

ILASFAA Executive Board Retreat Minutes May 9 &10, 2000

In attendance:

Maureen Amos	Joanna Dill	John Schoultz
Bob Andersen	Kathy Facenda	Colby Sellers
Sharon Boomer	Roberta Fitt	Michelle Stipp
Nancy Calvert	Lori Hall	Sue Swisher
Bob Clement	Paula Luff	Cheryl Warmann
Rhonda Cors	Pam Maciulewicz	Eric Weems
Janeen Decharinte	Theresa Morgan	Marsha Weiss
Linda Dersch	Dave Peterson	Jone Zieren

Tuesday – May 9, 2000

Cheryl Warmann called meeting to order at 9:35.

Cheryl announced that Karen LeVeque resigned as Southern Regional Coordinator because she is moving to the Chicago area. Rhonda Cors will replace Karen as Southern Regional Coordinator for the 2000-01 year.

Board Member and Committee reports were distributed.

Cheryl presented the out-going president's award to Marsha Weiss, along with a few items representing Marsha's personality (i.e., purple hat, oatmeal, a gift certificate to Tower Records, etc).

Cheryl reminded the board that only elected members could approve or deny the minutes. The January minutes were reviewed, Cheryl asked that the Finance Committee report be added as an appendix. There were two minor name changes. Janeen made a motion to approve the January minutes with corrections and Roberta seconded – the motion carried.

Treasurer's Report – Janeen Decharinte

The board reviewed the Cash Flow Report and Fiscal Year Report. Marsha made a motion to approve both reports, Kathy Facenda seconded – motion carried. Janeen distributed vouchers, and gave instructions that they must be completed correctly with signatures and receipts as appropriate. Any expense over \$500 requires that the check have two signatures to be valid – so please take that into consideration if you submit a request for that amount. Janeen will post the instructions and guidelines for reimbursement on the Executive Board listserve. Bob will mail new reimbursement forms to members in July when he assumes the treasurer position.

Conference Committee Report – Lori Hall

Conference evaluations were distributed. Itasca is the site for the 2004 annual conference. There was some concern expressed that the Wyndam hotel exhibit area and security may not be adequate. Cheryl said that they had some closed areas (banquet halls, etc.) in which could hold the exhibit area, and a large amount of session rooms. Barb L. stated that IACA had problems with the phone lines (not always working

and extra charges for phone lines/internet access) and shipments to the Wyndam during their conference.

President's Update – Cheryl Warmann

Cheryl gave the meeting dates for future board meetings. They are: July 27th at Lewis – Training, Diversity and Communication chairs are to attend that meeting; the following meeting will focus on the annual conference and be held on December 6-7 at Indian Lakes; on February 9th the meeting will be held in Bloomington – exact location to be announced.

The President's Council will be meeting May 24 and looking at the upcoming commission agenda and formula issues. If board members have any agenda items, please let Cheryl know. Cheryl will send out minutes from the meeting on the executive board listserv.

Bob and Cheryl will be going to a pre-conference NASFAA workshop re: finances in July.

ILASFAA sent a small flower arrangement to the funeral of Larry Madiga's mother. The Association also made a small donation to the Leukemia Society on behalf of Marsha Weiss's husband, who passed away in March.

Nominations Committee - Marsha Weiss

Marsha reminded the group that it is never too soon to consider yourself (or another ILASFAA member) for an ILASFAA office next year. Some offices that will be open are President, President-Elect, Secretary, Regional Coordinators and Executive VP. The elections will be held in November.

Membership Committee – Kathy Facenda

There are 518 members for the 1999-00 year which is actually lower than 1998-99. For 2000-01 there are 491 paid members so far (including two emeritus members who are on their last year of membership). Approximately 95% of the membership are on the listserv. This year, we are in better shape with paid conference attendees.

Kathy attended a NASFAA leadership conference and found it very valuable. She will also attend the leadership retreat next month, and attend other committee meetings throughout the year.

Preview of afternoon agenda- Cheryl Warmann

The board will break into four discussion groups as follows:

Purple Team: Strengthening the Executive Board – led by Marsha, board members: Rhonda, Roberta and Colby.

