

NASSGAP Executive Committee
Meeting – 7/20/2018 – Phone (Approved)

Participating:

- *Rachelle Sharpe, WA – President
- *Elizabeth McDuffie, NC – President-Elect
- *Clantha McCurdy, MA – Past President
- *Irala Magee, OK – Treasurer
- *Katie Harrison, SC – Secretary
- Erin Klarer, KY – Member-At-Large
- *Jennifer Lanphear, ME – Member-At-Large
- *Jennifer Rogers, MS - Membership
- Donna Thomas, MD – Ed Technical Forms
- *Todd Brown, IA – NASSGAP Website
- Mike Solomon, IL – NASSGAP Website
- *Ritchie Morrow, NE – Federal Relations
- *Frank Ballmann, NY – Federal Relations

**Indicates member in attendance*

1. Call to Order – 3pm, EST

- a. Review and approval of June 8, 2018, minutes – Motion to approve, with revisions submitted by Elizabeth, passed.

2. Officer Reports

- a. President – Rachelle Sharpe: For the purpose of consolidation and record-keeping, Rachelle announced that the following NASSGAP activities have occurred over the past month:
 - Rollout of new NASSGAP website
 - Listserv activity on SAP standards thanks to Texas
 - Sharing of several articles
 - Conference activity heating up – speakers, room blocks, etc.
 - FAFSA data sharing discussion
 - Invoices
 - Signed on to TICAS letter re: Pell grant

Rachelle announced she has reviewed several stylistic changes to the NASSGAP mission and objective statements to better capture the mission and objectives as discussed during the May 2018 Executive Committee meeting. A final review of NASSGAP's mission and objectives should be undertaken, but has been deferred to Old Business for future discussion.

Rachelle revisited Friends of NASSGAP and Distinguished Service Award discussion from previous meeting. She asked for a volunteer to review the list of potential missing "Friends" that has been created, and Ritchie agreed to do so. Ritchie suggested that we begin a practice of acknowledging past presidents at their outgoing conference. Frank

asked if past presidents could continue to be considered Friends of NASSGAP if they become employed in a different industry. Ritchie believes there is something in the User Guide addressing this situation. Todd and Jennifer R. questioned whether members who are listed as Friends should be provided with website capabilities. Rachelle suggested a full review of the Friends process to be discussed during the August meeting.

Rachelle discussed the need for key documents of the Association to be uploaded to the website and captured annually. There was consensus that this should be a position-specific responsibility and that each EC member should compile the list on behalf of their position.

- a. Past President – Clantha McCurdy: Clantha announced that the Nominating Committee has completed its work with a full slate of candidates for office, as follows:

President-Elect: Jennifer Rogers (MS)

Secretary: Jennifer Lanphear (ME)

Treasurer-Elect: Leroy Wade (MO)

Member at Large: Deena Lager (AZ)

The next step is for Clantha to announce the slate to the membership via the listserv and then to open the ballot for voting. The announcement of the slate will also include names of the incoming Federal Relations (Elizabeth McCloud – PA) and Membership (Katie Harrison – SC) Chairs.

Katie and Todd discussed the survey and poll functionality of the new website and how that will work with the election process. There is currently not a way to conduct the poll as a survey without creating four individual polls. Freshy Sites hopes to provide a plug-in to allow multiple questions per poll. Katie reiterated that the process is for Clantha, as Past President, to notify the membership, then open voting one week later. Clantha will draft her notice and share with Rachelle, then work with Todd and Katie on a timeline for posting.

Clantha offered to assist Rachelle with recent updates to User Guide.

- b. President Elect – Elizabeth McDuffie: No report at this time.
- c. Treasurer – Irala Magee: Irala reported there are currently 16 paid memberships for 2018-2019. Several others have renewed membership and are still pending payment. She referred EC members to the Treasurer’s Google documents for the most updated information.

Irala mentioned that NASSGAP will need to be cognizant of membership and conference fees being paid by credit card and the associated processing fees. In addition, NASSGAP currently pays \$450 per month to Freshy Sites, \$25 per month to Google and \$50 per month for survey hosting.

Issues regarding mobile deposits with Wells Fargo were discussed. NASSGAP was recently charged a \$12 fee when a deposit was not accepted by the bank. Clantha suggested asking them to reverse the charge. Irala also discussed an issue with Stripe, the credit card processor, in which she was asked to reverse a charge from a conference

attendee. The reversal was processed, then Stripe charged an additional \$15 when the attendee resubmitted payment. EC will need to take these charges into account when calculating future budgets.

- d. Secretary – Katie Harrison: No additional report other than previous discussion concerning website ballot.

3. Committee Reports

- a. Web – Todd Brown: The new NASSGAP website launched June 18, 2018. The new process for membership registration does not appear to have had any issues. Conference registration has recently been sent out, and there are currently 13 participants registered. One agency had difficulty with internal spam settings, but that has been resolved. Todd has been reviewing the NASSGAP@nassgap.org email account daily. Katie indicated that not everyone in her agency received the notice that conference registration was live, even though they are registered members on the website. Jennifer R. explained the MailChimp process through the website vs. listserv notifications and discussed that it's possible only primary members were contacted. Jennifer L. asked if there was a way to distinguish MailChimp emails to go to all registered website users. Jennifer L. asked the best way to push the registration notice out to everyone. Jennifer R. suggested sending a message concerning conference registration via the listserv instead of using the website/MailChimp process.
- b. Membership – Jennifer Rogers: Jennifer R. will distribute Membership update to EC via email.
- c. Ed Technical – Donna Thomas: Not on call.
- d. Members at Large/Conference – Jennifer L. & Erin: Jennifer L. will distribute a conference update to EC via email.
- e. Federal Relations – Ritchie (and Frank): Ritchie indicated there were no major updates from Federal Relations to discuss this month.

4. Old Business

- a. Deferred to later meeting: Finalize revisions to NASSGAP mission and objective statements

5. New Business

- 6. **Adjourn – After hearing no further business, Past President Clantha McCurdy adjourned the meeting 4:00 pm.**

To-do list: highlighted in grey

Next Meeting: Friday, August 10, 2018 – 3 pm EST