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| Executive Council Meeting | | | | | |
| 3.19.2014 | | 2:00pm | | WebEx | |
| *Meeting called by* | | Lynne Garcia (President) | | | |
| *Type of meeting* | | Executive Council Meeting | | | |
| *Attendees* | | **Voting**: Annie Osborne, Lindsay Crowell, Tom Le, Mason White, Scott Cline, Emily Valdovinos , Lina Bojorquez, Eileen Brzozowski, Lynne Garcia, Daniel Reed, Angelina Arzate, Sunshine Garcia  Non-Voting: Rhonda Mohr, Kat Williams, Dewayne Barnes, Bryan Dickason | | | |
| Consent Agenda (Committee Reports, January Meeting Minutes, Budgets) | | | | | |
| *Lynne Garcia (President)* | | | | | |
| Discussion: | | | | | |
| Confirmed the Louise Jones is on the UC report as a committee member, not as the Segmental Representative.  Eileen hopes to reach out to schools not traditionally involved in CASFAA. Will work with her committee to accomplish this. | | | | | |
| Conclusions | | Tom Le moved to accept the Consent Agenda, Emily Valdovinos offered a second to the motion. All were in favor, none opposed or abstained. | | | |
| Action Items | | Person Responsible | | | Deadline |
| n/a | |  | | |  |
| Budgets and Fiscal Outlook for 2014 | | | | | |
| *Lindsay Crowell (Treasurer) and Daniel Reed (Treasurer-Elect)* | | | | | |
| Discussion: | | | | | |
| In early February we received the San Francisco Conference bill. This created a cash flow issue for ongoing expenses for 2014. The Fiscal Planning Committee met and decided to liquidate a CD from CASFAA’s Operating Reserve to our Operating Fund (total amount, approx $142,000). There is now a little under $200,000 in our Operating Fund (checking).  We hope to get a better handle on our money this year. Bottom line, we need to make some money this year to help the regroup. Please be mindful of your budgets. – Lynne Garcia  Web Services, Conference, meeting expenses vs. decreased training income and low fund development – our spending has now caught up with our earnings.  How much on 1040s? $31,000 revenue vs. $41,000…profit of $16,000 in 2012, what happened in 2013? – Deb Barker-Garcia  About $11,000 after compensating for Fiscal Year vs. Calendar Year – Lindsay Crowell  Reminders:   * On CASFAA business: $15 breakfast, $20 lunch, $30 dinner! * For DATC, Angelina Arzate would sign the reimbursement form * For NASFAA Leadership, Lynne Garcia would sign the reimbursement form * 3-4 week turnaround time for complete reimbursement requests * Please turn in within 30 day | | | | | |
| Conclusions | |  | | | |
| Action Items | | Person Responsible | | | Deadline |
| Submit your reimbursement to Committee Chairs first for anything other than an EC Meeting expense | | All EC | | |  |
| Electronic Initiatives | | | | | |
| *Dewayne Barnes (Past President)* | | | | | |
| Discussion: | | | | | |
| First charge:  **Social Media Policy**  Linked In, Twitter, Facebook…What is it for? What should we post? Who can post? More info to come with feedback desired.  Coordinating Association Requests – form to come  What about Volunteer forms?- Angelina Arzate  Modifications in progress. As far as we know, all volunteer forms submitted have been distributed out to the appropriate committee chairs. – Kat Williams  **EC/Committee Site**  There is a new CASFAA Leadership landing page when you login on casfaa.org! Once logged in, there is an “EC/Committee Site” tab on the top right.  Internal CASFAA Calendar vs. Public Calendar  Kat can moderate permissions, or coordinate events. Lynne would prefer that all EC members have write access.  [Tech Request Form](http://www.casfaa.org/tech-request-form) – effective immediately!  This form will be available to all EC members on the [CASFAA.org](http://www.casfaa.org/tech-request-form) site by the end of the day (3/19/14).  Is there an ability to attach a premade file? Or would this require a follow up? – Tom Le  Daniel Reed will research this.  Can we send a blast just for the segment? – Annie Osborne  Yes.  If sending, how will it be formatted? – Tom Le  If you would like a certain look, feel free to work with Kat after submitting the Tech Request.  Leadership FAQs are now available in this section.  Segmental Lists and Saved Searches  Constantly up to date, ready for use! | | | | | |
| Action Items | | Person Responsible | | | Deadline |
| Allow EC/Committee Site Access to all EC | | Kat Williams | | |  |
| Create Association Request form | | EIC | | |  |
