



**NATIONAL ASSOCIATION OF STATE STUDENT GRANT AND AID PROGRAMS**  
**Executive Committee Meeting – Monthly Conference Call**  
**Wednesday, February 19, 2020 – 12 p.m. PST/1 p.m. MST/2:00 p.m. CST/3 p.m. EST**

Join from PC, Mac, Linux, iOS or Android:

<https://itsmsgov.zoom.us/j/473759901?pwd=VHd1MW1kREttR3lmSWdJaW5FOXBQU09;>

Password: 767383

Telephone: USA 888-822-7517 (US Toll Free); Conference code: 2791682

**MINUTES**

**I. Call to Order 12 p.m. PST/1 p.m. MST/2:00 p.m. CST/3 p.m. EST**

- \*Jennifer Rogers, MS – President
- \*Elizabeth McDuffie, NC – Past President
- \*Todd Brown, IA – President Elect
- \*Leroy Wade, MO – Treasurer
- \*Jennifer Lanphear, ME – Secretary
- \*Deena Lager, AZ – Member-At-Large (year 2)
- Renee Davis, NV – Member-At-Large (year 1)
- \*Katie Harrison, SC – Membership
- Donna Thomas, MD – Ed Technical Forms
- \*Elizabeth McCloud, PA – Federal Relations
- \*Ritchie Morrow – NASSGAP Website
- \*Frank Ballmann, NY – Director/Federal Relations

**II. Review and Approve Minutes from January 15, 2020 – no edits or changes**

- a. Motion to approve – Elizabeth McDuffie
- b. Second – Leroy Wade
- c. Unanimously approved

**III. Officer Reports**

- a. President – *Jennifer*
  - i. May EC (hotel contract/travel)
    - 1. Contract has been signed includes accommodations and meeting room is free
    - 2. Contact is lining up some restaurants to try out for group dinner
  - ii. Web Committee Chair
    - 1. Erin Klarer resigned from EC
    - 2. Ritchie Morrow appointed by President and accepted
    - 3. Katie already asked that Ritchie be added to Eclistserv
  - iii. Deena: Arizona legislation has moved Director of 529 plan from ED Agency to Treasury Office. As such her position would no longer has state aid

responsibility as of September. Could we invite another NASSGAP member to shadow her in case she is unable to fulfill Membership at Large position? Elizabeth McD indicated we would have a slate of officers by May or June. Perhaps the upcoming EC member could fill the role. In 2016, a member at large became seriously ill and unable to fulfill her duties so the president appointed a replacement.

iv. User Guide Proposals:

1. Travel Reimbursement (see attached)

a. Executive Committee

- i. Historical all expenses for all attendees of in person EC meetings
- ii. User Guide excludes committee chairs, so we'd like to update user guide to match practice
- iii. Elizabeth McD moves we update the user guide. Jennifer L seconds.
- iv. Discussion – insert “invited”
- v. Passed unanimously

b. Speaker Travel

- i. Amend to state “Allowed for reimbursement as well as any other travel costs allowed as indicated in section C the Duties and Responsibilities of the NASSGAP Executive Committee section of this User Guide.
- ii. Todd B motions we adopt the edits. Elizabeth McD seconds.
- iii. Passed unanimously

2. Friends of NASSGAP

- a. Amended with housekeeping language
- b. Discussion ensued regarding who will be responsible for the upkeep. Past president will update the list annually. Update Duties and responsibilities of past president as H. Elizabeth McD asked if we should remove deceased FON. Katie H shared SCASFAA moves them to “members that have moved on.”
- c. Deena L motions to agree to amended language as presented including the amendment to include update to Duties and Responsibilities. Todd B seconds.
- d. Passed unanimously.

b. Past-President – *Elizabeth McD*

- i. Nomination committee has confirmed one member and will reach out to the other members to confirm.
- ii. Goal is to present slate May 1.

c. President Elect – *Todd*

- i. 2021 NASSGAP DC Conference contract has been signed and posted to the website. Increased number of rooms. Conference rate is available 3 days before and after.
- ii. 2021 Conference is in Washington DC. The May Executive Committee meeting does not have to be in the same location. Location is the president's choice.
- iii. Todd will reach out to Ritchie to provide an “intense” training program.

d. Treasurer – *Leroy*

- i. Treasurer's Report for February provided.
  - ii. No questions.
- e. Secretary – *Jennifer L.*
  - i. Thank-you for passing the minutes.
- f. Members at Large (Conference) – *Deena & Renee*
  - i. Deena & Renee met yesterday.
  - ii. Does the Executive Committee have recommendations for conference committee?
  - iii. They will also send out a request to membership for committee volunteers.
  - iv. The first meeting will be a meet and greet.

