**CASFAA 2010 Executive Council Meeting**

**Conference Call**

**Tuesday, July 13, 2010**

Prior to this meeting the following actions were taken:

*June 21, 2010*

The motion to approve the Pell Shortfall Letter, with edits, passed.

**Minutes for Tuesday, July13, 2010 *Executive Council Meeting***

**Executive Council Members Present**: Barbara Bickett, Kentiner David, Denise Donn, Sunshine Garcia, Melissa Moser, Susan Murphy, Beryl Schantz, Jamie Shrode, Veronica Trejo

**Others Present**: Angelina Arzarte, Addalou Davis, Thalassa Naylor, Merilyn Sweet,Kim Thomas

**Absent**:Dewayne Barnes, Joanne Brennan, Lindsay Crowell, Michael Dear, Bryan Dickason, Lynn Fox, Yvonne Gutierrez-Sandoval, Catherine Graham, Colleen MacDonald, Maureen Mason-Muyco, Lawrence Persky, Daniel Reed, Pat Robles-Friebert, Ryan Smith

**Call to Order/Introductions** – Barbara Bickett, Past-President (10:07 A.M.)

 Announcements:

August Executive Council Meeting will be in San Diego. Please make your flight arrangements for the meeting at this time or contact Joanne Brennan to book a flight on your behalf.

**Approve Minutes from June 13th and 14th Executive Council meeting**

**Motion**: Denise moved to approve minutes as amended. It was seconded by Sunshine with no votes against or abstentions.

**Motion Carried**

**“To-Do’s/Follow-Up Items”**- Jamie Shrode

From January 31st EC Meeting

o **Lawrence** to see about developing a numerical identifier for members. Inquire with MemberClicks for advice. **(**Email sent to Catherine)

From March 14th EC Meeting

o **~~Denise~~** ~~to discuss with PowerFAIDS, in August, the option of purchasing a vendor booth at the 2010 conference.~~ **~~August~~**

o **Denise** to contact auditors for suggestions on how we may strengthen our internal controls by the May conference call. **Meeting w/ Joe in August**

* **Joanne/ Sunshine** to renegotiate contract with food at a max cost of $75K. **PENDING**

From the April EC Meeting Agenda

o **Addalou** to organize current point totals, with the names in which they are under, the user names and passwords. Information to be sent to the Denise. **PENDING**

o **Susan** to draft of training survey based on previous draft versions. To be sent to Dewayne. **PENDING**

From April 27th EC Meeting

* **Denise** to coordinate with Lynn Fox (president-elect) to reconcile accounts beginning with the April statements. **PENDING**

From May 18th EC Meeting

* **Barbara** to forward candidate photos and bios to Colleen for inclusion in the CASFAA Newsletter. **PENDING**
* **Lawrence** to follow up with Terrance regarding instructions on how to sign up for job board updates. Instructions to be forwarded to Addalou.
* **Lawrence** to blast membership with instructions on how to sign up for the various listserves.
* **Joanne** to follow up with Colleen regarding the progress of the Conference Logo. **PENDING**

From June 13th EC Meeting

* **Dewayne** to send Barbara spreadsheets containing the data of committee participation certificates for years 2008 & 2007
* **Addalou** to correct address with Rust. **PENDING**
* **Addalou** to create a spreadsheet with positions of those who are to receive CASFAA mail/ documents. **PENDING**
* **Joanne** to update the budgets.
* **Lawrence** to follow up with Katherine in regards to the calculation error on the Reimbursement Form embedded in our MemberClicks site.
* **Addalou** to draft a contract for Katherine. Once the contract is drafted, it is to be forwarded to general council.

TO DO - Barbara to follow up with legal counsel regarding Katherine’s contract

* **Lawrence** to include “How to complete volunteer form” in FAQ’s
* **Membership Committee** to discuss the invoice option and to come back to the EC with a recommendation.
* **Joanne & Sunshine** to visit the CASFAA storage locker. **PENDING**
* **Joanne & Sunshine** to send Lawrence the registration info for implementation on Cvent. **PENDING**
* **EC members** are to forward contact info from any solicitors to the Fund Development Committee
* **Addalou** to implement the dual signature policy into the PPM.
* **Addalou** to draft a letter to the bank informing them of the policy. **PENDING**
* **~~Denise~~** ~~to order checks with dual signature lines~~

**Treasurer** – Denise Donn

*Oral Treasurer’s Report*

Account reconciled through June 28th. Current balance, within $100, is $79k.

Once the election has closed, Denise will meet with the accountant to review are current methods of internal control, possible ways in which they may be strengthened, as well as begin the audit for the last fiscal year.

**Nominations and Elections** –Barbara Bickett

The election is currently open. Lawrence will be sending a follow up email to members who have not yet voted. Election closes July 30th.

TO DO - Barbara to contact Lawrence about sending a follow up email to members who have not yet voted

**Association Assets/Inventory-Task Force** - Joanne, Sunshine, Lawrence

The combination to the CASFAA storage units has just been acquired. A visited has not yet been made.

**Conference Committee 2010** - Sunshine Garcia & Joanne Brennan

Save the date postcards have gone out. A conference call and meeting will be scheduled soon. A finalized contract with San Diego Manchester Hyatt is pending.

**Federal Issues** - Beryl Schantz

The committee had a conference call last Wednesday. During the call, the committee divided up the *Notice of Proposed Rule Making*. They will now work to determine what comments should be made.

**CLFE Update** - Thalassa Naylor

There continues to be an interest in the organization. CLFE will be working, during the second half of the year, on updating their mission and bylaws to more accurately reflect the organization as it moves forward.

**High School Counselor Workshops** - Angelina Arzarte

The committee has added two additional sites and is working to coordinate staff and presenters accordingly. They may need to send out a blast seeking additional presenters. Currently, they have ad space available.

**Grad Professional** - Sunshine Garcia

Sunshine is working with Great Lakes on the GP portion of the summer trainings. The topics that will be addressed are: loan consolidation, 3 year cohort default rate, PUT loans and default management.

**CSU** - Kentiner David

The board of trustees has approved fee increases of 5%. The governor has proposed that state employees be paid minimum wage if a budget is not passed. The Chancellor says that the CSUs will not be pursuing the proposal.

**Independent** - Susan Murphy

Addalou will be sending out a blast to the independent segment requesting their vote on the open election. Susan has struggled to capture the attention of the segment during the spring and summer, as these are busy times for FAAs.

It is suggested that each segmental representative blast their particular segment reminding them of the open election and their need to vote.

TO DO - Barbara & Addalou to create a blast to be sent to the individual segments, on behalf of their representatives, reminding them of the open election and their need to vote

**Motion**: Beryl moved to approve Veronica Trejo as the 2010 Proprietary Segmental Representative. It was seconded by Melissa with no votes against or abstentions.

**Motion Carried**

**CASFAA Member Agenda Item submitted**

Request for $2k funding from CASFAA to support the “*I am Going to College*” program at the University of California San Francisco – **TABLED**

**Motion**: Denise moved to adjourn the meeting. It was seconded by Melissa with no votes against or abstentions.

**Motion Carried**

**Meeting adjourned (**10:41 A.M.)

**Summary of Motions**

**Motion**: Denise moved to approve minutes as amended. It was seconded by Sunshine with no votes against or abstentions.

**Motion Carried**

**Motion**: Beryl moved to approve Veronica Trejo as the 2010 Proprietary Segmental Representative. It was seconded by Melissa with no votes against or abstentions.

**Motion Carried**

**Motion**: Denise moved to adjourn the meeting. It was seconded by Melissa with no votes against or abstentions.

**Motion Carried**