

Executive Meeting
October 22, 2006
Wyndham Hotel, Burlington, VT

The meeting was called to order by Melanie Amrhein at 1:35 PM.
The agenda was moved by Mary Ann seconded by Elizabeth. Agenda was approved.
Lois moved to accept minutes, Elizabeth seconded. Minutes were approved.
Melanie welcomed new board members Stephanie Butler, Vicky Merkel, and Ritchie Morrow.
Marilyn updated the group on the logistics of the events and the hotel.
Ritchie updated the group on the agenda. Thanked the group for the list from DC spring conference for the agenda ideas.

Executive Reports
President – Melanie

Year in Review- Melanie has created a President's report which will be handed out at the Business meeting on 10/23; RFP on LEAP with Cheryl and Chas' help and guidance; testified at Advisory Committee meetings, attended CEF Gala honoring Senator Jim Jeffords.

Reviewed contents of Executive Meeting folder.

DC Contract:

- Contract was expanded to list expected activities. We will also post the invoice from the DC representative to the NASSGAP Website under members only section so that members can see what activities Bart Astor has been working on in the past month.

Policy and Procedures Discussion:

- Conference Rate: Should we have a day rate for attendees who are unable to attend entire conference? President suggested that one day fee would be half the conference rate. Bart suggested conference committee tailor the cost depending on conference activities for that day such as NASSGAP dinner. Theresa and others recommend keeping it simple and use just a half conf. rate and attendee specify what exactly they are attending on the registration form. Group consensus was the 50 per cent rate was the most simple for people attending one day . Monday and Tuesday only attendees would pay full rate.
Theresa moved that members or associate members pay a half conference fee for one day attendance. Seconded by Mary Ann and motion passed.
President asked for discussion for speakers. Some executive decisions have been made for a case-by-case basis such as Dept. of Ed folks. Only official standard policy has been that speakers are provided lunch for free. Theresa suggested that non-member speakers be offered the opportunity to stay the day they present and a 50% of conference rate (one-day rate.) Moved by Theresa seconded by Elizabeth. Motion was passed. Vicki, the new secretary, will update the policy to reflect this change.

- Travel Reimbursement: Should we eliminate the need for receipts and go to a pre-diem rate. Should we require receipts only for those costs that go over a pre-diem amount? Following discussion, the group did not embrace this change.
- Should NASSGAP become a member of NCAN by paying dues of \$1,250? Theresa feels strongly that we should be supporting that organization. Lee Andes is good friends with the Executive Director of NCAN and is willing to explore the relationship further. Suggestions included trying to partner with trading membership dues so we become members of each other organizations; sending a letter listing the number of our members who are already members of NCAN.
- Tabled bonding for the Treasurer

Introduced Natalie Young, VSAC employee who worked on conference.

LEAP RFP – Tabled until Research report

Friends Nomination – Frank Hynes, NY and Jim Beyer, OR have been nominated during the spring conference as Friends of NASSGAP. Frank is a past-president, Jim Beyer was a member-at-large. Theresa moved that we accept the nomination, seconded by Mary Ann. Opened the floor for discussion. Lee amended the motion to say: Make Jim Beyer and all past president as of 2006 who are retired and are no longer employed in the field of higher education financial aid Friends of NASSGAP. Lois seconded the amended motion. Motion was passed.

NASSGAP Telephone – Telephone is not currently accepting messages. Verizon is working on the problem. Should we change this number to be Bart's number? MaryAnn moved to change the number to the paid NASSGAP staff member. Theresa seconded. Motion was carried. Lee will make that change. Theresa will change the letterhead.

Advisory Committee on Student Financial Assistance Simplification Study – Strong focal point of Melanie Amrhein's Presidency. They are currently asking NASSGAP what the original eight state questions are that were retained on the 1994-95 FAFSA. MaryBeth will get the answer to Melanie as soon as possible. Should we form a new committee to work on simplification with the Advisory Committee? Lee suggests that we form an ad hoc committee with members from Federal Relations, Ed Tech, and Exec. Committee. Mary Ann Welch will put together the ad hoc committee to work on simplification and all related matters. Executive Committee concurred.

