



*New York State Financial Aid
Administrators Association*

NYSFAAA Executive Council
August 17, 2016
Remote Meeting

Call to Order & Roll Call

President Kerrie Cooper
President-Elect Darrin Rooker
1st VP- Jan Scheutzow- excused
2nd VP- Howard Leslie
Secretary-Kathy Flaherty
Treasurer- Kerry Lubold
Treasurer-Elect Robert Zasso- excused
Region 1 Kathy Michalski
Region 2 Margaret Christian
Region 3 LaSonya Griggs
Region 4 Michelle Fountaine
Region 5 Diane Donohue
Region 6 Melanie Williams-Bethea
Region 7 Amy Thompson
Region 8 Todd Moravec

Guests:

Adrienne King – First Vice President-Elect
Kelly Henry Kelly- Secretary-Elect
Scott Atkinson
Kristina DelBridge

Kerrie Cooper called the meeting to order at 2:02 pm with a quorum of Executive Council present.

Conference 2016 – Scott Atkinson

- Room reservations are open: can be made by phone, not on line
- Early bird registration, at a lower price, is available through September 16
- Regular Conference registration is available through October 5th
- Agenda is available on line
- Major speakers have been set
- Sessions moderators are being sought
- Turning Stone will provide free scholarship raffle tables
- Murder Mystery Dinner Theatre will be part of the Wednesday banquet with a "Soprano" theme; dress accordingly
- More public relations now
- Question: should the Conference continue to provide the ID ribbons with name tags

- A short discussion indicated Executive Council was in favor of this as it identifies leadership people for new attendees; new attendees
- There were some issues with room reservations which are being worked through
- There will be a Conference promotion during the September 21 webinar

Approval of June 27-28, 2016 Minutes

Darrin noted a correction to the discussion on membership price structure and webinars: "Set price structure so that webinar access alone would cost more than NYSFAAA active membership"

Motion: A motion was made by Howard Leslie, seconded by Margaret Christian to accept the minutes as amended. There was no further discussion. The motion was passed with all in favor, no oppositions and no abstentions.

Second Vice-President – Howard Leslie

- Kristina DelBridge began with a special announcement: she will be tentatively leaving New York State at the end of the year. The Statewide Training Committee will be looking for new membership and a new co-chair. Howard thanked Kristina for all of her work on this Committee
- September 21 will be the first webinar of the year
- October 13 webinar: Proposed Borrower Defense Rules
- November 18: Regional Training webinar
 - Regions will receive requests in September for sites and testing
- Howard is working to determine who will lead the verification training series as Jim Briggs is no longer available

President – Kerrie Cooper

- Last EASFAA meeting was June 12-14
 - EASFAA is interested in purchase of NASFAA modules with NYSFAAA (will talk with Mary Beth Quinn)
 - Kerrie is co-chairing EASFAA Strategic Planning Committee
 - NASFAA conference: really good. NYSFAAA gave a \$250 anniversary donation to Dallas Martin Endowment. Several of the NASFAA policy interns, who are paid through this fund spoke at the Conference.
 - NASFAA has rapid response team for quickly changing regulations. Kerrie will speak with Patrick Ziegler, NYSFAAA Federal Government Relations chair about such a team for NYSFAAA.
 - Leadership Workshop and Expo is February 27 – March 1. NYSFAAA is hoping to send new officers. Kerrie will make arrangements.
 - State Conference dates should go on NASFAA's calendar
 - Reauthorization discussions are beginning. It may be well into 2017 before Reauthorization will actually begin due to the lame duck Congressional session, but it should be a priority for Congress.
 - There were a lot of questions about prior-year and why there was such a quick implementation. They had to act when they had the opportunity and Congress was listening.
- Conference 2016
 - Executive Council meeting will be held from noon on Monday, October 17 to noon on Tuesday, October 18th

President- Elect – Darrin Rooker

- There will be a Conference session on NYSFAAA Governance Goals and Professional Ethics. It will be Tuesday, October 18th 2:00pm-3:15 pm
- Statewide officers are encouraged to attend.
- TICC realignment to be discussed later
- Kerrie Cooper will be doing a Conference session on Advocacy

First Vice-President – Adrienne King for Jan Scheutzow

- Working on inputting checks for 2016-2017 dues
- 312 memberships for 2016-2017: 246 are renewals and 56 are new
- 2015-2016 membership was 1342, exceeding the goal of 1325

