



Executive Committee Spring Meeting

May 26 -27, 2020

Zoom: <https://itsmsgov.zoom.us/j/3943806463>

Agenda

Tuesday, May 26, 2:00 – 5:00 p.m. CDT

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

- *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 March 18, 2020 Todd Brown moved to approve the minutes; Elizabeth McDuffie second. No discussion. Unanimously approved.

III. Review and Approve Minutes from April 15, 2020 Elizabeth McDuffie moved to approve the minutes; Todd Brown second. No discussion. Unanimously approved.

IV. Officer Reports

a. President – *Jennifer Rogers*

i. Summary of Activities Year-to-Date

1. Sent a letter of support for FAFSA simplification act
2. Conference contract signed for Ohio conference, Ohio
3. Re-stated support of CARES Act
4. Committee change when Erin left and Ritchie was invited to fill the empty seat
5. Speaker, EC travel section, Friends of NASSGAP section
6. Decided not to send a letter of opposition to President's Budget
7. Signed onto letter Protecting Pell

ii. Update User Guide re: Travel Reimbursement if Event Cancelled

1. Proposed edits apply to NASSGAP Executive Committee Duties and Responsibilities. Section B, B3, C3a, b, c, & d. EC in person meeting only
2. Discussion ensued and edits to the language agreed upon (see attached draft).

- b. Past-President – *Elizabeth McDuffie*
 - i. Nominations committee met and have confirmed 3 of the 4 seats up for election. President elect, Secretary, Treasurer elect, Member-at-Large
 - ii. Will present the slate once the 4th is confirmed.
- c. President Elect – *Todd Brown*
 - i. October 2021 conference contract confirmed in February. Given the current situation, Todd reviewed the contract again for potential changes.
 - ii. Conference Contract Checklist for President Elect would be helpful so Todd has started putting together a rough draft of what he’s learned over the past few months being involved in the process. October 18-22, 2021.
 - iii. Last conference we left roll call open providing states flexibility as to how they respond and present what is happening in their own state. Todd proposes taking the same approach. The flexibility leads to interesting conversation. Todd anticipates submitting to the membership in September. The EC agreed this approach worked well as long as we include guidance on available time.
- d. Secretary – *Jennifer Lanphear*
 - i. Thank-you for approving March and April 2020 minutes.
 - ii. Posting to website repository. Ritchie does not currently need extra support posting documents like minutes and Key President Documents to the website. Jennifer Rogers will send FAFSA Simplification Support letter and Letter supporting Pell increase in public section of website. Minutes are behind login.
 - iii. On standby to present Amendments and Bylaw changes at least 30 days prior to business meeting for membership approval.
 - iv. Elections Polls – on standby to present and collect results

V. Budget

- a. Report from Treasurer – *Leroy Wade*
 - i. \$50,000 T Bill rolled out because we did not renew on time. Not a big deal because rate was so low. Leroy will get the funds re-invested.
 - ii. Received 5 membership payments from Kentucky, Virginia, Utah, Nevada, & Pennsylvania.
- b. Review budget for 2019-20
 - i. Leroy sent via encryption and shared screen; also available in Google docs.
 - ii. We have extra funds because we did not incur expenses for the May EC meeting as it was held virtually and not in person.
- c. Draft budget for 2020-21
 - i. Revenue
 - 1. Let’s project 45 46 members in case budget freezes prevent all 48 from renewing.
 - 2. Conference – zero out until we decide whether or not conference will occur
 - 3. Leroy will get back to the group with anticipated June interest
 - ii. Expenditures
 - 1. 2020 Fall Conference - Ohio: Jennifer emailed the hotel for options if we are not able to proceed with conference. There is an “impossibility clause” if not invoked we could incur expenses of food guarantee \$7,000 and room guarantee \$21,000. If we cancel by September 1 we owe 60% of guarantee. We used \$25,000 as a commitment just in case. Anticipate smaller number head count.
 - a. Discussion topic: at what point do we cancel conference? In 2010 we had 30 people based on state budget issues. 2020 is more than a budget issue; it’s also a health issue. In 2008

budgeted for 48 people but we had 38 attend. In 2009, we had 33 attend.