**IV. Committee Reports**

- a. Web – *Open/Todd*
  - i. Membership registration will be worked on soon
  - ii. Ritchie will report next month.
- b. Membership – *Katie*
  - i. Ritchie will be the first to update membership so we can post payment we already received
  - ii. Update on Restructuring Proposal
    - 1. Rotation chart has been a challenge
    - 2. Overall idea will remain the same but will roll forward by 1 year
    - 3. Will present by-law changes to EC so they can be presented to full membership for approval
    - 4. Election buddy can accommodate by-law changes
- c. Ed Technical – *Donna NOT ON CALL*
- d. Federal Relations – *Elizabeth McC & Frank*
  - i. Frank provided a Federal Update
  - ii. Discussion regarding President's Budget Letter

**V. Old Business - none**

**VI. New Business - none**

**VII. Adjourn** Elizabeth McD moved to adjourn. Jennifer L. seconded.

## User Guide Proposal to Update the Travel Reimbursement Guidelines

### Executive Committee Travel

In the NASSGAP Executive Committee section of the User Guide, under “Duties and Responsibilities” on page 13, update B.3. as follows:

The assistance should be available ~~only~~ to all Executive Committee ~~voting~~ members, ~~not to~~ including committee chairs or other attendees who are not voting members.

### Speaker Travel

In the Conference Policies section of the User Guide, under “Speaker Travel and Other Benefits” section on page 25, update G.2.iii. as follows:

Costs of travel are defined as transportation, hotel, and meals that are not provided at the conference, as well as any other travel costs allowed for reimbursement under the Duties and Responsibilities section of the NASSGAP Executive Committee section of this User Guide. The same process and guidelines should be used to reimburse speaker travel costs as costs for members of the Executive Committee.

## August 2019 – Friends of NASSGAP Proposal

At the May 2019 Executive Committee meeting in Durham, North Carolina, the EC discussed the need to update the Friends of NASSGAP lists, extend invitations to new Friends, and identify a way to better manage the Friends list.

### Summary of Current Issues:

- There are inconsistencies between the Friends list from the website and the list on p. 30 of the User Guide.
- Many of the Past Presidents from the Past Presidents list on p. 11 of the User Guide were not included in either Friends list.
- The User Guide language about Friends does not align with the Bylaws language.
- The organization doesn't have a good way of keeping track of Friends, especially if they remain active in financial aid but not in NASSGAP.

### Proposal:

- Combine the Friends list from the website and the User Guide – see chart below.
- Add all Past Presidents who were not already on the Friend list – see chart below.
- Create a Future Friend list of the Past Presidents who are still active in NASSGAP. The Future Friend list would be for internal EC use, so the organization remembers to add them to the Friend list when they leave NASSGAP – see chart below.
- Update the User Guide to align the User Guide with the Bylaws.

### **Friends of NASSGAP (p. 30):**

- A. Any member can recommend that someone become a Friend of NASSGAP.
- B. All **living** past presidents who are not current NASSGAP members **and who are no longer in the financial aid community**, are invited to become a “Friend of NASSGAP”.
- C. All others must be approved by majority vote of the Executive Committee. (FE-11)
- D. Friends are **mailed sent** a letter of invitation upon being named a Friend, **included in communications**, and **new Friends and Friends in attendance** are announced at the October meeting.
- E. Friends are invited to **come to attend** the full conference at the member rate, **or to attend a single conference meal at no charge**.
- F. **Friend benefits will be suspended if the Friend attends a conference representing an organization with a professional interest in NASSGAP.**

### **Bylaws, Article III, Section 1, c. (For reference):**

Friend of NASSGAP: An individual who has made significant contributions to NASSGAP or its objectives or goals (including all past Presidents) and who is no longer an active participant in the NASSGAP community and is not employed by a NASSGAP member agency may be eligible for designation as a Friend of NASSGAP. Any

NASSGAP member may recommend an individual for Friend designation. To be designated a Friend, a recommended individual must be approved by a majority vote of the Executive Committee. Any Friend of NASSGAP is invited to be NASSGAP's guest for one meal at any NASSGAP conference or may attend NASSGAP conference sessions at the prevailing Conference member rate. Friends of NASSGAP are non-voting members and are not required to pay annual dues. All benefits will be suspended if the Friend attends a conference representing an organization with a professional interest in NASSGAP.

