



Executive Council Meeting Minutes

Friday: October 15, 2021 - Saturday: October 16, 2021

Opening

The CASFAA Executive Council meeting was called to order at 8:40 a.m. on October 15 2021 at the Westin, Long Beach, CA and online via Zoom by CASFAA 2022 President Bronwyn Garrison.

Present (2021 Voting Members)

President – Jesse Marquez
President-Elect – Bronwyn Garrison
VP Federal Issues – James Griffin
VP State Issues – Veronica Basadre
Treasurer / Treasurer-Elect – Wendy Wang
Secretary - Thomas Le
Past President – Anafe Robinson
UC Segmental Rep. – Rashinda Hutchinson
Access & Diversity Rep. – Denise Pena
Graduate/Professional Rep. – Jessica Ayres

Present (2021 Non-Voting Members)

Site Selection Chair – Dewayne Barnes
Conference Chair – Thomas Le
Conference Co-Chair – Lori Prince
Program Chair – Lorena Garcia
Fund Development Chair – Sun Ow
1040 Workshops Chair – Kim Thomas
Training Chair – Thalassa Naylor

Present (2022 Voting Members)

President – Bronwyn Garrison
President-Elect – Veronica Basadre
VP Federal Issues – James Griffin
VP State Issues – Ricardo Buenrostro
Treasurer / Treasurer-Elect – Wendy Wang
Secretary - Jessica Ayres
Past President – Jesse Marquez
UC Segmental Rep. – Rashinda Hutchinson
Access & Diversity Rep. – Vacant
Graduate/Professional Rep. – Vacant
CC Segmental Rep.- Vacant

CSU Segmental Rep- Rachel Mason
Independent Segmental Rep- Vacant

Present (2022 Non-Voting Members)

Site Selection Chair – Dewayne Barnes
Conference Chair – Thomas Le
Conference Co-Chair – Lori Prince
Program Chair – Lorena Garcia
Fund Development Chair – Sun Ow
1040 Workshops Chair – Kim Thomas
Training Chair – Thalassa Naylor

Non-Present

Independent Segmental Rep (2021)– Vacant
Membership Services Chair (2021 &2022) – Lindsay McCarthy
Electronic Initiatives Chair (2021 &2022) – Daniel Reed
CSU Segmental Rep (2021) – Pawan Wallace
Community College Segmental Rep. (2021)– Karen Hunter
Proprietary Segmental Rep. (2021 &2022)- Kevin Roberts
Associate Member Rep. (2021 &2022) – Heather Tapia
Program Co-Chair / High School Relations Co-Chair (2021 &2022) – Luanne Canestro

Agenda

- Day 1
 - Call to order:
 - Welcome
 - Review of the Agenda
 - Review of Old Business – To Do's
 - Review of Minutes – August 2021 EC Meeting
 - Introductions (prior and current EC)
 - New Business
 - Treasurer's Report
 - Committee Reports
 - Federal Issues
 - State Issues
 - Training Update
 - Membership / Website
 - CASFAA Awards
 - Segmental Representatives Updates
 - University of California
 - California State University
 - Community College

- Proprietary
- Grad / Professional
- Associate Members
- Access & Diversity
- Independent
- Conference review/update
- Chronicle Newsletter Update
- Onboarding overview
 - Breakout time for old and new EC positions
- Day 2
 - Call to order
 - Fiscal

Old Business

Action Items:

- Review Positions & Responsibilities, Bylaws, Policies and Procedures, Meeting Procedures, and Strategic Plan – Anafe Robinson, Past-President and Bronwyn Garrison, President-Elect • Send Elections Nominations to membership – Anafe Robinson, Past-President
- Send Call for Session Proposals for Conference – Lorena Garcia, Program Chair
- Revise Newport Hotel contract move to 2023 and immediate search for new location for 2021 Annual Conference – Dewayne Barnes, Site Selection Chair, Thomas Le, Conference Chair, and Jesse Marquez, President.
- Order CASFAA swag for training events and conference registration packets – Dewayne Barnes, Site Selection Chair and Thomas Le, Conference Chair
- Order CASFAA Awards, logo shirts and name tag ribbons – Lori Prince, Conference Co-Chair • Renew CASFAA event management system CVENT Contract – Jesse Marquez, President • Notify members of Institutional Membership and update CASFAA Website FAQs – Daniel Reed, Electronic Initiatives Chair and Lindsay McCarthy, Membership Chair
- 1040 Workshops Budget – Kim Thomas, 1040 Workshops Chair
- Order CASFAA swag for training events and conference registration packets – Dewayne Barnes, Site Selection Chair and Thomas Le, Conference Chair
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- Renew CASFAA event management system CVENT Contract – Jesse Marquez, President
- Notify members of Institutional Membership and update CASFAA Website FAQs – Daniel Reed, Electronic Initiatives Chair and Lindsay McCarthy, Membership Chair
- 1040 Workshops Budget – Kim Thomas, 1040 Workshops Chair

