



Executive Council Transition Meeting Minutes November 16 - 17, 2014

Opening

The CASFAA Executive Council transition meeting was called to order at 2:00pm on November 16, 2014 at CSU Channel Islands by 2015 CASFAA President Sunshine Garcia.

- Introductions – All

Present

Past-President – Melissa Moser
President – Sunshine Garcia
President-Elect – Scott Cline
VP Federal Issues – Anafe Robinson
VP State Issues – Beryl Schantz
Secretary – Thomas Le
Treasurer – Daniel Reed
Treasurer-Elect – Dewayne Barnes
Access & Diversity – Robert Weinert
Community College Representative – Robin Darcangelo
CSU Representative – Michelle L. Rodriguez
Proprietary Representative – Lissa Wayne
Site Selection – Joanne Brennan
Training Co-Chair – Kim Thomas

Non-Present

2014 Treasurer – Lindsay Crowell
Independent Representative – Gary Nicholes
UC Representative – Annie Osborne

Agenda

Review agenda and packet: Bylaws, Transition Statement, Update on 1040, President Goals, Goals for EC, Budget Toolkit and Reimbursement Policy.

Approval of Minutes

2013 CASFAA Conference Meeting Minutes:

Need to obtain from 2013 Secretary Denise Pena for EC approval – Needed to have been approved at 2014 annual conference.

Old Business

1. Enter Official Election Results for 2015 Executive Council:

President – Sunshine Garcia

President-Elect – Scott Cline

Past-President – Melissa Moser

VP Federal Issues – Anafe Robinson

VP State Issues – Beryl Schantz

Secretary – Thomas Le

Treasurer – Daniel Reed

Treasure-Elect – Dewayne Barnes

Access & Diversity – Robert Weinert

Community College Representative – Robin Darcangelo

CSU Representative – Michelle L. Rodriguez

Proprietary Representative – Lissa Wayne

UC Representative – Annie Osborne

GP Segmental Representative – Vacant Position. Run special election or appoint position.

2. 2014 Conference Meeting Minutes will be approved at 2015 annual conference and place in program and website.

New Business

1. Discussion Challenges of EC - All:

- a. Committee of one, 1040 workshops, Kim Thomas, getting CASFAA members to volunteer for 1040.
- b. Not over committing and balance of work and EC.
- c. The transparency and roles of segment reps on EC.
- d. Federal issues with reauthorization and communication, rebuilding CASFAA membership.
- e. Organizing the committee and gaining participation in the prop community.
- f. Re-establishing communication with membership and voices to be heard on EC.
- g. Get CASFAA to provide strong training, reaching out to volunteers and get them to stay active.
- h. Building stronger relationship and partnership between the associations, WASFAA, NASFAA.
- i. Challenges of planning conference and site selection for upcoming conferences.
- j. Got off track, trainings for EC, understanding bylaws, policies and procedures, need to set the ground work to continue to leave a legacy for future members of EC. Build CD back up and invest with NASFAA. Work life balance.
- k. Getting support of work to volunteer and stay involved on EC.

2. Financial Update – 2015 Treasurer, Daniel Reed

- a. Reviewed Treasurer Report – Profit and Loss Statement 04/2014, CASFAA Checking Account, Franklin Templeton Quarterly Summary....see email from Lindsay Crowell 11/15
- b. Will clean up accounts and update all financial figures on balance sheet, etc.. and send to EC.
- c. Update on liability insurance.

