

Feeling the LOVE
WyASFAA Annual Business Meeting Minutes
Cheyenne, WY
April 28, 2017

Present: Susan Stephenson (EWC); Shannon Eskam (CC); Brenda Haseman (NWCCD); Tasha Plumb (CWC); DeeAnna Archuleta (WWCC); Anne Shipman (WWCC); Dawn Bucheena (WWCC); Megan Norton (WWCC); Nicole Castillon (WWCC); Vito Milatzo (LCCC); Lacey Shandera (LCCC); Michelle Massey (LCCC); Shelby Garner (CC); Kathryn DeWitt (CWC); Scott McFarland (CWC); Julie Wilson (LCCC); Heidi Balster (NWCCD); Holly West (EWC); Kelcie Hamilton (EWC).

- I. Call to Order : President Susan Stephenson : 10:49 AM
 - A. Welcome and Introductions : Welcome and Congratulations to our newly elected officials: President Elect: Shannon Eskam (CC)
Treasurer: Brenda Haseman (NWCCD)
Secretary: Tasha Plumb (CWC)
 - B. Voting Protocol and Quorum Establishment
 - Simple majority according to our Bylaws.
 - Members must be in good standing with membership dues.
 - One voting member per institution (typically the Financial Aid Director).
 - We need to have a way to track and designate voting members in the future.
- II. Approval of Agenda: Motion made by Shannon Eskam to approve, 2nd by Kathryn DeWitt. Motion carried to approve the agenda.
- III. Approval of the Minutes: from the Business Meeting at the 2016 annual conference. Motion made by Kathryn DeWitt to approve, 2nd by Shelby Garner. Motion carried to approve meeting minutes.
- IV. President's Report
 - A. Hill Visit: Susan Stephenson was able to attend and visit with senator and aides. She was glad to have the chance to do this and encourages others to reach out as well.
 - We need to be advocating for our students.
 - Stay in contact with state constituents.
 - Lot of work ahead of us.
 - Be a representative of our state and association.
 - B. Goals for the year (discussion under new business)
 - Establish a Long-Range Plan.
 - Establish continuity for incoming members.
 - Locate Articles of Corporation.
- V. Treasurer's Report presented by DeeAnna Archuleta
 - A. Review of Account Balances
 - Current in Checking Balance - \$4,714.76
 - CD Balances/Dividend Balances - \$6078.34

B. Review of Income and Expenses

- Review Annual Dues brought in currently \$60 per institution (\$420).
- We operated at a loss for the past two years.
- Food is a big expense at conference.
- We need to be thinking of how we can absorb costs in light of budget cuts.

C. Review of Investments

- You can see interest on CD/Dividends.
- We don't want to cash in CD/Dividends if not needed.

D. Approval of Treasurer's Report

- Motion to approve made by Julie Wilson, 2nd by Heidi Balster. Motion carried to approve the Treasurer's Report.

VI. Committee Reports

1. High School Counselors Workshop

- Should this be tied directly to WYASFAA as ad hoc/standing committee? (refer to Article II of Bylaws at the end of meeting minutes)
- The date was set early however some institutions hosted their own High School counselor's workshop. Issues with this being a WYASFAA event.
- The High School Counselors Report did not happen for many factors (transitions) and many institutions hosted own High School Counselors workshop at a different time/date other than scheduled.
 - a. Nicole Castillon (WWCC) reported that their High School Counselor's workshop went well as they partnered with Admissions Staff and had 30 counselors on site. CEU was not offered.
 - b. Kelcie Hamilton (EWC) reported that they did their High School Counselors Workshop in the afternoon (1-5) consisting of several sessions: Financial Aid Basics, Scholarship/Hathaway, FAFSA Training. They administered surveys and got good feedback.
 - c. Scott McFarland (CWC) reported that FA does not head up the High School Counselors Workshop at [CWC]. Admissions sets this up with sections split between Financial Aid, Admissions and the Advisors are involved.
- Most states have a national site aired online. We are fine with institutions doing their own thing if the topics covered are uniform with key topics related to FAFSA, WyASFAA, with important resources. We need to maintain contact with all Financial Aid Directors to get input.
- Kelcie Hamilton is going to develop a presentation with uniform information once topics, important information to include is combined. Send her feedback.
- High School Counselors Committee: lead by Kelcie Hamilton, Shannon Eskam, Brenda Haseman, and Nicole Castillon. They will work closely with Susan Stephenson on a uniform approach for next year.