<b>Friend of NASSGAP</b>	<b>City</b>	<b>State</b>	<b>Year, if Past President</b>
Melanie Amrhein*		LA	2005-06
Theresa Antworth*		FL	2004-05
Joseph D. Boyd*		IL	1967-68
Stan Broadway*	Raleigh	NC	Part-yr 1975-76 & 1976-77
James Beyer	Eugene	OR	
Douglas Collins*	Eugene	OR	1992-93
Jerry Davis	Dillsburg	PA	
Gustavo DeLeon	Austin	TX	
Eileen D. Dickinson*		NY	1980-81
Barry Dorsey*	Martinsville	VA	1982-83
Elizabeth L. Ehart*		NJ	1970-71
Ross Erbschole*		AZ	1987-88
Sherry Fox	Ewing	NJ	
Scott Freeman*		NJ	1996-97
Jim Garcia*	Sacramento	CA	2001-02
Jack Guinn	Baton Rouge	LA	
Walter G. Hannahs*		NY	1972-73
Arlene Hannawalt	Clancy	MT	
Jan Hilyer	Montgomery	AL	
Lois Hollis*	Austin	TX	2009-10
Francis Hynes*	Castle-on-the-Hudson	NY	1990-91
Ronald Iverson*	Cave Creek	AZ	1974-75
Richard Johnston*		WI	1973-74
Sheila Joyner*		OK	1994-95
Ron Jursa (deceased)*	Grayslake	IL/MI	1968-69 & 1979-80
Peter Keitel	Delmar	NY	
Mary Beth Kelly		PA	
John Klacik*	Olympia	WA	2002-03
Judy Knapp		NH	
Maureen Laffey*		DE	2003-04
William Lannan	Helena	MT	
Jeffrey M. Lee*		OR	1971-72

Julie Leeper*		IA	2011-12
Bob Long*		WV	1997-98
John D. Madigan*		RI	1985-86
Cheryl Maplethorpe*		MN	2000-01
Arthur Marmaduke*		CA	1966-67
Joseph McCormick	Fisherville	KY	
Vicki Merkel*		OR/WA*	2010-11
Dennis Obergfell*		IN	1999-00
Shirley A. Ort*		WA	1988-89
Kenneth Reeher*	Camp Hill	PA	1969-70 & 1978-79
Haskell Rhett*	Stillman	NJ	1977-78
Jeanne Saunders, USDE	Washington	DC	
Kenneth Shook*	Westminster	MD	1984-85
Gary Smith*	Mechanicsburg	PA	1989-90
Ernest Smith, JR.*	Indialantic	FL	1981-82
John Siegest	West Harford	CT	
Chas Treadwell (deceased)*		NY	1993-94
Hugh Voss*		MO	Part-yr 1975-76
Gary Weeks*	Keizer	OR	1983-84
Mary Ann Welch*	Warwick	RI	2006-07
Debra Wiley*		CO	1986-87
Peggy Wipf			
Christine Zuzack*		PA	2013-14

\*Past President / Not listed as Friend in User Guide or online list

<b>Future Friend</b>			
Lee Andes, VA*		VA	2008-09
Stephanie Butler, AK*		AK	2015-16
Marilyn Cargill, VT*		VT	2007-08
Ted Franzeim, VT*		VT*/KY	1995-96
Ron Gambill, TN*		TN	1998-99
Diane Lindeman, KS*		KS	2014-15
Clantha McCurdy, MA*		MA	2016-17
J. Ritchie Morrow, NE*		NE	2012-13
Eddie Shannon, SC*		SC	1991-92
Rachelle Sharpe*		WA	2017-18

\*Past President who will become a Friend when retire/leave NASSGAP

**Question:** Do we need to keep up with the city?