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| Executive Council Meeting |
| 1.16.2014 | 9:06am | Point Loma Nazarene University |
| *Meeting called by* | Melissa Moser (Past President) |
| *Type of meeting* | Executive Council Meeting |
| *Attendees* | *Voting:* Melissa Moser, Annie Osborne, Sunshine Garcia, Denise Peña, Daniel Reed, Lindsay Crowell, Lina Bojorquez, Robin Darcangalo, Tom Le, Emily Valdovinos, Mason White, Eileen Brzozowski, Scott Cline, Angelina Arzate*Non-Voting:* Rhonda Mohr |
| Treasurers’ Updates |
| *Daniel Reed (Treasurer Elect) & Lindsay Crowell (Treasurer)* |
| Discussion: |
| FY 2014 Budgets (Daniel Reed)* 8 budgets were submitted for approval and approved by fiscal, need to be approved by EC.
* Daniel Reed, offered an explanation regarding Fiscal Committee meeting. Protocols on who convenes, and how the review process works. Reimbursement policy was changed in fiscal committee meeting 1.15.14. Meal cost was increased by $5.
* Daniel Reed discussed budgets that fiscal had questions on:
1. 1040 workshops: some question regarding fees for 1040 workshops. Jim Briggs is offering some different things like webinars to substitute some of the in person trainings, considering different fee structure. A place holder was put in place of $6000, recommends that if we cannot decide on price, then we approve and later amend
2. Access & Diversity Committee: included some revenue, adjusted numbers as to how many people will attend. Attendees were changed to 50 and 25; meals were adjusted. Would like to have 2 in-person trainings.
3. Proprietary Segmental Budget: Would like to have a in person meeting at conference, part of planning. Currently, committee has 8 committee members that will attend.
4. Secretary budget: Budget will be $0 this year as it will not include stationary, (now electronic); Business Cards will come out of President’s Budget.
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| Reimbursement Policy Updates (Lindsay Crowell)* Policy was revised. Fiscal Committee changed meal per diem (whole day) to be $65 (Breakfast: $15, Lunch $20, Dinner $30). Policy went out to EC 1.15.14 after fiscal meeting.
* Reimbursement needs to be submitted within 30-days.
* Form has been updated and accountability has been built in to the form.

NOTES for EC: * If an EC member has a CASFAA event, reimbursement needs to be signed by committee chair.
* EC meetings do not require an additional signature.
* If an EC member needs an advance of $500 or more, it will be absorbed in their budget.
* Committee chairs need reimbursement form to be signed by CASFAA President, Chairs will sign for their individual committees.
* Direct Deposit is faster and easier for all.
* Timely reimbursements will be issued within 2 weeks but the first round will need more time due to transition from 2013 Treasurer to 2014 Treasurer.
* First time around, it is prudent to include direct deposit information with address information. Direct Deposit Reimbursements will show a first deposit for $1, then the remaining amount will come in about 3 business days. If something needs to be rushed, then add that in the heading when sending to Treasurer. Expect reimbursements for January meeting by mid-February.
* Contracts for training events need to go Rhonda Mohr for approval.
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| Conclusions | * *Reimbursement Policy Change:* Lindsay Crowell made motion to approve, Thomas Le 2nd, all approved
* *1040 Workshops Budget:* Daniel Reed made motion to approve, Scott Cline 2nd, all approved
* *ADC Budget:* Lindsay Crowell made motion to approve, Emily Valdovinos 2nd, all approved
* *Proprietary Budget:* Thomas Le made motion to approve, Sunshine Garcia 2nd, all approved
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| Action Items | Person Responsible | Deadline |
| Discuss 1040 fee structure with Lynne | Rhonda & Daniel |  |
| Reimbursement forms need to be updated with new meal reimbursement amount | Lindsay & Daniel |  |
| President’s Budget and Conference Budget need to be submitted | Lynne & Deb |  |
| Make Recommendation to President to add Web Initiatives to Fiscal Committee | Daniel Reed |  |
| Consent Agenda  |
| *Melissa Moser (Past President)* |
| Discussion: |
| * In order to create efficiency for EC Meetings, the consent agenda will be adopted
* This will require reports to go out ahead of time, and reports will no longer be read at meetings. (EC will be responsible to read all reports ahead of time).
* Schedule for Consent Agenda Process:
* EC meetings will be quarterly, so, 10 days prior to EC meeting, secretary will remind segmental reps to send reports. Secretary will then send all reports collected to all of EC 7 days prior to meeting.
* Consent Agenda process will be evolving and growing, but until we get that formalized, we will be using it as an informational path
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| Conclusions | * *Consent Agenda:* Lindsay Crowell made motion to approve, Scott Cline 2nd, all approved
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| Action Items | Person Responsible | Deadline |
| CASFAA will create a template for Segmental Reports | Lynne |  |
| Web Initiatives |
| *Melissa Moser (Past President)* |
| Discussion: |
| None.  |
| Conclusions | * *Item Tabled.* Discussion will need to include CASFAA President, Lynne Garcia
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| Strategic Plan |
| *Melissa Moser (Past President)* |
| Discussion: |
| * Strategic Plan in place is from 2007, was passed in 2006.