Approval of Executive Council Minutes – August 2021 EC Meeting

- 1st Motion – Jesse Marquez, Past President
- 2nd Motion – Wendy Wang, Treasurer
- Discussion - None
- In Favor - All
- Opposition – None

- Abstentions – None

Motion Pass - 2021 CASFAA President, Bronwyn Garrison

New Business

- Treasurer's Report –Wendy Wang, Treasurer / Treasurer-Elect
 - Doing very well, because of the pandemic. Bylaws require CASFAA asset reserve to be 1.5 times, and we currently exceed. We do this so that the organization stays fiscally solvent. The last time we withdrew funds from our reserves was 2017. W
 - Steven from Blakeslee and Blakeslee gives us advice on long term investment- all in stock- currently at \$1mil
 - Does having this much money affect our non-profit status?
 - We currently have \$21K @ BOA and \$15K in a CD.
 - We paid our insurance for the next 3 years
- Committee Reports
 - Federal Issues- Jim Griffin
 - Jim Griffin took over the committee mid-year. Thank you, to Jim for stepping up.
 - Along with CASFAA Training committee hosted a Federal Advocacy webinar
 - Successful- about 50 people attended
 - From the webinar the FI committee developed a best practices document- thank you to everyone that reviewed and gave feedback. They are in process of getting the document on CASFAA's website.
 - From poll, it seems that members want FI to focus on PSLF and Double the Pell
 - State Issues- Veronica Basadre
 - Current Events
 - CSAC special alert
 - CA Colleges must have P&P re sex equity and sexual harassment. Must be completed by 2022. Schools must affirm that they are complying.
 - Community College bachelor's degree (launch) is on hold
 - Community Colleges must develop and adhere to a common course numbering system
 - FAFSA and CADA are mandatory for 12th graders
 - CA SB 737 which redefines the Cal-SOAP program as the premier financial aid awareness and assistance program and avoids duplicative state outreach efforts. The bill apportions funds under the program to projects designed to increase accessibility of postsecondary educational opportunities and financial aid for pupils from underserved communities who meet specified criteria.
 - CSU and UC agree on transfer programs and establish an ADT pathway. Non-profits have to report any challenges
 - Activities
 - Day at the Capitol (virtual)

- Got to watch CA SB 169 go through the process and be voted in
 - Increasing Cal Grant at Independent Colleges and Schools to \$9220
 - Waives Selective Service verification for state aid programs to align with changes at the federal level.
 - CA AB 288 Ban on Scholarship Displacement was challenging to discuss as there seems to be misunderstanding as most all colleges already do this and/or there isn't a 1:1 relation for scholarship dollars.
 - Tabled for two years
 - Recommendations for new SI rep
 - Listservs are your friend
 - 2021 will stay on committee to shadow and help new rep
 - Training- Thalassa Naylor
 - History- new committee only since 2017
 - We are a work in progress
 - Support mission of CASFAA
 - Grown and so Anafe is co-chair
 - Every segment is represented
 - Activities
 - Sent monthly web based training opportunities that include both WASFAA and NASFAA stuff
 - 6 NASFAA U events
 - 2 homegrown events- ISIR and SAP in COVID
 - 2 events for state and 2 for Federal
 - 2 events coming up in the next month
 - CASFAA website updates- resources
 - Subcommittee is working on updating and providing a comprehensive list of resources. After the list is completed, it will need to be reviewed for duplicates of resources listed in other places on the website. If there are specific resources that are segment specific we will leave them on segment page, and then general resources will be on a main page.
 - It was suggested that when the website is updated with new resources, it should also be shared in the CASFAA Chronicle so as to draw attention to the updates.
 - Recommendations
 - Training committee discovered that many people don't want the NASFAA U credential, but rather just the training itself.
 - It was suggested that maybe TC have a session on the value of NASFAA U Credentials and becoming a Certified Financial Aid Administrator (CFAA)
 - It was suggested that CASFAA look into partnering with CSAC to possibly develop a CA specific CFAA or credentialing
- Membership / Website- Daniel Reed, not in attendance. See segmental report.
- University of California- Rashinda Hutchinson
 - UC Segmental Conference- virtual

