

NCASFAA Executive Board Meeting
Marriott, Winston-Salem, NC
Friday, June 20, 2008

Committee: President Elect
Chair: Amy Berrier, UNC Greensboro

Statement of Committee Goals and Objectives for the Year:

- Ensure that NCASFAA follows Roberts Rules of Order for parliamentary procedures during meetings and business transactions
- Be the parliamentarian of the Association
- Be the understudy to the President of the Association
- Represent NCASFAA as required at different functions
- Participate in the SASFAA Interstate Visit Program
- Select 2008-2009 Executive Board Members (committee chairs, ad-hoc committee chairs, liaisons, and members-at-large) keeping in mind appropriate representation (institutional type, geographic region, gender, race, ethnicity, previous committee work, educational background, continuity in certain positions, available time, staff support, institutional support, etc.)

Specific Projects that achieved the Goals and Objectives:

- Purchased updated Roberts Rules of Order Handbook and Quick Reference Guide (will pass along to incoming President-Elect)
- Intensely reviewed policies and procedures handbook and bylaws for accuracy and needed changes
- Assisted Member-at-Large with P and P corrections and review
- Assisted Site Selection Chair with contract review and site selection handbook review

Represented NCASFAA at:

- Fall 2007 NCASFAA Conference, Greensboro, NC: November 2007
- Annual 2007 CCCSFAA Conference, San Francisco, California: December 2007
- SASFAA Interstate Visit Program, TASFAA Board Meeting, Nashville, Tennessee: January 2008
- SASFAA President-Elect Workshop, Crystal City, Virginia: February 2008
- NASFAA Leadership Symposium, Washington, DC: March 2008
- Spring 2008 NCASFAA Spring Conference, Wrightsville Beach, NC: April 2008
- VASFAA Annual Conference, Newport News, Virginia: May 2008
- SASFAA Transition Board Retreat, St. Petersburg Beach, Florida: June 2008

Executive Board Representation:

President:	Amy Berrier (UNC Greensboro)
President-Elect:	Lisa Koretoff (GTCC)
Vice-President:	Rachel Cavanaugh (Cape Fear CC)
Secretary:	Misty Clark (ECPI)
Treasurer:	Kim Driggers (St. Andrews)
Immediate Past President:	Tony Carter (UNC Charlotte)
Budget & Finance:	Teresa Williams (Wingate University)
Diversity:	Liza Bruce (ECMC) & Cooper

Exhibitors:	Janet Sain (SunTrust)
Legislative Advisory:	Paul Coscia (Guilford College)
Lender Liaison:	Casey Wallen (National Education)
Professional Advancement NAO:	Kathy Tipton (GTCC)
Professional Advancement Intermediate:	Ronnette Hamilton (North Carolina A & T)
Membership:	Brenda Long (Carteret CC)
Program (Fall):	Christy Chesnut (Salem College)
Program (Spring):	Patti Bowman (UNC Charlotte)
Publicity:	Tony Patterson (NCSU)
Site Selection:	Casey Wallen (National Education)
Agency Liaison:	Bill Cox (NCSEAA)
State & HS Relations:	Cynthia Grant (NC Central University)
Technology:	Bruce Cabiness (UNC Greensboro)
Member-at-Large (Diversity):	Mike O'Grady (Education Finance Partners)
Member-at-Large (Graduate & Professional):	Stacey McCorison (Duke University)
Member-at-Large (Middle School):	April Morey (College Foundation)
Member-at-Large (Policies & Procedures):	Rose Mary Stelma (College Foundation)

Executive Board Statistics:

- 24 board members
- 6 members are elected officers
- 13 members are chairs of standing committees
- 4 members are members-at-large of ad-hoc committees
- 2 members are liaisons to the Executive Board
- 5 members have never served on a NCASF AA Executive Board
- 3 members are returning to the Executive Board after a period of absence
- 1 member is serving in two roles to save money
- 7 members are from the 4 year public sector
- 4 members are from the 2 year public sector
- 1 member is from the proprietary sector
- 5 members are from the private sector
- 1 member is from a guaranty agency
- 1 member is from our state agency
- 5 members are from lending institutions (profit and non-profit)

Suggestions for the Future:

- Create a handbook for the position of President-Elect to help guide the individual in all the things that need to be done during his or her tenure
- Work more closely with the President of the Association in his or her dealings of Association business
- Have bi-monthly discussions with the President to be updated on what is going on with the Association
- Work more closely with the Conference Committee Chair(s) as an ex-officio member to learn the ins and outs of conference planning (especially if the President-Elect has not been an intimate member of the conference committee or been a conference chair)

Committee: Vice President

Chair: Tony Patterson

Statement of Committee Goals and Objectives for the Year:

The primary role of the Vice President is to facilitate training and mentoring for the membership. In light of that role my goals this year were to provide effective and successful training opportunities for NCASF AA, help new members get involved with our organization as well as bolster mentoring opportunities.

