



NATIONAL ASSOCIATION OF STATE STUDENT GRANT AND AID PROGRAMS

Executive Committee Meeting – Monthly Conference Call

August 13, 2019 – 11 a.m. PST/2p.m. EST Conference

Call: (888) 278-0296; Access Code: 4093491

Participating:

- *Elizabeth McDuffie, NC – President
- *Rachelle Sharpe, WA – Past President
- *Jennifer Rogers, MS – President Elect
- *Irala Magee, OK – Treasurer
- *Leroy Wade, MO – Treasurer-Elect
- *Jennifer Lanphear, ME – Secretary
- *Erin Klarer, KY – Member-At-Large
- Deena Lager, AZ – Member-At-Large
- *Todd Brown, IA – NASSGAP Website
- *Katie Harrison, SC – Membership
- *Donna Thomas, MD – ED Technical Forms
- *Elizabeth McCloud, PA – Federal Relations
- *Frank Ballmann, NY – Director/Federal Relations
- Michael Solomon, IL – Annual Survey

I. Call to Order 2:05 p.m.

II. Review and Approval Minutes from July 16, 2019 Jennifer Rogers motion to approve. Rachelle Sharpe second. No discussion. Unanimous approval.

III. Proposal on modifying committee structure Rachelle Sharpe, Jennifer Rogers, and Katie Harrison met to create the EC restructuring proposal copied at the end of these minutes. No vote today, but discussion ensued with points to consider.

- a. Financial Planning Committee: creation of a new committee to relieve some of the duties of the treasurer. Someone other than the Treasurer would chair this committee.
- b. ED Tech Committee: responsibilities are outlined in NASSGAP Guide. This role does not conflict with Federal Relations.
- c. President Elect could act in a supporting role to Federal Relations Chair.
- d. Member at Large would take on membership duties. Discussed the possibility of term increase to 3 years.

IV. Officer Reports

- a. Past-President – *Rachelle* nothing additional to report
- b. President – *Elizabeth* working on financial planning committee; draft for September
- c. President Elect – *Jennifer R.* waiting for contract from hotel in Cincinnati. Has new contact who has been very responsive, so she is hopeful a contract will be on route.

Elizabeth said can discuss Friends of NASSGAP in September

- d. Treasurer – *Irala Magee* We have 37 paid memberships; 12 paid conference fees for 2019 conference. Reconciliation for 18-19 is complete. Review on google docs. Contact Irala if you need the link. We are ready for tax season. Contacted Kevin recommended by Frank. Taxes are due in November. He can prepare it for the most part from Google docs records. Irala has prepared an extensive transition list including automatic withdrawals (to transition debit card), electronic access, etc.

e. Secretary – *Jennifer L.*

- i. *Per by laws – “The Secretary shall promptly notify the President and the membership of the results of the election. This must be done prior to the next fall meeting.”*
- ii. If there are no objections I will email election results to the membership tomorrow morning. Todd Brown and Renee Davis received 100% percent of the votes cast. We had 72% participation (down 1% from last year). The elected officers shall begin their terms at the conclusion of the fall business meeting.

V. Committee Reports

- a. Members at Large/Conference – *Erin Klarer*
 - i. Confirmed dates and times of speakers
 - ii. Publication department is doing the agenda so she’s asking for bios and photos
 - iii. Asked conference committee folks to handle registration table iv. Next Call has not yet be scheduled. Probably last week in August.
- b. ED Technical – *Donna* no report.
- c. Federal Relations – *Elizabeth McCloud and Frank Ballmann* provided Federal update
- d. Web – *Todd* will report next month
- e. Membership – *Katie Irala* provided the membership update

VI. Old Business

- a. Friends of NASSGAP report will hold for next month

VII. New Business

VIII. Adjourn at 2:59 pm.

August 2019 – Updated Proposal for EC Restructuring

Proposal Submitted by Katie Harrison, Jennifer Rogers, and Rachele Sharpe At the May 2019 Executive Committee meeting in Durham, North Carolina, a proposal for combining the duties of the Membership and Ed Technical Forms Committee was reviewed by EC. After lengthy review and discussion, EC asked for a further review of other possible ways to restructure committees and officers to allow for streamlining of committee duties in addition to a review of possible changes to Member at Large duties.

Summary of Current Issues:

- Membership Chair duties have lessened slightly due to improvements in automation, but much of the work done by the Membership Chair is still manual.
- The role of the ED Tech Chair has also lessened, and this position has the least amount of work of all current committees.
- Positions of Members at Large are elected, but duties have revolved around conference planning and not representing the Membership.
- Membership Chair plays the role of representing the Membership but is currently not an elected position.

Proposed Changes to Executive Committee:

- Current Members at Large to remain as elected positions on a 2-year rotation, but positions would be renamed to reflect conference planning duties (i.e. Conference Co-Chair). Duties would remain the same as they are currently, with newly elected co-chair serving as the Site Coordinator and the second-year co-chair serving as the Program Coordinator. The only thing that changes is the name of the position from Member-at-Large. When electing officers, the Membership would elect a new Conference Co-Chair each year.
- Retain the position of Member-at-Large on the Executive Committee but give it the duties of the current Membership Chair. Basically, convert the Membership Chair to an elected position and have the elected officer serve on a 2-year rotation. This officer would maintain the current duties of Membership, and their role would include being the primary representative/liaison for association members. This would give the “voice of the members” a vote on EC matters, whereas the position does not currently have a vote.
- To address the distribution of the remaining committee duties, this proposal would move the current duties of the ED Tech Committee/Chair to the Federal Relations Committee/Chair. This would allow the Federal Relations Chair to establish and maintain relationships with key players at the Department of Education. If duties became too overwhelming, the Chair could appoint a member of the Federal Relations committee to handle some duties like collection of deadline dates, etc., but the Chair would remain the liaison between NASSGAP and ED. Another option would be for the President-Elect to serve in a supporting role to this position to assist with data collection on behalf of the Chair.

Proposed Committee Chair and Elected Position Rotation:

- Open for discussion is whether NASSGAP continues to have chairs-elect every 4th year
- The chart below assumes no chair-elect.

NASSGAP Committee Chair Rotation								
	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27
Web Committee	Todd	New	2	3	4	New	2	3
Federal Relations/ ED Tech	Elizabeth	Elizabeth	New	2	3	4	New	1
(POTENTIAL NEW) Financial Planning	X	New	2	3	4	New	2	3
NASSGAP Elected Position Rotation								
Member-at-Large (membership)	Katie (not yet an elected position)	Katie (or other elected member – first yr)	Katie (or other elected member – second yr)	New	2	New	2	New
Conference Co-Chair	Deena Renee	Renee New	2 New	2 New	2 New	2 New	2 New	2 New

Implementation and Considerations:

Review By-Laws to determine what changes will need to be presented to the membership for a vote. If implemented in 2019-2020 for an effective change in 2020-2021, membership needs to be notified 30 days prior to October 2019 business meeting.

Decide whether to maintain practice of having chairs-elect during a chair's final year of service.

Update User Guide, if changes are approved and are to be implemented, including appropriate updates to committee rotation chart.