3. Site Selection & Conference Update – Site Selection Chair, Joanne Brennan

- a. \$200k for food and beverages on last contract, no Disneyland tickets
- b. Negotiating contracts to plan sites 3 years out
- c. Convention Center Contract – Sacramento – Oct. 31 pre-conference Halloween party

- d. Room rate \$155/night – Rebate \$7.00 for every room night to pay for \$11k for convention center rooms.
 - e. Early bird registration discount for conference. Determine conference fee first. \$25 off for the conference fee.
 - f. Set up labs for Proprietary Segment. Workshops for school owners, directors, executive track, and business office track. Need more DOE tracks.
 - g. 1120 rooms Fri – Tues at conference. For every 45 rooms we get credit of one room. Use for scholarship winners. Fri. 91 rooms, Sat. 305 rooms, Sun. 462 rooms, and Mon. 438 rooms.
 - h. 95k in food and beverage for Sacramento
 - i. Send “Save the Date” memo to membership
 - j. 33 vendors. Ask vendors to reach out to their own schools to attend conference. Need a vendor liaison on behalf of EC.
 - k. Nothing scheduled for 2016, Dec. 10-14 SD Marquis Marriot \$125k in F&B potential, \$199/night. Or Anaheim – Marriott Nov. 4 – 7
 - l. Pay registration by July 31st save \$25.00.
 - m. Attendee Count: 260 CC, 103 Prop 85, CSU 172, Ind 45, UC 8, CSAC 10, Consultants 63, Vendors 47, Others 9 Lifetime
4. 1040 Update – Kim Thomas
- a. 9 sites. 4 north 4 south and 1 valley, added SB and attracted more attendees, 9am-3pm
 - b. Confirm attendees count. Verify with Kat Williams.
 - c. Jim Briggs offer free online make up sessions after workshop dates, CASFAA would charge reg. fee
 - d. Need to survey members after workshop for feedback
 - e. Basic and advance workshops. Basic is too basic. Jim has come up with good medium of balance of both. Market as just one workshop.
 - f. Complimentary breakfast has been successful.
 - g. Planning for next year...soft verbal commitment with re-utilizing same sites
 - h. \$75 members \$150 for non-members
 - i. Attendees: 2014 - 303, 2013 NA, 2012 - 242, 2011 - 263, 2010 - 211
 - j. OC as a site?
5. Committee Transition / Review Job Descriptions – All
- a. Meet with incoming EC reps and share best practices.
6. Advise / Comments for 2015 - All

Monday, Nov. 17, 2014

New Business (Continued)

- 1. President’s Goals – 2015 President, Sunshine Garcia
 - a. Review & Update Bylaws
 - b. Review & Update Policies and Procedures
 - c. Update “Who We Are” Brochure
 - i. Who we are as an organization
 - ii. Utilize at Day at the Capitol, events, etc...
 - d. Finalize Strategic Plan
 - i. Final draft sent to Sunshine Garcia by Lynne Garcia

- e. Fiscal Planning & Transparency
 - i. Invitation to membership to attend EC meetings
 - ii. Putting agenda and minutes of EC meetings on website
 - iii. Treasurer reports to membership
 - f. Budgeting & Rebuilding CD Account
 - i. Where we make money, how much we making, how are we spending it?
 - ii. Rebuild our CD account that was liquidated
 - g. Keeping the Membership engaged
 - i. Looking for different ways to engage membership
 - ii. How to increase membership
 - iii. Meeting the needs of the segments
 - iv. Continue segmental breakfast, great speakers, same costs for all
 - v. Segmental reps needs to communicate and keep their segments informed
2. Consent Agenda – 2013 Past President, Melissa Moser
- a. Adopted last year 2013 EC
 - b. Distribute procedures of the consent agenda
 - c. Recommendation to have Treasurer report not consider in the Consent Agenda
 - d. Secretary will remind EC to submit committee reports and consent agenda.
 - i. Deadline: Submit 2 weeks prior to Secretary to EC meetings. Secretary will then compile and submit back to EC for approval a week prior to EC meetings.
 - e. Add Consent Agenda to CASFAA policies and procedures
 - f. Recommendation to approve use of Consent Agenda for 2015 EC – 2013 Past President, Melissa Moser
 - i. 1st Motion: 2015 Treasurer Elect, Dewayne Barnes
 - ii. 2nd Motion: 2015 President Elect, Scott Cline
 - iii. In Favor – All
 - iv. Opposition - None
 - v. Abstentions - None
3. Fiscal Planning & Budgets – 2015 Treasurer-Elect, Dewayne Barnes & 2015 Treasurer, Daniel Reed
- a. 2015 Budget Toolkit
 - b. Budget Definitions – Reviewed by Dewayne Barnes
 - c. Budget Process Checklist – Reviewed by Daniel Reed
 - i. Submit Project Budget & Committee Expenses – Jan. 2015
 - ii. Fiscal Planning – Budget Review & Approvals – Feb. 2015
 - iii. Mid-Year Budget Review – June 2015
 - iv. Expenses for conference will be placed under conference budget.
 - v. \$500 budget for events
 - d. How to Complete Budget Request Form – Reviewed by Daniel Reed
 - e. How to Complete Reimbursement Form – Reviewed by Daniel Reed
 - f. CASFAA Reimbursement Policy and Payment Guidelines – Reviewed by Daniel Reed
 - g. Review CASFAA Overall Budget for Year – Dewayne Barnes
 - h. Review CASFAA Conference Budget – Dewayne Barnes

