

AGENDA
EXECUTIVE BOARD MEETING
MAY 27, 2007
Senate Room
Washington Court Hotel
Washington DC

In attendance: Mary Ann Welch (RI), President; Melanie Amrhein (LA), Past-President; Marilyn Cargill (VT), President-Elect; Vicki Merkel (OR), Secretary; Lee Andes (VA), Treasurer; Ritchie Morrow (NE), Treasurer-Elect; Lois Hollis (TX), Member-at-Large; Stephanie Butler (AK), Member-at-Large; Bart Astor, DC Consultant; Maureen Laffey (DE), Ed Technical Forms Chair; Chas Treadwell (NY), Federal Relations Chair; Shiela Joyner (OK), Membership and Communications Chair; Cheryl Maplethorpe (MN), Policy and Research Chair; Christine Zuzack (PA), Conference Site Chair.

Absent: Dennis Obergfell (IN), Web Committee Chair; Mike Solomon (IL), Survey

The meeting was called to order by Mary Ann Welch at 1:35 PM on May 27, 2007. The agenda was reviewed and a motion to accept the agenda was made by Melanie Amrhein and seconded by Marilyn Cargill. Motion was approved.

The Fall Executive Committee minutes were approved as sent by e-mail. Marilyn Cargill made the motion and it was seconded by Lois Hollis. Minutes were approved

Conference Committee Report: The Executive Committee acknowledged Christine Zuzack and Stephanie Butler, Washington D.C. 2007 Conference Chairs for doing a wonderful job. Christine Zuzack reviewed the conference activity locations. Christine reported that the hotel has been very cooperative but it is costly, especially for AV equipment. There was some confusion over room prices for the block rate versus web rates. It seemed like having the cut-off for rooms a month early caused confusion and the hotel probably has issues due to the holiday weekend.

Stephanie Butler reported on the conference program. One speaker, Greg Gerrans, USDOE/SFA who is located in Chicago, had to dropout due to travel costs. Chas Treadwell asked that Greg be asked to send his stats report as it's used for the LEAP/SLEAP report. Bob Moran has replaced Kristen Conklin at the lunch workshop.

Mary Ann reported that she spoke with Lynda Reid, Site Chair for the 2007 Fall Conference in Park City, Utah. Lynda said that the Fall Conference planning is going well. She stressed that reservations must be made by September 5, 2007, which is about six weeks before the conference. A suggestion was made to encourage members to make reservations and then cancel if necessary. David Hughes from Utah will be talking about the Fall Conference at this conference.

Bart Astor asked if a site reservation had been made for 2009, and who will the site chair be for the Washington Court Hotel for 2008. A hotel has not been reserved for 2009 and Christine Zuzack agreed to be site coordinator again in 2008.

Executive Reports

President's Report

Correspondence

Mary Ann sent a letter to retired past presidents and other former members of NASSGAP who were nominated to be "Friends of NASSGAP" and explained that they are now considered "Friends of NASSGAP". Included with the letter was a NASSGAP directory and history. Barry Dorsey (1982-83) from Virginia responded with a thank you letter. Jim Garcia (2001-02) from California also responded. All Friends of NASSGAP directory but their contact information will be omitted. They will all receive a NASSGAP directory each year.

Mary Ann thanked Bart Astor and Chas Treadwell for helping to provide responses to the Senate and House Committee on Health and Education for reauthorization. She reviewed her correspondence.

37th Annual Survey

Mike Solomon is a little behind on the NASSGAP survey due to lagging data entry and corrections from some states. He is working hard to get it out in a timely manner. The committee discussed the need for an external review and several members expressed concern that an external review be completed. **Mary Ann will follow-up with Mike.**

DC Consultant Contract

The consultant contract is expiring June 30, 2007. Melanie Amrhein moved and Lois Hollis seconded a motion to go into executive session. Motion was approved. All committee chairs and officers-elect were invited to stay.

Lee moved and Stephanie seconded to come out of Executive Session. Bart Astor returned to the meeting. Melanie moved to continue the contract from July 1, 2007 to June 30, 2008 as amended. Marilyn seconded but countered with an amendment as follows:

Item 2. Current contract language: Compensation for Consulting Services. For services hereunder. *ASSOCIATION* shall pay to *CONSULTANT* a fee of \$85.00 per hour not to exceed 40 hours in any month, and not to exceed 412 hours for the term of the contract.

