

## WyASFAA 2018 Annual Business Meeting

**Attendees:** Shannon Eskam, Shelby Garner, Anna Miller, Tanya Peterson, Lisa Meldrum, Megan Norton, Anne Shipman, DeAnna Archuleta, Dawn Buchanan, Nicole Castillion, Michelle Massey, Brandi Payne Cervera, Lacey Shandera, Vito Milatzo, Kathryn Dewitt, Michelle Scott, Scott McFarland, Tasha Plumb, Susan Stephenson, Kelcie McBride, Terri Hauf, Brenda Haseman, Chanda Richards

- I. Meeting was called to order at 11:52 am 4/27/18
- II. Approval of Agenda:  
Shannon made note that the agenda is available on the website for review  
No notable intros needed, new officers were introduced at the banquet on Thursday night:  
    Shannon Eskam- President  
    Scott McFarland- President-Elect  
    Shelby Garner- Secretary  
Minutes were approved in February via e-mail.
- III. **(Order Different from Agenda)** Treasurer's Report- Brenda Haseman  
Julie paid membership for Ferilli at conference, adds \$165 to the account balance.  
We had a total of 15 paid memberships this year- all colleges (8) and 7 affiliate memberships  
We collected \$3510 in conference fees  
Account balance was \$8037.69  
We paid Steamboat Deli \$336 for the conference lunch  
Account balance is \$7700 pending a couple of outstanding expenses  
We are operating in the black for the first time in a long time!  
Thank you to Casper College for facility use  
Thank you to Flour Bin for the bagel donation  
Thank you to Anna Miller for bringing donuts on Friday  
CD account balances are posted online.  
There were no objections to the report.
- IV. **(Order Different from Agenda)** President's Report- Susan Stephenson  
Nothing major to report  
Susan had nothing but great things to say- she enjoyed her time as president  
She wants people to volunteer for committees and hopes everyone enjoyed the newsletter over the past year.  
Susan's goals as Past-President in the upcoming year are to help Shannon with anything she needs as President  
She would like to get the boxes of files and pictures scanned and uploaded to the website for archiving.
- V. Committee Reports
  - a. Wyoming High School Counselor Workshop- Kelcie McBride  
The committee report has been posted on the WyASFAA website for all to review  
We tried a new format this year, Kelcie felt that things went pretty well  
Feedback from counselors was positive with most counselors asking for more time.

The committee met over 2 conference calls and several e-mails

Kelcie said that she liked having the PowerPoint presentation set up through WyASFAA with room for each individual site to customize the presentation to fit their specific needs

Some feedback that was received is that counselors would like us to offer 2 tracks or different sessions based on experience

Suggestions from counselors on improvements to the “for your students” section- would like more information on how to navigate college in general. Kelcie has notes on this for the person who takes that committee over next year.

Many counselors requested longer sessions/longer workshop.

**b. Conference Committee- Shelby Garner**

The committee report is on the website for all to review

Thanks to all for their generosity with the philanthropy project, it far exceeded expectations

**VI. Unfinished Business- Shannon Eskam**

It was noted that some goals were accomplished, while some need work

**a. Policy and Procedures manual**

It was suggested that we include a committee handbook for each committee in order to make it easier for incoming chairs to take over duties.

**b. Update on articles, mission, etc.**

We did confirm that WyASFAA is a non-profit organization. There does not seem to be any existing paperwork anywhere, but we have been told that this is not necessary.

Susan noted that the mission statement on the website has been there for years- it's not the best, and it's not known if it is official. Shannon tasked schools with coming up with ideas for a new mission statement, this would be followed up on and discussed in later meetings.

**c. Long Range Goals**

Shannon presented the group with some questions for consideration while thinking about our organization's long range goals:

What does our state outreach look like?

Do we only want to do the Wyoming High School Counselor's Workshop, or do we want to do other things?

Do we want to align our goals with the RMAASFAA long range plan?

Do we keep the philanthropy portion of our conference?

Shannon asked that schools think about these in the coming months and they would be discussed in future meetings.

A request was made for feedback and the consensus chose to keep philanthropy as part of our conference.

**d. Newsletter Continuation**

Susan said that she enjoyed working on the newsletter, especially the school spotlights and learning about the people in the organization- even if it was for selfish reasons. Everyone agreed that Susan did a great job spearheading it and that we would continue working on it.

**e. Quarterly FA Directors Conference Calls**

This was originally started because some school's VP's wanted financial aid to match what the registrars were doing. Everyone agreed to keep them going. Brenda asked if the minutes were posted anywhere from the meetings so that all could be kept in the loop. This has not been done in the past, but the directors agreed that this was a good idea moving forward. Scott had suggested that if there were things that we wanted discussed in the calls to let our respective directors know. Susan mentioned that the calls are not limited to the directors and that she doesn't see a reason that the entire FA office at an institution couldn't attend if they chose to do so- these are not secret meetings. The other directors agreed that this would be ok and that they would work on figuring out a way to incorporate other members at least quarterly.