Secretary –Kathy Flaherty

- School Outreach – Sonya Griggs
 - Gene Rogers attended a July event for Gear-Up
 - Gear-Up webinar (Financial Aid 101) was held on August 2
 - Webinar was recorded; few attendees
 - College Goal Event will be held during the Conference
 - FAFSA filing will be held on Tuesday, October 18th from 5:00 pm-7:00pm at 5 local high schools
 - Working with HESC to get on line registration
 - Conference attendees will be able to register to assist with these workshops. Transportation will be provided
 - College Goal New York will be setup soon with Wayne Harewood's assistance
- Technology, Innovation and Communication – no report

Treasurer's Report - Kerry Lubold

- Budget vs. Actual reports - 1516 Year End and 1617 Year to Date figures were distributed for review.
- 15-16 NYSFAAA financial and investment records have been delivered to the auditors.
- No committee reports
- Investments – Both of our investment accounts have been fully converted to the new program.
- Establishment of NYSFAAA CDs – Will occur after First Niagara's transition to Key Bank to maximum available rates as a customer.
- Audit Firm – Executive Council agreed via electronic vote this summer to remain with Diane Straka for our audit and tax services. We are waiting for the documentation from Diane that will allow her to transfer our records to her new firm. In the meantime, NYSFAAA has received solicitation from the current firm about retaining our organization. Kerry has not responded, she will ask Diane if it is NYSFAAA's responsibility to notify them that we are exiting the firm, or if she will do so formally.
- Tami Gilbeaux inquired about the status of our ad hoc committee that will explore membership and training partnerships to promote NYSFAAA and support revenue goals.(Kerrie comment: will work on this as this is her area to work on)

- Investment Committee – Approval occurred at our last meeting for the establishment of an investment committee as a standing committee. Clarification and correction needed to occur to align the Policies & Procedures with the membership makeup and duties of the Investment Committee and the membership makeup and duties of the Finance, Audit and Budget Committee.
- Would like to have a conversation with Rob Bell about Investment Committee and Finance Audit and Budget and continue this conversation at the October meeting

INVESTMENT COMMITTEE

Purpose: The Investment Committee will serve as fiduciaries of the NYSFAAA investment accounts. The committee provides oversight of NYSFAAA's investment funds; coordinates regular review of the portfolios; shares relevant information with executive council and the membership on the health of our accounts; and makes recommendations to executive council regarding asset allocation and risk strategy.

Reports To: Treasurer

Duties:

1. To perform an annual review of our reserve and scholarship funds in consultation with our investment group.
2. Convene a meeting (in person or remotely) annually to go over any updates and significant changes in our portfolios.
3. To report to Executive Council pertinent investment information.
4. To provide an annual report to the membership of the status of our investments.

Membership:

1. The chair is an active member appointed by the President or Treasurer.
2. Additional committee members include the President and Treasurer; Treasurer-Elect or Past-Treasurer; at least two current members of executive council; and up to two additional members who may be active, associate or retired.

Tenure: All committee members are appointed to two year terms and are renewable.

Qualifications: All committee members should have an interest in providing fiscally responsible oversight of NYSFAAA's investments with deliberate effort towards serving and promoting the purposes of the Association outlined in our Constitution.

The excerpt from Policies and Procedures in discussion:

FINANCE, AUDIT AND BUDGET COMMITTEE

Purpose: To serve in support of the Treasurer's accounting and recordkeeping functions, and to establish, present, review and recommend a fiscal year budget for NYSFAAA.

Reports To: Treasurer

Duties:

1. To submit the annual budget to Executive Council at the annual summer meeting for discussion, modification, and approval.
2. To submit the approved budget to the general membership at the Business meeting during the Annual Conference.
3. To review the budget on an on-going basis to determine if adjustments should be recommended to Executive Council.
4. To review the Budget requests of any Committees of members during the year for assisting Council in any fiscal action.
5. To request that each Committee (30 days prior to the summer meeting) submit their Budget Request Form to the Budget Committee in order to prepare the Annual Budget.
6. To meet prior to the start of next fiscal year (July 1), review all requests, and establish the preliminary budget for Council.
7. To notify the Committee Chairs of their budget after the June Council vote.
8. To review the annual audit.
- ~~9. To review investment strategy.~~

Membership:

1. Chair – An active member appointed by the President.
2. Three Active Members and no more than one Associate Member appointed by the Chair.
3. Three Council members, President Elect, President, and Immediate Past President.
4. Treasurer and Regional Treasurers – ex-officio

Tenure: Chair – Two-year term coinciding with the terms of the statewide officers. Members – one year renewable.