Amended language: Compensation for Consulting Services. For services hereunder. *ASSOCIATION* shall pay to *CONSULTANT* a fee of \$85.00 per hour not to exceed 40 hours in any month, and not to exceed 412 hours for the term of the contract ***unless approved by the Federal Relations Committee Chair or the President.***

Item 5: Dates will change from July 1, 2007 to June 30, 2008

Item 7: a) and b) and wherever else appropriate, will be reworded to better reflect the informational activities to avoid misrepresenting activities.

Motion was approved with amendments.

Mary Ann said that NASSGAP would like Bart Astor to continue as the NASSGAP consultant. Bart agreed to continue.

Future Conference Negotiation

Mary Ann opened discussion about alternative options regarding negotiating conference hotel contracts. The member who volunteers as the site chair currently does this. There would still be a conference site chair – volunteer from membership. Three options were presented as follows: Continue having a member volunteer but have that person continue from year-to-year as the hotel contract negotiations chair.

Utilize the services of a contract negotiations person much like a travel agent. NASSGAP would not pay this person. The hotel pays their fees. NCHELP has used a person who negotiated with the hotel and received compensation of 10% from the hotel's sold room rates.

Hire someone outside of membership.

Discussion ensued. No matter which option the sites would have to be visited by members. Some concerns were expressed about having a person who is paid by the hotel.

A combination model was discussed of having Bart Astor mentor a volunteer from membership to be the site selection chair. He would be paid for this duty. Cheryl Maplethorpe suggested that the site selection chair be a 3-year term. Ritchie suggested a model like Treasurer and Treasurer Elect. This is a committee position not an officer. Maureen suggested that the idea be presented to the full membership via email and ask interested members to respond. A list of people who are interested will be compiled. The next site to be selected is for Spring 2009 in Washington D.C. and that contract should be negotiated now.

Past President's Report

The Nominations Committee unanimously accepted the following slate of nominees:

President: Elect - Lee Andes

Member-at-Large: Andrea Mansfield

NASSGAP members may also nominate candidates.

Fall Conference 2008 may be at the Hotel Monteleone in New Orleans. Melanie Amrhein passed out a calendar of possible dates in September and October. The group discussed and suggested October 5-8. Bart suggested that a few other hotels be viewed in order to explore options and comparisons. Melanie agreed to visit several more hotels.

President-Elect's Report

No report.

Secretary's Report

Vicki Merkel presented the Election Procedures from the current by-laws and the committee confirmed that procedures are accepted.

Vicki also presented an updated User Guide that will make the Guide less time sensitive. Mary Ann suggested that all by-law wording be removed from sections and just use the article and section reference because the complete by-laws are included in the User Guide. Vicki will email the suggested updated User Guide so that officers and Committee Chairs could review their sections and the descriptor, especially under duties and responsibilities. Cheryl Maplethorpe suggested deleting the graphics to make the document shorter.

2006-07 Treasurer's Report

Lee Andes reviewed the Treasurer report line by line and reported that the budget was in good shape. There is a total of \$17,000 more revenue because the Fall Conference in Vermont produced more revenue than expenditures and the DC Consultant expenditures were less than budgeted. This means less money will be needed from the reserve to meet the 2006-07 budget.

Some contracts are closing out or close to closing. The Lumina Grant – 3R expired in December 2006. Lumina has been asked if several line items could be changed that were not included in the original grant. Cheryl said she believes that they do not want funds returned. Lee suggests that NASSGAP assume the request to use funds as reported is approved. Lee moved that the year be removed from Research Conference Line and that the proposed encumbrances be accepted on the Lumina Grant #2932 budget. Lois seconded. Motion was approved.

The Internal Revenue Service (IRS) had sent a letter requesting penalties for late filing. Lee negotiated with the IRS and was successful in having the penalties waived. The IRS recommended implementing a more efficient transition process when a new treasurer is named. Lee prepared a complete listing of NASSGAP-Treasurer Responsibilities with a tickler of activities. It should be added to the User Guide. **Lee will provide an electronic copy to Vicki Merkel.**

Lee is continuing to research the length of the Pell Institute grant.

