



FASFAA Executive Board Minutes
Valencia College District Office, Orlando, FL
February 24-25, 2020

The FASFAA Executive Board met Monday, February 24, 2020 – Tuesday, February 25, 2020 in Orlando, FL.

Call to Order

President Barkowitz called the meeting to order at 1:34PM.

Roll Call

	Voting	Present	Position	Last Name	First Name
1	V	Y	President	Barkowitz	Daniel
2	V	Y	President-Elect & Nominations	Lovett	Dameion
3	V	N	Immediate Past President & Fiscal Concerns	Alexander	David
4	V	Y	Vice President of Training	Bailey	Nadine
5	V	Y	Secretary	Cun	Jenny
6	V	Y	Treasurer	Conrad	Katie
7	V	Y	Treasurer-Elect	Brzozowski	Eileen
8	V	Y	Region I Representative	Gore	Shana
9	V	Y	Region II Representative	Crowley	Nichole
10	V	Y	Region III Representative	Troche	Abigail
11	V	N	Region IV Representative	Gross	Kylie
12	V	Y	Region V Representative	Ly	Jessica
13	V	Y	Conference Chair / Member at Large	Manselle	Karemah
14	V	Y	Federal and State Legislative Chair / Member at Large	Lent	Kimberly
15	V	N	Global Issues / Member at Large	Harrison	Trey
16	V	Y	Vendor/Sponsorship Coordinator / Member at Large	Dickerson	Laura
17	V	Y	Site Selection/Event Coordinator / Member at Large	Daniels	Jeff



18	NV	Y	OSFA Liaison	Standley	Louanne
19	NV	Y	Volunteer Coordinator	Mwango	Kamia
20	NV	N	Electronic Services	McMahon	Jerry
21	NV	Y	Communication / Outreach / Special Initiatives	Alfaro	Vanesa
22	NV	Y	Financial Literacy / Early Awareness	Cordero	Ilia
23	NV	Y	Newsletter	Durden	Chansone
24	NV	Y	Membership Chair (Local Arrangements)	Evans	Suzanne
25	NV	Y	Scholarship / Charity Chair	King	Merrian
26	NV	Y	25+ Year Member Liaison / Leadership Development	Kolb	Donna
27	NV	Y	Webinars	Kruger	Wayne
28	NV	Y	Private College (For Profit / Not-for-Profit) Liaison	McCrary	Kevin
29	NV	Y	Graduate/Professional	Shimp	Sandy
30	NV	Y	Vocational -Technical / Clock Hour	Wright	Teriann
		N/A	Bookkeeper	Francis	Gwyn

Board Members unable to attend: Alexander, Gross, Harrison, McMahon
Late: Shimp

***51% of voting members need to be present to meet quorum.**

A quorum for voting was met with 14/17 voting members present (82%). There were 26/30 members of the Executive Board present.

Purpose: Approval of January 2020 Meeting Minutes

- One correction to quorum section: Past-President *Anderson* corrected to Alexander.
- Webinars Chair Kruger motion. Treasurer Conrad Second. Motion carried.

Purpose: Board Member Changes

- Global Issues Chair Harrison took new position with Dept. of Education and resigned his board position. No appointment for global issues.



- Region IV Representative Gross is on extended medical leave. Expected to return in April.
- Past-President Alexander step down from position as he has a new position outside of financial aid. Alexander new position outside of financial aid. President Barkowitz brought forward nomination of Wayne Kruger

Motion: Treasurer Conrad appoint Wayne Kruger as Past-President.

- Second: President-Elect Lovett.
- None opposed, no abstains. Motion carries.

Purpose: Old Business – Financial Review

- Treasurer Conrad went over Profit & Loss Budget vs. Actual
 - Highlights: NAOW brought in a lot of money. Discrepancy between incomes vs. expenses is due to \$2400 for NASFAA credential materials which is used throughout the year. Recommendation to have separate line item for NASFAA credentials for next year.
- Vendor/Sponsorship Coordinator Dickerson: \$56,850 sponsorships paid as of today, with \$1900 commitments. Ahead of March 1 benchmark. 6 platinum members committed, 5 Lunch & Learn sessions. 2 new vendors committed and paid.
- Bylaws state that there is an audit each year but does not state what type of audit – internal or external. P&P states what is require of an “audit”. Expectation was of an A133 performance review.
- Open question: Is now the right time for an external audit?
- Discussion brought up by Volunteer Coordinator Mwango on why an audit is needed. Due to lack of transparency of bookkeeper, lack of checks and balances in the past. Paid accountant Hursey & Associates to prepare books to where an audit can occur. Paid for Accountant for past 2 years and they will continue 990 prep.
- 25+ Year Member Liaison / Leadership Development Kolb mentioned that audits are meant to protect the organization. Goal is to be very thorough and transparent.
- Webinars Chair Kruger provided background on SASFAA - every 5 years external audit, quarterly reviews: look at books, look at checks, etc. Suggestion to ask Treasurer of another state.
- Suggestion: Put into P&P: does not exceed however many years without an external review and delegates a length of time.



