

## IASFAA EXECUTIVE COUNCIL SUMMER RETREAT MINUTES

Tuesday, June 11, 2002

Central College – Pella, Iowa

President Lois Mulbrook called the meeting to order at 9:20 a.m.

Members of the Executive Council present were: Lois Mulbrook, Laurie Wolf, Merlyn Kathol, Joan Meyer, Nancy Ferguson, Tracy Havener, Mike Epema, Mary Jo Smith, Mary Bloomingdale, Nancy Ankeny, John Parker, Heather Doe, Carol Bogaard, Jean Vander Wert, Steve Loven, Curt Bolte, Linda Miller, Robin Fisher, Beth Oakes, Bev Hickman, Karen Gagnon, Debbie Craig, Tracie Pavon, Luann Beckel, Cathy Hoch, Jeff Fritz, Mary Jacobsen.

As there were no additions or changes to the minutes from the special executive council meeting that was held after the spring conference, Laurie Wolf made the motion to accept. Tracie Pavon seconded the motion. Motion carried.

**Note:** we need to approve the minutes from the March telenet during the August telenet.

President Lois Mulbrook went over the **Treasurer's Report**.

As of June 7, 2002, IASFAA had income of \$65207.53 and expenses of \$55307.06 resulting in net income of \$9900.47. Assets total \$97078.75. Nancy Ferguson motioned to accept the treasurer's report. Tracie Pavon seconded the motion. Motion carried.

### **Officer's Reports:**

**Past President** Laurie Wolf reported that MASFAA is interested in honoring upcoming retirees. There are three MASFAA awards IASFAA can submit nominations for. She will put this information out on the listserve. The Reauthorization Task Force is working on pertinent issues and is sending out electronic reminders on all the issues. Laurie reminded IASFAA members to stay involved in the process. Members may contact her personally or by e-mail.

**President** Lois Mulbrook thanked everyone for coming to the retreat and reported that she has just finished traveling the state, meeting with committee chairs as we plan for the upcoming IASFAA calendar year. Lois reminded committee chairs to send their committee lists to herself and Joan so committee members could be recorded. The dates for Spring conference were set for April 10-11, 2003. Curt Bolte will have a list of prospective hotels in the Des Moines/Ames area to Lois by the end of the week so a final decision can be made on location for the conference.

**President-Elect** Tracie Pavon led a discussion on the Fall 2003 Conference. Fall 2003 conference will be held November 12-14, 2003 with first choice of location being Davenport. The Spring 2004 Conference will be held April 15-16, 2004 in Des Moines at the West Des Moines Marriott if available. Curt will try to get the hotel reserved until 3:00 p.m. on Friday, per program committee's request.

We discussed the possibility of a joint conference with another state or organization. Due to budget cuts and travel limitations on several colleges and universities, we decided not to attempt a joint conference at this time. Tracie will do some checking with other states and regions regarding the possibility of a joint-conference down the line a few years.

**Vice-President** Merlyn Kathol will be setting up the telenets very soon. Once again we will have 24 lines available. He will send an initial notification with directions for dialing in to executive council. Joan will send out a meeting reminder with the dial in directions 2 days prior to each telenet meeting. Merlyn will serve as our official Parliamentarian at executive council meetings and will be updating the MASFAA and NASFAA calendars with our IASFAA information.

**Secretary** Joan Meyer reported that she has 5 boxes of IASFAA envelopes and a big box of letterhead for our use.

**Delegates** Mike Epema, Tracy Havener and Nancy Ferguson will now be responsible for the updates to By-laws and policies and procedures. The newest delegate will have that responsibility each year. The results of the salary survey were handed out and we had a brief discussion regarding the usefulness to our membership and how often we should conduct the survey. These results will be distributed to the membership via the listserve and posted to the new website. Tracy handed out revisions the delegates would like to make to the next salary survey they conduct. We will discuss them at the next telenet. Approval was granted to Tracy Havener to shred all the completed salary surveys. The delegates will be concentrating on cleaning up the archives and getting them into some order for historical purposes. Debbie Craig will help, as a seasoned veteran of the group, to provide continuity and will include her photos in the archives. Discussion on imaging some of the items such as minutes was held and it was decided to check on the availability and cost of imaging. Each committee chair was instructed to start a committee binder that will be passed from chair to chair with pertinent information important to that committee.

