



**Executive Council Meeting Minutes
March 30, 2021**

Opening

The CASFAA Executive Council meeting was called to order at 3:05 pm on March 30, 2021 online via Zoom by 2021 CASFAA President Jesse Marquez.

Present (Voting Members)

President – Jesse Marquez
President-Elect – Bronwyn Garrison
Past President – Anafe Robinson
VP Federal Issues – Deborah Agee
VP State Issues – Veronica Basadre
Secretary - Thomas Le
Access & Diversity Rep. – Denise Pena
Community College Segmental Rep. – Karen Hunter
UC Segmental Rep. – Rashinda Hutchinson
Graduate/Professional Rep. – Jessica Ayres
Proprietary Segmental Rep. – Kevin Roberts

Present (Non-Voting Members)

Conference Chair – Thomas Le
Conference Co-Chair – Lori Prince
Program Chair – Lorena Garcia
Electronic Initiatives Chair – Daniel Reed
Membership Services Chair – Lindsay McCarthy
High School Relations Co-Chair – Luanne Canestro
High School Relations Co-Chair – Jennyfer Pulido
Fund Development Chair – Sun Ow
Associate Member Rep. – Heather Tapia

Non-Present

Independent Segmental Rep – Vacant
Treasurer / Treasurer-Elect – Wendy Wang
CSU Segmental Rep – Pawan Wallace
Site Selection Chair – Dewayne Barnes
1040 Workshops Chair – Kim Thomas

Agenda

- Welcome
- Review of the Agenda
- Review of Old Business – To Do's
- Review of Minutes – January 2021 EC Meeting
- New Business
 - Treasurer's Report
 - Membership Update
 - 2021 Conference Budget / Preplanning Discussion
 - Other

Old Business

To Do's: Conference Planning Survey to Membership – Discussion / TBD

Approval of Executive Council Minutes – January 2021 EC Meeting

- 1st Motion – Anafe Robinson, Past-President
- 2nd Motion – Bronwyn Garrison, President-Elect
- Discussion - None
- In Favor - All
- Opposition – None
- Abstentions – None

Motion Pass - 2021 CASFAA President, Jesse Marquez

Approval of Consent Agenda

None

New Business

1. Treasurer's Report – Jesse Marquez, President on behalf of Wendy Wang, Treasurer

- February Net Income Statement is \$20,254.11.
- As of 02/28/21, we have a total \$61K in bank account.
- New permanent contact information and mailing addresses for invoices and payments to CASFAA's Accountant. This will eliminate the frequent changes when a new Treasurer is elected to EC.

Email: CASFAA Treasurer: treasurer@casfaa.org

Phone: (858) 381-2188

Payment Address: Make Checks Payable to CASFAA

Attn: CASFAA

MSB Venture Group, LLC

4300 Rogers Ave, Set 20 #228

Fort Smith, AR 72903

2. Membership Update – Lindsay McCarthy, Membership Chair & Daniel Reed, Electronic Initiatives Chair
 - Review active and inactive member in the database about 1400 profile to review.
 - Review OPEID by institution identify staff with 4 or more members.
 - Review associate members outside of CASFAA such as vendors and other affiliations.
 - CSAC option for Institutional Membership
 - Community College District versus school affiliation? Districts don't have OPEID but schools do. List out districts as option for institution membership. Make verbiage transparent identifying staff that work for districts versus staff working for campus.
 - Drop down menu with school code. Text field to add "other". Make it intuitive and custom built so less clean up to place members in correct spot. Need to confirm with MemberClicks to customized fields.
 - Load info into those fields. Then reach out to the institutions to offer new membership structure. Default and designate some as institutional membership and offer option to change later or will take forever to rollout the project.
 - Determining with MemberClicks, customization of fields, batch load versus manual? Formatting data correctly. Making sure membership application and invoice are set up correctly.
 - Discussion: Do we offer now for rest of year for free or do we change the membership renewal date if we rollout by end of April?
 - Option of renewing membership at training events but most big events have concluded such as 1040 tax workshops, NASFAA U Credentials, Federal Updates, and other FA webinars have been since January
 - Thalassa can provide list of training events with attendee list. Discussion to grandfather them in and make paid members next year. State and Federal updates are free in June. Hiatus on trainings until then.
 - Elections are also coming up and active members are voting members but memberships have not been renewed. Make decision today about new membership fee and structure and grandfather in previous members and allow them to vote.
 - Worst case scenario more 2 months to finalize membership structure. Daniel shared draft verbiage that he will post on CASFAA website regarding moving to institutional membership along with FAQs. Suggestion to add conference timeline to FAQ about new membership renewal and on CASFAA website under membership.
 - 106 membership invoices were paid 2021 that will need to contact and move that auto renew for 2022. Table to next EC meeting.
 - Proposed motion to make all members in database active for remainder of the year until conference. Rollout new membership structure with conference registration in October 2021 for active membership for 2022.

