

NASSGAP Executive Committee  
Meeting – 11/7/2016 - 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 Thompson, MD – Ed Technical Forms
- \*Jason Chavez, NJ – 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. Jennifer Rogers – Provided an overview of the makeup of the Executive Committee and a reminder of which positions are voting members and which are non-voting members.
  - b. Approval of minutes from 10/18/16 meeting – Motion to approve made by Stephanie Butler, seconded by Brenda Zastoupil. Minutes approved.
  
2. Officer's Reports
  - a. President – Clantha McCurdy: Clantha – Addressing issues from Department of Education; Has previously charged with submitting proposal to NASFAA for their upcoming conference, and that has been done. Rachelle and Clantha would co-present the session, which would have a school-based moderator. The session would be about how states are responding to FAFSA changes; awaiting notice from NASFAA about whether the session proposal has been approved.  
  
Clantha questioned whether her appointment of Todd Brown to web committee as vice-chair needed to be voted on – Julie and Ritchie verified that no formal nomination is required.  
  
Clantha reminded EC members of in-person meeting in Washington, DC; Travel May 17<sup>th</sup>, Meeting May 18<sup>th</sup> and 19<sup>th</sup>. NASSGAP covers travel costs.

- b. Past-President – Stephanie Butler: Stephanie – Provided thanks for work on the conference. She has met with Rachelle regarding speaker and membership rates. Issues of discussion have been that it is difficult to separate types of membership and different fees charged to different types of people; They want to allow flexibility for EC to make decisions based on budgetary needs. **Rachelle and Stephanie will present a recommendation to the EC at a later date.**
- c. President-Elect – Rachelle Sharpe: Rachelle – Not on the call; she has compiled a summary of conference evaluations and will present those at a later meeting.
- d. Treasurer – Mark French: Mark – Not on the call; no report
- e. Secretary – Katie Harrison: Katie – **Will receive a copy of previous letterhead document from Todd and update/distribute as necessary for 2016-2017.**
- f. Members-at-Large – Brenda Zastoupil/Jennifer Lanphear: Brenda – Provided a conference update. There were a total of 60 registrants with one cancellation; The committee budgeted based on an income of \$26,739, and final income was \$24,980; A total of \$21,940 was budgeted for expenses, and the committee spent \$20,757. Numbers resulted in net income approximately \$4,200. Jennifer L. – Has been tracking comments received via email, but proposed delaying further decisions about next year’s conference until full survey results are received. High points – Continue with welcome bag/gift; Lots of comments on the roll call and considering having it earlier in the conference and changing the order; **Jennifer sent the document to the EC listserv for review and we will discuss during a future meeting.**

### 3. Committee Reports

- a. Membership –Jennifer Rogers: Jennifer R. – All specialty listservs have been updated; membership directory being updated as people respond with changes; Jennifer has reached out to states that have not paid their membership yet for 16-17. She plans to communicate with Stephanie and Rachelle about membership rates and levels and will work with web committee on better integration of membership information with other web-based functions.
- b. Ed Technical – Donna Thompson/Jason Chavez: Donna – Will be reaching out to Jason and Susan regarding duties; Reiterated the need to receive updated ED contacts and follow up with them concerning issues like state deadline information.
- c. Web – Julie Leeper: Julie – Has been in touch with GBPI and indicated we are in holding pattern regarding any changes to the website. **Will send out information to EC asking for feedback. Will check with Mike about updating committee information, including chairs, and the updated list of EC members.**

Brenda inquired whether pictures on membership area could be promoted and updated; Julie stated members will be encouraged to do so.

- d. Conference – Rachelle, Brenda, and Jennifer will be getting together over the next month and will bring any recommendations to the EC.
  - e. Federal Relations – Frank Ballmann/Ritchie Morrow: Ritchie and Frank provided an update on information coming from ED. Frank asked for guidance on next steps for communicating with ED; feedback was provided.
4. Identification of Items for EC Action: Clantha provided a review of action items for 16-17, including: website revamp, conference structure changes, ongoing communication with ED and other partner organizations; Clantha asked Executive Committee to continue considering other action items and communicate those with EC.
  5. Old Business – None.
  5. New Business – None.
  6. Adjournment: Meeting adjourned at 12:59 pm EST

Next Meeting: Date 12/5/2016  
To-do list – highlighted in grey