HESC Update – no report

Old Business

- Technology, Innovation and Communication Committee request to be realigned with the Second Vice-President was tabled from the last meeting.
 - Following points were raised during the discussion
 - Committee has had a good tenure under the Secretary, but did not understand the history of the realignment
 - Considering TICC responsibilities, other than training how do the communications fit with the Vice-President?
 - There is communication within the Organization (minutes) and with outside groups
 - Must consider balance of workload when reassigning reporting structure
 - Consider that you are assigning a role to an office, not an individual
 - Darrin recommended the motion be amended (friendly) as follows:
 “Technology, Innovation and Communication be realigned with the Training Committee under the Second Vice-President. **Graduate and Professional Concerns and Conference Committee will then be realigned under the Secretary to provide a better balance among officers**”.
 - Since Officers Jan Scheutzow and Rob Zasso were not present, the motion was tabled for one week while Kerrie Cooper gave them a summary of the discussion

A vote was taken with all in favor, no oppositions and no abstentions to table the vote for one week.

A realignment vote was later taken via email. On August 29, 2016 the realignment was approved with 12 in favor, no oppositions and 2 abstentions.

- **Setting 2016-2017 Goals and Objectives – Kerrie Cooper**
 - With Kathy Flaherty's assistance the notes from the last meeting were pulled together in a formal document

Motion: A motion was made by Howard Leslie, seconded by Diane Donohue to accept the proposed NYSFAAA Goals and Objectives for 2016-2017 for implementation.

A vote was called with all in favor, no oppositions and no abstentions.

The NYSFAAA 2016-2017 Goals and Objectives are at the end of these Minutes.

Motion (taken via email): A motion was made by Darrin Rooker, seconded by Amy Thompson to allow Diane Straka (auditor) to transfer NYSFAAA records and retain auditing services from the firm of Tronconi, Segarra and Associates at the quoted pricing schedule

There was no discussion and a vote was taken on July 21, 2016 with a majority in favor, no oppositions and no abstentions.

- **College Goal New York**
 - Sonya reminded all that since the funding for College Goal New York has now ended, each region will be responsible for their own programming. School Outreach will continue to support and oversee regional projects but cannot provide financial support.

Regional Reports

None

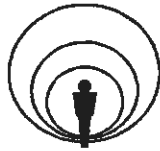
Operational Calendar

- Nothing urgent for today

Future Meetings

October 17-18, 2016 Turning Stone, Verona

As there was no further business a motion was made by Todd Moravec, seconded by Rob Zasso to adjourn the meeting. The meeting was adjourned at: 3:49 pm



NYSFAAA Goals and Objectives for 2016-2017

Goal: Retain Membership

Objectives:

1. Maintain relevant website

Strategies

- Timely posting of events
- Increasing interest in blog writing
- Promote government relations activities through blog

2. Involve newly trained Novices in Organization

Strategies

- Assigning Novice members to regional/statewide committees

3. Explore new revenue streams to support training, advocacy and outreach efforts

Strategies

- Establish investment committee
- Provide training in grant identification and grant writing
- Explore possible collaborations with EASFAA on training

Goal: Support Advocacy

Objectives:

1. Increase participation in advocacy

Strategies

- Offer training opportunities on being an advocate
- Include regular Conference Session on government relations
- Reach out to those political leaders seeking re-election
- Develop participation opportunities

2. Continued support of TAP Change

Strategies

- Advocating for elimination of SUNY tuition credit and increased TAP funding

Goal: Increase Outreach

Objectives:

1. Increase membership participation in College Goal Events

Strategies

- Training newest members as presenters (Mentor)
- Recruit regional membership to School Outreach Committee

2. Encourage future involvement/leadership

Strategies

- Encourage Executive Council members to bring a guest to meetings
- Announcement of Times and Location of Executive Council Meetings

- Include regional members on statewide Professional Development Committee
 - Regularly held Intermediate Training
3. Network with regional and national financial aid organizations
- Strategies
- Consulting on training topics and opportunities
 - Provide training to Community Based Organizations and affiliated groups.

Goal: Develop NYSFAAA Vision & Mission Statement

Objectives:

1. The Vision & Mission will serve to drive the Long Range Plan
- Strategies:

- Appoint ad hoc Strategic Planning Committee
- Create draft Vision & Mission Statement for review by Executive Council

2. Begin planning for next Long Range Plan

Strategies:

- 2016-17 is last year of current Long Range Plan
- New Vision & Mission Statement would be basis for new Long Range Plan
- Use various methods to gather input from entire membership