There was discussion to obtain a safety deposit box for our CD's, insurance policy, tax-exempt status, articles of incorporation and other documents as we see fit. Tracie Pavon will pursue the safety deposit box and report at the August telenet. John Parker suggested that we might want to do a Historian's type book with a few items of interest from each year that could be set out at conferences for people to look through. Tracy Havener will check into it. Lois reminded the group that each president is supposed to turn in a President's year end report for our history. Lois believes this hasn't been done for some time.

### **Committee Reports:**

**Associate Members:** Mary Jo Smith reported that IASFAA will continue to support the Ronald McDonald House. Mary Jo is looking around the Waterloo area for an organization to benefit from our Fall Silent Auction. She reported that 10 people walked in the DM walk to benefit the Ronald McDonald House in early May. It was suggested that we might want to try a live auction rather than the silent auction at fall conference. Executive council suggested the Commission of Domestic Violence might be a good cause for IASFAA to support. Associate members will prepare for the John Moore Award mailing at the first of the year. Committee members are Cathy Hoch, co-chair, Kim Baumler, Jane Haugland, Tracy Havener, Faye Heykants, John Holland, Chris Keahi.

**Awards:** Mary Bloomingdale led discussion about ordering new medallions. In 1999 the cost was \$8.70 per medallion and now it will be around \$9.00, which will require an addition \$450 for the awards budget. We decided to go ahead and order 50 medallions. There was discussion on adding a newcomer or rookie of the year award. Mary will write up the guidelines for this new award and present them for a vote at the next meeting. She encouraged everyone to make nominations for awards via the web. Previous award winners are listed on the website. Curt Bolte mentioned that it might be nice to give Service Awards for 20 – 25 – 30 etc, years of service. We should be able to get that information from our membership database. It was asked if there were any known retirees for next year's spring conference. Laurie reminded that IASFAA should be submitting names for the NASFAA state awards also. Awards committee members are Mary Bloomingdale, Mary Jacobsen, Jane Haugland, Shelly Brimeyer, Julie Leeper, and Lois Mulbrook.

**By-Laws:** committee members include delegates: Tracy Havener, Mike Epema, Nancy Ferguson.

**Community Outreach:** LuAnn Beckel reported that the Early Awareness event held at the University of Northern Iowa in May was a huge success. Over 150 7<sup>th</sup> and 8<sup>th</sup> graders (and parents) attended the first annual "Make Your High School Count" event. Surveys not only indicated this was a worthwhile project but provided topics of interest for future events. This year, IASFAA Community Outreach Committee decided to expand the distribution of the *Planning Your Child's Future* brochure. The plan was to double the number of brochures to be printed so that we would not have to go to print again next year. Therefore, the Committee in cooperation with the Commission, printed 40,000 brochures. *Planning Your Child's Future* order forms were sent to YMCA's, daycares, preschools, elementary and middle schools. The order forms were mailed in February, and the brochures are nearly gone. Julie Molenburg had held a few back to distribute at the fair. However, those brochures are now being used to fill orders as well. There were countless positive comments. Counselors wanted to know how many they could have and some have even submitted subsequent orders. There was discussion about the possibility of a grant to cover cost of printing/shipping/etc. Laurie Wolf will talk to Dave Palmer regarding the possibility of a grant. This year 'College for a Day' was held at two locations: Des Moines and Cedar Rapids. The Committee is looking for input on whether to expand the locations to other cities such as Sioux City and Dubuque. In addition, should this activity be expanded to include sophomore, juniors and seniors? Transportation is the major expense to provide this activity. The financial aid chat night was hosted utilizing Mapping Your Future. While there is no way to tell the number of participants, we do know that 45 questions were submitted. The cost to host the event was \$862. Since this was quite expensive, the Community Outreach Committee wanders if their time and effort would be better used to contact HS guidance counselors (through e-mail) to tell them about or remind them of upcoming chat events and to get the word out to their seniors. They will pursue this option. Committee members are Tracy Havener, Kathie Walters, Chris Ditter, Jeff Fritz, Christi Fuller, Katherine Coates, Breck Appell, Melissa Prichard, Dan Holt, Heather Doe, Mary Jacobsen, Tracie Pavon, Shelly Brimeyer, Karen Gagnon, Sara Hobart, Merlyn Kathol, Amy Perrin, Aaron Steffens, Brandi-Stone Miller, Kara May.

**Electronic Services:** Nancy Ankeny did a presentation to show us what the new website would look like. Nancy discussed the need to follow through with charging the people who sign up for conferences over the internet and then don't attend. Nancy would like for all exec council members to email her information to update the calendar on our website. The newsletter will be kept on the website for a year on a rolling basis. Membership labels will be much easier to print from the new website. Committee members are Heather Andersen, Cathy Remakel, Julie Molenburg. Membership sub-committee members are Julie Leeper and Leanne Valentine.

