

NASSGAP Executive Committee
Meeting – 10/18/2016 – Fort Lauderdale

Participating (also see sign-in sheet):

- *Stephanie Butler, AK - President
 - *Clantha McCurdy, MA – President Elect
 - *Diane Lindeman, KS – Past President
 - *Mark French, CT – Treasurer
 - *Todd Brown, IA – Secretary
 - *Rachelle Sharpe, WA – Member-at-Large
 - *Brenda Zastoupil, ND – Member-at-Large
 - *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
 - Chris Zuzack, PA – NCAN PPY Task Force
- *indicates member in attendance*

1. Call to order – 1:31 PM EST
 - a. Approval of minutes from 9/8/16 meeting – motion to approve made by Brenda Zastoupil, seconded by Diane Lindeman. Minutes approved.

2. Officer's Reports
 - a. President – Stephanie Butler: Stephanie – Over the course of her presidency, Stephanie was involved in 2,267 NASSGAP email strings (not individual emails). There has been a lot of involvement with the feds and other higher education associations over the past year, on a number of topics. Issued one press release for the NASSGAP Survey Report. Two conference scholarships were offered. And, a lot of work has been put into the 50th Anniversary Conference. Stephanie voiced her sincere appreciation for people involved in the organization and commented on the value of the organization. Ideas for the future – creation of a newsletter, more press releases, establishing a best practices warehouse, need-based advocacy tools, and getting membership more involved in NASSGAP (or different facets of NASSGAP).
 - b. Past-President – Diane Lindeman: Diane – Worked with the committee to establish the slate of officers. Diane recognized the new slate of officers.
 - c. President-Elect – Clantha McCurdy: Clantha – Has been busy gaining a better understanding of the organization and the functions of positions. Worked on

contract for next EC meeting and next fall conference. Final contract signed with Embassy Suites Chevy Chase. The spring 2017 on-site EC meeting is scheduled on May 18 and 19. The 2017 fall NASSGAP Conference is scheduled to take place October 24-27. Clantha also facilitated the May EC meeting in Stephanie's absence. An idea for future consideration – given the early release of the early FAFSA, give consideration to moving the conference dates back a little in 2018.

- d. Treasurer – Mark French: Mark – provided a budget handout. Transitioned the NASSGAP budgets to google docs. Mark provided an overview of the 2016-17 NASSGAP budget. All states are listed on the membership list, even though not all states will pay membership fees. Checks are still being received; there are a few states that have not paid conference fees yet. Ed South should be moved to the Associate Members category on the 2016-17 NASSGAP Membership/Conference Registration spreadsheet. About \$7,500 in conference registrations are still outstanding. Many states need to update payment information annually to ensure it is mailed to the new Treasurer.
- e. Secretary – Todd Brown: Todd – No report.
- f. Members-at-Large – Rachelle Sharpe/Brenda Zastoupil: Rachelle – Ajita won't be able to speak at the conference. Rachelle was surprised by the number of organizations/speakers that offered ideas, instead of NASSGAP soliciting speakers and session ideas. Brenda – had 60 registrants for the conference, but recently dropped to 59. Ten past presidents registered. First time attendees have stars on their nametag; past presidents have a gold banner under the nametag. Brenda provided an update on the group dinner.

3. Committee Reports

- a. Federal Relations – Frank Ballmann/Ritchie Morrow: Ritchie – Frank has opened a tremendous number of doors for NASSGAP. Frank – Provided a brief federal update.
- b. Membership – Jennifer Rogers: Jennifer – Thirty-nine states have paid membership dues, 3 states haven't paid membership dues but are attending the conference (high likelihood that these states will pay). Should be at 42 memberships soon. There are 4 associate members that have paid memberships this year. All members that have not paid have received at least 2 invoices. Jennifer provided an overview of the issues associated with maintaining and reconciling the membership directory, listservs, registrants and payments received (membership directory is updated through Mike, OK updates the listserv, registrants are tracked by Jennifer, payments are received by Mark – no comprehensive way to track everything).
- c. Ed Technical – Susan Degen/Jason Chavez: Susan – It's been quiet recently. All DE FAFSA contacts have departed; not sure who the contacts will be next year.

Jason – Discussed the c-flag code 399 (conflicting information between 16-17 FAFSA and 1718 FAFSA information). State deadlines will be requested much earlier than past years.

- d. Web – Julie Leeper/Mike Solomon: Julie – Asked the EC to review the repository on the NASSGAP website and send missing information to Julie. Discussed making updates to the User Guide. A specifications document was sent to GBPI, detailing the website needs. An overview of the specifications documents was provided. Membership, membership registration payments, and listservs are all tracked manually. The proposal would automate these functions. The proposal also included automatic email notifications for membership renewal, membership payment, etc. The quote was \$18,000-\$24,000. Conference registration and conference payments were not included. After discussion the EC decided that a list of current problems (some notated above) would be established, and sent to vendors, with a return request for solutions and costs estimates. EC members will send current problems (focused around the issues identified above) to Julie, and she will compile a list (to be approved at a future EC meeting).
 - e. 50th Anniversary Conference – Marilyn Cargill: Marilyn – Reviewed shutterfly book for the 50th Anniversary Celebration. Posters have been developed and door prizes will be available at the reception and throughout the conference. A power point has been developed with pictures of all but four NASSGAP presidents. Will also have a photo booth for attendee photo shoots.
4. Old Business – None.
 5. New Business –
 - Conference registration rates for non-members: There is a \$1,000 membership fee for those that choose to be members, and a \$450 conference registration fee to attend the conference (there is also a two-day conference fee of \$225). After a detailed discussion amongst the EC, it was determined that Jennifer, Rachelle, and Stephanie would work on a proposal and bring it back to the EC. Although not limited to the following topics, the points below will be considered in the proposal:
 - What is the conference fee for speakers who are not state members?
 - How do we define associate membership?
 - Revisiting travel reimbursement?
 - The EC briefly discussed the NASFAA conference interest session proposal.
 - The EC briefly discussed website links on the NASSGAP website. The EC decided that a policy would be established to not allow non-governmental websites to be available on the NASSGAP website. These links will also be removed from the NASSGAP website.
 6. Adjournment: Meeting adjourned at 4:30 pm EST

Next Meeting: Date _____

To-do list – highlighted in grey