



WFAA 2017-2018 Executive Council Meeting Agenda

Date: June 5-6, 2018 (Transition Retreat)

Location: Northern Quest Resort & Casino, Airway Heights, WA

Business Meeting June 5th, 2018

7:30 am – 8:00 am Continental Breakfast

8:00 am-9:45 am Fiscal Planning Committee Meeting

Members present for EC Meeting: Brian Dixon, Linnea Hengst, Lynetter Splinter, Heather Jones, Caycee Clark, Tammy Zibell, Alex Bailey, Jim DeWilde, Oscar Verduzco, Rob Clarke, Jessica Hernandez

10:17am Executive Council Business Meeting Begins

- Call to Order Linnea Todd
- Welcome, Housekeeping, Announcements
- Introductions

10:19am

- Quorum established Jessica Hernandez
- Minutes from Previous EC Meeting Jessica Hernandez
 - Motion to approve Oscar Verduzco
 - Second Tammy Zibell
 - Majority votes to approve
 - Outstanding To Do List

TO DO LIST		
Action Item	Person Responsible	Status
Research data for events (location, dates, attendees) and provide to Past-President to include in Strategic Planning evaluation tool	Sarah Everitt	Completed
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	Ongoing (Draft sent to Tracy for review)



Discuss how to represent earned dividends, separate from liquid revenue and expenses	Fiscal Planning Committee	Ongoing
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	Ongoing
Create a template to develop business guide for tips/guidelines	Linnea Todd	Ongoing
Figure out issues with ATAC and Go Emerchant to reconcile	Stacey Savino	Completed

10:24 am – Officer Reports

- President Elect Brian Dixon
 - April 20, adult reengagement with WSAC, good outcome. Focusing on financial hardships for adult learners
 - Attended 4 year public schools meeting – Federal updates, diversity, admissions decisions
 - WSAC trying to put first generation statistics in different sectors to find ways to best serve our sectors
 - Future conference sights, looking for certain areas, maybe year on year off with specific locations to get people from both sides of state the opportunity to send people to conference
 - Considering one day pass option for local attendees
 - Rob mentioned Oregon has higher attendance
- President Linnea Hengst
 - Looking for ways to improve communications (i.e. phone conferences)
 - Spring quarter newsletter has been released
 - Signed official contract with MemberClicks
 - Expect MemberClicks to go live mid-end of June
 - Jessica asked if Linnea is still mentoring people
 - Mentoring 1-2 people new to financial aid, one person is from Green River
 - Mentoring people is to help people get more involved in the financial aid profession
 - Move portion of portfolio from Vanguard, sold 142 shares for 20000 to send to checking to balance portfolio
 - Attended WASFAA in Boise, Idaho
 - Working with Heather on MemberClicks
 - Have old accounts with payment processors. Need to move over to Moolah. Contacted Go Emerchant to get ready to close with no fees.
- Past- President Kelley Christianson
 - Linnea: Per Kelley, nothing to add from report



- Vice President for Ethnic Awareness Maria Rios
 - Linnea: Next business meeting we will need to vote to officially change name of scholarship in the bylaws
- Vice President for Legislation Kelly Wentz
 - Linnea: Nothing to add from report
- Vice President for Training Heather Jones
 - Summer training, one on website for July 31st at Diver's institute.
 - After budget proposal approval can get NASFAA U credentials
 - Looking for trainers
 - Working on agenda with Department of Education and WSAC
- Secretary Jessica Hernandez
 - Nothing to add from report
- Treasurer Stacey Savino, presented by Linnea Hengst
 - Still legally a non-profit, turned in taxes
 - Travel reimbursement should be processed by now

10:43 am - Consent Agenda Reports

- 2-Year Public Sector Rep Oscar Verduzco
 - Questions for group – How are schools handling requirements from WSAC to share conditions of award? How are they presented? How are communications being done?
 - Discussions on how schools are handling communications at their specific institutions
 - Discussion prompted questions about financial literacy legislation
 - Financial Literacy Legislation – considering certain vendors instead of handling requirements in house
 - Brian talked with WSAC about possibly to get materials and help with set up on meeting requirements on readyssetgrad.org
- Graduate Sector Rep Lynette Splinter
 - Prosper act issues from graduate sector, worried about costs, caps, and possibility of no loan forgiveness
 - Trying to find ways to handle debt letters, such as working with vendors
 - Linnea asked if there is a way WFAA can help sector. Lynette is not sure at this time and is trying other methods first
- Proprietary Sector Rep Caycee Clark
 - Caycee is attending a conference between June 12th and June 14th
- Communications Committee Chair Rob Clarke
 - Wanting to add summer training to newsletter and wanting to add more content to future newsletters
 - Looking at old newsletters for ideas
 - Establishing publication dates
 - Looking to add someone to committee
 - Wants anchor pieces like “Legislation Update,” “President’s Message,” etc.
- Conference Committee Co-Chairs Rosee Murray/Ilda Meza
 - Linnea: Ilda will be sending out report later and requests may impact budget proposal
- Electronic Services Chair Heather Jones