Federal & State Issues: John Parker gave the following report.

I. Committee members for 2002-03 are as follows:

Linda Schwinn	Capri Cosmetology School	Proprietary Sector
Cindy Seyfer	Uni. of Iowa	Public 4-year
Peg Julius	Kirkwood C. C.	Community College
Duane Polsdofer	Waldorf College	Private
Walter Witthoff	Iowa Student Loan	Lender
John Parker	Iowa Student Loan	Chair

## II. Review of committee duties and plans:

**Duty 1:** Provide the membership with current information regarding issues pertaining to financial aid at the federal and state levels, including but not limited to distribution of the Iowa College Student Aid Commission's agenda notices and meeting minutes.

**Current Activities:** The IASFAA list is used regularly to post relevant regulatory, administrative, policy, and other relevant financial aid items selected from IFAP, NASFAA Today's News, and other related sources. In addition, during this Reauthorization time period, regular postings and prompts will be posted to the membership regarding the status of the Reauthorization process and the submission of comments to the NASFAA Reauthorization Task Force. Finally "legislative alerts" will be issued as applicable. To date, issues dealing with the Sept. 30 disbursement sunset issue and FED UP legislation have been posted as alerts.

The ICSAC meeting schedule for the year has been posted to the list as well as an item on the availability of the minutes of the Commission meetings. Reminders of meetings and the posting of minutes will be posted as they occur.

An invitation to attend and speak at the fall conference has been extended to U.S. DOE Deputy Secretary William Hansen.

**Future Activities:** We will continue to use the IASFAA list as the main communication method with the membership and expand (or contract) the postings as seems necessary. We will also explore the availability of additional "high level" federal and state speakers for the conferences in addition to working with the Program Committee to deliver relevant interest sessions.

**Duty 2:** Prepare and provide periodic training to the membership on effective ways to interact with state and federal lawmakers.

**Current Activities:** Web addresses for both the U. S. House of Representatives and the Senate have been posted to the IASFAA list, along with web site and e-mail links to Iowa's federal House and Senate delegation.

Guidance on how to prepare effective comments and a sample letter format has been posted to the list.

**Future Activities:** As an item of discussion for the Executive Council, we are interest in determining the interest in the preparation of a presentation for college student leaders and/or students in general that would promote legislative advocacy.

**Duty 3:** Research and draft position papers for the membership, at the direction of the President and Executive Council.

**Current Activities:** Based on earlier conversations with the IASFAA President and the Chair of the NASFAA RTF, there are no plans to prepare an IASFAA Reauthorization position paper.

**Future Activities:** None planned at present.

**Duty 4:** Coordinate the annual IASFAA Legislative Day.

**Current Activities:** No activities to date.

**Future Activities:** We will work with IACAC to coordinate IASFAA involvement in that day. In addition, we will explore other models such as the hosting of legislative receptions and other meetings with state and/or federal legislative officials.

**Newsletter:** Heather Doe requested if anyone has any new ideas to please share them with her. There will be at least 4 newsletters this year with publication dates being Sept 1, Dec 1, March 1 and May 1. There was a discussion on the inclusion of minutes. There was motion by Mike Epema to have the secretary send the minutes to the President after the meeting for approval. President will send them back to the secretary who will send them to the listserv as "unapproved". Then after each meeting the "Approved" minutes will be posted to the website.

**Professional Development:** Carol Bogard reported for professional development. The members of the Professional Development Committee are: Carol Bogaard, Chair Julie Molenburg, Barb Brady, Co-Chair Beth Oakes, Julie Dunn Cindy Peiffer, Don Duzik Robert Piechota, Tracy Havener Cathy Raemekel, Connie Jensen, Linda Schwinn.

Thanks to Nancy Ankeny for distributing the Professional Development training survey. Fifteen schools responded. Results showed that the IASFAA Fall Conference was the most often utilized for training, followed closely by the IASFAA Spring Conference. Few people who responded attend the Electronic Access Conference or NASFAA.

Plans are being made to send two people to Washington, DC for the NASFAA training of trainers. IASFAA's NASFAA training will be held at Hawkeye Community College on Tuesday afternoon, November 12, 2002 and Wednesday morning, November 13, 2002 just prior to the fall IASFAA Conference.

