

NASSGAP Executive Committee
Meeting – 3/9/2018 – Phone (Approved)

Participating:

- *Rachelle Sharpe, WA – President
- *Elizabeth McDuffie, NC – President-Elect
- *Clantha McCurdy, MA – Past President
- *Irala Magee, OK – Treasurer
- *Katie Harrison, SC – Secretary
- *Erin Klarer, KY – Member-at-Large
- Jennifer Lanphear, ME – Member-at-Large
- *Jennifer Rogers, MS - Membership
- *Donna Thomas, MD – Ed Technical Forms
- *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 – 3:03 PM EST
 - a. Approval of minutes from 1/12/2018 and 2/9/2018 meetings – Motion to approve both sets of minutes made by Elizabeth McDuffie; seconded by Clantha McCurdy. No further discussion. Minutes were approved.
2. Officer's Reports
 - a. President – Rachelle Sharpe: For the purpose of consolidation and record-keeping, Rachelle announced that the following items have been discussed via email by the EC over the past month:
 - Frank and Rachelle spoke with Stephanie Butler to provide feedback to CACG advocacy within HEA
 - Frank held a well-attended and informative federal update
 - Borrowing by state resources shared on the listserv
 - EC had robust discussion about determining HEA priorities where there may be disagreement by some states (elected not to include)
 - Signed-on to TICAS letter regarding Pell support
 - RI requested information on decentralized states receiving ISIRs (issue was resolved)
 - EC conversation about “promise programs” per recent article

Rachelle indicated some members will not be available for the next monthly EC call on April 13th, but she wants to keep the meeting on the books. After the May meeting in Atlanta, Rachelle may reevaluate the Friday afternoon meeting timeframe.

Rachelle asked all EC members to please make hotel reservations for the May meeting in Atlanta and to inform her when reservations have been made.

Rachelle reported that she participated in an interview with the *Hechinger Report* about an upcoming article concerning eligible students who do not receive funding.

Lastly, Rachelle stated she will be contacting Elizabeth from Pennsylvania to discuss a possible federal relations co-chair transition.

- b. Past-President – Clantha McCurdy: Clantha plans to meet with Rachelle concerning User Guide updates going forward. She reported that the Nominating Committee is required to present a slate to the President by May 1 and also discussed the composition of the committee as set out in the By-Laws. Clantha will present a proposal concerning committee composition to be presented at April meeting.
- c. President-Elect – Elizabeth McDuffie: Elizabeth reported that she has initiated conversations with the Embassy Suites in Friendship Heights, Maryland, to discuss the 2019 conference. She also spoke to the Embassy Suites associated with the convention center in DC, but their room rates were too high and could not be negotiated. Frank suggested a site visit to the Embassy Suites location on 22nd Street, which is closer to Capitol Hill. EC agreed that since it is too early to begin actual contract negotiations, it is fine to explore other options. Frank offered to call and/or visit the location on 22nd Street for an initial site evaluation. After Frank's visit, Elizabeth will call to discuss room rate options.
- d. Treasurer – Irala Magee: Reported that the New Mexico membership fee has been received and that the initial monthly fee for survey setup has been paid and will be debited monthly throughout the survey collection period.

Irala stated that she has recently received communication from the prior Treasurer, Mark French, regarding a problem with our most recent tax return. The IRS is attempting to collect a \$1640 penalty for what they say is a missing form from our current 990-EZ and a lack of response from NASSGAP concerning the form. When reviewing the tax return, the IRS did not believe all the appropriate forms were included. They tried to contact Mark via standard mail, but his address had changed and he did not receive the notice from the IRS. The penalty was then assessed due to the lack of response. The tax preparer has a copy of this form and disputes that the form was missing from the tax return, and he has already submitted a fine dispute packet to the IRS. Right now, NASSGAP is not planning to pay the penalty until the issue has been reviewed further. Discussion ensued about whether the tax preparer should pay the fee, or part of the fee, if it is determined that the penalty is payable, but no decision was made about that at this time. Irala reiterated that no action can be taken until we receive a response from the IRS.

- e. Secretary – Katie Harrison: Discussed Secretary’s role in elections and how that might work in the new website. Todd indicated that we may continue to use the secret poll functionality of the current site for the elections due to some setbacks on the transition, which he will discuss in his report.

3. Committee Reports

- a. Web – Todd Brown: Todd stated that moving from a completely customized website to an “off the shelf” product has proven to be challenging, although Freshy Sites is attempting to help us make it work. There will be some processes that will be more manual than we originally anticipated. The core web committee continues to meet with Freshy Sites weekly, and they are currently focused on Membership and Treasurer functions. Freshy Sites is also working on listserv options, in addition to getting a conference registration form embedded directly into the website.

At this time, there is no way to anticipate a go-live date for the new site. The realization that our needs are more complex than vendor anticipated has been frustrating, but progress has been made recently. Frank stated that Freshy Sites had been recommended by CEF due to the similar needs of our organizations and asked if it would be feasible to inquire whether the Freshy Sites team who worked on the CEF website could be pulled in to the NASSGAP project. Jennifer R. asked how membership through CEF works, and Frank said it is organization-based, but each individual has their own sign-in credentials. Jennifer R. stated that is similar to the set-up NASSGAP requires, but that so far Freshy Sites is saying the functionality is not available. Todd plans to raise the question to Freshy Sites about how CEF functions differently than NASSGAP and whether any progress can be made based on that conversation.

Mike provide a brief report on the 2016-2017 NASSGAP Survey. States have begun responding to the survey. Mike has heard from members in Puerto Rico. Their office is partially up and running and they will be able to complete the survey. However, they stated that 20% of Puerto Rico’s population is still without power after the hurricanes last Fall.

- b. Membership – Jennifer Rogers: Jennifer R. has had conversations with the Delaware agency about potential membership. Budget is a concern, but she indicated there has been interest in joining. Jennifer’s attention has been focused on working with the web committee on membership issues with the new site.
- c. Ed Technical – Donna Thomas: Donna has sent a final email out to unresponsive states regarding deadlines and skip-logic options. Donna will be submitting this information to the Department of Education today.

- d. Conference – Jennifer Lanphear/Erin Klarer: Erin reported that she and Jennifer L. had a recent call with Rachelle to initiate conference planning and that they are in the process of setting up monthly conference calls with the committee. Frank reported he has already secured Stephen Payne (NASFAA) as a presenter.
 - e. Federal Relations – Ritchie Morrow/Frank Ballmann: Frank provided updates on HEA Reauthorization, FFY18 and 19 budgets and other issues affecting NASSGAP members and the students and families they serve, including API and Public Service Loan Forgiveness.
- 4. Old Business – If any EC member has anything to add to the May agenda, let Rachelle know.
 - 5. Adjournment: Hearing no further business, the meeting was adjourned at 4:05 PM EST.

To-do list: highlighted in grey
Next meeting: 4/13/18