- Change of conversation: Not enough financial resource for full external review. 5 year fiscal plan expires in 2021. Time to think of strategic plan.
- Discussion to use resource budgeted for audit for strategic plan consultant instead- \$6000. Proposal submitted by Stephen Hundley. Past strategic plans.
- Question: Why do we need to hire outside versus inside. Answer: Not vested in outcome.
- President-Elect Lovett pointed out that during NASFAA leadership meeting, 1/3 of the day was spent on the importance of a strategic plan.
- Not a vote – general consensus for saving the \$3000, deferring audit, and using resource for strategic planning.
- Recommendations: every 5 year not to exceed 7. Define 2 types of audit. Line item, high level. Treasurer Conrad will write up new P&P with timeline and submit by March board meeting for vote.

Motion: Webinars Chair Kruger move to engage Hundley. Second: Vendor/Sponsorship Coordinator Dickerson. Discussion. Unanimous vote. Motion carries.

President Barkowitz declared 3:04pm recess. 3:16pm resumed meeting.

Purpose: Old Business – Recap of New Aid Officer Workshop

- Tamika Martin: 46 attendees- 20 intermediate, 26 new aid officers. All registrants attended. Gave awards at the end, leadership panel from all over and different years of experience. Group email still going strong. In-depth Survey sent out last Tuesday- 9 responses. Bonnie Pirkle: \$476 raised. Thank you to presenters, etc. People who completed the test and emailed back to Treasurer Conrad.

Purpose: Old Business – Dues Review and Increase

- Discussion of Individual vs. Institutional membership. \$30 current dues increasing to \$35 starting in 2021.
- Update by Treasurer-Elect Brzozowski: Data shows that top 10 schools give 39% of membership. Comparison by student size, models of other states, and random models. Not enough data to make a recommendation. Suggestion to use year-end numbers for analysis. There was a discussion of different models. Conclusion: More research is needed.



Purpose: Old Business – Nominations Committee

- Call for discussion – no discussion. Motion to accept slate as presented. Motion carried.

Purpose: New Business – FASFAA Awards

- President Barkowitz Proposed new award given toward new financial aid administrators with 3 years of experience or less. Named “Ollicia Anderson Achievement Award” in honor of Ollicia Anderson, new aid officer from USF who passed away unexpectedly in 2019. Suggestion of cash contribution to send aid officer to SASFAA new aid officer workshop, with this year’s cash contribution to charity of family’s choice. Discussion concluded that cash award open to board discretion.

Motion: Secretary Cun move to add new permanent award: “Ollicia Anderson Achievement Award”. Second: Vendor/Sponsorship Coordinator Dickerson. No discussion. Motion carries.

Purpose: New Business – IBS Presentation

- Jeanette Lee and Jason Hughes came to discuss portfolio. President Barkowitz will share investment policy with them. Ethical investment – up to portfolio manager. ESG portfolios by USB. 2 monthly statements: 1 to bookkeeper, 1 to President Barkowitz. College Goal Sunday scholarship fund = \$13,135.04. \$10,432 from Bonnie Pirkle for CGS

Purpose: New Business – Memberclicks Conversion Update

- All forms went away, old members did not transfer over. January 23, 2020 was the live date.

Purpose: New Business – Conference Update

- Email by Friday for registration. Later than planned but still enough time.
- Confirmed charity - Port of the Storm shelter. Care bags for people who go to the shelters. Region competition.
- Agenda: we have Dave Bartnicki for a limited time. Federal update in opening session. Session facilitated by Dave. Clock-hour overview. Even in his new rule- clock-hour, he has committed. OIG on Friday. Lunch & Learn sessions: boxed lunches with 5 breakout sessions.
- GASFAA conference will be later in 2020 so no overlap.
- Treasure hunt / carnival games / game night in place for bingo. Charter to St. Augustine. Question of liability.



- Scholarship / Charity Chair King will send out list of needed items.
- Brenda Brown – website coordinator. Updates for conference.

Purpose: New Business – Training Committee Updates

- Scholarship / Charity Chair King will be on next call.
- Region IV will be assisted by Vice President of Training Bailey due to Region IV Representative Gross's absence.
- All regions offering NASFAA credentials.
- Grad/Prof sessions simulation-Reality Check. Regions Bank financial wellness. Grad/Prof webinar 87 attendees.
- Call out for presenter gift suggestions.

Purpose: New Business - Directors of Financial Aid Meeting

- First in a long time, 85 people registered. Agenda. Platinum sponsors are allowed to have table in the room. 5 chosen to join tomorrow.
- Following day: Wed- 3 subgroups- state university system, ICUF, COFAD, planned meetings.

Recess: 5:16pm



Tuesday, February 25, 2020

Call to Order

President Barkowitz called the meeting to order at 8:42AM.

