



NATIONAL ASSOCIATION OF STATE STUDENT GRANT AND AID PROGRAMS
Executive Committee Meeting – Monthly Conference Call
Wednesday, November 20, 2019 – 11 a.m. PST/12 p.m. MST/1:00 p.m. CST/2 p.m. EST

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

<https://itsmsgov.zoom.us/j/283981375?pwd=ZU1hK1JsN3RqK3g3cUxFOEt2WCtsdz09>; Pass: 081942

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

Minutes

Call to Order

- *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)
- *Erin Klarer, KY – 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, - Annual Survey

I. Called to order at 2:06 pm

II. Review and Approve Minutes from October 22, 2019 and October 25, 2019

Minutes from October 22, 2019 in person Executive Committee Meeting: motion to approve, Todd Brown; seconded by Deena Lager. Approved with Frank Ballmann edit.

Minutes from October 25, 2019 in person Executive Committee Meeting: motion to approve, Renee Davis; seconded, Todd Brown. Approved.

III. Officer Reports

- a. President – *Jennifer Rogers (MS)*
 - i. Cincinnati hotel responded on all outstanding questions we had about items missing from the contract that were in our original proposal.

1. We will have free WiFi in conference room and guest rooms
 2. No deposit requirement
 3. 155 room nights in our block – could we move them around or increase them. Yes as long as there is availability in the hotel. Frank questioned why we had 20 on the first night. We had asked for 15 but during the May EC meeting people felt we needed more. We had 16 in DC 2017, 12 in NM 2018 and 13 in DC 2019. However, we would not know how many people attended the day before conference start outside of our reserved block. If we account for all EC members, we would need 12 at the most. We could need extra rooms for west coast travelers not on the EC. We agree 15 rooms is enough for the first night.
 4. Check out extended by an hour
 5. Extended same rate through 2020
 6. Insurance clause removed
 7. Erin visited and checked out the space
 8. We will iron out in person May EC separately from the October contract. We did discuss with the hotel.
- ii. Annual Survey Report
 1. Article in *Inside Higher Education* referencing Annual Survey.
 2. We sent a message out to the membership listserv about the Annual Survey and the subsequent coverage. Directed them to the website.
 3. Thank-you Michael Solomon for producing the report. Thank-you to Elizabeth McDuffie and Frank Ballmann for their work on the press release about the Annual Survey.
 - iii. Letter of Support of FAFSA Simplification
 1. Letter went out and was referenced in press release that went out about the bill
 2. Shared membership concerns and shared information on the website.
- b. Past-President – *Elizabeth McDuffie (NC)*
 - i. Elizabeth was unable to attend. Jennifer R. reminded the EC that Elizabeth is drafting a plan for a Finance Committee and we should discuss the plan when Elizabeth is available.
 - c. President Elect – *Todd Brown (IA)*
 - i. Confirmation of 2021 Conference Location – Frank Ballmann and Todd worked with 3 hotels in DC regarding minimum requirements to host conference in 2021. Embassy Suites-Georgetown will charge us \$1200 per day to cover room rate we paid this year. October 18-25. Weston offered government rate which is \$231 right now but no breakfast included.
 - ii. We will focus efforts on securing Embassy Suites-Georgetown.
 - iii. Renee Davis motioned to approve and Deena Lager seconded. Todd will move forward with pursuing Embassy Suite contract; Deena seconded.
 - d. Treasurer – *Leroy Wade (MO)*, *Jennifer Rogers provided the update*
 - i. Renewal of Montana Tax Exempt Status because we are chartered in Montana. Leroy & Irala Magee submitted the necessary forms and we received letter stating we are approved.
 - ii. Reimbursement of Speaker Expenses – Jennifer R. mentioned we should clarify what expenses we will cover and be clear up front with speakers about what we will cover.

1. At the October 22 in person EC meeting in DC, we discussed reimbursing speakers the same way we cover EC for the May EC meeting. There is some lack of specificity.
 2. Per 10/22/2019 minutes: We agreed to waive the conference fee. We will reimburse hotel and airfare. We will revisit annually based on the NASSGAP financial situation.
 3. Deena proposed we collect state policies on per diem and travel expenses. Deena will put in an excel spreadsheet so we can have for future information.
 4. Jennifer R. offered a counter proposal to use federal policy. We can keep it simple by using the federal policy.
- e. Secretary – *Jennifer Lanphear (ME)*
 - i. Nothing to report.
 - f. Members at Large (Conference) – *Deena & Renee*
 - i. Deena will provide a summary of the 2019 DC conference
 - ii. As soon as Deena can get into Survey Monkey she will prepare survey results and report next call.

IV. Committee Reports

- a. Web – *Erin Klarer (KY)*
 - i. Erin worked with Todd Brown to get all conference presentations posted to the website.
 - ii. Erin has user guides to read through.
 - iii. Colby Shank (IN) has volunteered to be on web committee and is interested in diving into survey collection tool. Current website is still under GBPI. Todd reported on behalf of Colby: he thought perhaps we could utilize some of our funds to put survey into new collection format on new website.
- b. Membership – *Katie Harrison (SC), Jennifer R. provided update per email from Katie*
 - i. No new membership numbers since the conference and doesn't expect any until 2020.
 - ii. She received contract information from Interclipse, a software developer and a potential new Associate Member. She will reach out to them and provide membership information.
 - iii. She will work with Jennifer R to engage Ohio to become members.
 - iv. She will continue working on EC restructure proposal.
- c. Ed Technical – *Donna Thomas (MD)*
 - i. Not on call
- d. Federal Relations – *Elizabeth McCloud (PA) & Frank Ballmann (NY)*
 - i. Elizabeth McCloud: PA continues to experience issues with API link up to FAFSA.
 - ii. Frank: schedule 1 continues to cause IRS DRT issues. Frank provided additional federal updates. Recommends having someone on federal relations that doesn't receive AMF would be helpful.

V. Old Business

- a. Friends of NASSGAP – status
 - i. Jennifer R. put together a list of Friends of NASSGAP and tried to reconcile the list to the website. She could use some direction on how to proceed so we will discuss further at the next EC.

- b. Restructuring
 - i. We will hold conversation about restructure to a date when Elizabeth McDuffie and Katie Harrison are available to share their work.
- c. Best time for EC calls: Wednesday 3 pm eastern and 2 pm central seems to work best for the majority.

VI. New Business

VII. Adjourn. Motion to adjourn Jennifer; Todd seconded. 2:59 pm