**WVASFAA Executive Committee Meeting**

**October 6, 2023**

1. **Call to Order-** Consuela Phillips, President, called the meeting to order at 2:05pm. Those in attendance: James Buchanan, Cody Call, Ed Cole, Candi Frazier, Alicia Frey, Sheri Goff, Laura Helmich, Kevin Holman, Kate Kim, Karen Martin, Consuela Phillips, Chester Priest, Aaron Staats, and Jacob Witt.

1. **Review and Approval of Minutes-** The minutes from the March 29, 2023, Executive Committee meeting were provided prior to the meeting. Sheri noted that under the Nominations and Elections report Stephany’s first name was spelled incorrectly. Candi moved and Aaron seconded to approve the minutes as amended. The motion passed.
2. **Review of Treasurer’s Report-** Ledgers were provided prior to the meeting. Our balances as of 7/1/23 are: $34,882.66 checking, $15,000 conference reserve, and $16,311.58 CD. Candi asked what the Student Success Summit expenses were. Sheri said $111 was reimbursed to HEPC for signage and flyers. Candi said we need to add to budget if we are reimbursing for such expenses in future years. Sheri said we saw a profit of $736.29 from the Spring conference. Candi said fewer attendees and Lifetime Membership award and gift expenses contributed to the lower profit. Laura said reduced the vendor fee was also a factor.
3. **Reports:**

**President’s Report-**

Consuela said we have vacancies in associate member representative & social outreach and promotion committee chair positions. Consuela wants to recommend Kevin Holman as associate member representative due to Matt Nettleton’s resignation. Candi moved and Sheri seconded to put Kevin in the associate member representative position effective immediately. The motion passed.

Sarah Musgrave provided Consuela with information about social outreach and promotion. Consuela said Christina Hayslett from WV Junior College is interested in replacing Sarah. Bethany Hirst has also resigned as the Website committee co-chair.

Consuela said Jacob Witt has volunteered to serve as President-Elect. We can vote him in now or put him on the next ballot. Sheri asked what the by-laws say. Candi said the president can put forth any name to serve during the term if approved by the Executive Committee. Candi said she would mentor Jacob. Discussion continued on spreading out the time commitment between President, President-Elect, and Past President. Currently, the President is responsible for two trainings (fall and spring) and serves as representative on MASFAA Board. Jacob suggested that the President-Elect be a learning year and to lessen the time commitment for the President that the Past President should serve on the MASFAA Board.

Candi said other states do the same. Her concerns are cost and thinks WVASFAA should take care of those costs (MASFAA membership & conference). We need to add these expenses to our budget. If the institution covers MASFAA costs, then WVASFAA can cover NASFAA costs. Aaron asked the term dates. Candi said our term year runs 7/1-6/30 and our membership year runs 11/1-10/31.

Karen moved and Candi seconded to put Jacob in the President-Elect position effective immediately. The motion passed.

Karen moved and Jacob seconded to designate the Past President as the representative to MASFAA effective immediately. Candi amended the motion to include “any reference that indicates MASFAA reimbursement in the P&P will be changed to “any attendees that are required to attend the MASFAA Conference would receive reimbursement for the conference and that WVASFAA would pay for MASFAA institutional membership”. The motion passed.

Candi moved and Chester seconded to approve the 2324 Executive Committee with the addition of Jacob Witt as President-Elect, Kevin Holman as associate member representative, and Christina Hayslett as Social Outreach and Promotion committee chair. The motion passed.

Candi said the expense for the MASFAA institutional membership for President and Past president would need added to the budget. She also reminded everyone that we did not send anyone to the NASFAA Leadership & Legislative Expo last year due to cost. Sheri and Stephany attended at their institutions expense last year and will go this year as well, regardless of who pays. After revisions, the estimated budget is $41,475. Kevin moved and Chester seconded to approve the 2324 budget at $41,475. The motion passed.

**Committee Reports:**

**Nominations and Elections, Past President-**no report.

**President-Elect**-no report.

**Associate Member-**no report.

**Fall Virtual Conference-**Aaron mentioned costs. He thinks a per person charge will not be feasible and suggests extending our membership through the end of the year or offer the conference for free. Kate said the agenda will include FAFSA simplification, state and NASFAA updates, panel discussions on FAFSA simplification implementation & training, technology updates, and podcast Q & A sessions. Karen asked what dates we were looking at. Aaron said second week of December or over a two week period. Candi asks if we do a complimentary conference do we want to charge for membership? Karen says extend membership to 12/31 and offer it free.

Sheri said Zoom package options are:

\*Pro: $15.99 per user per month up to one hundred attendees per meeting.

\*Business: $19.99 per user per month & three hundred attendees per meeting & choose 9 administrative users on each plan.

Aaron suggests the Business option due to FAFSA simplification. Aaron wants our business partners to take part. Laura wants to know if they would pay a fee or do a presentation. They paid $250 for prior virtual conference and had the opportunity to present a session and an elevator speech.

Chester said he is open to looking into things and what our “bang for buck” is. Virtual is hard for business partners and they do not really work. Kevin agrees with Chester. Laura says no fee would work and suggests looking at our Fall 2022 and Spring 2023 contributors and let them do their elevator speech prior to a large presentation or the business meeting. Candi asks if we are okay with extending this opportunity to our business partners-everyone was.

**Financial Aid Training for Counselors-** Karen said registration information went out 10/2 and over one hundred have registered as of today. HEPC will send two staff to each workshop, and they will provide the state and federal updates. Karen will send out the sample agenda next week. A NASFAA-authorized training event will be held 10/30 at Pierpont Community & Technical College.

**Long Range Planning-** Laura said for our spring conference a site visit is pending with Glade Springs Resort. The conference planning committee, Long Range Planning chair, and Consuela will visit the site. The proposed conference dates are 4/3-5 with the Executive Committee meeting 4/2, full days 4/3 & 4; and half day 4/5. Chester and Sheri asked about pizza party and bowling. Laura said dinner on one own will be at least one night.

**Conference (Spring)-**Candi saidBetsy Johnson, MASFAA President-Elect, will attend as well as another Ohio representative. Candi suggests having a session on the role of association officers.

**Government Issues-**no report.

**Website-**no report.

**Awards-**no report.

**Social Outreach & Promotion-**no report.

**Membership, Constitution, Bylaws, & P&Ps-**no report.

**Diversity & Inclusion-**no report.

**Professional Development-**no report.

**Auxiliary Issues-**no report.

**Retired & Lifetime Member**-Consuela said Buck will nominate Nina Morton for lifetime membership. Candi said it falls under her responsibilities and she will get that information out prior to the Spring conference. She is also preparing the 2425 ballot. We currently need nominations for Associate Member Representative-Elect and President-Elect positions.

1. **Old Business-**no report.
2. **New Business-** Candi said institutional membership will continue to be researched for the association. You cannot do anything as individual, such as running for office, without paying the membership fee; however, you can as institutional, and this will also increase our volunteer pool. Cost is a consideration as well as voting privileges-some are one only or some depend on institution or staff size. Chester said some institutions will not reimburse for individual membership fees, only institutional. Candi and Chester thanked Jacob, Consuela, and Kevin for stepping into their roles.
3. **Adjournment-**Consuela adjourned the meeting at 3:22pm.

**Addendum:**

On 10/20/23 Consuela emailed the Executive Committee and said we needed to finalize two items: vote on extending the membership year to December 31, 2023, and confirm that the Fall conference will be complimentary. Candi moved & James seconded to extend the membership year to December 31, 2023, and offer the Fall conference complimentary. The motion passed.

Respectfully submitted,

James Buchanan

Secretary