2. Website

- Kathryn DeWitt has been maintaining the current website through Host Gator and reports that it is hard to update as the programming consists of HTML coding.
- Kathryn reported that we pay for the WYASFFA domain and Host Gator (\$130 annually).
- Last year a committee was formed to change site: Susan Stephenson, Christy Nordmann, Julie Wilson and Kristin Gast. Was anything researched? Officers, By-Laws, List Serve?
- We need to have a site with current updated information, officers, membership, possibly a blog, continuity from year to year.
- Too expensive to hire a Web Developer.
- Suggestion was made to use Word Press estimated \$18/month to maintain or Weebly.
- Can we pay to keep the WYASFAA domain and move to new provider that is less expensive?
- What about List Serve? Word Press allows List Serve.
- Current List Serve is \$304.54 and is due in June – this is separate from web fees/domain. List Serve is not functional.
- We can get rid of current List Serve. DeeAnna will make sure there is no problem/s (fees) to get rid of this. Let Susan Stephenson know of changes.
- A Website Committee was formed: Kathryn DeWitt, Brenda Haseman and Julie Wilson until she moves to new job.
- It was decided that it is ok to let Host Gator go if we can get a new website with List Serve before the High School Counselors Workshop.

3. Conference

- WYASFAA Conference: April 26-27 (Hathaway Meeting April 25); Casper
- Conference Committee: Shelby Garner, Shannon Eskam and Brenda Haseman.
- Can we have our WYASFAA Conference at Casper College with the bulk being at Casper College and the Banquet at an outside venue?
- Can we bring in outside vendors?
- A survey will be sent out survey for feedback.

4. Nominations and Elections

- We want to start the elections process in January so we have time to vote and have better organization turnout.

5. Governance - Need members to review Bylaws and Policies & Procedures

- Shannon Eskam, Nicole Castillon, Susan Stephenson and Scott McFarland will review current Bylaws and Policies & Procedures.

6. Early Planning Committee

- Unless there are objections, this standing committee will be removed from the Bylaws since it has not been used in recent memory and no one knows what its purpose was.

VII. New Business

A. Strategic Long-Range Plan

- Establish continuity from year to year.
 - Locate any missing documents.
 - Something in place of to re-establish and locate Articles of Corporation.
1. What is our Mission? (refer to Mission at the end of meeting minutes)
 - Do we still follow the mission?
 2. Continuity when there is turnover
 - We need to know when changes/turnover happen and have a way to relay this between institutions.
 3. What is our Role within this Association/Region? Are we following this?

B. Income and Expenses Issues

1. Dues

- We need to take a look at dues by comparing other states to our fees.
- Possible increase from \$60 to \$75.
- We need to take a look at our conference fee structure as well.
- There is lots of talk about going to individual charges versus institutional charges.

C. Archives

- Boxes and boxes to filter through of old WyASFAA information.
- In the process of getting all documents scanned so that they are easily accessible and in one centralized location.

D. Newsletter

- Regular newsletters need to be a priority.

E. Directors Meetings

- Directors will arrange meetings to discuss issues as needed.

F. Board Meetings

- More communication and distribution of committee chair reports in the future.

VIII. Executive Council Meetings

A. Transitions

- Work on smooth transitions between officers outgoing and incoming from year to year.

IX. Adjourn: Motion made by Julie Wilson, 2nd by Scott McFarland. Motion carried to adjourn: 11:45 AM.

Mission (?)

WyASFAA is a professional organization dedicated to assisting the nearly 40,000 students enrolled in Wyoming's institutions of higher education, their parents, and the schools and agencies that work collaboratively in disseminating information and administering the various financial aid programs available to Wyoming's students.

Purpose (Article 2 of Bylaws):

The Purpose of this Association is to facilitate student financial aid services to Wyoming students and schools, principally by:

- a) Promoting, facilitating, and coordinating communication concerning student financial aid issues among institutions of postsecondary education in Wyoming;*
- b) Promoting, facilitating, and coordinating communication concerning student financial aid issues between institutions of postsecondary education in Wyoming and the sponsors of student aid funds;*
- c) Providing advisory services to other institutions or individuals concerned with student financial aid issues;*
- d) Promoting a high ethical standard of professionalism among all those concerned with the promotion, development, and effective administration of student financial aid programs.*