



Executive Council Meeting Minutes
August 26, 2021

Opening

The CASFAA Executive Council meeting was called to order at 3:10pm on August 26, 2021, online via Zoom by CASFAA President Jesse Marquez.

Present (Voting Members)

President – Jesse Marquez
President-Elect – Bronwyn Garrison
VP Federal Issues – James Griffin
VP State Issues – Veronica Basadre
Treasurer / Treasurer-Elect – Wendy Wang
Secretary - Thomas Le
CSU Segmental Rep – Pawan Wallace
Community College Segmental Rep. – Karen Hunter
UC Segmental Rep. – Rashinda Hutchinson
Access & Diversity Rep. – Denise Pena
Graduate/Professional Rep. – Jessica Ayres
Proprietary Segmental Rep. – Kevin Roberts

Present (Non-Voting Members)

Site Selection Chair – Dewayne Barnes
Conference Chair – Thomas Le
Conference Co-Chair – Lori Prince
Program Chair – Lorena Garcia
Program Co-Chair / High School Relations Co-Chair – Luanne Canestro
Fund Development Chair – Sun Ow
1040 Workshops Chair – Kim Thomas
Training Chair – Thalassa Naylor
Associate Member Rep. – Heather Tapia

Non-Present

Past President – Anafe Robinson
Independent Segmental Rep – Vacant
High School Relations Co-Chair – Jennyfer Pulido
Membership Services Chair – Lindsay McCarthy
Electronic Initiatives Chair – Daniel Reed

Agenda

- Welcome
- Review of the Agenda
- Review of Old Business – To Do's
- Review of Minutes – June 2021 EC Meeting
- New Business
 - Treasurer's Report
 - 2021 Conference Discussion
 - Conference Committee
 - Program Committee
 - CASFAA Chronicle
 - Committee Reports
 - State Issues
 - Training Update
 - Membership / Website
 - Federal Relations
 - Segmental Representatives Updates
 - University of California
 - California State University
 - Community College
 - Proprietary
 - Grad / Professional
 - Associate Members
 - Access & Diversity
 - Independent
 - Review Action Items

Old Business

To Do's:

- Review Positions & Responsibilities, Bylaws, Policies and Procedures, Meeting Procedures, and Strategic Plan – Anafe Robinson, Past-President and Bronwyn Garrison, President-Elect
- Send Elections Nominations to membership – Anafe Robinson, Past-President
- Send Call for Session Proposals for Conference – Lorena Garcia, Program Chair
- Revise Newport Hotel contract move to 2023 and immediate search for new location for 2021 Annual Conference – Dewayne Barnes, Site Selection Chair, Thomas Le, Conference Chair, and Jesse Marquez, President.
- Order CASFAA swag for training events and conference registration packets – Dewayne Barnes, Site Selection Chair and Thomas Le, Conference Chair
- Order CASFAA Awards, logo shirts and name tag ribbons – Lori Prince, Conference Co-Chair
- Renew CASFAA event management system CVENT Contract – Jesse Marquez, President
- Notify members of Institutional Membership and update CASFAA Website FAQs – Daniel Reed, Electronic Initiatives Chair and Lindsay McCarthy, Membership Chair

- 1040 Workshops Budget – Kim Thomas, 1040 Workshops Chair

Approval of Executive Council Minutes – June 2021 EC Meeting

- 1st Motion – Wendy Wang, Treasurer
- 2nd Motion – Rashinda Hutchinson, UC Segmental Representative
- Discussion - None
- In Favor - All
- Opposition – None
- Abstentions – None

Motion Pass - 2021 CASFAA President, Jesse Marquez

New Business

1. Treasurer’s Report –Wendy Wang, Treasurer / Treasurer-Elect

- Finance reports will be restricted for confidentiality and security purposes. EC may request permission to view at any time.
- Creating a Treasurer Policy & Procedures Manual and Master Calendar
- New centralized process. New permanent contact information, P.O. box mailing address, Google phone number for invoices and payments to CASFAA’s Accountant. This will eliminate the frequent changes when a new Treasurer is elected to EC.
- Finance Committee met prior to EC meeting. Balance in checking account is not enough to pay all current expenses, projected EC meetings and conference expenses. Proposed to withdraw \$55k from investment account to cover projected expenses.
- Conference revenue from registration and sponsorship will not be received and reconciled until after conference so we need to temporarily withdraw from investments and replenish it back later. It’ll be a deduction from Conference Budget.
- Usually pay hotel deposit contract way in advance and then had unexpected Newport hotel cancellation fee \$10k due to unusual year due with pandemic and unforeseen circumstances.
- Investment account approximately \$900K in reserve.
- Renegotiated QuickBooks contract our accounting record keeping software for a non-profit discount from \$100/month to \$100/annually and increased account users from 5 to 25.
- Working with CPA to file our annual tax form 990 for non-profit association tax exemption status by next week. Will notify EC once filed.

