

NASSGAP Executive Committee
Meeting – 9/11/2017 – 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 – 12:03 PM EST
 - a. Approval of minutes from 8/7/17 meeting – Clantha asked for any additional comments or corrections, to which there were none. The minutes were approved and will stand as initially corrected.
2. Officer's Reports
 - a. President – Clantha McCurdy: Clantha – Clantha provided an update concerning hotel rooms for the upcoming conference. We have reached our contracted allotment at the discounted rate; however, the hotel has agreed to release additional rooms at the government rate. She asked if this would cause an amendment to the current contract. Clantha confirmed that EC members who will be attending have secured rooms at discounted rates. Ritchie indicated contract obligations would be determined on total room nights, not on a nightly basis. Clantha can contact hotel to make sure this is the case so we will still meet our obligations. Jennifer L. indicated some attendees have booked outside the room block at a higher rate of \$331 and we will work with hotel to bring their rates down to the government rate of \$289.

Clantha will send details about October in-person meeting by the end of this week.
 - b. Past-President – Stephanie Butler: Stephanie – Unable to participate in the call; no report provided at this time.

- c. President-Elect – Rachelle Sharpe: Rachelle – Rachelle has been preparing state roll call questions for conference, which will focus on state data use and adult learners.
- d. Treasurer – Mark French: Mark – Mark referred EC members to the draft copy of the current year budget (attached as an addendum). He reported we are currently \$9,450 over anticipated expenditures, but we have funds in reserve if we need to use it. Ritchie indicated NASSGAP has historically used reserves to allow for a balanced budget, but that we have not had to actually pull from reserves to cover expenses. Clantha asked how the \$9,450 compares to previous years when we've had to use reserves to balance budget. Rachelle asked for clarification that we have not had to follow through with pulling from reserves. Ritchie said in 2009-2010, NASSGAP pulled over \$18,800 from reserves to balance, but at the end of the fiscal year we ended up under budget and did not need to pull from reserves. Jennifer R. asked if we need to revise based on number of conference registrations. Jennifer L. cautioned about potential cancellations. Ritchie reiterated there should be no problem pulling from reserve line to get budget to balance, and that we can explain to membership the one-time costs associated with website redesign. Julie asked for an explanation of line item for website redesign, which Mark provided. Ritchie asked whether prior Lumina grant funds in savings account will be zeroed out and Mark said yes. Current cash assets are equal to \$187,000 in savings, so there are adequate funds available.

Clantha asked for further discussion, to which there was none. She then called for a vote to approve the budget with the changes discussed above (allowing for \$9,450 from reserves to balance the budget). There was unanimous approval of the budget.

- e. Secretary – Katie Harrison – No report at this time.
- f. Members-at-Large – Report to be given during conference committee update.

3. Committee Reports

- a. Ed Technical – Donna Thomas: Donna – Unable to participate in the call; no report provided at this time.
- b. Membership – Jennifer Rogers: Jennifer R. – Jennifer R. and Mark indicated there are currently 46 total paid members; 42 are primary state agencies. Associate members are still the same as in July. Jennifer R. continues to send follow-ups and invoices monthly. Mark informed Jennifer R. that Louisiana paid their membership directly to previous treasurer, so not to contact them about payment. Jennifer R. expects that 3-4 additional states will pay to renew their membership.

Jennifer R. then provided an updated on the listserv settings. Allowing sender information to show on responses to the listserv could potentially cause some emails to be blocked by servers, but the EC agreed to keep the settings as recently updated to include sender information, allowing the membership to know who posts and sends responses through the listserv.

- c. Web – Julie Leeper and Todd Brown: Julie – FreshySites continues to work on website redevelopment, including a new logo for NASSGAP. She hopes to send out a more detailed update to EC later this week. If website is available to demo, Julie will plan to show it to membership during the conference.

Frank asked about the logo and whether we should incorporate the new logo when we need to reorder NASSGAP hats. Julie has specs on new logo, which is print-ready, and recommended ordering a supply with new logo. Mark asked about line item budget to pay for new hats. Clantha said we should utilize Miscellaneous line item and if total cost ends up being more than available in that line item, we could amend the budget at the next meeting. Julie recommended we use current supply of hats and visors for the upcoming conference and wait to order hats with new logo at a later time. Clantha pointed out Rachelle will need to budget for the new order during her year as President. The EC was in general agreement with this approach.

Julie then noted that she and Mike are working together to determine if there will be any changes concerning where the Annual Survey will be hosted, and she will provide more information at a later date.

- d. Conference – Diane Lindeman and Jennifer Lanphear: Jennifer L. – Jennifer L. said she is finalizing details for group dinner during conference, and has contacted Tamara at hotel about final room and meal details. Everything for welcome bags is in place and will be shipped to the hotel. Jennifer L. said there are two members from Utah who have reserved an off-site hotel and she will contact them to see if they can stay at Embassy for the government rate of \$289. Diane – Diane indicated the speaker form will be sent to all presenters soon. Frank asked, based on the earlier conversation, if we need to review the current contract concerning room block to determine if it is by total room nights or specific to date. Diane pulled up the current contract and it appears to be based on total room nights.
- e. Federal Relations – Frank Ballmann/Ritchie Morrow: Frank – Frank provided an update on federal budget, and stated the pending Pell grant update is still in Senate. Todd asked if there is a chance ED will release Pell figures early again for the 18-19 cycle. Last year, they were able to do so based on CPI adjustment, which does not exist this year. Frank anticipates the maximum Pell Grant will continue to be \$5,920 until new legislation passes.