| Modify Volunteer Form Process | | Kat Williams | | |  |
| Social Media Policy | | Dewayne Barnes | | |  |
| Explore allowing file attachments in Tech Request form | | Daniel Reed | | |  |
| Update CASFAA Leadership Calendar access | | Kat Williams | | |  |
| Day at the Capital (DATC) | | | | | |
| *Angelina Arzate (Vice President – State Issues)* | | | | | |
| Discussion: | | | | | |
| Went very well. 16-17 CASFAA members, including 5 EC. This is a good showing!  Linda Williams (CCCSFAAA) and Angelina needed to do much of the legwork for scheduling meetings vs. previous years due to CSAC’s Lori Nozura’s change of role.  Good feedback from attendees. Several requests for additional information were sent to CCCSFAAA. | | | | | |
| Action Items | | Person Responsible | | | Deadline |
| Send DATC comments/responses to Angelina | | All DATC attendees | | |  |
|  | |  | | |  |
| NASFAA Leadership Conference | | | | | |
| *Scott Cline (Vice President - Federal Issues)* | | | | | |
| Discussion: | | | | | |
| All got in on Saturday, conference started early Sunday morning. Legislative updated on Monday, Hill visits on Tuesday. CASFAA met up with WASFAA for a meeting with House and Senate Education Committee staffers – very productive! Lots of topics.  Lindsay met with Rep. Henry Rackman(sp?) – very concerned with Independent university cuts for Cal Grant…but he is retiring/resigning soon.  Sunshine and Denise met with staff for Barbara Boxer, short but good. Let Denise talk so that Independent can get help (Boxer is very pro Public universities). Need to know which reps are in favor of which segments! Sunshine will meet with her locally in Thousand Oaks.  Overall consensus, no HERA this year, likely lots of stalling until after the election. With retirements on both sides of the aisle, anything could happen in 2015! | | | | | |
| Action Items | | Person Responsible | | | Deadline |
| Article for the Newsletter | | Scott Cline | | |  |
|  | |  | | |  |
| Conference Updates | | | | | |
| *Deb (Training Chair)* | | | | | |
| Discussion: | | | | | |
| Such a difference running a conference in San Francisco vs. Anaheim in food costs, A/V costs…by default, this will be a less expensive conference.  We are controlling the costs: not tacky, just not overboard.  Saturday:  Prop workshop and Grad/Prof workshop, no CC  No wine & cheese reception offered, no big deal  Sunday:  CC breakfast, Prop breakfast, UC breakfast  CSU or Independent breakfast  UC breakfast last year was so successful because of Daniel Roddick’s investment in its success in program planning and marketing. Mason White is working with Daniel Roddick on ideas. Eileen has support from Veronica Villalobos-Cruz (AICCU) as a speaker, and is debating a breakfast vs a breakout session. May be a $25 additional cost.  Dynamic speaker for Sunday afternoon (opening session) – focus on Access and Diversity.  Big welcome reception with heavy hors d’oeuvre and drink tickets.  CASFAA giveaways at the booths, set up to encourage lingering in the vendor area  Monday:  CSAC and Grad/Prof separate general session  Lunch with awards and scholarships, with some cultural entertainment  Breakout sessions all day  Dinner with social lazy susans – choices!  Working on the vendors/sponsorships. Thinking about a portfolio instead of a tote. Will be driving the Mobile App over the conference program.  Program sessions are getting organized, will be calling for proposals by April 11, then will finalize. Please preview your speakers with Rhonda and Deb in order to coordinate contacts. We really do not want to pay for speakers.  Working with Disneyland to get a link for twilight tickets.  They are hearing that schools are scaling back FSA attendance to send to CASFAA! Woohoo! Looking forward to Sacramento! (!) | | | | | |
| Action Items | | Person Responsible | | | Deadline |
| May modify the Conference budget for $50 Prop and $25 segment vs. throwing in the breakfast | | Deb Garcia | | |  |
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| New Business | | | | | |
| *Lynne Garcia (President)* | | | | | |
| Discussion: | | | | | |
| * 18 month terms: 6 months to shadow, 6 months to run, 6 months to mentor * Renew the mentorship program   Tabled. | | | | | |
| Meeting adjourned. | | | | | |
| Action Items | Person Responsible | | Deadline | | |
| Send notes to Daniel for Minutes | Lindsay Crowell | |  | | |
| Send draft minutes to EC | Daniel Reed | |  | | |