- Completed most of the training for MemberClicks, working on getting content onto the website
- Giving access to some members like Tammy and Rob to help them get some familiarity with the website
- Budget planning is needed to discuss if we want to use Survey Monkey or other polling websites
- Early Awareness Co Chairs Trinity Huttner/Barbara Hammer
 - Linnea will follow up on getting a report
- Fiscal Planning Stacey Savino
 - Linnea has updated budget tool calculator
 - Now using budget templates and will continue to use them
 - Budget requests in by-laws if exceeding budget, need to submit new budget request
 - If you did not submit an 18-19 budget, can submit a revised budget request
 - Committee had to make difficult decisions for budgeting
 - Had a loss from the conference. Investments did well though to help re-balance

11:30 am – 12:19 pm LUNCH

12:19 pm - Consent Agenda Reports (continued)

- Investments Chair Jim DeWidle
 - Trying to raise money from investments to have more money for scholarships and expenses
 - Talked as group about possibility of getting donations as we are a non-profit, possibility, Linnea said we would need to find statement information for donations
- Fund Development Holly Johnson
 - Absent, need report
- Membership Tammy Zibell
 - 239 members, 52 interested in volunteering
 - Hoping to send better communications to prospects with new website
 - Reminders for memberships, 30 day and 7 day to person for renewal
 - Automatically sets up invoice with reminder
 - Grade period for memberships
 - Two more notices sent 7 and 14 days after lapse of membership
 - July 1 – June 30th for membership
- Nominations and Elections Kelley Christianson, presented by Linnea Hengst
 - Need to send out results to membership
 - Alex Bailey is new VP of Legislation
 - Sarah Everitt is new President-Elect
 - Ordered plaques for scholarship recipients
- Archives Kelley Christianson, presented by Linnea Hengst
 - Making sure all officers have access to one-drive
 - Working on job descriptions for EC members
 - Wants members to review to see if anything needs to be added
- Student Budgets Tracy Hall, presented by Brian Dixon
 - Looking at updating processes for creating student budgets



- Wanting to use Survey Monkey
 - Jim: Discussed about getting student input such as which school they attend and how they feel about their expenses
 - Lynette: Discussed wanting a separate survey for their graduate school students
- Tracy is looking for volunteers for help

12:46 pm Budget Review

Brian Dixon

- Anticipated income vs. Actual income
 - Actual income was supplemented with savings
- Tried to be reserved in EC costs
- Annual conference figures show we overspent
 - Had minimums that needed to be met
 - Less vendors than expected
- Summer workshops are doing well
- Revised in Fiscal Planning where to adjust the budget
- No longer budgeting for President to go to NASFAA
- No longer sending Treasurer to NASFAA leader
- Continue to cover some conference registration scholarship opportunities
- Considering how to restructure meetings with something like GoToMeetings, or something similar to cut down on travel expenses
- Survey Monkey not counting in 18-19 budget
- Wanting input on conference expenses from conference chair
- Overspent a little on summer workshops
- Need to look at any increased costs for NASFAA U

1:31 pm – 1:47 pm BREAK

1:47 Budget Review (continued)

- Group discussion on ideas of revenue generating ideas
 - Training, donations, changing conference fees, etc.
- Needing input from fund development and conference chair for budgeting purposes
- Will need to vote on budget after getting additional input

3:14pm New Business

- Need new Treasurer – elect
 - Linnea will help Brian manage accounts during interim
 - Brian will hold emergency voting for Treasurer-elect
 - Linnea will check who/if was on ballot with Kelly Forsberg
- Committee of the year, Electionics committee, Heather Jones

3:26 pm Recess

WFAA 2017-2018 Executive Council Meeting Agenda

Transition Training June 6th, 2018



8:30 am-9:00 am – Breakfast

9:03am – ASSOCIATION LEADERSHIP & ENGAGEMENT

- Our Purpose Brian
Dixon
- Voting vs. Non-voting members of the Executive Council
- Standing Committees

9:10am – Golden Circle Leadership Activity

- Intro: Effective Leaders Start with Why & Setting Goals Brian
Dixon
- Review Year End Reports
- Set goals for 2018-19 (top 3 priorities) Brian
Dixon
- Share with group

10:06am INTRODUCTION TO WFAA's DOCUMENTS

- Mission, Value, and Goals Brian
Dixon
- Bylaws
- Policies and Procedures
- Strategic Plan
- Investment Plan
- Committee and Officer reports

10:20am – MID-MORNING BREAK

10:38 am RESPONSIBILITIES OF EXECUTIVE COUNCIL

- Legal Obligation to Govern Brian
Dixon
- Judiciary Responsibility (Duty of Care, Loyalty, and Obedience)
- Expectations and Protocols

11:02 am ASSOCIATION BUDGET & FINANCES PROCEDURES

- Committee and Event Budgets
- Reimbursement for Committee expenses

11:55am LUNCH and State issues Update

- Association Budget & Finance Procedures
- Committee and Event Budgets
- Reimbursement for Committee expenses



1:03 pm FEDERAL ISSUES UPDATE

1:30pm OVERVIEW OF WFAA WEBSITE & ENGAGEMENT TOOLS

- Member Clicks Transition

Heather Jones

2:13pm REVIEW & WRAP-UP AS A GROUP

2:15 pm Meeting adjourned