Red Team: Building the ILASFAA Team and Membership – led by Kathy, board members: Lori, Bob A, Pam, Jone, Barb and Maureen.

Green team: Financial Plan -- led by Janeen and/or Paula, board members: Nancy, Jack, Bob C., Eric W.

Blue Team: – ILASFAA scholars/training issues – led by Michelle, board members: Dave, Ellen, Joanna, Sue, Sharon, and Janeen.

Communications Committee – Bob Anderson

Bob gave a presentation on the current and future ILASFAA web page and the way members will be able to register their membership and/or for the conference on-line. He also demonstrated how the Membership chair and Executive Board Members could access the membership database and manipulate the data (including e-mail addresses), etc.

Bob will work toward having the members update certain items about themselves on-line or through a form. He is also working on having unique logins for each member. However, new members would still be added as part of the registration or new membership process. The committee also discussed posting/or listing a committee membership list for each ILASFAA committee.

Jone had a question about how Executive Board members actually access the data. Bob noted that the database software has a query function that members can use to create their own reports. Until that function is operational, Bob can put the data into another form for members to work with.

Western Illinois University currently sponsors the ILASFAA Calendar. To access the calendar you click on the Calendar icon, the password is *99faview*. Once you enter the calendar, you can update a month/day as needed.

TEAM Reports:

Blue Team - ILASFAA Scholars Group – Michelle Stipp

This team discussed offering training for support staff (as defined by each office). They suggested that the Training Committee draft a survey and have the Research Committee collect data to determine 'who' support staff is and what their role is and, consequently, what training they would benefit from.

The team also discussed the newcomers training -- this year vs. last year (one day vs. two-day format). They believe that the one-day format is better, even though it's harder on the presenter(s). It is beneficial for the entire newcomer training to be in the same room. As a presenter, Eric opts for the one-day format as well.

It was suggested that the newcomer training be offered every other year, with a 'leadership' training offered in the between years. There was a push to put funds into offering 'free' newcomer's training opportunities.

The team also suggested that we train the membership on how to be good presenters/public speakers. Sessions at the Winter Workshop could include these topics.

There was much discussion on whether or not we should shorten the annual conference and/or have two conferences. Some ideas that were considered were: making the Winter Workshop a 'junior conference,' using training event revenues to fund next year's events, and have ILASFAA cover costs of other training; hold two conferences, and eliminate another function, such as the FAA seminars.

Marsha suggested that perhaps a committee review all the options (or at least develop several options) to be considered for a future year and discussed in July. Then we can survey the membership when we have several viable options. Eric suggested that we as the Executive Board make the decision.

The membership discussed several possibilities, the two most popular were to hold the conference on Sunday-Tuesday time frame (6 in favor) or a Wednesday-Friday timeframe (15 in favor). Much discussion

ensued about the pros and cons of each. Marsha wondered how most states handle this, she believes most states only have a two night conference. Marsha will send a survey to MASFAA asking what they do.

For now, there will be no changes to the timeframe, but we will be more realistic about time during the planning stages. For example, we may push back the keynote speaker until 7 or 8 o'clock.

Next year's Indian Lakes conference will probably have to be promoted as a commuter conference.

The Training Committee will develop a plan to address the training needs of the membership. They can then bring their suggestions to the Executive Board.

Red Team Report – Building a the ILASFAA Team – Kathy Facenda

This team suggested that we develop (or notify the membership of the current) policy for using the listserve effectively and appropriately. The policy would be posted to the list once a year, to remind people of the policy and the listserve expectations. They suggest a page on the website where lenders/etc. can say what events, etc. they are offering to the membership, or portions of the membership. The team feels more of the membership needs to be involved in the discussion. Creating this type of service would also require quite a bit of work by Bob or any person maintaining the website.

The team spent time discussing how to get members more involved in committees and functions (including the annual conference). Ideas to increase participation were: contact supervisors to tell them importance of participation in ILASFAA; appreciation of their employee participation in ILASFAA; posting personal testimonials about what ILASFAA has done for members; contacting new ILASFAA members in person to welcome them to the organization; using the workshops to offer sessions on how to get involved in ILASFAA; committee tables at the conference to meet the committee members and find out about each one, or display set up throughout the conference.

