**WVASFAA Transition Meeting**

**Executive Committee Meeting Minutes**

**July 12, 2022**

1. **Call to Order-** Candi Frazier, President called the meeting to order at 11:00am. Those in attendance were Stephany Amos, James Buchanan, Ed Cole, Candi Frazier, Laura Helmich, Karen Martin, Sarah Musgrave, Matt Nettleton, Consuela Phillips, Chester Priest, JoAnn Ross, Bethany Schiffbauer, Nicole Solomon, Aaron Staats, Christie Tomczyk
2. **Introductions-** Candi welcomed everyone to our first in-person meeting since the pandemic and asked all members to introduce themselves. She announced that in lieu of Alicia Frey’s resignation Consuela Phillips would serve as Past President. She encouraged all chairs to add members to their respective committees. Candi also provided a brief overview of WVASFAA, voting procedures, reimbursement process, and took questions on job descriptions and expectations of each committee.
3. **Request for Approval of 2223 Budget and Committees-** Candi said the budget for the Fall 2022 conference would be $15,000 and that the Winter Retreat would be virtual. Karen moved and Nicole seconded to approve the 2223 Budget and Committees. The motion passed.
4. **Approval of Minutes-** The minutes from the March 21, 2022, Executive Committee Meeting were provided. Consuela moved and JoAnn seconded to approve the minutes. The motion passed.
5. **Review of Treasurer’s Report-** A current ledger was distributed. Laura said line 204 (2021 Fall Conference Exhibitors Fees) & line 205 (Spring 2022 Conference Exhibitors Fees) should be reflected in line 201. Stephany said BB&T were bought out by Truist and that we have one CD with them. Since the CD maturity date is 7/17/22 Sarah suggested Stephany contact Truist to discuss. The P&P language regarding budget reserve funds is conflicting. Consuela suggested increasing the amount to a minimum value. Nicole moved and Stephany seconded to update the P&P language to reserve will not go below $15,000. The motion passed. Candi reminded everyone that we have association clothing and that the proceeds are used for a student scholarship.
6. **President’s Report-** Candi thanked Karen for her assistance with her theme, “Nurturing the Future of Financial Aid: Building Leaders for a Better Tomorrow”. She also discussed her general goals, which include

\*Increasing volunteerism and networking at the state, regional, and national level: Candi has discussed with current MASFAA President Heidi Carl & MASFAA President-Elect Craig Slaughter the lack of WV participation in the past. Several committee members also shared their experiences with the MASFAA State Exchange Program and the NASFAA Leadership and Legislative Conference & Expo. For this year a WV representative will attend the OH conference and a WI representative will come to WV.

\*Determine if we are prepared to host the MASFAA conference in 2024: It will take the entire association to host the conference and it has been suggested that we recruit volunteers from other region states for assistance. Those in attendance felt this is not necessary and recommend that Candi let MASFAA know we are interested in hosting in 2024. Candi will be attending this year’s MASFAA conference Oct. 16-19 in Detroit, MI as well as Craig’s board meeting Aug. 1-2 in Minneapolis, MN.

\*Hold high quality state conferences providing opportunities for members to learn, grow, and network. Candi asked Laura and Nicole to provide conference materials at least six weeks in advance. Candi said that a representative from the Bridgeport Office of the WV Coalition to End Homelessness, will be presenting at the fall conference and hopefully someone from the MODIFY program and foster care. Candi also said that if you dial 211 it will provide contact information for such programs.

\*Continue to train school counselors on financial aid activities and programs: Karen has included her co-chair Sheri Goff on all communication regarding this year’s workshops.

Candi’s committee goals include setting one goal to accomplish this year that goes in line with the theme as well as adding new members to increase volunteerism and involvement.

1. **Committee Reports:**
2. **Fall 2022 Conference-** Laura said conference dates are Nov. 1-4 with the Executive Committee meeting on Nov. 1 and the conference Nov. 2-4. On Wednesday will include the Newcomer’s session, lunch, keynote speaker, and interest sessions. Thursday will include breakfast, lunch, and interest sessions. Friday will include breakfast, business meeting, and state update. Laura said she would welcome volunteers to assist with conference planning.

Candi said we need to set the Fall conference registration fee. Laura moved and Karen seconded to set the Fall conference registration fee at $135. Karen amended the motion to include a one-day conference registration fee of $75. Aaron seconded the amendment. The motion passed.

1. **Financial Aid Training for Counselors-** Karen provide a schedule for this year’s workshops. There will be six in-person and one virtual. Registration information will go out Aug. 1 to all counselors. The in-person workshops will be a collaborative effort between two schools.
2. **Nominations-** Consuela said the offices up for re-election include President, President-Elect, Secretary, Treasurer, and Associate member. She said to let her know if you are interested in running or would like to nominate someone (with their permission).
3. **Diversity and Inclusion-** Candi said there was nothing in the association mission statement regarding diversity and has asked Consuela and Ed to review. She also suggested a panel discussion session at the fall conference on diversity. Matt suggested reviewing WASFAA’s diversity handbook.
4. **Old Business-** Aaron asked about the status of the NASFAA Credential belts. Karen said she would check to see how many were in stock and if she needed to order any. Candi asked if anyone knew the location of the association projectors. Karen said she would check HEPC’s office for them. Candi asked for volunteers to provide AV assistance and equipment if needed at the fall conference.
5. **New Business-** Candi said we had not been a good steward of archives in the past. Bethany said we can keep information in the files section behind log-in on the website. She said the current content needs organized and categorized. Consuela suggested using a one drive and Bethany will explore our options. Candi mentioned institutional membership for the association. She also said she would share the committee report template with chairs. Stephany asked who could audit the association’s financial records. JoAnn suggested a business professor recommend a top business student to do the audit.
6. **Adjournment-** Consuela moved and Karen seconded to adjourn the meeting at 2:16pm. The motion passed.

**Addendum:**

On 9/6/22 Candi emailed the Executive Committee and said we needed to make an adjustment to the budget for the School Counselor Workshops to cover the cost of ASL interpreters for one of the events, which will be $434. Lake moved & James seconded to increase the budget for the School Counselor Workshops to account for the ASL interpreter expense of $434. The motion passed.

Respectfully submitted,

James Buchanan

Secretary