Regional Expense		3,000.00	-3,000.00
501 Executive Council Administration			
501A Revenue Sharing		12,000.00	-12,000.00
501B Professional Services	2,826.20	8,000.00	-5,173.80
501C General Executive Council	6,768.36	200.00	6,568.36
501D Executive Council Meetings	1,290.75	22,000.00	-20,709.25
501E Special Meetings	393.95	8,000.00	-7,606.05
501F Bank Service Charge		350.00	-350.00
501G Credit Card Fees	1,002.80	4,000.00	-2,997.20
Total 501 Executive Council Administration	12,282.06	54,550.00	-42,267.94
503 Government Relations Comm		500.00	-500.00
504 Awards Committee		1,000.00	-1,000.00
507 Communications Committee			
507A Website	415.00	12,000.00	-11,585.00
Total 507 Communications Committee	415.00	12,000.00	-11,585.00
509 Mentoring Committee			
509 Mentoring Committee		1,000.00	-1,000.00
510 Professional Development			
510A Statewide Training		3,500.00	-3,500.00
510E Intermediate Workshop Training		5,000.00	-5,000.00
Total 510 Professional Development		8,500.00	-8,500.00
511 Annual Conference	725.21	97,875.00	-97,149.79
512 Novice Training Exp	80.00	66,000.00	-65,920.00
700 NYSFAAA Scholarship		7,500.00	-7,500.00
Total Expenses	\$13,502.27	\$251,925.00	\$ -238,422.73
NET OPERATING INCOME	\$30,392.94	\$ -1,000.00	\$31,392.94
Other Income			
130 NYSFAAA Store		1,000.00	-1,000.00
Total Other Income	\$0.00	\$1,000.00	\$ -1,000.00
NET OTHER INCOME	\$0.00	\$1,000.00	\$ -1,000.00
NET INCOME	\$30,392.94	\$0.00	\$30,392.94

Regional Reports - Election Updates Only

There are still a handful of regional election results outstanding. Regional Representatives were asked to forward these to Howard Leslie as soon as possible.

Conference 2019

Joe Weglarz and Lisa Simpson provided an update on the 2019 Conference Plans.

The conference plans are moving forward well with Joe, Lisa and the Marist College team working through finalizing the plans. Joe and Lisa provided an update on activities, including a fund-raising activity for the Humane Society

There is a NASFAA Verification Session planned for preconference. The conference agenda is nearly complete.

Rob Zasso and the Awards Committee are moving forward.

Conference 2020

Debra Evans provided an update on the 2020 Conference. The objective is to make this conference lean and green. Debra indicated that the logo should be finalized relatively soon.

Review Operational Calendar

Howard Leslie reviewed the upcoming operational activities for September and October.

Review Old Business

The Executive Council still hasn't received the 2018 Conference Final Report. President Leslie asked Anne Sullivan Polino to reach out to the committee for the report.

New Business

There was no new business to discuss.

Next Meetings

The next meetings are scheduled as follows:

- October 28th at the Marriott Albany on Wolf Road
- December 11th – Remote meeting

Adjournment

A motion was made by Susan Godreau, seconded by Debra Evans to adjourn the meeting. The motion passed with all in favor, no opposition and no abstentions.