2007-08 Proposed Budget

Lee distributed the 2007-08 Annual Budget updated through 5/25/2007, and reviewed the line items. The phone line item has been removed as that service was cancelled. Adjustments were made for tax preparation to reflect actual historical expenditures. The D.C. Consultant line item will return to the prior \$37,000 amount. Revenue and expenditure amounts have to be adjusted by \$500 to balance. In the expenditures section, it was suggested that the parenthesis behind DC Consultant be removed. Melanie suggested removing the RFP-LEAP Research Project line item.

Under the current budget as proposed there will be \$17,500 used from reserves. The budget will be presented to the membership at the business meeting. Lee recommended discussing possibilities at the business meeting for increasing revenues through grant writing and tiered membership or conference sponsorship.

Deleted: .

Vicki Merkel suggested that a list of in-kind items be developed, as this could be very helpful if grants for NASSGAP administration were pursued.

Members-at-Large

No report.

Membership and Communications Committee Report

Sheila passed out a listing of the 2007 paid membership dues, a draft invoice for membership dues and specialty listserv subscribers. **Sheila will discuss the Washington State prepayment intent with John Klacik.**

A suggestion was made to remove the statement that says a prepaid member will receive a 5% discount off of any future increases of membership dues. Only Washington and Indiana will be affected if dues are increased in the future.

Sheila confirmed that listservs are not open to associate members. Melanie suggested revisiting if a tiered membership is implemented.

Federal Relations Committee Report

Chas Treadwell and Bart Astor are preparing testimony for Advisory Committee on June 5th. Chas will use this testimony to draft a paper on simplification.

The Joint budget resolution has passed with \$750 million from the function 500 program area, and other funds coming from loan program changes. NCHELP is proposing an alternate model to keep guaranty agencies solvent.

It's still early so changes made occur. LEAP is zeroed in the President's budget but this could change. Bart discussed the OMB stance that LEAP has served its purpose and states are overmatching.

Reauthorization includes Senator Reid's "GAP" bill: Bart said that the pilot prior year study using IRS data has been adopted from the FAFSA bill. High School Juniors would get a tentative award with the actual award based on their renewal application containing the same information. This puts the financial aid process ahead of the admissions process. The tentative award amount would be renewed if the family financial situation changes or the student isn't admitted. This bill would also evaluate if early award notification made any difference in enrollments of low-income students.

No one has talked about the IRS's capability to respond. Marilyn said that Vermont is required to run grant reported application data against Vermont Department of Taxes data and there are a lot of reconciliation issues between the IRS data and grant application data.

ED Technical Forms Committee Report

Maureen Laffey will present the new draft FAFSA at the business meeting.

Simplification Committee Report

Committee Chair, Melanie Amrhein has completed several polls regarding simplification issues and sent them to the requesting entities. Melanie will gather members of this committee together during the conference.

Mary Ann has been contacted by the EFC Outreach & Access Committee to participate in a conference call on Monday, June 11, 2007. Marilyn Cargill, Chas Treadwell, and Stephanie Butler volunteered to participate. Chas and Bart are preparing a list of "state questions" that can be shared with the committee.

NASSGAP Web Committee Report

Mary Ann said that Dennis is working on a list of needed web updates.

Policy and Research Committee Report

This committee has not met as a group. Cheryl distributed a spreadsheet that listed the Chronicle of Higher Education data and other targeted data for each state. She will continue that comparison report.

Cheryl is working with College Goal Sunday in three states and found that some states don't understand that they have access to FAFSA data for research purposes and will try to ensure that they know this is available.

NASSGAP Hats

Mary Ann said that NASSGAP hats will be given to speakers and first-time attendees. Hats will be sold to anyone for \$10.00.

Melanie Amrhein made a motion to adjourn at 5:45 p.m. that was seconded by Lois Hollis. Motion was approved and the meeting was adjourned.

Respectfully Submitted,

Vicki Merkel
Secretary