Ideas to make committee members feel special are: lunches, feedback from members on their positive experiences as committee members, grab bag, and communication -- letting volunteers know when they will be contacted.

The team suggested that we purchase a digital camera for the organization. Bob will work with Pam to purchase a camera (under \$1000). We may also consider buying disposable cameras for committee chairs to take pictures of the work of committees.

Green Team – Finance planning – Paula Luff

This team suggested that the board change the way we budget and plan a year. They proposed planning budget based on membership needs and activities we would like to offer rather than what we've done in the past. The team would like to see the association reserves stay at a level that would allow ILASFAA to cover a percentage of future obligations (conference contracts, etc.) and a year of lost revenue – approximately \$200,000.

The team proposed hiring a financial planner to assist in budget planning and building the reserve. The Finance Committee will meet with the planner and bring the suggestions/plan to the executive board for discussion and approval. In addition, they suggest hiring a tax account to do the tax return and assist in the audit function.

The Red Team feels that we need to increase the budget for certain events (such as the conference) and decrease the fees for other functions (such as training events).

Lori felt that the current conference budget is not sufficient – since the last two years this function has gone over budget. Marsha proposed a budget for Indian Springs of \$65,000.

The Training Committee would like the board to consider lowering Winter Workshop costs, or other training events and/or material costs. Joanna prepare a proposal for a lower workshop fee for the July Executive Board meeting (possibly lower price from \$100 to \$75 or \$50).

Purple Team – Strengthening the Executive Board – Marsha Weiss

This team looked at the position of the Regional Coordinator. In general ILASFAA members prefer to meet with their own sectors – these meeting are usually better attended then regional meetings. They suggest that Sector VPs to hold at least one meeting a year and some sectors, like community colleges, should probably meet three times a year.

The team proposed having three ‘Delegates-at-Large.’ Under each delegate would be several committees – for example: Delegate one would be linked with Formula, Rules/Ops, Logistics; Delegate two would be linked with Training, Communications, Member Support, Delegate three would be linked with Diversity, FAAM, Professional/Grad; Exec V.P. would have Program, Facilities, Registration/Database, Corporate Support; President Elect would have Awards and Research; the Past President would have Nominations and Govern; Governance may go to the Secretary; and Site would be under the Past-President.

The Delegates would be responsible for ‘representing’ the committees at the board meetings and gathering committee reports, etc. The nominations for the delegate positions will be distributed across the state. The group suggested a two-year term for this new position. Delegates would not ‘take’ any responsibilities, flexibility, and autonomy from the committee chairs.

Marsha will write up a proposal for the delegate positions to present to the membership for a vote at an open board meeting in July.

Review of Budget Proposal for 2000-01 – Cheryl Warmann

The 2000-01 has a new line item for hiring a tax account/auditor, \$2000 is the initial amount. The Web expenses item was increased to \$2000 to include the cost of a camera. Pam will chair a newsletter committee that will act as reporters to cover events; her budget will cover the costs of the travel, etc.

Based on prior discussion, the Facilities budget was increased to \$50,000 and the Program committee was increased to \$15,000. The registration budget was increased to \$1500. The FAA Fall Seminar budget item was reduced to \$2,000 per Joanna’s suggestion. Committees can use budget money for ‘rewards’ for committee members.

Motion to accept budget as corrected was made by Marsha, seconded by Eric and Janeen, motion carried.

Joanna will bring an estimate of the amount of money we anticipate receiving from corporate support for various training events for next year to the July executive board meeting.

Treasurer update – Janeen Decharinte

Janeen requests that all bills for this year be submitted to her by June 15th so she can close out the books for this year and pass the duties to Bob by July 1. Therefore, no check will be cut for a two-week period during the change in fiscal years.

FAAM update – Barb Levin

FAAM would like to produce an updated video to distribute to high schools. They would like ILASFAA to be a partner in this project. Six or seven years ago the production cost was over \$1000 for every minute of the video. However, the committee wants to make this production versatile enough for other media forms (i.e., website viewing). At this time, FAAM is not certain how much financial support they want from ILASFAA – probably \$5,000-\$10,000 of approximately \$50,000+ video cost. In addition, they would like four to five ILASFAA members to assist in the project; Bob C. and Rhonda volunteered.