**VII. New Business- Shannon Eskam**

**a. Fee Increase**

Would take place over 3 years with this year being the start. Shannon said that the increase would be \$10/year for conference registration. Susan corrected this and clarified that it would be the membership fee that was increased, conference fees could fluctuate based on location each year. Shannon would like to see a profit each year so that we could offer an incentive each year for people to volunteer for leadership within the organization. Susan said that the NASFAA Leadership and Legislative Expo is the best conference for incoming presidents to attend. Susan also suggested that we work toward a goal of establishing a Summer Institute scholarship for our members.

**b. Establish a Communication Committee/Chair**

This committee would work on the newsletter, it would be ideal to have a couple people work on this.

Committee would help schedule quarterly calls

Scott nominated Shelby as the chair of this committee, Susan seconded

Anna Miller volunteered to serve on the committee

Susan said that she would help with any questions about timelines or other things involved.

**c. Establish a Website Committee/Chair**

Kelcie volunteered to help with the website but will need help as she will be on maternity leave at the beginning of the fall term.

Kelcie asked for help with the High School Counselor Workshop

Kelcie will work on annual updates and conference info

Kelcie's goal is to make the website more disability accessible and mobile accessible, add alternative text, and be more in line with the RMASFAA Diversity and Inclusion goals.

Susan suggested that this committee would need a co-chair/vice chair to do the Wyoming High School Counselor Workshop portion, with the idea that this person could take over as the chair the following year.

Susan mentioned that Heidi Balster was interested in being on the website committee and we should reach out to her to see if she's still interested.

Lacey volunteered to help with the website as well.

**d. Establish Wyoming High School Counselor Workshop**

Susan asked if anyone was aware of a proposal to move to a statewide Zoom meeting as an option. Sheridan and EWC are using Zoom, but not sure if the public schools are using it.

Shannon said she would stay on the committee to help this year

Kelcie volunteered to help, but can't chair

Scott also volunteered to help, but can't chair due to other obligations

The decision was made to table this for now and discuss at a later time.

**e. Committee Handbook discussion was in section VI, a.**

**f. (Addendum to Agenda) Establish Conference Committee**

Scott has shown interest, will take over as chair

Nicole

Shannon

Susan

Susan proposed that the 2018 committee serves as ex officio members to help planning

Scott asked for immediate opposition to or support for rotating locations/schools

Susan said that trying to pull people in from outside limits us as they need access to airports with reasonable pricing--limits locations.

Scott suggested rotating between Cheyenne and Casper

Shannon asked if there was preference for one site over the other

Susan suggested we get feedback from Powell before deciding due to their distance from Cheyenne.

Scott asked if Casper College would be willing to let us use the facilities for free again

Shannon outlined the struggle we encountered in scheduling this conference in terms of fees and insurance. She gave a tentative yes but said she would need to review the new policies before being able to commit.

Shannon went over the drawback of institutions hosting the conference at their facility as it could cause issues with coverage

Susan pointed out that the expense of having the conference off-site can be extreme because hotels and conference centers will charge for everything down to the extension cords.

Nicole offered that Rock Springs (Western) does not charge employees to use their facilities. The campus is located 2.5 hours from Salt Lake City for air travel. There is no shuttle from Salt Lake City airport so guests would have to drive if they chose to fly in there.

Kelcie noted that there is a question about the next location on the post-conference survey.

Shannon asked that if you have information about your institution's ability to host the conference, please include it on your survey answers.

**VIII. Next Year's Conference (2019)- Shannon Eskam**

**a.** Date has been set: April 25-26, 2019

**b.** Hathaway meeting is set for April 24, 2019

It was noted that this date does not conflict with other conferences and misses Easter this year. Asked if anyone opposed, there was none.

**IX. RMAFSA 2021- Shannon Eskam**

2021 is Wyoming's turn to host the conference, will be here faster than any of us realize.

Shannon and Susan stated that because of our small size, we will need all hands on deck to help organize and plan the conference.

Susan said that the last time we hosted the conference it was in Cheyenne at Little America and it was rather costly. She said that Little America has reached out already about hosting again. We need someplace that will accommodate around 225-240 people.

Shannon noted that we will need to work on narrowing down the location soon as many facilities require advance notice. She also said that it would most likely have to be Cheyenne or Casper.

Susan asked that everyone try to think of a place so that we have a variety to look at.

Brenda suggested the CamPlex in Gillette but it was countered that the space is not conducive to break-out sessions as they do not have conference rooms.

Susan said that we would need 5-6 break out rooms large enough to accommodate no more than about 50 people, as well as space for vendors to set up their exhibits.

Susan said that it would be ideal to have an idea in place by October as she, Shannon, and Brenda will be at the RMAFSA board meetings and would be able to ask questions of the current planning committee at that time. She went on to say that we should have something ready for Shannon to be able to take to the winter board meeting in February/March 2019.

Shannon tasked everyone with thinking about locations so that we can give good options to the RMAFSA board. She would like these for the next conference call.

**X. Other Items- Shannon Eskam**

Shannon asked if anyone had any other items to discuss, there were none.

**XI. Meeting was adjourned at 12:31pm**