



**Executive Committee Fall Meeting
October 22, 2019 12:45 p.m
Embassy Suites-Chevy Chase
Agenda**

ATTENDANCE:

- *Elizabeth McDuffie, NC – President
- *Rachelle Sharpe, WA – Past President
- *Jennifer Rogers, MS – President Elect
- *Irala Magee, OK – Treasurer
- *Leroy Wade, MO – Treasurer Elect
- *Jennifer Lanphear, ME – Secretary
- *Erin Klarer, KY – Member-At-Large
- *Deena Lager, AZ – Member-At-Large
- *Todd Brown, IA – NASSGAP Website
- Katie Harrison, SC – Membership
- *Donna Thomas, MD – Ed Technical Forms
- *Elizabeth McCloud, PA – Federal Relations
- *Frank Ballmann, NY – Director/Federal Relations
- Michael Solomon, - Annual Survey

*indicates member in attendance

I. Call to Order at 1:07 p.m.

- II. Review and Approval of 9-10-19 minutes** Rachelle Sharpe (WA) motion to approve; Irala Magee (OK) seconded. Unanimously approved.

III. Officer Reports

- a. President – Elizabeth McDuffie (NC)
 - i. Will discuss proposed new Finance Committee under Old Business
- b. Past-President – Rachelle Sharpe (WA)
 - i. Reminder with Todd elected as President Elect we will need to fill Web Committee Chair
- c. President Elect – Jennifer Rogers (MS)
 - i. Roll call planned with open ended question and scheduled during the conference.

- ii. Jennifer has the contract for historic Hampton Inn & Suites in Cincinnati downtown. They are trying to charge us for the meeting space. Jennifer would like to sit with other EC members that have negotiated conference contracts. The original estimate did not include charges for the meeting space. The hotel is part of the Hilton chain; breakfast is included but not the evening manager reception. Room rates are \$142 per night. Meeting room space is \$6300 without A/V. Tips for negotiating a contract would be beneficial. Jennifer R. will email her contact at the hotel. (Follow up note: Jennifer received a response from her contact at the hotel. No extra charge for the room space, but we will need to pay for A/V.)
- d. Secretary – Jennifer Lanphear (ME)
 - i. Jennifer will circulate amended September minutes in final to the EC.
 - ii. Copies of the 2018 business meeting minutes are in each conference folder.
 - iii. Jennifer made sign-in sheets to take roll at the 2019 business meeting.
- e. Treasurer – Irala Magee (OK)
 - i. Two conference fees are due from Iowa and Louisiana. Louisiana hasn't paid their conference fee; however they've paid their membership fee 3 times. An attendee from Idaho paid for conference but did not pay for membership.
 - ii. Irala transferred \$50,000 to Treasury Direct. The funds are invested in 6 month, 2 month, and 1 month security.
 - iii. We should discuss the balances in our accounts. We should have no more than one extra year of expenses. We should do some strategic planning about the use of the extra funds.
 - 1. We could subsidize room rates for a future conference if the price is above per diem by paying more for the conference space so the hotel would charge less for the rooms.
 - 2. We also discussed paying for a researcher.
 - 3. Recall, the reason we have extra funds is we were preparing to pay a Washington DC rep at roughly \$2000 per month. Someday when Frank retires we may need to hire an external person.
 - 4. We could be more proactive about conference scholarships.
 - iv. We should develop a more consistent Conference Speaker policy and procedure. We could consider paying all expenses for conference speakers.

IV. Committee Reports

- a. Conference – Erin Klarer (KY) and Deena Lager (AZ)
 - i. Erin has some of the presentations on her laptop.
 - 1. Elizabeth McDuffie will introduce the General from FSA
 - 2. Jennifer R has a PowerPoint for roll call and will email it to Erin's gmail.
 - 3. Business meeting is scheduled for end of day on Thursday.
 - ii. Deena has done a great job dealing with the hotel and food.

1. Group dinner is at Lia's and is a 6 minute walk. All non-alcoholic beverages are included.
 - iii. Registration tonight is in front of the Mezzanine.
 - iv. We netted 44 conference registrations
- b. 2021 conference – Frank and Todd visited a number of potential locations. Three hotels meet the criteria except the room price. Room rates are higher at locations closer to government buildings: Roughly \$300 – Embassy Suites at 22nd & M; Weston at 24th & M; and Madison on 15th. All are near metro stops. Room prices are within \$10 of each other. Meeting rooms at the Weston are nicer; roomier, but Embassy is the only place offering free breakfast.
 1. How much is too much to pay for a room rate? Current per diem is \$231.
 2. Frank and Todd will try to negotiate lower room rate by offering to pay more for conference room space.
 3. We can ask members at the business meeting if a late September meeting is acceptable to try to avoid state conferences. We could send a one question survey via the NASSGAP website.
 4. Speaker policy – what do we want to do about travel expenses? Since we have resources, should we offer to reimburse speakers for their expenses? We could cover conference fee, airfare, and hotel. Leroy moves that we pay travel expenses for conference speakers the same way we reimburse EC committee. Irala seconded. DISCUSSION: we will waive conference fee. We will reimburse hotel and airfare. We will present policy to presenters up front. We will revisit annually based on organization financial situation. Motion carries unanimously.
 5. OTHER CONFERENCE IDEAS:
 - a. Rachelle proposed we develop a policy to pay a fee for a desirable speaker.
 - b. Promotion of the conference could be expanded beyond members and past attendees. We could align the timing of NASSGAP Conference with Student Financial Aid Research Network (SFARN) conference.
 - c. We could brainstorm a list of like-minded organizations while remembering our conference is a safe space for members to present ideas and questions. SFARN, SHEOO, ECS, Lumina.
- c. Web Committee – Todd Brown (IA)
 - i. This year has been fairly easy for Web Committee after the first year launching the new website.
 - ii. Jennifer R. accepted Erin Klarer as incoming Web Committee Chair. Todd will transition and transfer the Web Committee information and authorizations to Erin.
 - iii. Action items