* Melissa Moser has been working with Sunshine Garcia, Wayne Mahoney and conference, to work on filling in the gaps.
* Kay Soltis came to a Strategic Planning meeting September 2013- Robin Darcangelo (EC Secretary 2013) sent out minutes.
* Steps and timelines for 2014:
	+ March- Past President’s report will include all info of Strategic Planning process to date.
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| Action Items | Person Responsible | Deadline |
| Send out Strategic Planning Tracking Tool | Melissa Moser | 3/7/14 |
| Send Lynne Strategic Plan Comments | All EC members |  |
| Day at the Capitol (DATC) |
| *Angelina Arzate (State Issues)* |
| Discussion: |
| * 3/5: date that is set for DATC, as soon as date is confirmed, Email blast will go out and plans to plan agenda and set up. CASFAA will be working with CCSFAA to prep agenda.
* Melissa Moser explained DATC, history, logistics and the need for advocacy efforts.
* Eileen B. recommended we take a one pager that has logo and mission statement, EC information and separate sheet with the issues. (UC will take issues from UC legislative office).
* DATC Attendees were asked to note that CSAC is very instrumental in setting up DATC, we may not agree with what CSAC is proposing but we need to be appreciative of their help.
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| Action Items | Person Responsible | Deadline |
| DATC Advocacy Packets sent to Angelina | Melissa |  |
| Information for Brochure to be sent to Emily | Sunshine & Melissa |  |
| CASFAA Brochure for Advocacy Efforts | Emily |  |
| Legislative consultant precluded in Bylaws | Melissa to send to EC |  |
| Send link to legislative updates for EC members attending DATC | Melissa Moser |  |
| Update for DATC once all has been confirmed, send to EC for approval | Angelina Arzate |  |
| NASFAA Leadership Conference |
| *Sunshine Garcia (President Elect)* |
| Discussion: |
| * Leadership Conference will be held in Washington D.C. 3/9-11.
	+ It is an opportunity for CASFAA Leadership to meet with different representatives at Capitol Hill and discuss issues within our association. Also an advocacy section and put together issues.
	+ Last year, CASFAA leadership met with WASFAA and made contact with local rep. offices.
	+ Attendees to the leadership conference are set by the President and registration is first come first served as registration is limited.
	+ This years attendees: Sunshine Garcia (President Elect), Lindsay Crowell (Treasurer), Scott Cline (VP Federal Issues) and Denise Peña (Secretary)
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| Conference Updates |
| *Rhonda Mohr (Training Chair)* |
| Discussion: |
| * Updates from conference meeting yesterday:
* Discussion took place about conference in general, the theme is “season’s of change”. Proprietary segment and Grad/Professional are going to have Saturday afternoon events
* CC’s are changing to Sunday morning breakfast only
* UC and CSU will have a breakfast (Independent Segment may have one as well, to be confirmed)
* Conference Committee will set up a timeline and structure regarding session proposals
* 2014 Conference will have a better selection of soft skills
* Conference Session Topic Ideas from EC:
* Dream act: Beginner and Advanced
* FA 101
* AmeriCorps and J-treaty for American Indian Students
* Systems Roundtables
* Company Reimbursements
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| Action Items | Person Responsible | Deadline |
| Independent Segment needs to submit 10 session ideas to Rhonda Mohr | Eileen Brzozowski |  |
| Poll Independent Segment re: breakfast at conference  | Eileen Brzozowski |  |
| Segmental Updates |
| *Segmental Representatives* |
| Discussion: |
| * Major Issues Segments are currently facing:
* Independent: Cal Grant cuts, proposed legislation for state reporting, mostly budgetary issues
* Proprietary: 150% sub, overlapping loans (for new loans)
* CSU/UC: middle class scholarship
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| General Discussion |
| *Melissa Moser (Past President)* |
| Discussion: |
| Nominations for next year: * By July, current EC will need to submit at least two people to run for their elected position.
* making CASFAA EC terms 2 years like NASFAA and WASFAA will be on agenda next meeting.
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| Social Media overview: * CASFAA may need a separate position (i.e. someone to manage pages and someone to work on web content) as CASFAA currently has a page (8 likes) and a group (200 people).
* Website will soon be updated with current EC.
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| * Segmental reps were reminded they represent their segments on: federal issues, state issues, and conference program committee
* Annie: buy refundable fare so we don’t have to pay for change in flight status.
* SG: will be something she takes to Lynne.
* Annie: What is the process for nominating colleagues for awards?
* MM: call for awards goes out and people submit nominations to be reviewed by the current president. Only limitation on awards is that EC is not able to be segmental awards, but they are ok for all other awards.
* MM: Open position at Coastline
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| Action Items | Person Responsible | Deadline |
| Ask Lynne to add CASFAA 2 year terms to agenda | Annie |  |
| Send current picture to Sunshine Garcia | All EC members |  |
| Send Denise request for Business Cards | All EC members | 1/31/14 |
| Send Kat updates for Web | Sunshine Garcia |  |
| Discuss meeting format with Lynne (time) | Sunshine Garcia |  |