



## WFAA 2018-2019 Executive Council Meeting Agenda

**Date:** March 12, 2019

**Location:** Red Lion SeaTac – Seattle, WA

Members present: Brian Dixon, Linnea Hengst, Sara Everitt, Caycee Clark, Alexandra Bailey, Rob Clarke, Kelly Forsberg, Lynette Splinter, and Oscar Verduzco

### 10:10am Call to Order

- |   |                   |
|---|-------------------|
| <input type="checkbox"/> Welcome, Housekeeping, Announcements | Brian Dixon       |
| <input type="checkbox"/> Roll call – establish a quorum       | Jessica Hernandez |
| <input type="checkbox"/> Quorum established                   |                   |
| <input type="checkbox"/> Review of the Agenda                 | Brian Dixon       |

### 10:12am

- |  |                   |
|--|-------------------|
| <input type="checkbox"/> Minutes from October 2018 meeting                       | Jessica Hernandez |
| <input type="checkbox"/> Review and approval                                     |                   |
| <input type="checkbox"/> Motion to approve by Linnea Hengst                      |                   |
| <input type="checkbox"/> 2 <sup>nd</sup> to move to approve by Caycee Clark      |                   |
| <input type="checkbox"/> No discussion   |                   |
| <input type="checkbox"/> Motion passes: Majority move to approve meeting minutes |                   |

- Outstanding To Do List

<b>TO DO LIST</b>		
<b>Action Item</b>	<b>Person Responsible</b>	<b>Status</b>
Draft up Internal Audit procedures and responsibilities for Fiscal Planning Committee within Policies & Procedures, for consideration and vote at next EC Meeting	Tracy Hall Kelly Forsberg	Completed
Discuss how to represent earned dividends, separate from liquid revenue and expenses	Fiscal Planning Committee	Completed

Fiscal Planning Committee will research what transactions created the biggest credit card processing fees and suggest ways to incorporate additional charges to membership to offset costs	Fiscal Planning Committee	Completed
Create a template to develop business guide for tips/guidelines	Linnea Hengst	Completed
Put together verbiage on how fiscal planning committee chair will be handled	Linnea Hengst Brian Dixon Jim DeWilde Kelly Forsberg	Completed
Set up and early awareness meeting with Kari L., committee, and leadership to discuss trainings (i.e. train the trainer)	Kari Lutcavich, training committee, Brian, Linnea, Sara	Ongoing
Set up strategic planning zoom call/meeting to go over survey (create survey) and to send that survey to the membership	Linnea Hengst	Ongoing
Create language to put into bylaws in case of vacancies	Brian Dixon and Sara Everitt	Ongoing

**10:15am**

- Treasurer's Report Linnea Hengst
  - Sent out budget year-to-date
  - Underspent budget
  - Corrected summer workshop and member fees to be in the correct categories between quarters
  - Received \$821 from donations for the scholarship
- Treasurer Elect Vacant
  - N/A

- VP for Legislation Alexandra Bailey
  - Continuing to monitor legislation changes
  - Uploading weekly bill tracker
- VP for Ethnic Awareness Linnea Hengst
  - Nothing to add
- VP for Training Vacant
  - N/A
- Secretary Jessica Hernandez
  - Nothing to add

### 10:27 am

- Past President Linnea Hengst
  - Added historical documents to one-drive
  - Would like those who are creating budgets or events to check the one-drive for historical reference (tips and hints)
  - Based on last year's meeting to separate the fiscal committee and treasurer, the Bylaws have been updated
  - Recommends moving forward, committees to take meeting minutes
- President-Elect Sarah Everitt
  - Participated in NASFAA conference, which was a good reminder of what we do and why
- President Brian Dixon
  - Attended NASFAA conference
  - Attended WASFAA conference in Las Vegas
  - Learned in advanced financial aid training how to become an advocate for our students across the board
  - Received feedback from our WFAA conference
    - A lot of good information for newcomers
    - Not a lot of new or useful information for more experienced financial aid attendees

### 10:37am

- Old Business Brian Dixon
  - N/A

### Consent Agenda Reports

#### 10:38am

- Proprietary Sector Rep Caycee Clark
  - Nothing to add
- Two Year Public Sector Rep Oscar Verduzco
  - Finding difficulties in admissions applications for students and wondering if there is a way to get rid of citizenship question. Per

Linnea this is optional, however, the form does not indicate clearly that it is an optional question

