NeASFAA Feb 1, 2013 Minutes

Present: Tom Ochsner, LeAnn Hoffman, Don Buehrer, Sara Christensen, Annie Lee, Ray Miller, Lani Swanson, Laura Schultz, Ritchie Morrow, Marty Habrock, Matt Petr, Becca Dobry, Matt Johnson

The meeting was called to order at 10:02am by Tom Ochsner.

Introductions were made to include persons who had assumed new positions in the organization. Becca Dobry has taken over as the Chair of the Awards committee. Annie Lee has joined the board as the new Four Year Private Sector Rep. These persons were assigned these positions to replace the former members who are no longer part of the association.

The first order of business was to approve the agenda. Marty Habrock moved to approve the agenda. LeAnn Hoffman seconded the motion. The motion carried.

The minutes from the Sept 14, 2012 meeting were distributed to the board for their review. No revisions or additions were noted. Sara Christensen moved to approve the minutes. Marty Habrock seconded the motion. The minutes were approved.

Officer Reports

President: Written report was provided. Tom highlights the RMASFAA conference which he felt was very successful. He also included an email he had received from RMASFAA soliciting nominations for that board.

Tom also did a site visit with the PDC of the Grand Island MidTown Holiday Inn. The facility looks good and it should accommodate the conference very well.

Past President, Peggy Tvrdy: No Report

President Elect, LeAnn Hoffman: LeAnn reports that the elections were held and were successful. She felt we had a good ballot. She will be attending the NASFAA leadership conference and has already registered and made travel arrangements.

Treasurer: Written Report was provided. There was discussion about several of the points noted in this report. This year our accountant informed us that we were eligible to file a new type of tax return that was quicker, simpler and less expensive. Marty in consultation with Tom Oschner and Kay Dinkelman (past treasurer) decided this was the right way to proceed. It was suggested for ease of this tax filing in concurrent years that we quickly get the updated Board members listed on the website, so that when it is time to file, the treasurer can have this listed for the filing of this new return.

Marty has also worked to consolidate and rearrange our CDs. As recommended by the Finance and Audit Committed and in consultation with president Tom Ochsner and Kay Dinkelman, the CD’s are being consolidated and ordered such that there will be only four CD’s set to mature one per quarter. It was also advised by the Finance and Audit committee that since we do carry a more than is needed in our checking account, that $6,000 be moved to a CD. This has been done. It was further recommended that up to another $6000 be moved to a CD from checking in June. It was asked that Marty look into whether there would be any other accounts, savings or checking, that would meet our needs and garner any additional interest.

FAC also looked at our Quick Books software and consulted with Kay. It is out of date and suggests we consider whether this should be updated along with a new computer. The Board discussed the recommendations in the report, but has not come to a consensus on what if any change should be made in the short term. The computer still is in good operating order and the software meets our needs. It was suggested that we find out if and where the original software exists and also that we make sure we have the data backed up.

The board discussed at length our policy for late fees assessed for membership dues in response to Marty’s research into the current policy. We discussed the purpose of the fees and whether the late fees structure was appropriate.

The discussion about fees dovetailed into a discussion about associate member fees for membership, exhibiting and conferences. Don Buehrer was asking about what to do with and how to proceed with the exhibitor fees paid by three organizations who were not yet members. There was concern that our fee structure was not being presented in a format that was clear and understandable to the associate members and in a way that encouraged membership in NeASFAA. After some discussion it was apparent that the structure and/or communication was not very clear.

As a result of our discussion about fees, both the late fees and the associate member fees, the board is charging the Association Governance Committee with looking at these issues. The board is asking that the committee look at the current late fee policy and discuss what its purpose is, how it is to be implemented and whether the committee would have recommendations to change or improve the policy.

The board is also asking that this committee look at the fee structure for associate members and determine if there is a more streamlined way in which associate members and interested non-members would be better communicated with in the billing process. The hope is that associate members and especially potential members would better understand the fees structure and know the benefit they are getting by being a member versus not being a member. When exhibiting fees and conference fees were added up, there was concern among the Board that an associate non-member, even after paying the non-member rate for coming to a conference, might actually be paying less than a member.

Secretary, Matt Johnson: No additional report.

Sector Representative Reports

Private Career, Sara Christensen: Sara reports that she went to the Support Staff Workshop. It was very good especially the Verification Session.

She has emailed her sector with little response. She is asking what conference session will be of interest to them. She will be calling some of them to inquire.

Two-year public, Hylee Asche: Written Report provided. Hylee has been promoted to Director at CCC as Steve Millnitz has now formally entered into retirement.