Past President – Theresa

- Nominations committee completed their work.
- Theresa created business cards for Bart and Mary Ann.
- Theresa gave last year's distribution letter to Mary Ann. Theresa is happy to do the mailing on behalf of Mary Ann.
- Theresa also created special covers of the NASSGAP directory to the executive members.

President Elect – Mary Ann Welch

- 32 States responded to the state roll call.
- NASSGAP calendar has been updated with other agency meetings.
- Thanked Melanie for showing great leadership over the past year.
- Mary Ann wants to focus on:
 - Survey
 - Website
 - DC consultant and focusing on accountability
 - LEAP/SLEAP and GAP
 - Membership Awareness
 - Negotiated rule making – will try to get NASSGAP a seat at the table
 - Bart discussed the neg-reg process, there are three committees being formed, will we/should we get invited to the table based on the topics? We will need to nominate a person to sit on a committee not an organization. Dennis would recommend that the nominee not be part of a loan organization as that is a continuous source of confusion. Melanie recommended that Mary Ann sit on the committee, Theresa seconded. Motioned carried.
 - Theresa is attending the next hearing (Orlando, Florida) to listen to the testimony given to provide insight prior to the negotiated rule making.
- Melanie updated the ‘bible’ for Mary Ann Welch that was originally created by Theresa Antworth for Melanie.

Secretary – Marilyn Cargill

- Election was completed. Will ask at the business meeting to destroy the ballots
- The by-law revision was passed
- The increase in dues was passed
- Thanked Theresa for all of her/staff hard work on finalizing the directory. There are a few items that we still need to allow the online directory to be more useful in the printed directory creation.
 - Voting member designation
 - Ability to update staff members by an agency level administrator

Treasurer – Lee Andes

- Per Lee we are on pace to meet and exceed our attendee projections for this conference and we should end this conference with positive revenue.
- We are coming in under budget on a number of expense items. There are other revenues that are also coming in ahead.
- Tax preparation will come in over budget as we need to do two years worth of returns. Fee will be approximately \$2,000 for two years. The tax penalty has been removed and we received a slap on the wrist from the IRS.
- Our status as Incorporated has been reaffirmed.

- CD's matured this past May. They have all been reinvested at a higher rate. Lee changed from 2 CD's maturing every 12 months to 1 maturing at 6 months and 1 at 12 months so we will have a maturing CD every 6 months.
- Cheryl raised the possibility of an additional expense. Maureen Laffey and Cheryl Maplethorpe have been using 3R grant funds to attend 3R meetings. Cheryl would like to see us pay for John Klacik and Lois Hollis to attend the last 3 R meeting. Melanie asked that in the future we ask before the expense is incurred however the Executive Committee OK'd the payment.
- Lee recommends that we put the expense of the new ad hoc committee under the existing committee expenses either Federal or Executive committee budgets. Chas indicated that in the past we have used Federal Relations. It was agreed we would do that.

Members at Large – Lois Hollis, Elizabeth McDuffie

- Elizabeth is concerned about the ability for NASSGAP members to conduct contract negotiations for future conferences. She would like to see us have one or two members who review contracts in the future. Bart volunteered that he has done contract negotiating in the past and he would be happy to review contracts in the future as a unbilled expense. Elizabeth recommended a small committee to work on this in the future. Ron Gambill's name came up as a resource that we might want to tap.

Committee Reports

DC Representative/Federal Relations – Chas Treadwell and Bart Astor

- NCAN conference – Chas attended. NASSGAP's name came up frequently in Erin Renner's presentation. Chas does not believe that we need to join this group as we already have a number of members who are agency members including RI, OR, AK, and VT. Alaska has actually received some financial information from NCAN that has lead to new sources of funds.
- Historical perspective was fun and Chas enjoyed working on it.
- Erin Renner has replaced Nicole Berry on the Advisory Committee. We now need to foster a similar relationship to Michelle Cooper, Director of Policy Research.
- Given that the Congress has only a few weeks left and most of the appropriations bills are not passed, we will likely have some sort of continuing resolution or omnibus act which will result in level funding for the year.
- ED is working on final regulations for 2007 which will come up in negotiated rulemaking. NASSGAP will attempt to be at the table but even if not, Bart will attend the appropriate meetings.
- Commission report seems to be the area that could come up in legislation. The new ad hoc committee will stay on top of that.
- Reauthorization may or may not happen this year but if it does, it will be in the spring. It's possible there will be changes in the law done as they were done this year, through other legislation, not reauthorization.

