



NASSGAP Annual Business Meeting
Embassy Suites Albuquerque Hotel & Spa – Albuquerque, NM
Thursday, October 28, 2018

1. Call to Order (Rachelle Sharpe) – 4:20pm MDT
 - a. Roll call – Sign-in sheet attached.
 - b. **Approval of minutes from 2017 Annual Business Meeting – Motion to approve made by Ritchie Morrow, seconded by Harry Rommell. Minutes were approved as distributed.
2. Officer Reports
 - a. President (Rachelle Sharpe) – Rachelle highlighted the work of the Executive Committee and NASSGAP volunteers for their work on behalf of the organization throughout the year, including the rollout of the new NASSGAP website and enhancements to membership and treasurer functions. Rachelle discussed continuous efforts to update the association’s User Guide and the opportunities that exist to work with researchers from other organizations with a focus on higher education. She thanked the NASSGAP members for their support during her year as President.
 - b. Past President (Clantha McCurdy) – Clantha recognized all newly elected officers for the upcoming year and thanked everyone for voting. The following NASSGAP members were elected into office for the 2018-2019 year: Jennifer Rogers (MS) as President-Elect, Leroy Wade (MO) as Treasurer-Elect, Jennifer Lanphear (ME) as Secretary, and Deena Lager (AZ) as Member-at-Large. In addition, Elizabeth McCloud (PA) and Katie Harrison (SC) will serve on the Executive Committee as Federal Relations and Membership chairs, respectively. Rachelle thanked Clantha for her three years of service to NASSGAP on the EC.
 - c. President-Elect (Elizabeth McDuffie) – Elizabeth announced the dates and location for the 2019 conference, which will be held October 22-25, 2019, in Washington, DC.
 - d. Secretary (Katie Harrison) – Katie circulated the sign-in sheet and asked all members in attendance to sign. This serves as the official attendance listing for the Annual Business Meeting and will be included as part of the permanent minutes.
 - e. Treasurer (Irala Magee) – Irala circulated copies of the final 2017-2018 NASSGAP budget and the current 2018-2019 NASSGAP budget. She also reviewed the statement of accounts, which outlines the assets of the association. Irala reported that a percentage of resources are in the process of being converted to Treasury Direct accounts (T-Bills). She thanked Frank Ballmann and Ritchie Morrow for their assistance with this process. Irala then highlighted the enhanced features of the NASSGAP website, including the ability to accept payments via credit card. Rachelle took the opportunity to remind the membership about the NASSGAP Conference Scholarship.
 - f. Members at Large (Jennifer Lanphear and Erin Klarer) – Report provided during conference committee update.

3. Committee reports

- a. Federal Relations (Frank Ballmann and Ritchie Morrow) – Ritchie announced he is finishing his term as Federal Relations Chair after serving on the Executive Committee in various roles since 2005. He thanked the membership for their support and for their continued interest in federal relations issues. Frank expressed appreciation for the Federal Relations Chair position and its ability to represent the unique perspective of each state, and he stated that Ritchie had fulfilled this role strongly during his tenure as Chair.
- b. Web (Todd Brown) – Todd discussed the redesign of the NASSGAP website. New enhancements include membership registration, conference registration, and credit card payments. Numerous hours were spent developing and testing functionality by the web redesign team consisting of Jennifer Rogers, Irala Magee, and Mike Solomon. Todd expressed appreciation for their contributions. Feedback and requests related to the NASSGAP website can be directed to Todd.
- c. Ed Tech (Donna Thomas) – Donna was unable to attend, but Rachelle highlighted Donna's recent report to the Executive Committee. She stated that a FAFSA advisory group convening is being planned for November. Feedback on the MyStudentAid mobile app should be sent to Donna.
- d. Conference (Jennifer Lanphear and Erin Klarer) – Jennifer thanked the conference committee and expressed appreciation for the time and work put into planning the conference. She and Erin encouraged all members to complete the conference evaluation, which will be sent out shortly after the conference ends.
- e. Membership (Jennifer Rogers) – Jennifer announced there are currently 40 paid member states and two additional states with outstanding membership balances. There are six associate members. As an organization, NASSGAP will continue outreach to additional states who have previously been members. Jennifer took the opportunity to extend special thanks to Todd for his leadership on the website redesign.

4. Other business

- a. None
5. Transfer of Gavel (Rachelle Sharpe and Elizabeth McDuffie) – Rachelle announced that the President's gavel was given to NASSGAP by former NASSGAP President Dennis Obergfell. Elizabeth recognized Rachelle for her leadership and dedication to NASSGAP over the past year and provided a plaque on behalf of the association. Elizabeth addressed the association and encouraged the membership to volunteer for committees.
 6. **Adjourn – Harry Rommel moved to adjourn the meeting. Colby Shank seconded the motion. Hearing no further business, the meeting adjourned at 4:48pm MDT.

** action item