

**Minutes of the Annual Fall Conference  
Executive Committee Meeting  
October 21, 2015  
Hilton Garden Inn – Washington D.C.**

1. Called to order at 6:30 p.m.
2. Attendees – Diane Lindeman, Elizabeth McDuffie, Rachelle Sharpe, Frank Ballmann, Marilyn Cargill, Chris Zuzack, David Hughes, Mark French, Susan Degan, Ritchie Morrow, Julie Leeper, Jennifer Rogers
3. Review and approval of minutes –Chris Zuzack, PA made and Elizabeth McDuffie seconded a motion. It was approved unanimously.
4. Officer’s Reports
  - a. President – Diane Lindeman, KS

There was discussion of providing hats to new members of the conference. Diane discussed transportation to the White House convening for the 27 overlapping members. There has not been any announcement of NASSGAP members retiring in the near future.

- b. Past-President – Chris Zuzack, PA

No new information. Will give an update on elections and scholarships at the business meeting. It is possible the White House meeting led states to cover expenses. Chris will be sad to leave the executive committee. She might join entertainment committee for the 50<sup>th</sup> anniversary conference.

- c. President Elect – Stephanie Butler, AK

Not in attendance.

- d. Secretary – Todd Brown, IA

Not in attendance.

- e. Treasurer – David Hughes, UT

We budgeted for \$20,000 in conference but spent \$2,125 more. However, we anticipated \$13,500 in revenue and were \$6,625 over. The 2015-16 budget includes additional conference revenue above the 40 attendees expected. The expenditures have not yet been finalized. Dave noted about 20 attendees submitted their payments after the deadline of October 1. Two states paid the late fee. The date of registration has not been tracked. The language on the invoice is payment must be received by October 1. Concern was expressed related to posting a policy that the organization does not adhere to, however, it would be administratively cumbersome and perhaps off-putting to members to collect the \$50. Discussion included giving states a “warning” year, however, this would have to be tracked and with turnover, it would hold individuals accountable for their predecessors. Next year the policy could be change to the registration date rather than payment received date.

There is increased demand for online payment. The organization could use Paypal or a similar business that will charge several percentage point fee. We might want to pass the cost to all attendees or just the users but there may be a rule that fees can't be passed to users.

The issue remains that the conference needs counts for meals and etc. It could be the \$50 is not a meaningful difference. If we don't follow-up on payment, why have the rule. It would be difficult to ask an organization to pay \$50 when the conference has occurred.

MOTION: Dave moved and Elizabeth seconded to promote the early bird registration date and charge the additional \$50 for anyone who registers after that date. Motion carried with one opposition.

MOTION: Dave moved and Chris seconded to offer a refund of the \$50 to the two states who paid the late fee and not to charge \$50 for those who paid late. Motion approved.

MOTION: Dave moved and Marilyn seconded to approve the 2015-16 budget. Motion approved.

f. Members at Large – deferred to conference committee

## 5. Committee Reports

a. Membership – Marilyn Cargill, VT and Jennifer Rogers, MS (incoming)

There was discussion about the difficulty in representing all states when non-members are not receiving all inquiries. The Department of Education has to then go to the remaining states to determine their information. While it is important to articulate the benefits of membership, the organization loses value by not representing all state financial aid.

MOTION: Marilyn moved and Chris seconded that the organization develop a non-member list serve to include those states in certain queries, but to not provide the results or analysis to those states. Motion approved.

b. ED Technical Committee – Jason Chavez, NJ and Susan Degan, OR

The need for state deadlines will be moved ahead by three months.

c. Web Committee – Julie Leeper, IA and Mike Solomon, IL

There are needs to make improvements to the web site. Julie will coordinate with ATAC and other vendors to determine if changes including improve storage of information can be made.

d. Conference Committee – Elizabeth McDuffie, NC and Rachelle Sharpe, WA

The conference has been well attended – the White House convening likely impacted attendance positively. The removal of the half-day workshop with Canada was fortuitous.

e. Federal Relations – Ritchie Morrow, NE

4. Annual Survey Update – Mike Solomon, IL

5. Old Business

None

6. New business

None