Approval to withdraw \$55,000 from investment account to conference expenses

- 1st Motion – Karen Hunter, Community College Segmental Representative
- 2nd Motion – Jessica Ayres, Graduate / Professional Segmental Representative
- Discussion - None
- In Favor - All
- Opposition – None
- Abstentions – None

2. Conference Discussion – Jesse Marquez, President / Program & Conference Committee

- County mask mandate for indoors, will incorporate at conference and partner with hotel guidance and enforcement of compliance for their guests and conference attendees.
- What's the deadline to cancel conference? Will cancel if government mandates another lockdown.
- Two cancellation clauses:
 - One is standard to cancel for any reason with penalty fee, at this time we're at the 80% revenue period which would be \$100k fee
 - Declaration of official health regulation or advisory either in location where hotel is located or the location of group headquarters where 10% or more of the participants restricted legally or impossible to travel to destination, we can rescind contract.
- Our goal is 211 attendees to break even on conference expenses. We are still holding conference regardless of number of attendees registered.
- Conference survey feedback was pro attending the conference back in May/June when the government was reopening.
- Any segments with mandated travel restrictions?
 - UC campus specific not system wide but still limited
- Meeting plan with hotel and AV regarding accessibility to offer remote feed for presenters / sessions
- Better to just launch registration as soon as possible versus sending another survey out to membership to gauge participation. If we were to cancel the conference will not be offering a virtual conference due to time constraints and planning.
- Program committee reviewed session proposals. Need 36 sessions. 18 sessions confirmed so far.
- ED is offering 4 sessions (3 + Fed Update) due size of our conference. Fed update will be a pre-recorded session. Not allowed to work weekends. ED is not offering any sessions that they will providing at their own FSA conference. Can provide via Zoom or WebEx for Virginia Hagins' sessions.
- CSAC is providing 4 sessions.
- Dwayne is working with Robert Weinerman for his 3 sessions.
- Segmental reps are proposing 2 sessions each total 24.
- 6 Business Solutions Sessions for vendors.
- 1 – 2 VA sessions.
- 2 NASFAA sessions.
- Pre-conference sessions: Still figuring out below.
 - Leadership Forum??
 - WASFAA Fall Training??
 - No NASFAA U
 - No Proprietary pre-conference this year just segmental breakfast.
 - CASFAA / WASFAA trainers limited as not attending
 - ADC??
- Segmental Breakfasts
 - CC, CSU, UC, Proprietary, G/P
 - No Independent
 - ADC??
- Newcomer reception? May remove if conflict with ED session during same time slot on Friday.
- Vendor reception on opening day.
- Figuring out the speakers for the general sessions, NASFAA and CSAC.
- Reviewed CVENT conference registration website.
- Wendy Wang's son Matthew Wang fundraising already donated \$5k: Kawasaki Disease Research Foundation charity organization for conference. Jesse will announce foundation and introduce Matthew

to speak. Will raffle tickets and proceeds to foundation. May not use Dr. Burns due to availability and time constraints.

- Heather will find out if vendors can sponsor gift packages for charity.
- Draft of session proposals to launch registration.
- Recommendations of providing proof of Covid test results
 - List local covid testing locations if needed while at conference
 - Extra layer and step members need to do as just wearing mask is a political issue in this environment.
 - Fine line with collecting members medical information (test results) HIIPA Privacy
 - Maybe provide disclaimer on website of covid symptoms and “recommendation” not to attend if you have symptoms or have been in contact with someone with Covid
 - Screening form, wellness check prior to attending within 72 hours.
 - If test positive before or during conference, where is our liability? How do we notify attendees? Do we cancel conference? What are hotel guidelines?
 - Self-attestation certification statement during registration that members have been vaccinated or have got tested with negative results
 - If positive stay home
 - Review association liability insurance
- ADC Reception or Pre-Conference sessions?
 - Denise can assist and will submit proposals
- EC room reservations if attending for discounted staff/ government room rates.
 - EC Transition meeting during conference will pay for travel to/from and one night comp room
 - Notify Dewayne Barnes, Site-Selections Chair
- EC members will need to still pay for their own conference registration and remaining hotel stay.

