

California Association of Student Financial Aid Administrators
2003 Executive Council Conference Call Meeting
April 7, 2003 – 2:30 p.m.

Participants: - Linda Bisesi, Mindy Bergeron, Tim Bonnel, Addalou Davis, Nancy Davis, Tom Ma, Tracie Matthews, Mary Ellen Muehring, Theresa Navarro, Bob Peters, Karen Sanders, Tami Sato, and Wayne Mahoney

Unable to Participate: Mai Bui, Ena Hull, Colleen MacDonald, Syed Rizvi, and Ann Whitmer

Ena Hull, CASFAA President, was unable to participate due to health reasons so Wayne Mahoney, President-Elect, led the discussion on agenda items that were not completed at our meeting in Sacramento. We had enough voting members for a quorum.

Project Budgets Not Received

Karen Sanders has not received Project Description and Project Budget forms from the following areas. **TODO:** The persons responsible for these areas should fill out the forms now and send them electronically to Karen.

- Association Services
- Scholarship
- Policy and Procedures
- Community College
- Loan Issues
- Ambassador Program
- Fund Development

Project Budget Discussed

Bob Peters sent EC members a revised list of expenses for the Proprietary Workshops. The estimates were reduced from the list provided in Sacramento. One factor on costs is the elimination of the Mini-Conferences. The Proprietary Workshop project would need to take on cost of mailing, printing and AV equipment previously covered by the Mini-Conference budget. We discussed expected fund development support and felt that \$2,500 would be a reasonable amount. Bob made his new estimates based on 150 attendees. They would advertise to all CASFAA members, not just proprietary, since most of the materials are generic and based on the NASFAA Core Materials. **TODO:** Bob needs to electronically submit to Karen Sanders, his Project Description and Project Budget forms with revised figures.

MOTION

Motion was made to approve the Proprietary Workshop budget with total expenses of \$21,000, total Revenue of \$12,750, estimated Fund Development support of \$2,500 and a CASFAA subsidy of \$5,750.

APPROVED

Moved by Bob Peters, duly seconded by Nancy Davis and approved

1040 Review Workshops

Tim Bonnel reported that Sallie Mae will not support the 1040 Review Workshop project but that some of their partners, Chase and USA Funds, will provide some support. We may need to seek other vendor support, charge a fee to attendees or cut back on the number of workshop sites planned. In Sacramento we approved the CASFAA subsidy to pay for the printed materials. The daily fee for Jim Briggs is \$1,500 but may be negotiable. They hope to have these workshops during the July 16th and 23rd weeks. The change of non-support from Sallie Mae will require some reorganization and Tim would like to submit a revised plan in a few weeks. We tentatively set up a conference call for April 21st at 2:30 p.m. **TODO:** Tim will work up a final plan for the 1040 Review Workshops for discussion and approval at the next conference call meeting.

Other Items Not Discussed

We decided to table the discussion items on the Certified Meeting Planner and use of a third party servicer for site selection, hoping we could do this when Ena could participate and the feeling that these were not items that needed immediate attention.

We hope to get more details on the 1040 Review Workshops and approval of budgets not submitted to date. If approval is required before the next Fiscal Planning meeting in June, there must be submitted to Karen Sanders now.

California Association of Student Financial Aid Administrators
2003 Executive Council Conference Call Meeting
April 21, 2003 – 2:30 p.m.

Participants: - Linda Bisesi, Mai Bui, Tim Bonnel, Nancy Davis, Tom Ma, Mary Ellen Muehring, Theresa Navarro, Tami Sato, and Wayne Mahoney

Ena Hull, CASFAA President, was unable to participate so Wayne Mahoney, President-Elect, led the discussion.

1040 Training, Tim Bonnel – Tim provided a worksheet with estimates on the workshop sites which would be two in the Bay Area, one in Modesto, one in San Diego, two in Orange County or the Inland area and one in Los Angeles. He based attendance on from 60 to 100 attendees at each site. He estimates that Jim Briggs fee, travel, lodgings and per diem would total \$13,610 and that the cost for room, refreshments and AV to be around \$10,220. The workbooks are 70 pages and cost \$5 each. There is Fund Development and Sponsorships committed for \$13,500 and other organizations are considering additional sponsorship.

We discussed the pros and cons of offering the training either free, at a \$5 fee to cover materials only, or \$15 fee to cover the refreshments also. Lunch would be not included. Due to sensitivity to budget constraints on CASFAA members for training opportunities we wanted to make this training event reasonably priced. Tim was asking us for direction on what the fee should be. After much discussion we decided a \$10 fee would be reasonable and cover the bulk of expenses not covered by sponsors and a minimal subsidy for CASFAA. **TODO:** Tim should submit his revised project description and budget request to Fiscal Planning.

Other Topics – We did not have knowledge of any other budgets being submitted and decided to table other topics.

Note: An update from Karen shows that she has received budgets from:

- Community College
- GP Planning
- 1040 Workshop
- CASFAA Conference
- Proprietary

She still needs the following budgets:

- P & P
- Membership
- Fund Development
- Loan Issues
- Ambassador Program