



nassgap

Spring Executive Committee Meeting Agenda

May 7 & 8, 2013

Embassy Suites Denver - Aurora

4444 N Havana St, Denver CO

Participating

J. Ritchie Morrow, NE - President
Julie Leeper, IA – Past President
Stephanie Butler, AK - Treasurer
Philip Axelroth, AR – Secretary
Jennifer Rogers, MS – Member-at-Large
Diane Lindeman, KS - Member-at-Large
Frank Ballmann, NY – Federal Relations
Lee Andes, VA – Federal Relations
Susan Degen, OR - Ed Technical Forms
Elizabeth McDuffie, NC - Ed Technical Forms
Christine Zuzack, PA – President Elect
Marilyn Cargill, VT – Membership

Not Participating

Michael Solomon, IL – NASSGAP Website
David Hughes, UT – Treasurer Elect

Tuesday, May 7, 2013 - convened: 8:40 am

1. Approval of April Executive Committee Meeting Minutes – Phil Axelroth

The agenda as presented was approved. Diane moved and Julie seconded. Ritchie stated that a discussion of Friends of NASSGAP would be added .

The April EC Meeting Minutes were approved as amended. Moved by Julie, seconded by Chris

2. President's Welcome and General Discussion – Ritchie Morrow

Ritchie reviewed his activities as president since October, which consisted primarily of conference calls.

The By-Laws and Policies and Procedures were discussed for possible changes and updates. There were no comments on the By-Laws. A number of changes to the Policies and Procedures were discussed and recommendations made. The committee discussed the rotation of committee chairs. Julie moved and Chris seconded a motion to have Ritchie appoint a committee of three to develop a plan for implementation of committee chair rotation. The motion was approved. Jennifer will review the conference committee section to eliminate duplication. Also discussed was vending versus distribution of

materials at the conference. The committee agreed to prohibit a vending table (exhibitor space) but will allow associate members to distribute materials. Will add to the Past President duties to summarize his/her accomplishments as president. Final approval was delayed until the end of the EC meeting and other discussions had taken place.

3. Past President's Report – Julie Leeper

Julie had nothing to report but has enjoyed her time as Past President

4. President Elect's Report – Christine Zuzack

Chris reviewed the conference sites for the 2014 conference. There were three sites

- a. New Hampshire - has only one facility and getting there might be difficult given the time of year – fall in New England.
- b. Memphis – consideration was dropped due to negative comments regarding safety.
- c. San Diego – the responses from four hotels which were discussed.

Chris has been looking at purchase of lanyards for conference name tags. Discussed the various options and agreed to purchase 250 black and white lanyards with NASSGAP imprinted plus plastic holders.

5. Secretary's Report – Phil Axelroth

Phil requested written reports from the committee chairs if at all possible.

6. Treasurer's Report – Stephanie Butler

- a. 2012-2013 Treasurer Report – tax filling is in progress. Ritchie will send Stephanie information on the short form which might save some money. Approved a motion by Stephanie and seconded by Julie to move savings to CDs through Capitol One on-line.
- b. 2013-2014 Proposed Budget – discussed the Lumina funds and added \$500 to miscellaneous for the lanyards. Chris moved and Diane seconded to approve the budget. The budget was approved.
- c. Financial Policy - Lee raised the question regarding the reserve funds and using them to benefit the association. Numerous suggestions were made and discussed regarding possible uses of the funds. The discussion was tabled and Ritchie will put together survey to find out why people do not attend the conference and will follow up with telephone calls.

7. Member-at-Large Report – Diane Lindeman and Jennifer Rogers

Jennifer reported on the fall conference in DC.

8. Ed Tech Forms Committee Report – Elizabeth McDuffie and Susan Deegan

2014-15 FAFSA Information – Elizabeth and Susan discussed their conference call with USDE regarding information on children of same sex couples and collecting parental information for the FAFSA for those situations (see handout). The FAFSA will have an additional category for student's and parent's marital status.

FAFSA deadlines – the USDE wants a list of states we represent. NASSGAP will contact our members and USDE will contact the others. Susan reported that feds are reporting the time stamp for state deadlines on FOTW based on CST, meaning that the times are not always correct due to different time zone. Susan will discuss this with Andrea Bell (USDE).

9. Membership Committee Report – Marilyn Cargill

Membership Report - Marilyn presented her report on members. The committee discussed those states that will lose membership if they do not pay 2013-14 dues and the potential impact on the association. The discussion identified the loss of LEAP/SLEAP as one reason for not attending the conference and not seeing the value of NASSGAP in dealing with other federal issues as another. Marilyn will add information to the invoice letter highlighting the value of NASSGAP membership.

Marilyn had an inquiry from a state regarding pre-paying dues. Following the discussion Jennifer moved and Chris seconded that - “Members may prepay and lock in their membership dues for up to three years in advance regardless of any subsequent changes in membership dues. Prepayments are non-refundable.” The motion was approved.

Update on the Listservs – the committee discussed adding a user role to the website that will allow one member in each state to update all users in the state. Ritchie will discuss this with Mike to get the process started.

10. Federal Relations Committee Report – Lee Andes and Frank Ballmann

Frank discussed current activities in DC. (See the power point slides included with the meeting handouts.)

Adjourn for the Day – 5:25 pm

Wednesday, May 8, 2013 - Convened at 8:40 am

11. Fall Conference Committee Report – Diane Lindeman & Jennifer Rogers

Program / Site - Diane reported we have some speakers set and are in the process of lining up others. The association will send a letter formally inviting Senator Jack Reed to speak. Reviewed the various speakers/topics discussed by the program committee. The committee will put out a save the date e-mail within the next month. Discussed the reasons for including the membership fee for non-members attending the conference and the consensus of the committee was to keep the non-member rates and that paying the non-member rate does not automatically make them a member. Agreed to keep the pricing the same and leave any adjustments to be decided on a case by case basis by the EC. Marilyn offered the idea of offering half price fees for a second attendee from the same agency and after much discussion the committee decided to emphasize the scholarship and its availability for a second person from an agency and for member states that have not attended recently. The committee will try to have a draft agenda and registration form available on the website by early June.

Information on the NASSGAP Website – will get registration information posted to the website.

Scholarships will remain the same and the application will be updated.

12. Nominating Committee Report – Julie Leeper

Nominated the following, who have agreed to serve.

Member at Large – Elizabeth McDuffie
President Elect – Diane Lindeman

Will allow for nominations by membership and then secretary will put secret voting ballot on website.

Chris moved and Jennifer seconded approval of the changes to the P & P manual.

13. Upcoming Activities – May through October, 2013

We will continue with the monthly calls and conference planning.

Friends of NASSGAP – Past presidents are automatically invited - Maureen Laffey, Melanie Amrhein (as of the end of May), Cheryl Mapplethorpe, Bob Long. . Ritchie will send invitation letters. There were no other nominations.

14. President's Closing Remarks – Ritchie Morrow

Adjourned – 10:56 am.