3. Committee Reports

Vendor Relations – Heather Tapia, Associate Member and Sun Ow, Fund Development Chair

- Review exhibitor survey results from last year’s virtual conference.
 - 18 company responses
 - 12 yes to attending
 - 1 tentative depending on turnout and Delta variant
 - 1 attending not exhibiting
 - 6 no to attending, travel restrictions, Delta variant, budget/costs
 - Only surveyed vendors from last year not any new potential vendors
- Possible 10 exhibitors for this year’s conference
 - Keep sponsorship costs down especially if conference attendees are expected to be less
 - Follow up meeting with Tom to finalize sponsor packages 1st draft completed

CASFAA Chronicle

- Apri Medina got promoted to UC Chancellor Office and stepping down as newsletter editor
- Any recommendations of anyone for position?
- Propose to have Past-President or President-Elect take on position as part of role
- Propose to send notification ask the membership email blast

State Relations – Veronica Basadre, VP State Issues

- Tae Kang: Deputy Director, Program Administration & Services Division at California Student Aid Commission: Shared an update following recent conversations with staff in the Legislature and at the Department of Finance regarding the state's requirement for verification of Selective Service registration for eligible male students for Cal Grant purposes.

Legislative and Dept. of Finance staff indicated they are interested in removing this requirement from state law and accompanying regulations through legislation that would be introduced within the next month and would take effect for the 2021-22 academic year. CSAC provided input to ensure that any such legislation removing this requirement from state law and accompanying regulations would also ensure that any CSAC audits for the 2021-22 academic year would not penalize campuses for failure to verify Selective Service registration.

NOTE: At this time, such legislation has not yet been introduced, but we will continue to keep you all updated about any further developments on this issue.

- See State Issues Quarterly Report

On-Boarding Process – Jesse Marquez, President

- Developing a master calendar and position requirements, timeline of responsibilities and reports for all the three President positions first then will focus on segmental representatives.
- Developing a committee for on-boarding process.
- Jessica has other long-term ideas for on-boarding process for members other than EC

4. Segmental Representative Updates

- Postpone to next EC meeting due to time constraints
- Update EC Quarterly Segmental Report

Follow Up Action Items:

- Review On-Boarding Process, Positions & Responsibilities, Bylaws, Policies and Procedures, Meeting Procedures, and Strategic Plan – Jesse Marquez, President, Anafe Robinson, Past-President and Bronwyn Garrison, President-Elect
- Follow up on Elections Nominations to membership – Anafe Robinson, Past-President
- ADC proposal for pre-conference – Denise Pena, Access & Diversity Representative
- Finalize Session Proposals for Conference – Lorena Garcia, Program Chair
- Finalize vendor sponsorship package – Sun Ow, Fund Development Chair and Thomas Le, Conference Chair
- Vendor sponsorship gift packages for charity raffle – Heather Tapia, Associate Member
- Launch Conference Registration – Thomas Le, Conference Chair and Dewayne Barnes, Site Selections Chair

- Review liability insurance and update registration with Covid attestation, health screening form and symptoms checklist. -Thomas Le, Conference Chair and Dewayne Barnes, Site Selections Chair
- CASFAA Scholarship Notification – Lori Prince, Conference Co-Chair
- CASFAA Awards – Jesse Marquez, President
- Withdraw from investment account and file 990 taxes. – Wendy Wang, Treasurer
- 1040 Workshops Budget – Kim Thomas, 1040 Workshops Chair
- Eblast to membership newsletter editor vacancy position – Jesse Marquez, President
- Send Segmental Report Template to upload Quarterly Reports to Share Drive – Thomas Le, Secretary
- EC Transitional Meeting TBD in October during conference – Bronwyn Garrison, President-Elect
- EC room reservations for transitional meeting at conference - Dewayne Barnes, Site-Selections Chair
- Schedule Conference / Program Committee update follow-up meeting – Jesse Marquez, President

Adjournment

Motion to adjourn Executive Council meeting:

- 1st Motion – Jessica Ayres, Graduate / Professional Segmental Representative
- 2nd Motion – Karen Hunter, Community College Segmental Representative
- In Favor - All
- Opposition – None
- Abstentions – None

Motion Pass – 2021 CASFAA President, Jesse Marquez

Meeting was adjourned at 5:10pm on August 26, 2021, by CASFAA President, Jesse Marquez.

The next general meeting TBD.

Minutes Recorded: Thomas Le, Secretary / Conference Chair

Approval Date: Scheduled for October 2021 CASFAA Executive Council Meeting