- Discussion about ways to support EBT on all campuses and how to provide lunches for running start students with free or reduced lunches
- Linnea mentioned there is an issue that CTCs do not have large foundations of funding and rely heavily on the state and federal government for money, thus creating more equity issues for their students
- Graduate/Professional Sector Rep Lynette Splinter
  - Nothing to add
- Fiscal Planning Committee Report Kelly Forsberg
  - Have been scanning documents to add to the one-drive
- Communications Rob Clarke
  - Currently has a newsletter draft
  - Would like someone to take pictures at conferences for promotional purposes
  - Different committees get standing piece in the newsletter
  - Two newsletters for the year, one in spring and one in fall
- Conference Ilda Meza
  - Nothing to add – Brian Dixon talked about conference related information as part of President’s report
- Early Awareness Kari Lutcavich
  - Trying to recruit members to help with WSAC trainings
    - Suggested to WSAC to have exact time, such as an agenda, for members to volunteer, which would make it easier for members to decide if they can or cannot commit
- Electronic Services Heather Jones
  - May need to have a co-chair due to the using the newer site with memberclicks from our last vendor (website is a lot more involved than our last one)
  - Website currently not being used to its full potential
- Fund Development Linnea Hengst
  - Nothing to add
- Historical Archives Kelley Christianson
  - N/A
- Membership & Volunteer Development Tammy Zibell
  - N/A
- Nominations and Elections Linnea Hengst
  - Elections are currently open, but close tomorrow March 13, 2019
  - Nobody has yet submitted candidacy for the VP of Ethnic Awareness position
- Student Budgets Brian Dixon
  - Working on new survey to collect data for student budgets

- Working with WSAC council on new survey
  - Linnea suggested using Survey Monkey since they now offer a month to month option for pricing. Brian is concerned with data security if we were to use Survey Monkey
- Strategic Planning Linnea Hengst
  - Strategic plan has been extended by one year
  - Linnea has reached out to the last person who did the strategic planning for guidance
  - The membership will need to be surveyed for information

### **12:03pm Lunch**

### **12:37 New Business**

- Approve Site Selections and Annual Conference
  - Vendors liked the location of where they were compared to where the sessions were being held – increased interactions
  - Travel was good according to attendees
  - Brian motion to enter contract with Yakima Convention Center for 2019 and 2020 WFAA conferences
    - Motion to approve by Linnea Hengst
    - 2<sup>nd</sup> motion to approve by Sara Everitt
    - No discussion
    - Motion approved by majority

### **1:02pm WSAC Update**

- Washington Promise: full funding of Washington State Need Grant
  - Senate would approve full tuition; however, schools will need to cover the student activity fees
  - Interested in providing more funding, but not full entitlement of funds
  - Still in process of edits from committees before final approval/denial
  - Considering using government poverty lines instead of state's Median Family Income standards
- High schools are able to utilize a tool with WSAC to see if students have submitted their FAFSA and if it was rejected

### **1: 43 New Business Continued**

- Discussion of what to do for vacant candidacies
  - Currently VP of Ethnic Awareness does not have any candidacies
  - Need to move to next meeting to discuss how to handle vacant positions – Brian will reach out to other organizations to see how they handle this situation (WASFAA and CASFA)
- Review of Remaining 2018-2019 Events and Budgets
  - Discussion on training and locations and webinar options

- Kari Lutcavich will try to get together with new VP of Training to set up summer opportunities
- Investment Committee and Fiscal Planning Recommendations
  - Jim, Kelly, Brian, Linnea, and Sara are planning to meet on 3/25/19
- Discuss State Need Grant Awarding Issues
- P&P/Bylaw changes
  - Linnea – we need to put into place a cancellation policy of events for a final cutoff date. Recommended verbiage to create policy to have a final cutoff date “When you register for this event, you are entering into a financial obligation and agree to comply with the cancellation schedule. Cancellation Policy Fee Schedule \$50 (Through [date])  
If you do not cancel by end of the day on [date], you will be responsible for the full amount of the registration fees and will be billed.  
Please note: These fees apply to both "pre-paid" and "pay later" registrations. If you previously registered and can no longer attend the conference but wish to send another colleague in your place there is no fee to perform a Change of Attendee. To change or cancel your registration, please contact the Conference Committee Chair: [contact information].”
    - Motion to approve of policy change by Sara Everitt
    - 2<sup>nd</sup> motion to approve by Brian Dixon
    - Motion approved by majority
    - Linnea will follow up after our meeting to send out the recommended changes of bylaws and procedures

## **2:58 Review To-Do List**

### **ADJOURN at 3pm**

- Motion to adjourn meeting by
- 2<sup>nd</sup> motion to adjourn meeting by
- Motion passes and meeting adjourned

**Next Meeting: May 29<sup>th</sup> and 30<sup>th</sup> at Gonzaga University - Spokane, WA**