Theresa stated that FAAM is looking for support from ILASFAA, not necessarily a firm financial commitment to a dollar amount. In general the present board members supported the concept. The project will take approximately a year to complete. IACAC will also be involved in this project.

The meeting broke at 4:45 p.m. for the day.

Wednesday - May 10, 2000

Meeting was called to order at 8:50 a.m.

ISAC Update – Theresa Morgan

There was an increase in general funds to \$18.3M of MAP, to cover tuition and fees and increase in maximum award by \$210. ISAC did request additional money to make some formula changes, but did not receive it.

The new Information Technology Grant will be effective July1 – the start up still being developed. The focus of the grant is retraining, with primary consideration being given to individuals with Bachelors degrees who are coming back to be retrained in a technical field. ISAC is working to define what qualified/eligible programs are. The goal is to have the grant ready for fall. The grant will be renewable, up to \$2500. There will also be an application for the grant and need will be a factor. ISAC would like to make the application internet based.

There is funding for the less-than-half-time and summer MAP programs, so they will b e continued this year. \$70M was granted to fully fund the MRS program.

The Career Scholarship program (governor’s initiative) – which would be an incentive for students to stay in high school and continue on for additional training wasn’t approved. The word is that the program was good, but it was a bad budget year. The governor is still interested in the program and may look at it again next year.

A request for \$500,000 for systems improvements was not approved. Actual legislation on the Technology grant is available on the ISAC website. ISAC is also moving to have Updates available only on the website as of July 1. The will work on process for providing automatic e-mails to schools when the Update is posted to the site.

MAP claims are still being processed and there are still funds in the program. Payout rates and volume are still down by about 3% compared to last year. Due to family income levels – they will have to lapse the money from this year, however, they didn’t get approval to put the excess into summer funding.

ISAC says schools need to continue to request Motor Voter forms, but not from the State Board of Elections. Some schools are getting the forms from the county clerk's office. Schools shouldn't purchase them, but they should request them.

VP Senior Public Sector Report - Colby Sellers

Colby hopes to have two sector meetings, one of a drive-in nature in Springfield, the other a two-day meeting in Urbana sometime in November.

VP Senior Private Sector Report – Eric Weems

The board briefly reviewed of the written report submitted by Eric.

Northern Regional Coordinator – Roberta Fitt

Roberta's goal is to encourage people from her region to join ILASFAA. She will provide regional information to the association and work on the FAAM committee to represent area.

Southern Regional Coordinator – Rhonda Cors

Rhonda asked for feedback from group, re: is there a need for the regional coordinators to have a meeting? Cheryl said, no, unless there is something to discuss. Cheryl wants to discuss the goals and roles of the coordinators at further length during the July executive board meeting.

Awards and Recognition –Jone Zieren

Jone plans to contact committee chairs for nominations in October, for the awards not given by the president. She urges committee chairs to keep their eyes open for candidates for the new professional, sustained service and meritorious awards. The nomination form will be available on the web. Jone will work closely with the Corporate Support chair to get certificates ready, etc. This takes several weeks.

Cheryl wants to find a way to recognize the quiet, consistent volunteer who is often overlooked. Bob would like to have someone set up a system to do the initial data entry to start tracking this information.

Program, Facilities, Corporate Support, -- Janeen Decharinte

The Facilities Committee will be meeting on June 1 at Indian Lakes. The Program Committee has their meeting in late July at the hotel. Some concerns about Indian Lakes exhibitor space was expressed. This year we had 41 vendors, there are only 30 vendor spaces at Indian Lakes, and Donna expects more this year.

The Facilities Committee is looking for people who can handle technical/electronic equipment like Paul Schmidt. The committee will ask people who need power point presentations to bring their own laptops to the annual conference this year. Janeen will ask Paul to put together a small sub committee to do the type of technical trouble shooting he did at this year's conference.

Some vendor concerns were mentioned, mainly that the food was not left out long enough at breaks and that they didn't have enough set-up time at the last conference.