An updated draft of NASSGAP's Workforce LEAP proposal was circulated over the weekend, which reflects changes removing references to MOE. Frank discussed Lee's proposed edit concerning non-Title IV eligible programs. Proposal would give the state an opportunity to fund students in these programs, but it would not be required. Ritchie provided an explanation of Nebraska GAP program allowing enrollment in certificate programs, and that they would want the flexibility to use for non-Title IV programs. The proposal has been written to allow state governors and legislative bodies to determine how to best use the funds in their states.

Frank asked how to present the proposal to legislative staff members. Clantha's preference is to send on behalf of full NASSGAP membership. Frank suggested stating that the proposal was passed by EC after circulating to full membership for comments. Clantha wants to present the proposal on letterhead as a formal NASSGAP document. Since this proposal is going to Congress, it was decided to take a vote on submitting the "Workforce LEAP" proposal. Clantha asked for vote, which was approved unanimously. Frank will send the edited version to EC, and Jennifer R. volunteered to convert proposal to letterhead format.

4. Old (Other) Business – None
5. New Business – None
6. Adjournment: Meeting adjourned at 1:02pm EST

Next Meeting: Date 10/2/2017

To-do list – highlighted in grey

Addendum: 2017-2018 NASSGAP Proposed Budget

NASSGAP				
National Association of State Student Grant & Aid Programs				
Fiscal Year July 1, 2017 to June 30, 2018				
REVENUES		2017-18 Annual Budget		
				Year to Date Over/(Under) Budget
Revenue Accounts	Annual Budget	Year to Date Actual	Anticipated	
2017-18 Membership Dues - (\$1,000 * 47)	\$47,000.00	\$45,000.00	\$2,000.00	(\$2,000.00)
2017 Fall Conference - Washington, DC (40 * \$450)	\$18,000.00	\$9,000.00	\$9,000.00	(\$9,000.00)
2017 Fall Conference Guests - Washington, DC	\$0.00		\$0.00	\$0.00
Interest and Other Revenue	\$50.00	\$4.17	\$45.83	(\$45.83)
Total Regular Revenue	\$65,050.00	\$54,004.17	\$11,045.83	(\$11,045.83)
Lumina Grant - Website Redesign	\$11,807.00		\$11,807.00	(\$11,807.00)
Special Use Reserves - Website Redesign	\$33,543.00	\$23,850.00	\$9,693.00	(\$9,693.00)
Total Revenues	\$110,400.00	\$77,854.17	\$32,545.83	(\$32,545.83)
Operating Reserves (current conf. obligation)	\$50,812.02		\$50,812.02	(\$50,812.02)
Total Revenues & Operating Reserve	\$161,212.02	\$77,854.17	\$83,357.85	(\$83,357.85)
* Nebraska paid 2018-19 Dues with 2017-18 Dues				
EXPENDITURES				
				Year to Date Over/(Under) Budget
Expenditure Accounts	Annual Budget	Year to Date Actual	Anticipated	
2017 Fall Conference	\$27,500.00	\$0.00	\$27,500.00	\$0.00
2018 Fall Conference	\$1,500.00	\$0.00	\$1,500.00	\$0.00
Executive Committee	\$14,000.00	\$53.09	\$13,946.91	\$53.09
Conference Scholarship	\$5,000.00	\$0.00	\$5,000.00	\$0.00
Conference Speaker Expenses	\$2,500.00	\$0.00	\$2,500.00	\$0.00
Federal Relations Committee	\$3,000.00	\$1,450.00	\$1,550.00	\$1,450.00
Website Maintenance	\$4,500.00	\$0.00	\$4,500.00	\$0.00
Website Redesign	\$45,350.00	\$23,850.00	\$21,500.00	\$21,500.00
CEF Membership Dues	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Annual Survey	\$8,750.00	\$0.00	\$8,750.00	\$0.00
Awards and Recognitions/Promotions	\$350.00	\$0.00	\$350.00	\$0.00
Tax Preparation	\$1,650.00	\$300.00	\$1,350.00	\$300.00
Technical Forms Committee	\$1,500.00	\$0.00	\$1,500.00	\$0.00
Research	\$2,250.00	\$0.00	\$2,250.00	\$0.00
Miscellaneous	\$1,000.00	\$0.00	\$1,000.00	\$0.00
Total General Expenditures	\$119,850.00	\$25,653.09	\$94,196.91	\$25,653.09
To Reserves	\$0.00		\$0.00	
Total Expenditures	\$119,850.00	\$25,653.09	\$94,196.91	
Operating Reserves (current conf. obligation)	\$50,812.02	0	\$50,812.02	
Total Expenditures & Operating Reserves	\$170,662.02		\$170,662.02	
Revenues Over / (Under) Expenses	(\$9,450.00)		(\$9,450.00)	
Approved - for budgeted expense and revenue items, count payments made in July and August as paid in prior year.				