Ed Technical Forms – Mary Beth Kelly

- Mary Beth suggested that NASSGAP should be pushing for customization of the online FAFSA by state and to let go of the paper FAFSA as that is a losing battle as the numbers are so low compared to each states need.
- Mary Beth also recommends that NASSGAP push for statistical analysis of the data. The advisory group is currently charged with that. Per Bart and Melanie we are asking to partner with this group to look and review statistical information.
- Mary Beth Kelly is removing herself from chair as the Ed Technical Form committee. She will continue on as a member. Melanie expressed her regret at Mary Beth stepping down.

Membership/Communication – Shiela

- Has brought volunteer forms for the business meeting
- She handed out dues paid info
- She handed out a listserv update

Research/Policy/Survey – Cheryl Maplethorpe

- Research project by Jamie Dushin produced a report to respond to the PART report which concluded that LEAP/SLEAP was not needed. Jamie's report clearly refutes the PART outcomes. Report is now ready to disseminate to various groups. A press release will be coming.
- Cheryl reported that over sampling of states may not occur in the future.
- College Goal Sunday is evaluating effectiveness of the event. Asking for assistance from NASSGAP
- Blast facts have been sent to Cheryl in the past from NCHELP via Daily Briefing. Cheryl no longer receives this. Bart will do this in the future.
- Some states are using funds to motivate students to perform in certain ways, e.g. attend a two year school rather than a four year school. Cheryl see this as possible research issue and she will be contacting states.

Web – Dennis Obergfell

- Small but significant changes made to the Website:
 - Now possible for researchers to get and query Annual Survey data and save research to the site
 - Easier to post historical documents to the Web
- Next year at the fall conference in Utah we are considering setting up a lab for demonstrating website functionality.
- Handout lists the potential projects; will do some not others (e.g. list and rate research done; toolbox that others can use for their own presentations; multiple part questions on the survey tool that each allows comments). Lumina matching money has for the most part been spent already with the exception of about \$20k which allows for about one more significant project. Time now to consider future needs and future funding sources. Lee reminded the group that budget has established an annual \$10,000 for web work. Marilyn suggested that we ask Researchers who are using the web site to write letters supporting any grant requests and also to voice any changes they would like to see on the website to support their needs.

- Elizabeth commented that she found the site to be slow, particularly when working in the Virtual Office. Dennis said that he and Mike have experienced similar problems on occasion and have talked with GBPI about web hosting. Dennis promised to investigate options.

2007 Conference Committee – Kent Larson; Lynda Reid

- Recommending Park City versus Salt Lake City as a location for the Utah fall conference as SLC will be doing major downtown renovation. Park City is about 50 minutes from the airport. Lynda and David Hughes have visited 3 hotels. The best room rates and location is the Chateaux in Deer Valley. Would involve car rental or possibly a shuttle. Elevation is a concern, in particular with the Chateau because it is further up the mountain. But most people do not have any problems. Room rental is \$149.00. Comp room for every 60 rooms. Further exploration will be done. Marilyn will ship the expense sheet to Lynda to help her determine the cost of conference items. We could have dinner at the Olympic Park. It would be about \$2500 fees plus dinner. Dates of conference 21-24 October. We could go three days before and three days after. Kent and Lynda will have final location nailed down by November.

Chas requested a thank you letter be sent to Jamie Dushin for his work on the NASSGAP report.

Melanie handed out parting gifts to the committee members.

A motion was made to adjourn the meeting at 5:50 by Theresa. Seconded by Elizabeth. Meeting was adjourned.

ATTENDEES: Melanie Amrhein, LA; Theresa Antworth, FL; Marilyn Cargill, VT; Lee Andes, VA, Lois Hollis, TX; Shiela Joyner, OK; Chas Treadwell, NY; Dennis Obergfell IN; Cheryl Maplethorpe, MN; Elizabeth McDuffie, NC; Mary Ann Welch, RI; Bart Astor, DC; Mary Beth Kelly, PA; Ritchie Morrow, NE; Vicki Merkel, OR; Stephanie Butler, AK; Kent Larsen, UT; Lynda Reid, UT.