

NASSGAP Executive Committee  
Meeting – 6/5/2017 – 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
- \*Diane Lindeman, KS - Other
- \*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 from 5/18/17-5/19/17 meeting – Motion to approve made by Mark French; Seconded by Stephanie Butler. Motion passed.
2. Officer's Reports
  - a. President – Clantha McCurdy: Clantha – Clantha thanked the EC members for a productive discussion during the May in-person meeting and noted that she is looking forward to hearing updates from all EC members.
  - b. Past-President – Stephanie Butler: Stephanie – Nominating committee has been meeting and have proposed a slate for President-Elect and Member-at-Large. The confirmed candidates are Elizabeth McDuffie (NC) for President-Elect, and Erin Klarer (KY) for Member-at-Large. Clantha questioned whether we had ever had additional nominations or if the membership has historically accepted the work of the committee. The EC members on the call have not recalled receiving additional nominations in the recent past. Stephanie indicated that the voting poll would be open later this week. Stephanie then notified the EC that she has not been able to work on NASSGAP User Manual (Policies & Procedures) over the past month, but is hoping to do so soon.
  - c. President-Elect – Rachelle Sharpe: Rachelle – Unable to participate in call; No report submitted

- d. Treasurer – Mark French: Mark – Mark reported that the EC budget line item is currently over by \$2,800 after receiving final DC hotel expenses from the in-person meeting, and that he still has some travel reimbursements to process. However, we are still under budget overall. The charges for the May in-person meeting included \$12,976 to the hotel, and \$1,320 for two dinners. Clantha asked if these expenses are in line with previous years' spending for the in-person meeting. Ritchie indicated that due to the cost of conducting business in DC, we should expect the higher costs and that we need to keep that in mind for future budget discussions. Frank said this was the first in-person EC meeting held in DC over the past 4-5 years and that we have previously had the in-person meeting elsewhere to reduce costs. Mark then indicated he will be processing remaining travel reimbursements over the next week.

Mark reported that for the 2017-2018 budget, we are still waiting for the total figure for conference budget. Clantha indicated we would vote on the final budget at the next meeting. Mark said another option is to reduce the website redesign budget by the amount we are currently over to balance the budget. After discussion, it was decided to wait for final conference figures and to vote on the budget in July.

Frank asked if Mark had been able to find a tax accountant locally. Mark said he has, and that he will be dropping documents off to him next week.

- e. Secretary – Katie Harrison – Katie reported that she is working with Mike Solomon to create the voting poll for the election of new officers, and that she will notify the membership of its availability later this week.
- f. Members-at-Large – Jennifer L. and Brenda Z. unable to participate in today's call. Conference report will be delivered by Diane.

### 3. Committee Reports

- a. Membership –Jennifer Rogers: Jennifer R. – Jennifer indicated that she sent 2017-2018 membership invoices, W9, and conference dates (save the date) to states on June 2<sup>nd</sup>. Clantha questioned the timing of the notification, and Jennifer R. indicated that most states will wait until after July 1 to pay, but that some states have opted to pay out of current year funds. Sending the notification in early June allows for both instances.
- b. Ed Technical – Donna Thomas: Donna – No new updates, but Donna indicated that Bruce Hughes from the Department of Education had recently been in direct communication with states impacted by school list order.
- c. Web – Julie Leeper and Todd Brown: Julie – Committee has communicated with website redesign vendor, FreshySites and has confirmed with the vendor that we will do business with them. Julie is currently putting together an official contract, and she will send that to Clantha for internal counsel to review prior to sending to vendor. We are hoping they will be able to begin work by July 1. The contract

will be sent to EC for review as well. Both Ritchie and Clantha thanked Julie and her committee for their work on this project to date.

- d. Conference – Diane Lindeman: Diane – Conference call last week focused on hotel site information, and there is an upcoming meeting on June 12<sup>th</sup> to further discuss agenda. Jennifer L. has received pricing from hotel on guest meal prices. The President’s reception cost is currently \$102 per person, including taxes and service charge. For comparison, last year’s reception was \$60 per person. The group dinner will cost approximately \$80 per person, including tax and gratuity. Diane asked if we would be willing to subsidize guest meal tickets. Clantha asked if anyone knew how many guests we typically have and whether we could make any adjustments to the menu to reduce costs. Mark reviewed last year’s information and reported that in Fort Lauderdale, we had four guests who purchased tickets. Frank asked if we could modify the bar station. Mark asked if the reception could be held at a restaurant to curb cost. Clantha was not in favor of moving off-site, and she also mentioned that we are contractually obligated to a food/beverage minimum with the hotel.

Clantha asked if the President typically pays the registration fee for the conference. Diane indicated that the President normally does not pay the fee, but Clantha said her agency would pay the fee for her this year. Julie pointed out we did not have a bar set up at Embassy Suites last year since they provide the manager’s reception. Ritchie indicated that in the past, providing drink tickets has been more expensive than offering a 2-hour open bar. Mark discussed that the bar area at the hotel for this year’s conference is not close to our reception room. Diane suggested making adjustments on the food instead of the bar charges. Diane and Jennifer L. will look into adjustments that could reduce costs and will report back to EC.

- e. Federal Relations – Frank Ballmann/Ritchie Morrow: Frank – Frank provided an update on a number of federal issues, including the President’s budget and recent changes at Federal Student Aid. Frank then opened discussion on the Reauthorization priorities letter that has recently been circulated. Final revisions will be made and circulated to full NASSGAP membership.

4. Old (Other) Business – None
5. New Business – None
6. Adjournment: Meeting adjourned at 1:04pm EST

Next Meeting: Date 7/10/2017 (Moved from first Monday due to holiday)

To-do list – highlighted in grey