Plans are well under way for the Leadership Symposium, under the direction of Cathy Remakel. Her planning team includes Debbie Craig, Cathy Hoch and Julie Molenburg. They will meet the first Monday of every month (via conference call) from noon to 2 pm, with the exception of September.

Other projects of the Professional Development Committee are the Drive-In Workshop, training for support staff, keeping a training library of tapes of the FA 101 sessions and conference handouts, and the newcomers and mentors program at conferences, including scholarship awards for conferences.

**Program:** Jean VanderWert gave the program report.

Jean began by listing committee members:

Beth Oakes – Co Chair	Heather Anderson	Carol Bogaard
Mimi Coenen	Julie Dunn (not confirmed)	Mike Epema
Nancy Ferguson	Tammy Gay	John Holland
Connie Jensen	Lora Juhl	Chris Keahi (?)
Julie Leeper (?)	Brenda Nicholson- Easter	Jen Sassman

Ron Schardt  
Brandi Stone

Linda Schwinn  
Leanne Valentine

Cindy Seyfer  
Kathie Walters

Linda Miller & Jeff Fritz, as Site Co-Chairs will be working with us also.

The fall conference will be held in Waterloo November 13-15. Program will be meeting at the Ramada Inn in Waterloo in late June or July to get familiar with the facilities, plan sessions and work out the theme. Please contact any of the program committee members listed above if you have session ideas for this year. Last year program committee submitted session topics to the IASFAA listserv and received good feedback to help determine which sessions would be the most popular. This also helps determine session locations if the rooms cannot all accommodate the same number of attendees. Program Committee will do this again. Tara Kamin is tallying the conference and session evaluations and we will have those available for the planning meeting in Waterloo. A brief review of feedback from the spring conference appears to be very positive. People REALLY appreciated the federal update and the presenter, Marianna Deeken. Program Committee should pursue a federal update at least once a year. We tried out some changes with the spring conference to see if we could reduce printing costs. Beth Oakes volunteered to coordinate the printing of the program booklet at the University of Iowa. This was a significant cost savings for IASFAA and feedback was very positive. We also put the attendee lists and previous conference meeting minutes out on the web instead of printing them for everyone. This was also well received and will likely be continued.

**School Relations:** Steve Loven reported that the numbers at the High School Guidance Counselor Training were down this year. They did two College Aid Nights last year. Since there wasn't much attendance at the 2<sup>nd</sup> one, so they will only host one this year. Committee Members are Steve Loven – Chair, Nancy Ferguson, Sara Hobart, John Holland, Connie Jensen, Roberta Johnson.

**Site Coordinating:** Linda Miller and Jeff Fritz reported that their committee will be meeting with the program committee soon.

**Site Selection:** Curt Bolte would like to get some of the numbers from the past couple of meetings so he can set up a policy for the meetings that would include the number of sessions, number of people attending, number of rooms used, number of meals served. Curt was charged with the task of developing guidelines for site selection to be included in the policy and procedures.

**Sponsorship:** Robin Fisher reported for sponsorship.

Committee Members:

Robin Fisher – Chair *fisherro@luther.edu*

Bev Hickman – Co-chair *hickman@simpson.edu*

Discussion of increases in sponsorship contribution levels for 2002-03. After discussion and input from associate members who had already set budgets for the year. It was decided that the structure of the sponsorship levels should be reviewed for discussion at the winter retreat. Robin and Bev will research options and make an recommendation at the winter retreat for possible change next year. Solicitation of new organizations for participation in the state association are needed because of the merger of many lenders who have participated in the past. Robin will contact potential newcomers to increase the level of sponsorship and exhibitor participation in the association. Any member who has suggestions about potential sponsors or exhibitors are asked to forward those suggestions to Robin or Bev.

**Mentoring Task Force:** Karen Gagnon has been contacting people who are new to their positions and asking them what would have helped them. She is just getting ideas together such as a welcome letter, gift basket, list of contacts and will soon have something put together for us.

**Old Business:** None.

**New Business:**

**Policy and Procedures** -We went through the policies and procedures manual and made the necessary changes to update it and make it current. There was a motion by Tracie Pavon to accept the changes and updates to the manual. Mike Epema seconded the motion. Motion carried.

Updating the By-Laws, Long Range Planning report and Budget were tabled until August telenet.

Mike Epema made the motion to adjourn the meeting. Tracie Pavon seconded the motion. Motion carried.

Meeting adjourned.

Respectfully submitted,

Joan M. Meyer  
Secretary