- b. Ritchie shared the conferences were still a strong experience with good speakers even though the attendance numbers were small.
- c. Many EC member states already have travel moratorium.
- d. Is holding an in person conference worth the risk of members getting stranded due to an unplanned quarantine?
- e. Elizabeth McDuffie proposed a virtual conference. In support of Elizabeth's proposal, EC members presented examples of cancelled fall conferences and/or in person conferences transitioned to virtual.
- f. Conversation regarding virtual expenses/revenue ensued
 - i. Charge a conference fee?
 - ii. Pay presenter fee?
 - iii. Require registration for login information
 - iv. Require membership
 - v. Benefit: multiple people from one organization could attend for price of single membership

- 2. 2021 Fall Conference Deposit - DC
- 3. Executive Committee In person meeting
- 4. Other Conference Expenses like Scholarship and Speaker expenses go away with a virtual conference
- 5. Federal Relations Committee
- 6. Website
- 7. CEF membership dues
- 8. Annual Survey
- 9. Awards
- 10. Tax Prep
- 11. Research
- 12. Misc
- 13. Operating Reserves for Future Conference Obligations \$10,000 (60% liability if we cancel outside of impossibility clause)

iii. Draft 20-21 balanced. Jennifer entertained a motion to approve. Leroy moved. Elizabeth McDuffie seconded. No further discussion. Unanimous approval.

d. Balance sheet review – not yet ready; Leroy will present tomorrow.

VI. Committee Reports

- a. Website – *Ritchie Morrow*
 - i. Todd has been helping Ritchie learn the ropes.
 - ii. Responded to emails via NASSGAP site. Requests for interviews forwarded to Frank.
 - iii. Ritchie will need to miss a bit of tomorrow's meetings.

Elizabeth McDuffie moved we recess for the day. Everybody seconded. Unanimously approved.

Recessed for the day at 4:30 p.m.

Tuesday, May 26, 6:00 – 7:00 p.m. CDT – Optional Happy Hour

Wednesday, May 27, 10:00 a.m. – 1:00 p.m. CDT

Call to Order 10:06 a.m. CDT

***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)**
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VII. Committee Reports (Continued)

a. Membership – *Katie Harrison*

- i. Discuss EC Restructuring and By-Laws Changes (attached) Katie, Rachelle, and Jennifer R. have been working on the restructuring for several months. Katie presented the proposal to Ritchie as well. Membership chair would become Member-at-Large and the 2 current Members-at-Large titles would become Conference Co-chairs.
- ii. EC needs to vote to agree to accept proposed verbiage changes. Full membership must vote to approve. Secretary is responsible for sending at least 30 days prior to vote. Per by-laws quorum of full membership is there. If conference is not in person we will need to consider platform and how these changes along with last year’s business meeting minutes can be voted upon.
- iii. Jennifer R. entertained a motion to accept the edits to Article IV & Article VI. Todd moved to approve; Leroy seconded.
- iv. Article VII. Section 4. Discuss Committee Rotation Schedule/Chart. Jennifer R. entertained a motion to accept the edits to Article VII. Section 4. Jennifer Lanphear made motion; Todd Brown seconded. No further discussion. Unanimously passed.

b. Ed Technical – *Donna Thomas*

- i. *ED is processing deadline updates*
 - ii. *She has no further updates for ED Technical*
 - c. *Federal Relations – Elizabeth McCloud and Frank Ballmann*
 - i. *Elizabeth stated Frank will provide the majority of the Federal Relations update.*
 - ii. *Copy Franks update emailed to Federal Relations Committee.*
 - iii. *Franks priorities*
 - d. *2020 Conference – Deena Lager & Renée Davis*
 - i. (see attached draft presentations)
 - ii. Let’s send out a survey – who has travel restrictions; if we have a virtual conference what would they be comfortable with for a conference fee; any member can attend for free but must be a member to attend; if we do a virtual conference we need a platform where we can vote. Zoom has functionality to raise hand (we could count hands). People shared their experiences with Zoom conferences.
 - iii. EC has agreed to hold a virtual conference for fall 2020.
 - iv. Discussion ensued regarding the appropriate platform for a virtual conference. Deena will research platforms, expenses and submit to the Executive Committee.
- VIII. Old Business** – we will postpone the vote until June on user guide changes as well as discussion on the updated balance sheet.
- IX. New Business** – no new business.
- X. Elizabeth McDuffie moved we adjourn and Leroy Wade seconded. Approved unanimously. Meeting adjourned at 1:09 pm.**