

Minutes

CASFAA Proprietary Committee		
10.17.2013	2:30pm – 3:30pm	Conference Call
Meeting called	Thomas D. Le	
Type of meeting	Conference Call	
Facilitator	Thomas D. Le	
Note taker	Thomas D. Le	
Attendees	Shahrooz Roohparvar, Emily Valdovinos, Chris Freeman, Lissa Wayne	
Non-Attendees	Kerri Helfrick, Merilyn Sweet, Mabel Lin, Rosemary Martinez-Kepford, Elizabeth Allen	
Summer Webinar Series		
Discussion	Reviewed Summer Webinar Statistics	
	<ul style="list-style-type: none"> • Verification • 150% Subsidized Loan • The Financial Aid Processing Puzzle – Putting all the Pieces Together • The Financial Aid Director – Master of Multitasking 	
Conclusions	<ul style="list-style-type: none"> • Analysis shows high registration for each webinar but the number of attendees were about half per session maybe due to work scheduling conflicts. • Area of concern of lack of interest/attendance was in professional development webinars but data shows the registrations for those webinars were still positive and based on preliminary survey response for high need on those topics is why we offered it. • 34 new memberships but only 11 were paid as of Aug. 2013. 	
Action Items	Person	Deadline
Follow up on membership payment	Tom & Kat	12/31/13
Proprietary Scholarship Winners		
Discussion	Change in Selection	
	<ul style="list-style-type: none"> • Of the original two winners selected, Kristy Gilbert has left the industry. Will replace with next selection in line based on initial committee votes. • Will introduce and recognize winners at opening of Proprietary Workshop at Pre-Conference. 	
Action Items	Person	Deadline
Notify new winner – Christy Gregory, Make-up Designory	Tom & Sunshine	ASAP

Minutes

Review Proprietary Workshop Agenda		
Discussion	Review preparation details for Pre-Conference	
	<ul style="list-style-type: none"> • Review agenda • Address issues/concerns from last year to improve upon for our workshop this year • Who's Not Attending? • In-Person Meeting? • Team Dinner? • Create task list and assignments • Transition Meeting: Congratulations to Emily Valdovinos as 2014 Proprietary Segmental Rep. 	
Conclusions	<ul style="list-style-type: none"> • Committee members not attending conference: Shahrooz, Mabel, Chris will not be available Sat as attending G/P forum but available to assist on Friday and Sunday. Elizabeth – TBD. • Will determine if more volunteers are needed and contact for assistance • In-person meeting will not be necessary. Will meet with Emily during E/C Transition Meeting to finalize details of workshop and schedule follow up conference call with committee. • Send communications out to membership regarding last minute on-site registration that certificate of attendance will be issued via mail after conference. • Determine how hours of attendance are calculated for continuing education for printing of certificates. • To Do: <ul style="list-style-type: none"> ○ Table Cards – Numbering system for round tables to be handed out to separate attendees as they enter room ○ Candy/Mints for each table ○ Secure presentations and handouts from presenters ○ Blast presentations electronically to attendees prior to conference and made available via flash drive for on-site registrants ○ Option of paper presentation handouts ○ Note pads and pens for tables ○ Laptop & AV system ○ Assign committee members as moderators for each presentation ○ Secure bio from presenters and scholarship winners for introductions ○ Determine volunteers to work registration desk and delivering certificates of attendance. ○ Design evening reception tickets and stuff registration packets ○ Print Certificates of Attendances ○ Meet at 8am at pre-conference for setup ○ Team dinner after reception 	
Action Items	Person	Deadline
Determine Continue Education Units for Certificates	Emily	11/6/13
Review To-Do List with Emily at Transition Meeting	Tom & Emily	11/6/13
Assign Action Items to Members on Committee	Tom	11/8/13
Follow-Up Conference Call	Tom	Nov. - TBD