

NASSGAP Executive Committee
Meeting – 6/18/2015 - Phone

Participating:

- *Diane Lindeman, KS - President
 - *Stephanie Butler, AK – President Elect
 - *Chris Zuzack, PA – Past President
 - *David Hughes, UT – Treasurer
 - Mark French, CT – Treasurer Elect
 - Todd Brown, IA – Secretary
 - *Rachelle Sharpe, WA – Member-at-Large
 - *Elizabeth McDuffie, NC – Member-at-Large/Conference Committee
 - *Marilyn Cargill, VT – Membership
 - *Jennifer Rogers, MS - Membership
 - *Susan Degen, OR – Ed Technical Forms
 - Jason Chavez, NJ – Ed Technical Forms
 - *Julie Leeper, IA – NASSGAP Website
 - *Mike Solomon, IL – NASSGAP Website
 - *Ritchie Morrow, NE – Federal Relations
 - *Frank Ballmann, NY – Federal Relations
- *indicates member in attendance*

1. Call to order – 2:04 PM pm CST
2. Approval of Minutes – Motion to approve minutes made by Elizabeth McDuffie; seconded by Stephanie Butler; approved unanimously.
3. Officer's Reports
 - a. President – Diane Lindeman: Diane – Thanks for flexibility in timing of this meeting.
 - b. Past-President – Chris Zuzack: The election for President-Elect and Member-at-Large has been open for two weeks; it closes Friday (June 22) at 5:00 pm Pacific Daylight Time. Will congratulate elected officials on Monday and send notice to full membership.
 - c. President-Elect – Stephanie Butler: Stephanie – Leaning towards Fort Lauderdale for the next conference. Hotel pricing is good. In regard to previous concerns about food prices in the area based on previous Fort Lauderdale conference location; this hotel is in a different location, and it seems that food prices around this location are much cheaper. Stephanie will send out sample contracts for review. Audio-visual costs are very high across all the hotels; the Fort Lauderdale hotel will allow NASSGAP to bring its own audio-visual equipment to reduce that price category. Stephanie sent an email regarding an Executive Council discussion about endorsing national policy proposals on behalf of the NASSGAP

organization. NASSGAP by-laws state that the Executive Council can make recommendations, not endorsements, on national policy positions. After discussion, the Executive Council decided that a by-law revision would be proposed to give the NASSGAP association the ability to delegate 'endorsement' authority to the Executive Council. Stephanie will draft language and send it to the Executive Committee for review.

- d. Treasurer – David Hughes: David – All reimbursement payments from the San Antonio Executive Committee meeting have been sent. The 2015-16 budget will be reviewed by the Executive Committee for approval during the July meeting.
- e. Secretary – Todd Brown: Not on call.
- f. Members-at-Large – Rachelle Sharpe/Elizabeth McDuffie: Report will be provided during the Conference Committee report.

4. Committee Reports

- a. Membership – Marilyn Cargill/Jennifer Rogers: Marilyn – Membership bills went out a week ago in case members wanted to make June payments. Marilyn been making some updates to the membership directory.
- b. Ed Technical – Susan Degen/Jason Chavez: Susan – Sent second request for state deadline updates for the FAFSA. Still waiting to receive a number of state responses.
- c. Web – Julie Leeper/Mike Solomon: Julie – the website review has begun. Will be identifying broken links and working on Poll updates.
- c. Conference – Elizabeth McDuffie/Rachelle Sharpe: Elizabeth – will be meeting with the Committee on July 13. Progress is being made on the conference sessions. The conference registration fee will stay the same (member = \$450; non-member = \$550, plus membership dues; late registration member fee = \$500). Discussion about the option to not cover breakfast in order to reduce costs. The President's Reception is also quite expensive. Executive Committee decided that an appropriate cost for Canadian registrants would be determined when more cost details are finalized. Rachelle – added ten rooms on Monday and increased the room block on Tuesday, Wednesday, and Thursday by ten. Pulled the Friday room block down to ten. In the hotel's draft amendment resulting from these changes, the room rate increased significantly. May need to consider leaving the room blocks as they were originally set. If that happens, once the room block is filled, subsequent registrants may need to pay a higher room rate. A 'save the date' notice has been drafted; will need to keep the conference fee off of the save the date notice. A small group is meeting with the Canadians on June 25 to discuss the Tuesday afternoon conference session. Potential for an NCHER update at the conference or Executive Committee meeting. Dave – someone

needs to send information about the conference scholarship too (was sent on 7/8 last year).

- d. Federal Relations – Frank Ballmann/Ritchie Morrow: Frank – will need to schedule the next quarterly federal update; will work with Jennifer to get this finalized. Decided it would be tentatively scheduled for 4pm Eastern time on Wednesday, July 22. There has been correspondence amongst various entities (Office of Management and Budget, NASSGAP Executive Committee members, Jeff Baker) in regard to prior-prior-year tax information and schools on the FAFSA. Frank has been working with Mike to review the survey for the upcoming NASSGAP report. Frank has been part of a few discussions in regard to topics in reauthorization of the Higher Education Act.
5. Old Business – None.
6. New Business –
 - a. Past-President duties – P&P Manual: Policies and procedures specify that both Past-President and President-Elect update the Past-President duties in the NASSGAP policy and procedure manual. The Executive Committee determined that this should be a Past-President duty. This will need to be updated in the NASSGAP policies and procedures.
8. Adjournment: Motion to adjourn made by Elizabeth McDuffie, seconded by David Hughes; approved unanimously.
Adjourned 2:56 pm CST

Next Meeting: Date 7/16/2015, 2pm CST.

To-do list – highlighted in grey