- 90 people in attendance
 - Trivia games
 - Federal updates
- Monthly wellness challenge
- California State University- Pawan Wallace, not in attendance. See segmental report.
- Community College- Karen Hunter, not in attendance. See segmental report.
- Proprietary- Kevin Roberts, not in attendance. See segmental report.
- Grad/ Professional- Jessica Ayres
 - Activities
 - Updated CASFAA Grad/Prof webpage with resources. Those resources included why they were relevant and who the targeted audience is
 - Tried to host a webinar for Grad/ Prof financial literacy, but didn't gain any traction and then ran out of time
 - Wanted to update Grad/ Prof Committee description and et.al. but tabled for next year (to work with new EC as all descriptions need updating)
 - Challenges
 - Only 3 members.
 - Grad/ Prof schools or members are not active in this segment
 - Recommendations
 - Jessica will remain on committee to participate, provide support, and shadow new rep (as of this EC meeting there was no held the position)
 - Need to find ways to specifically engage with this population and specifically find this population
 - It was suggested that Thalassa share the name of schools who are becoming Title IV eligible and reach out to them specifically
- Access & Diversity- Denise Pena
 - Membership- started with 13 and then increased to 16
 - Diverse participation
 - Activities
 - Advocacy of congress for the waiver of Sel Service
 - Assisted CSAC with Cash 4 College
- Associate Member- Heather Tapia, not in attendance; however, Sun Ow presented on Heather's behalf
 - Activities
 - Reduced price to \$100 for vendors for mini-conference
- 1040 Training- Kim Thomas
 - 2022 Events
 - All depending on COVID. Thinking of doing a few in person, but still very unsure. Kim prefers to hold online sessions. Kim is gauging whether campuses would be willing to host, not in the 9 normal spots, but maybe like 4-5 and then the rest online
 - EC needs to decide how much to charge for the workshops and then will begin working with IronBridge Resources
 - What are the costs associated with in person training
 - Campuses are free
 - Budget for coffee service
 - Sometimes parking

- Kim suggested increasing the price to \$75 per person as the \$50 last year was very inexpensive
 - Wendy suggests to offer \$100 per institution online
 - Due to the difference in content in the different delivery methods, the group decided it would be appropriate to do \$100 per institution online and \$50 per person for in-person
 - Wendy asked Kim to provide a budget so that “fiscal” can review and then make a recommendation to EC about whether we should accept or not
- CASFAA Policies, Procedures, and Bylaws
 - It was discussed how the past president should get a committee together to update P&P and Bylaws
 - P&P can be updated by the EC, whereas bylaws have to be voted on by the membership
 - It was also discussed to update Segmental Reps positions to 2 year positions
- Conference Review and Update
 - 2021 Conference- many technical issues. We survived!!!
 - 217 institutions registered
 - \$13350 total earned
 - Morning 569 and afternoon 601
 - We will send out FSA update online
 - Send email acknowledgment re all the issues
 - 2022 Santa Clara
 - CVENT ready to go
 - May need to change dates of the conference
 - We may also want to change locations as Santa Clara may not be a draw for people wanting to come out the first conference
 - Need to connect with SC to see if we can push to another year
 - May want to consider Long Beach or Redondo Beach
- Chronicle Newsletter Update
 - Greg Fullerton, CSU Fullerton, has offered to take on the Chronicle. Apri and Scott made it super easy to just plug and play.
 - Jesse to organize a meeting with Scott, Apri, Bron, and Greg re what the transition would look like
 - Jesse will ask if he is willing to start with the November issue
 - Seg Reps- Don’t wait for specific prompt to include something. Any issues worthy sharing, it’s important to do so.
 - Contributing to the Chronicle should be a part of the segmental job responsibilities
- Onboarding Overview
 - Kevin suggested creating a group chat/ text
 - Reviewed checklist
 - Reviewed website
 - If anyone has last strategic plan saved somewhere, please submit
 - Ensure that everyone has access to the Cloud
 - Ensure that your information is correct in the EC members list
 - All segmental reps should review their job descriptions to ensure accuracy and make recommend updates