	Voting	Present	Position	Last Name	First Name
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29	NV	Y	Graduate/Professional	Shimp	Sandy
30	NV	Y	Vocational -Technical / Clock Hour	Wright	Teriann
		N/A	Bookkeeper	Francis	Gwyn

Board Members unable to attend: Gross, McMahon, Alfaro, Cordero, and Kolb.

Late: Bailey, Lent, Manselle, and Mwango

A quorum for voting was met with 14/16 voting members present (88%). There were 23/29 members of the Executive Board present.

Purpose: Board Updates

Former Past-President Alexander: Past-President’s Council, strategic plan.

President-Elect Lovett: As submitted, reaching out to community training for HS guidance counselors, FCAN, Hillsborough County, OSFA

VP of Training Bailey: As submitted, agenda posted when registration opens. Maximizing David Bartnicki’s time at conference.

Region I Representative Gore: As submitted, good fall, March 24 – Florida Gulf Coast State College, video for membership with President Barkowitz and Conference Chair Manselle

Region II Representative Crowley: As submitted. April 2 Spring workshop, 3 potential host sites.



Region III Representative Troche: Spring workshop April 10 at Valencia College, NASFAA credentials, Conference Chair Manselle will do credentials.

Region V Representative Ly: Looking at April 3 tentative, needs analysis credential, foreign taxes presentation, in search of a location big enough

Vocational -Technical / Clock Hour Wright: As submitted, helping find clock hour sessions for conference. Committee willing to work in any capacity. President Barkowitz suggested to start site selection work earlier to plan with Site Selection Chair Daniels, President-Elect Lovett. Evaluations from registrants: should be closer to airport. Size limitations. Commit David Bartnicki now. Suggestion from Private College Liaison McCrary to look into Daytona. Space start at 100, up to 250. Tasked.

Scholarship / Charity Chair King: As submitted. Items on flyer in board report. Coats and blankets most needed items for charity. Bonnie Pirkle from fall workshops: \$1279. Goal: \$3000. Lottery tree for raffle, 2 winners. President Barkowitz asked Membership Chair Evans to look into local places that could donate prizes.

Private College (For Profit / Not-for-Profit) Liaison McCrary: As submitted. ICUF agenda, goal to go after schools with 1-2 members.

Graduate/Professional Shimp: As submitted. Webinar went well. 4 presentations offered to conference committee, updates for website. Maybe one-stop-shop for links for listservs, etc. How to implement. Veteran students: hot topic. Survey the group, committee members send out on listserv. Loan limits. ISA

Webinars Chair Kruger: As submitted. 2 more webinars scheduled: Pre-con for first-time attendees and OSFA.

OSFA Liaison Standley: As submitted. Pursuing any training opportunities, Pending legislation. Participating in conference. Outreach with clock hour. Invitation for Parker to spend a day at an institution.

Membership Chair Evans: As submitted. Mental Health presentation presenter. Quotes for things such as flowers, other items for conference. Soliciting volunteers for greeters. Members asking about accounts. Conversation with Cindy Lewis. Nathan Bashford volunteered. Bins with lanyards.



Volunteer Coordinator Mwango: As submitted. Volunteer form not functioning during conversion. Back up now. Redirect to areas of higher need. Started template for guide for volunteer coordinator role. Volunteer ribbons and recognition at conference.

Newsletter Chair Durden: Having trouble with next newsletter. At a lost for topics. Needs help with graphics. Conference highlight, sponsor/vendor partner highlights. 1 edition by Mid-April. Suggestions: "Did you know?", Highlight the area. Highlight the agenda. Highlight lunch & learns. Dave, OIG, Betsy Veterans. Federal legislation. Call for volunteers. Charity, Bonnie Pirkle. FCAN Summit/partnership. Recipe. Spotlight most tenured vendors, hot topics. Student mental health. NASPA "High Hopes". FASFAA election. Clock hour, New aid/mid level. Highlight a volunteer.

Site Selection/Event Coordinator Daniels: As submitted. June 19-21 transition meeting. Location soon. Invite new board to observe old board. June 19-20 old board, June 20-21 new board.

Federal and State Legislative Chair Lent: Session for the state is underway. First week of April when session ends. Webinar suggestion talk through legislation with OSFA. Orlando Sentinel-Op-Ed. SASFAA advocacy- not much. Back channel work on FSAG.

Conference Chair Manselle: As submitted. Monday day for volunteers. Email for justification for going earlier. T-shirt proceeds goes to charity- could be region competition. Moderators no call out yet. Take the lead on moderators: Vice President of Training Bailey with Volunteer Coordinator Mwango.

Treasurer-Elect Brzozowski: No updates.

Treasurer Conrad: No updates.

Secretary Cun: As submitted. Need any mailchimps, flyers, programs, templates, etc., feel free to reach out. Pocket Agenda. Report for accomplishments. Final Board Report- part of year-end record.

President Barkowitz: Brene Brown comments.

10:13 AM.

Adjourn



Adjournment of Meeting

With no further business to discuss, President Barkowitz declared the meeting adjourned at 10:13AM.

Respectfully submitted by,
Jenny Cun
FASFAA Secretary