Site Selection Committee – Rhonda Cors

This committee will use the corporate research group that Bill used last year. Therefore, the committee will

be smaller this year – consisting of only three members: Rhonda and Bill and one other person (to be named). They will start searching for a site in December and hope to have it wrapped up by February. They are looking for a southern location.

Communications Committee – Pam Maciulewicz and Bob Anderson

Pam plans to get processes in place to get the information from members (chairs, executive board members) to inform the rest of the association. They also want to recognize people throughout the year – possibly highlighting a person. She also wants to share anecdotal/experiential information about various members re: their experiences as an ILASFAA member.

The Newsletter Committee will have their first meeting in June. If you have any ideas, about this committee, please let Pam or Bob know. Colby suggested the e-news be functional, and not like a paper newsletter.

Bob still needs a few technical members for his committee. He would like the technical members to work closely with him to make posting to website more user friendly. Bob plans to offer training to his committee re: putting information on the website. He thinks we may want to offer some basic computer sessions at the conference, or as a Fall Seminar topic. He would like to create a lab, possibly corporate sponsored – to provide hands on sessions.

Diversity Committee – James Mendez

The board reviewed James' report. The Committee plans to continue their outreach program again this year. James would like to put a session together for the conference. Dave would like James or a member of the committee on the Program committee.

FAAM Committee – Barb Levin and Maureen Amos

There were 53 FAFSA completion workshops held this past year. The kickoff meeting for FAAM is scheduled for June 22. One of the committees concerns is timing of the availability of FAFSA on the web (coming out in January when the workshop is February). FAAM wants a network to investigate the pitfalls of the program prior to the high school workshops. The committee doesn't want to schedule sessions during the winter workshop because of lack of member support during those times.

The committee plans to select a new webmaster because they had problems with last year's webmaster as well as problems with server. This year they plan to move to an ISAC web server. They also want to find school mutual sites – such as malls, or other public areas. This year, there will probably be a workshop in Springfield and one in the North.

The committee intends to do paid advertising again this year – but more carefully because they have had problems with correct information being printed/conveyed, etc. There are some funds for advertising.

Grad/Professional Committee – Sharon Boomer

Sharon has received some positive feedback re: the graduate/professional session at the conference. She feels that offering this type of session at the conference encourages participation. During the session, the group had a conference call with Bruce Bagget from HHS re: certain programs (like SDS). Bruce indicated that schools have a lot of pull/input on how the funds are distributed. Sharon saw some new faces at these sessions.

Sharon attended the Illinois Graduate Organization (IGO) meeting. Approximately 30 people attended this all day meeting. Sharon talked about ILASFAA at the meeting. There were lots of suggestions/discussion at

the IGO meeting about publications, etc. and revising these items specifically for graduate students. This group will be meeting twice a year. They would like an ILASFAA representative to attend the meetings. Sharon recommends that an ILASFAA member attend to act as a conduit between the two groups. The committee would like to see, perhaps a half-day session prior to the official conference for graduate/professional interest sessions and/or discussion. She feels the committee is still in the stages of identifying their goals.

Operations/Rules Committee – Linda Dersch

The board reviewed the written report submitted earlier. Addressing the topic of Distance Learning with regard to 'rules' will be part of the challenge this committee faces in the upcoming year.

Formula Committee – Marsha Weiss and John Schoultz

The chairs have begun working on members for committee. The committee will continue to look at MAP formula and EFC table, etc.

Training and Professional Development Committee – Michelle Stipp

Michelle reviewed upcoming events and encouraged members not to schedule their own events during scheduled training events. If anyone wants to present at an event please let Michelle, Joanna or Ellen know. February 22 will be the date for the Winter Workshop or Newcomers Event.

This year, the committee offered the 'Train the Trainer' session as a conference call rather than a meeting and it worked very well. The Leadership retreat is scheduled for June 7&8 in Allerton. There will be a challenge course brought in and the DISC profile will be given to all participants. Estimated cost of the Leadership retreat is \$7000, and is fully funded by ILASFAA.

Policy and Procedure Manual changes

Recommendations for changes to the manual were submitted, but because there was no quorum, they will be reviewed at the July meeting. Most of them have to do with the changes in the Treasurer's position and the checks and balances we would like to implement.

Meeting was adjourned at 10:38 am.