- Roberts Rules of Order are a requirement for our non-profits status. Please ensure that you review and understand.
- Independent Seg Rep seat for 2022 was empty and subsequently Bronwyn Garrison appointed Jenny Garcia.
- Fiscal- Wendy Wang, Treasurer
 - Segmental Rep and committee budgets
 - Reviewed what to include and what not to include
 - Wendy will send budget request forms to EC
 - Minimum budget for each committee/ Seg Rep is \$500
 - Budget request goes to Treasurer, and then Treasurer presents budgets to the Fiscal Committee for approval. Then in the next EC meeting, committees/ Seg Reps will be notified of the approval nor denial
 - Travel requests/ reimbursements
 - Wendy created a google doc to submit information
 - Admin books all airline flights, members do not purchase themselves
 - Can come in earlier or stay later, but cost of airfare has to be about the same
 - If you drive, CASFAA will reimburse you the lesser cost of airfare or miles
 - Include trip to airport/train station etc
 - Upload receipts
 - Preferred to set up some electronic payment- direct deposit, Zelle, etc.
 - CASFAA Budget
 - Managed and tracked in Quickbooks
 - Dewayne and Wendy to give full/ detailed overview of budget at next EC meeting
 - Investments
 - Wendy recommends that we take 20% of our assets and put in CASFAA checking account to use against future liabilities (conference deposits, seg reps budgets, etc.). If we remove that 20% and apply against future liabilities.
 - Thomas makes motion to take \$200,000 from assets for future use of operating expenses
 - **Approval to Withdraw \$200K From CASFAA Assets**
 - 1st Motion – Thomas Le, Conference Chair
 - 2nd Motion – Rashinda Hutchinson, Treasurer
 - Discussion - None
 - In Favor - All
 - Opposition – None
 - Abstentions – None
 - **Motion Pass - 2022 CASFAA President, Bronwyn Garrison**
 - Change model of how we invest
 - **Approval to move to the Advisory Model through Blakeslee & Blakeslee Financial Advisors as an alternative to the investments held at Franklin Templeton**
 - 1st Motion – Veronica Basadre, President Elect
 - 2nd Motion – Rachel Mason, CSU Segmental Rep
 - Discussion - None
 - In Favor - All

- Opposition – None
- Abstentions – None
- **Motion Pass - 2022 CASFAA President, Bronwyn Garrison**
- Change who invests for us
 - **Approval to authorize a Designated Representative(s)/ Authorized Agent(s) for funds held through TD Ameritrade and Franklin Templeton**
 - 1st Motion – Rashinda Hutchinson, UC Segmental Rep
 - 2nd Motion – Jesse Marquez, Past President
 - Discussion - None
 - In Favor - All
 - Opposition – None
 - Abstentions – None
 - **Motion Pass - 2022 CASFAA President, Bronwyn Garrison**

Follow Up Action Items:

- Bronwyn, Jesse, and Veronica continue working on P&P and strategic plan
- Kim to provide a budget for tax training so that “fiscal” committee can review and then make a recommendation to EC about whether we should accept or not
- Dewayne to connect with Santa Clara site to determine whether it can be pushed or cancelled, and report back as that will inform EC about where next in person conference will be
- Jesse to organize a meeting with Scott, Apri, Bron, and Greg re what the transition would look like and will ask if he is willing to start with the November issue
- EC- see if anyone has most recent strategic plan and then pass along to Bronwyn, Dewayne, or Jessica
- Seg Reps-> review CASFAA website for your segment, Ensure that everyone has access to the Cloud, review and ensure that your information is correct in the EC members doc, all segmental reps should review their job descriptions to ensure accuracy and make recommend updates, review Roberts Rules of Order and understand (key to our non-profit status).
- Bronwyn to work on vacant Seg Rep positions and then communicate to appropriate parties re including them in communication
- Wendy will update Seg Rep budget forms and then send out to EC
- Wendy and Dewayne will present entire CASFAA budget at the next meeting
- Wendy will withdraw \$200K and put in checking
- Bron will send Doodle Poll for dates and times in November or future meetings

Adjournment

Motion to adjourn Executive Council meeting:

- 1st Motion – Jessica Ayres, Graduate / Professional Segmental Representative
- 2nd Motion – Karen Hunter, Community College Segmental Representative
- In Favor - All
- Opposition – None

- Abstentions – None

Motion Pass – 2022 CASFAA President, Bronwyn Garrison

Meeting was adjourned at 9:30 a.m. on October 15, 2021, by CASFAA President, Bronwyn Garrison.

The next general meeting TBD.

Minutes Recorded: Jessica Ayres, Secretary

Approval Date: Scheduled for January 2022 CASFAA Executive Council Meeting