Motion to approve to offer all members in the database free active membership until annual conference in October 2021 when new membership renewal and fee structure is implemented.

- 1st Motion – Karen Hunter, California Community Colleges Segmental Representative
- 2nd Motion – Anafe Robinson, Past-President
- Discussion - None
- In Favor - All
- Opposition – None
- Abstentions – None

Motion Pass - 2021 CASFAA President, Jesse Marquez

3. 2021 Conference Budget – Thomas Le, Conference Chair

- Review proposed conference budget for in-person and virtual as contingency plan.
- Will send survey to membership in April to determine for feedback for in-person or virtual conference.
- Factors of vaccine rollout and City & County tier changes with reopening businesses.
- Concerns are training budget limited due to loss of enrollment during pandemic and institutions limiting staff from traveling professionally. Some Community Colleges districts are restricting travel until 2022.
- Suggestion to modify survey and including question notifying schools ability to use HEERF funds for administrative costs for staff professional development training. Include location and conference dates.
- Using Pell ACA for training budget. FA training is requirement of FSA Administrative Capability compliance.
- Heather Tapia, Associate Chair on Sponsors' feedback lack of ROI with virtual conference vendor booths. Need to be more interactive and engaging for attendees. Raffle and gift cards. Request to also review and lower costs of sponsorship packages with Sun Ow, Fund Development Chair and committee. Suggestions for another RFI analysis on different platforms (ie. REMO and Whovah) if we decide to host another virtual conference.

Motion to approve 2021 Conference Budget:

- 1st Motion – Deborah Agee, VP Federal Issues
- 2nd Motion – Anafe Robinson, Past-President
- Discussion - None
- In Favor - All
- Opposition – None
- Abstentions – None

Motion Pass - 2021 CASFAA President, Jesse Marquez

4. Strategic Plan – Jesse Marquez, President, Anafe Robinson, Past-President, Bronwyn Garrison, President-Elect

- Jessica Ayres, G/P Rep. recommends revisions to EC position descriptions as too narrow and not reflective of committee goals and activities.
- Anafe and Bronwyn to plan meeting to review Positions & Responsibilities, Bylaws, Policies and Procedures, Meeting Procedures, and Strategic Plan:
- Meet with Segmental Reps to review Position Descriptions
 - Revisit all Segmental Reps. are on Program Committee for annual conference.
 - Revisit all Segmental Reps are on Federal and State Issues committees.
- Voting and Non-voting positions. People making motions are voting members on EC.
 - To make change of bylaws, need a quorum of voting members and percentage of members.

5. Segmental Reports and Consent Agenda – Thomas Le, Secretary

- Segmental Reports due to Secretary 3 weeks prior to EC Meeting Dates
- Secretary will compile and send back out to EC to review
- Segmental Reports will be approved via Consent Agenda at EC Meetings

Follow Up Action Items:

- Virtual Week: Day at the Capitol (DATC) last week of April. – Veronica Basadre, VP State Issues
- Strategic Plan – Anafe Robinson, Past-President and Bronwyn Garrison, President-Elect
- Send Conference Survey to membership – Thomas Le, Conference Chair and Daniel Reed, Electronic Initiatives Chair
- Revise Hotel Contract for Annual Conference – Dewayne Barnes, Site Selection Chair
- Renew ON24 Platform and CVENT contracts? – Thomas Le, Conference Chair & Fiscal Committee
- Identify and notify members of active memberships remainder of 2021 year, announce implementation of new hybrid membership structure and update CASFAA Website verbiage – Daniel Reed, Electronic Initiatives Chair and Lindsay McCarthy, Membership Chair
- Send Segmental Report Template to upload to Share Drive to Segmental Reps. – Thomas Le, Secretary
- Next EC Meeting tentative dates June 12-13, 2021 at Newport Beach Marriott Hotel & Spa – Jesse Marquez, President

Adjournment

Motion to adjourn Executive Council meeting:

- 1st Motion – Anafe Robinson, Past-President
- 2nd Motion – Kevin Roberts, Proprietary Segmental Representative
- In Favor - All
- Opposition – None
- Abstentions – None

Motion Pass – 2021 CASFAA President, Jesse Marquez

Meeting was adjourned at 5:15pm on March 30, 2021 online via Zoom by 2021 CASFAA President, Jesse Marquez.

The next general meeting TBD.

Minutes Recorded: Thomas Le, Secretary / Conference Chair

Approval Date: Scheduled for June 2021 CASFAA Executive Council Meeting via Consent Agenda