Private Colleges and Universities, Annie Lee: Annie, in her first official Board action, has provided a written report.

Four Year Public Colleges and Universities, Matt Petr: Verbally reports that he has no new responses from his sector.

Associate Membership, Don Buehrer: Don reports that we have retained all of the associate members we had last year except for US Bank which no longer does student lending. He has been tracking those who have paid their membership with Marty’s help.

Committee Reports

Association Governance, Peggy Tvrdy: No Report

Awards, Becca Dobry: Becca reports that because it is hard to get nominations that perhaps it would be a good idea to provide a prize drawing for those who nominate persons for one of the awards to encourage nominations. She asked the Boards opinion and the consensus was that this would be a fine idea and encouraged her to proceed.

Communications, Lani Swanson: Written report provided. Tom Ochsner sent a solicitation he had received to this committee from BCS Group. This company is a website evaluator and builder. They have offered to do a Free Website Review. This group provides support for the Colorado Association’s website. The communications committee requests the Boards opinion regarding this group’s proposal .The consensus from the board is that we do not need these services.

Corporate Development, Don Buehrer: As mentioned earlier in the minutes Don has 3 or so more exhibitors for the conference and he is working with the PDC committee to accommodate them.

With Hylee Asche’s assistance, Corporate Development put together a list of six potential candidates for the philanthropy project. The committee narrowed the field to four and then two and has now recommended the Central Nebraska Child Advocacy Center. After some discussion, LeAnn Hoffman moved to select the Central Nebraska Child Advocacy Center as our 2013 philanthropy recipient. Marty seconded the motion. The motion carried.

Finance and Audit: This committee has struggled this year. Both of the chairs ended up not being able to complete the audit Rose Ohlsen and Janet Dodson each are no longer members. Tom Ochsner has therefore organized and ran the audit.

Tom and Marty will be putting together a budget. Marty handed out sheets that recorded the last three years of budget and expenses to the members who were present, listing their individual section of the budget. The board and committee chairs will be emailed later asking for our budgetary requests.

Membership, Lisa Gdowski: Lisa provided a written report listing the members who had not yet paid and the totals for those that have paid.

Nominations and Elections, LeAnn Hoffman: LeAnn Reports that they are, “Done.”

PDC, Laura Schultz and Raymond Miller: Written report provided. The April conference is coming together nicely. However, they are still looking for a keynote speaker and asked the Board for any ideas that they had. Some ideas were shared.

Old Business: The Board had tabled a motion from the last meeting. This motion was as follows: NeASFAA will budget to send two persons per year to the NASFAA Leadership Conference. The two persons will be sent at the discretion of the Board as recommended by the President. LeAnn moved to take the motion from the table. Matt P seconded this motion. The motion passed. The board continued the discussion of the original motion. Marty’s report about our finances was definitely positive, but there was still some concern about the commitment to send two persons. There was also concern about making sure the president remembered to present two persons to the board each year to send and who they could or should be. Perhaps it would be better just to make sure the persons are designated within this motion. LeAnn moved to amend her original motion to the following: NeASFAA will budget to send the President Elect Elect and the newly elected treasurer to the NASFAA Leadership Conference. (This would in effect send one person the first year and two in the next year if a new person was elected to treasurer. Should a treasurer be elected two consecutive terms, this person would not be eligible to go again.) Matt P. seconded the motion. The motion carried.

Since the President Elect Elect was not budgeted to go to the Leadership Conference this year the board considered a motion to do a budget variance to support the intention of the motion that was just passed. Matt P moved to approve a budget variance of $1500 to allow the current President Elect Elect to attend the NASFAA Leadership Conference. LeAnn seconded the motion. The motion carried.

New Business:

The Board discussed the contract for the 2014 conference. There was general consensus that the Norfolk site was well received and that it was a good conference. The PDC had received a quote from the Norfolk site and gave it to Tom to consider and sign off on.

LeAnn brought forward new discussion about making sure some kind of newsletter/communication got out to the membership. After some discussion it was decided that Officers and Committee Chairs would send something in the way of news and/or other observances that occur within their committee or position. The following schedule was set up.

Tom – Feb 4th

Ritchie – Feb 11th

Lani – Feb 18th

Becca – Feb 25th

Ray – Mar 4th

Sara – Mar 11th

Don – Mar 18th

Annie – Mar 25th

Marty – Apr 1st

Matt J. – Apr 8th

Matt P. – Apr 15th

Lisa – Apr 22nd

LeAnn – After conference

Then the proposal is that we continue this trend once per month thereafter. LeAnn will continue to spearhead this through her presidency.

Adjournment:

Sara moved to adjourn. Annie seconded. The meeting was adjourned.