



nassgap

Fall Executive Committee Meeting Agenda
October 15, 2013

Hilton Garden Inn – Washington D.C./U.S. Capitol
1225 First Street NE, Washington, D.C. 20002

Participating

J. Ritchie Morrow, NE – President
Christine Zuzack, PA – President Elect
Julie Leeper, IA – Past President
Stephanie Butler, AK - Treasurer
David Hughes, UT – Treasurer Elect
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 (via conference call)
Elizabeth McDuffie, NC - Ed Technical Forms
Marilyn Cargill, VT – Membership
Michael Solomon, IL – NASSGAP Website

Convened at 1:02 pm

1. Approval of Agenda

The agenda was approved with the addition of an item for the Website Committee report. Stephanie moved and Diane seconded the motion to approve Agenda was approved.

2. Approval of September Executive Committee Meeting Minutes – Phil Axelroth

Diane moved and Julie seconded and the minutes were approved as presented.

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

Ritchie presented a list of his activities during his term as president

4. Past President's Report – Julie Leeper

Julie reported that she has incorporated changes in the Policies and Procedures manual and will get those on the website. She also reported that she wrote several paragraphs on NASSGAP's history and will work with Mike to get those posted to the website.

5. President Elect's Report – Christine Zuzack

Chris discussed next year's conference. Jennifer is the program chair and Elizabeth is the site chair. There is a flyer which will be distributed to the members in their registration

packet for this year's conference. Chris ordered 300 lanyards, which should be enough for 5 to 6 years. She will also be requesting that members turn in their lanyard at the end of the conference unless they have a use for it at home. Twenty-four states submitted reports for the state roll call.

6. Secretary's Report – Phil Axelroth

Phil requested written reports from the committee chairs for inclusion in the minutes.

7. Treasurer's Report – Stephanie Butler

- a. 2012-2013 Treasurer Report – the 2012-13 report is not closed out because we still have the survey bill to pay, which will be taken care of this week.
- b. 2013-2014 Treasurer Report – there is a typographical error in the title; it should be 2013-14, not 2012-13. Stephanie has just received the tax documents from the accountant but has not had a chance to look at it. She also plans to scan previous tax documents for possible storage in the virtual office. Discussion followed regarding retaining contracts and the consensus was to keep them in the virtual office. Stephanie also suggested tracking individual expenses, such as flights and hotels for EC meetings. Julie moved, Chris seconded and the EC approved a motion to refund the conference registration for Dennis (from Nelnet) due to a death in the family (less than 7 days prior). We are over expended on the Awards and Recognition line, but that was a known overage. There is an error in the budget report regarding anticipated membership dues and conference income. She will correct that for the membership meeting.
- c. Update on accounts - The CDs with Bank of America have been closed and the funds deposited at Capitol One on-line, where we got a better rate.

Phil moved and Julie seconded a motion to approve the treasurer's report. Approved.

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

Diane reported that we have secured replacements for all of the USDE presenters not available due to the shutdown.

Jennifer reported on the conference. There were problems with the room block, which the hotel extended by 7. Any overage was available at the government rate of \$219/night. Discussion followed regarding registration forms and payments, where forms are sent versus payments and those forms not arriving together and how to handle late fees. The possibility of an on-line registration form was suggested and Mike will check with GBPI about the possibilities and costs. Jennifer, Elizabeth, and Dave will work on rewording the registration form for the fall 2014 conference. Dinner will be at the Thunder Grill in Union Station.

9. Ed Tech Forms Committee Report – Elizabeth McDuffie and Susan Degen

Have had no contact from USDE for about a month. Had received a message that our contact, Andrea Bell, was leaving, and haven't heard of a replacement. Also have not received a copy of the August draft of FAFSA. There were questions raised about when FAFSA technical information will be available. Discussion of the FAFSA completion project followed. The November 18 response for the federal register is for individual states and NASSGAP will not be making a response.

10. Membership Committee Report – Marilyn Cargill

- a. Membership Report – Marilyn handed out the membership list. Seven states have lost access to the virtual office and listserv. No states are in danger of losing membership this year. Discussion followed regarding reaching out to those states and who the contacts are. The EC also discussed the volunteer form and benefits of membership and Marilyn asked that any recommended changes be sent to her.
- b. Update on listservs – Marilyn reviewed the various listservs and requested updates to those lists.

11. Website Committee Report – work is proceeding on the website upgrades and updating the report collection tool. The committee discussed the security levels and what it would take to allow other members to make changes to state information. Mike reported that it would take the addition of another security level and is projected to require significant software changes and will be expensive. He requested an estimate from GBPI. The survey contract is signed, sealed, and delivered and we are good for another 5 years. Mike reported that he is extending the deadline for states to report and the report will be out in August instead of May. This plan will hopefully improve data collection and result in a better survey.

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

See member-at-large report above.

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

Lee and Frank reported on activities in DC, including interest rate changes and other loan changes that will generate funds. Frank and Lee also reported on their meeting with White House staff, sequestration and the impact on college work study and SEOG. Refer to handout. Frank provided the EC with a handout that summarized activities in DC.

14. President's Closing Remarks – Ritchie Morrow

Ritchie thanked the EC for all their help during the year. It has been a fun year and he would encourage anyone to be involved. Ritchie then handed out thank you gifts to EC member.

Adjourn 5:15 pm.