

NASSGAP Executive Committee
Meeting – 2/6/2017 - 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 – 12:02 PM EST
 - a. Approval of minutes (as distributed) from 1/9/17 meeting – Motion to approve made by Stephanie Butler; Seconded by Mark French. The minutes were reviewed and approved as distributed.

2. Officer's Reports
 - a. President – Clantha McCurdy: Clantha – Reported on the National Postsecondary Student Aid Study meeting she attended on behalf of NASSGAP. There were a number of representatives from the higher ed research community in attendance. The goal is to collect data every 2 years opposed to every 4 years. NPSAS indicated another goal is for there to be no negative impact to state agencies or institutions. Clantha suggested inviting a representative to the NASSGAP conference so they can present information directly to our membership and to get feedback; Clantha will present idea to conference committee. Concerns were shared about making sure they are contacting the correct people at each state agency who will report accurate data and whether or not the entire NASSGAP membership should be added to the organization's email distribution list. Clantha will distribute more information as it becomes available.

Clantha is waiting for updated hotel registration for May meeting. She will send the link, along with a draft agenda, as soon as possible.

- b. Past-President – Stephanie Butler: Stephanie – An updated proposal regarding membership and conference fees has been distributed. The next step will be to incorporate the updates into the NASSGAP user guide, and she will plan to have that completed prior to the May meeting for a full review.
- c. President-Elect – Rachelle Sharpe: Rachelle – Unable to call in to meeting; information presented via email
- d. Treasurer – Mark French: Mark – Mark reported that we have received membership dues from Idaho. He also indicated that NASSGAP was never billed for two previous years of survey expenses. In order to cover these arrears, we will need to transfer \$17,500 from reserves. There was discussion about making sure EC carefully reviews end-of-year budget to make sure we are accounting for all anticipated annual expenses. There was further discussion about whether or not NASSGAP should incorporate a statement concerning payments outside of fiscal year, in hopes of encouraging vendors/payees to submit invoices in a timely manner. Clantha asked Mark to forward copies of the invoices to the EC. Mark made a motion to transfer funds from reserves in order to cover the expenses; Brenda seconded the motion. The motion was discussed and Clantha requested an individual roll-call vote on the matter. The motion carried unanimously.
- e. Secretary – Katie Harrison: Katie – Updated letterhead has been distributed; Katie indicated she will be unavailable for April EC meeting, and Todd Brown agreed to fill in as Secretary for that meeting.
- f. Members-at-Large – Brenda Zastoupil/Jennifer Lanphear: Brenda – Frank, Brenda, and Jennifer met last week to begin discussing potential agenda topics for the conference. They discussed whether or not to survey membership for session ideas. Brenda questioned the continued involvement of the Canadian officials. Clantha asked if we would ask the membership to submit session proposals and whether those could be sent out together. Frank has suggested we be sure to consolidate information coming from numerous federal agencies and associations and offered his assistance to tie all information together. They have also discussed changes to state roll call, and the committee would like to move this up to the first two days and make some adjustments to the order. They would also like to have formal introductions at the beginning of the conference. Jennifer L. – Has been in communication with site contact person; will report back to EC after conference committee meets.

3. Committee Reports

- a. Membership –Jennifer Rogers: Jennifer R. – Unable to call in to meeting; information presented via email

- b. Ed Technical – Donna Thomas: Donna – Unable to call in to meeting; information presented via email; final updates to FAFSA deadline dates are being submitted today.
 - c. Web – Todd Brown: Todd – Highlighted topics of discussion concerning NASSGAP website and reported that Julie had only received one comment after her last communication with the EC. He questioned whether the web committee should focus on updating administrative functions to streamline membership and finance information or focus on revamping full website. Clantha indicated support for making an investment to overhaul the full website and that we should entertain bids for such work.
 - d. Conference – No additional comments other than the Members-at-Large report.
 - e. Federal Relations – Frank Ballmann/Ritchie Morrow: Unable to participate. Clantha directed EC to the detailed report sent via email by Frank on February 3rd, which discussed the confirmation hearing of the Secretary of Education, as well as planned discussions for the NCHER Legislative Conference.
- 4. Old (Other) Business – None.
 - 5. New Business – None.
 - 6. Adjournment: Meeting adjourned at 12:59 pm EST

Next Meeting: Date 3/6/2017
To-do list – highlighted in grey

Appendix: Committee Chair Email Information Submitted Prior to EC Call

President-Elect/Rachelle Sharpe (Item 2c):

I liked how we captured some criteria for the conference location on our last call - so much so that I wrote it down for future consideration:

Optimally, the non-DC conference location should be accessible, held in different geographic locations, relatively appealing location in October, offer reasonable cost, and possibly engage states with aid programs that have been less active in the association.

Based on this, I think New Mexico might be more interesting than Oregon. I am in an Embassy Suites in St. Paul today and am reminded of the nice amenities of this chain. I'm on it!

Apologies for not participating in the call today.

Membership/Jennifer Rogers (Item 3a):

I've made a few updates to the listserv and directory.

Just a reminder that Christine Zuzack officially retired on January 31 and Elizabeth McCloud is now the voting member for Pennsylvania.

I've reached out again to Idaho regarding their membership payment with no response.

An example of why we need a better link between the directory, membership status, etc. – Jenn Lanphear asked if Wisconsin and Arkansas are paid members, and if so, who are the contacts. First, we should be able to look at the website and see which states are active members – we can't currently do that. Second, if updating contact info in the directory were part of the membership renewal process, she would see updated info in the Directory. Instead, I had to look at the listserv to provide her with contact info, because I've been unable to get either state to respond with updates for the directory.