1. Looking at and evaluating contact lists
2. Polls with more than one question are a premium add on
- iv. Send committee documents to Todd or Erin for storage on the NASSGAP website. This year's conference agenda is saved already.
- v. We pay FreshySites \$438 per month to run monthly plug-in updates and patches. There are costs associated with the monthly plug-ins. This price also includes hosting the website and keeping security updated.
- d. ED Technical – Donna Thomas
 - i. FAFSA advisory meeting was held last week. Discussed upcoming changes of 2019 tax form changes. Capital Gains will be moving from schedule 1 to 1040. No one on the call shared any concerns with this tax form change. 2021-2022 FAFSA will need to be updated. Virtual currency questions has been added to the 2021-2022 FAFSA: "At any time in 2019 did you own any financial interest in any virtual currency?" RA distributions, pensions, annuities are all on the same line. 2019 they will be separate. FSA is looking for feedback – separate lines or one line on the FAFSA?
- e. Membership – Katie Harrison
 - i. Katie sent membership update via email. Susan DeGen is retiring.
- f. Federal Relations – Frank provided a federal update. Elizabeth had to leave the meeting early.
 - i. Frank provided FAFSA Simplification Act of 2019 Section by Section.
 1. SAI replaces EFC. A number of states are concerned because this change would require statute changes.
 2. State tax allowance is removed in the SAI calculation for Dependent Students.
 3. Bottom of page 9 – Secretary to perform study of the consequences of states asking for more data beyond what is on the FAFSA
 4. Bottom of page 10 485E Nothing about working with states
 5. Frank encourages us to read the full Act.
 - ii. Frank attended the Federal Student Loan Ombudsman Caucus

V. Old Business

- a. Proposal for restructuring NASSGAP Officers/Committees – Jennifer R., Rachele, and Katie presented a restructuring proposal at a prior EC meeting.
 - i. Combine the duties of Membership and ED Tech. With the website improvements the role of Membership has decreased. ED Tech time commitment has changed because in person DC meetings no longer occur. Members at Large Membership Chair ends up serving the role as member representative but this is supposed to be an elected position.
 - ii. Current Members at Large would remain conference chairs on a 2 year rotation with voting rights. All duties would remain the same but their titles would change to

- iii. Membership chair would convert to an elected position and be named as Member at Large. Primary representative of the members. Would give members a vote on the EC.
- iv. Move the current ED Tech duties to Federal Relations. The only person on the EC that reaches out to every state regardless of membership. If the duties became overwhelming could
- v. President elect or Past President could serve in supporting role to Federal Relations committee.
- vi. In summary, we add one additional voting member.
- vii. DISCUSSION: Questions or concerns? Membership is key so the proposal strengthens membership. Appointed positions serve for 4 years so making the co-chair positions a 4 year commitment may reduce the desire to serve. ED Tech is labor intensive as the deadline draws near. Donna could finish her term as part of the Federal Relations Committee. Elizabeth McCloud feels she could easily take on the ED Tech tasks. Section of the bylaws read to refresh EC of process to update by laws.
 - 1. Jennifer R moved to approve; Erin seconded: Change conference co-chairs to elected voting positions. Jennifer R moved to approve; Erin seconded: Change membership chair to Member at Large voting position. DISCUSSION: Elizabeth proposed if passed, committee present transition proposal. Elizabeth will signal at Business meeting and Jennifer will review proposal with the membership. Unanimously motion carries.
 - 2. Jennifer R. made a motion to amend by laws to conform to committee structure as proposed above. Leroy seconded. DISCUSSION: By laws will need to be updated. To help transition, could appoint committee chairs to correspond with proposed restructuring. Unanimously motion carries.
- viii. Elizabeth worked on the structure of a new Finance Committee and will ask Jennifer R. to add the topic to her agenda.

VI. New Business

Elizabeth thanked the EC for their time and all that this group does to keep the organization moving forward throughout the year. DISCUSSION: Perhaps we could have a centralized location instead of a specific person so payments would not be sent to past and prior-prior Treasurers.

Rachelle mentioned reminder about spending funds on research. Perhaps we could do more with our annual survey. We discussed succession planning if Mike leaves.

VII. Adjourn Rachelle Motioned to adjourn. Irala Seconded. Adjourned at 5:06 pm.