

NASSGAP Executive Committee
Meeting – 12/5/2016 - Phone

Participating:

- *Clantha McCurdy, MA – President
- *Rachelle Sharpe, WA – President-Elect
- Stephanie Butler, AK – Past President
- *Mark French, CT – Treasurer
- Irala Magee, OK – Treasurer-Elect
- *Katie Harrison, SC – Secretary
- *Brenda Zastoupil, ND – Member-at-Large
- *Jennifer Lanphear, ME – Member-at-Large
- *Jennifer Rogers, MS - Membership
- *Donna Thomas, MD – Ed Technical Forms
- *Julie Leeper, IA – NASSGAP Website
- Todd Brown, 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 – 12:04 PM EST
 - a. Approval of minutes (as distributed with corrections) from 11/7/16 meeting – Motion to approve made by Brenda Zastoupil, seconded by Mark French. Minutes approved.
2. Officer's Reports
 - a. Federal Relations – Frank Ballmann/Ritchie Morrow: Due to Frank's limited availability because of travel commitments, Clantha called on the Federal Relations committee to report first. Frank and Ritchie provided the EC with updates from Washington, DC, concerning the federal budget, upcoming changes to House and Senate committee chairs, and potential higher education policy issues under the new administration.
 - b. President – Clantha McCurdy: Clantha – Reported that NASSGAP's session proposal for the 2017 NASFAA conference was not approved at this time; Thanked EC for their continued engagement as issues come to the EC for review and discussion; Clantha reviewed the membership of the Executive Committee and encouraged current committee chairs to reach out to previous chairs for any guidance and assistance.
 - c. Past-President – Stephanie Butler: Stephanie – Not on the call; no report

- d. President-Elect – Rachelle Sharpe: Rachelle – Asked for timeframe of having October 2018 conference location chosen; Input provided that it would be best to decide at least 18 months in advance if possible in order to ensure availability and favorable contracts; Rachelle plans to poll EC on potential locations in the near future.
- e. Treasurer – Mark French: Mark – Reported that NASSGAP has reached its goal of 47 members; Reported that the Association exceeded expected revenue for the conference by over \$3000, and that we were under budget on expenses for conference by \$2700, including the special budget for the 50th anniversary celebration. Mark provided a verbal list of those states who had not renewed or initiated membership, and Jennifer R. indicated she will communicate with the few states who normally pay membership dues who have not yet renewed, but who had individuals attend the conference.
- f. Secretary – Katie Harrison: Katie – Letterhead for 16-17 has been updated and loaded to repository on website; Minutes are being loaded to repository as they are approved.
- g. Members-at-Large – Brenda Zastoupil/Jennifer Lanphear: Brenda – Brenda and Jennifer have begun preparing for 2017 conference by discussing roles and responsibilities; They have discussed waiting until after the upcoming Presidential Inauguration to reach out to speakers in DC; Current plan is to have monthly conference meetings via teleconference beginning in February. Brenda reported on survey results from the most recent conference, including requests to improve state roll call, and to continue the host state session. Brenda and Jennifer have spoken with Frank about potential session topics, and are hoping to avoid providing duplicative information in sessions with a similar scope; Discussed ideas to enhance moderator involvement; Reported that Jennifer L. will be sending 50th anniversary NASSGAP hats out to member states who were unable to attend conference.

3. Committee Reports

- a. Membership – Jennifer Rogers: Jennifer R. – Jennifer R. has reached out to all paid states for updates to directory/listserv; As indicated earlier, she will communicate directly with states who are active, but whose dues are currently unpaid.
- b. Ed Technical – Donna Thomas: Donna – Donna has communicated with Jonathan Goodsell at the Department of Education for a timeline regarding state FAFSA deadline notifications; The request for state deadlines will be sent out toward the end of December with February 6th being the deadline for confirmations or updates.

- c. Web – Julie Leeper: Julie – Committee chairs have been updated on website; Julie asked each committee chair to review for accuracy; Reported that she has drafted an email to EC members in reference to ideas for website updates and will send that to Clantha for initial review.
 - d. Conference – Brenda indicated she had covered the conference update during Member-at-Large report; Rachelle thanked Brenda and Jennifer L. for reviewing evaluations and beginning the planning process early.
- 4. Identification of Items for EC Action: Clantha asked Executive Committee if any additional action items have been considered since our previous meeting; Rachelle indicated that Stephanie, in her role as Past President, would be reviewing the NASSGAP user guide (Policies & Procedures document); Rachelle also brought up the issue of discussing conference registration fees for different membership categories. Clantha asked Rachelle to provide a proposal to EC for future discussion.
 - 5. Old (Other) Business – Meeting for January will be the second Monday of the month instead of the first due to holiday schedules.
 - 5. New Business – None.
 - 6. Adjournment: Meeting adjourned at 12:49 pm EST

Next Meeting: Date 1/9/2017
To-do list – highlighted in grey