4. Upcoming Dates – EC Meetings, Conference Calls, Newsletter, Day-at-the-Capitol and NASFAA Leadership – All
 - a. Newsletter: Send to membership in March, June, and September in PDF. November Annual Conference Newsletter is printed.
 - i. Deadline a month in advance.
 - ii. Suggestions: Update in newsletter Treasurer Report, Federal and State Issues, Student Alumni/FWS Success Stories tie back into FA/ Campus FA Highlights
 - b. Upcoming EC Meetings:
 - i. Jan. 11-12, 2015 Southern CA
 - ii. April 26-27, 2015 Southern CA
 - iii. July 12-13, 2015 Sacramento, CA
 - iv. Nov. 15-16, 2015 Northern CA – Transition Meeting
 - c. Conference Calls: As needed / TBD
 - d. Day-at-the-Capitol: March 3, 2015.
 - i. Partner with CSAC and CCCSFAA Linda Williams.
 - ii. Send Sunshine confirmation of attendance.
 - iii. Discuss format in January 2015 in preparation of DATC.
 - e. NASFAA Leadership: Mar. 1 – 3, 2015.
 - i. CASFAA Representation: Dewayne Barnes, Robin Darcangelo and Annie Osborne
5. Recommend motion to increase current price \$125 to list job postings by employers on CASFAA website by 7% to \$150 and increase set tier pricing by \$15.00 per tier. – 2015 Treasurer, Daniel Reed
 - i. 1st Motion – 2015 Treasurer-Elect, Dewayne Barnes
 - ii. 2nd Motion – 2015 CC Segmental Rep., Robin Darcangelo
 1. In Favor - All
 2. Opposition – None
 3. Abstentions - None

Follow Up Action Items:

- Follow up with Kat Williams regarding I-Cloud account.
- Need to obtain 2013 CASFAA Conference Minutes from 2013 Secretary Denise Pena for EC Approval
- Joanne Brennan will follow up with projectors that were bought at 2013 SF conference.
 - May write off as loss.
 - Will re-do inventory of assets, laptop, scanners, projectors, etc...
- Send birthdays to Sunshine Garcia
- Secretary will send out 2015 EC Contact Roster

Adjournment

Recommend motion to adjourn transition meeting – 2015 CASFAA President, Sunshine Garcia

- a. 1st Motion – 2013 Past President, Melissa Moser
- b. 2nd Motion – 2015 Treasurer-Elect, Dewayne Barnes
- c. In Favor - All
- d. Opposition – None
- e. Abstentions - None

Meeting was adjourned at 1:30pm by 2015 CASFAA President Sunshine Garcia.

The next general meeting will be on January 11 – 12. Location TBD.

Minutes submitted by: 2015 Secretary – Thomas Le

Approved by: To be approved by 2015 CASFAA Executive Council via Consent Agenda