Specific Projects that achieved the goals and objectives:

NASF AA Training

Coordinating three statewide NASF AA Training workshops was clearly the most challenging part of my year of service. Kay Stroud, Associate Director from Appalachian State University played a significant role as co-presenter. Kay and I led the day-long workshop at Wake Technical Community College, UNC-Charlotte and finally at the Fall conference in Greensboro. We felt each conference was successful and the evaluations were positive. Overall attendance was average and we did have to give some training manuals back to NCSEAA for them to distribute.

“Newcomers” session at Fall Conference

Led primarily by Jane Kamiab, I assisted her in providing a luncheon for all first-time NCASF AA attendees. The lunch session was a great idea that Jane had and I was happy to assist her with making the event a reality.

Suggestions for future:

I have two basic recommendations for Rachel as incoming VP. One is in regards to NASF AA Training and the second relates to the overall role of the Vice President. I would reduce the amount of materials ordered for NASF AA training to 120, begin promoting the sessions early and create a “sense of urgency” to sign up for the sessions. Certainly locations and a co-facilitator or co-facilitators are important and the VP should not make these decisions alone. I worked with the President, former Vice-President and selected Board members for input.

The overall role of the VP should certainly be looked at closely this year. We briefly discussed the VP’s role at a board meeting this year but did not talk about it in detail. I feel it is something that should be discussed with the current President, President-Elect and Past President before being brought up to the board. I feel the VP could have more formal responsibilities to oversee all aspects of training including New and Intermediate Aid workshops as well as coordinating the sessions during the Fall and Spring conferences in conjunction with Program Chairs.

Committee: Secretary

Chair: Misty Clark

Committee Members (list name and institution):

Misty Clark, ECPI College of Technology – Online Campus

Statement of Committee Goals and Objectives for the Year:

Continue to notate board meeting minutes, upload minutes/board reports onto NCSASFAA website, and update bi-law changes

Specific Projects that Achieved the Goals and Objectives:

Document past years of minutes, etc

Keep 07/08-08/09 year's information updated on website

Suggestions for Future:

Committee: Treasurer-Elect
Chair: Kimberly Driggers

Committee Members (list name and institution):
Kimberly Driggers – St. Andrews Presbyterian College

Statement of Committee Goals and Objectives for the Year:

- Obtained a license from BMI (Broadcast Music Corporation) for purposes of listening to any kind of music while the conference is going on.
- Attend the NASFAA Leadership Conference in Washington, DC, March 8-11 with Amy Berrier
- Assist in NCASFAA audit on February 1st at Wingate University
- During the year spent time with the current NCASFAA treasurer Paul Coscia learning the duties of Treasurer.
- Worked the registration table with Paul and Patti at both the fall and spring NCASFAA conferences.
- Obtained PO Box for NCASFAA for the 2008-2009 year.
- Researched a new bank location with the bank we currently use that is close to my home.

Suggestions for future:

- Change the ***late conference registration fee*** begin date to 2-4 weeks prior to the conference instead of just having them pay the increased rate if they pay on site. This would give the membership more incentive to mail in their conference registrations and checks and not pay on site.

This will help:

- The membership chair have more name tags printed prior to coming to the conference
- The treasurer would have a more accurate count of how much money we would have at the board meeting prior to the conference beginning
- Registration desk would operate more smoothly and could better assist those who completed their information prior to coming.

Committee: Immediate Past President

Chair: Rance Jackson

Committee Members (list name and institution):

Nominations and Elections Committee:

Rance Jackson, NC State Univ.

Bonnie Adamson, Methodist University

Cedric Barksdale, NC State

Cori Brown, UTI Corp.

Lori Lewis, Citibank

Beth McQueen, Richmond Community College

Professional Recognitions Committee:

Janet Sain

Rose Mary Stelma

Bill Cox

Steve Brooks

Statement of Committee Goals and Objectives for the Year:

Specific Projects that achieved the goals and objectives:

Suggestions for future:

The only suggestion I have is to ensure that the Immediate Past President is provided with a budget. Now that the responsibility includes the Nominations and Elections Committee as a standing committee, there are costs <even though minimal> that are incurred which are realistic and credit card purchases may not always be the best method of purchase. Certificate paper should be purchased in bulk so that the chair responsible for Years of Service and Shining Star Awards will have standard blank certificates available. Lastly, include in the budget for the Immediate Past President, funds to cover electronic archiving of records.

Committee: Agencies

Chair: Casey Wallen

Committee Members (list name and institution):

Janet Sain, Eileen Dills, Patty Bowman

Statement of Committee Goals and Objectives for the Year:

- Update and change NCASF AA Sponsorship Policies and Procedures to new NCASF AA Exhibitor Policy;
- To update the exhibitor contact information;
- Continue to show appreciation for NCASF AA exhibitors

Specific Projects that achieved the goals and objectives:

- Contact exhibitors of current contact persons and up date the exhibitor contacts if changed in the last year.
- Met with Agencies Committee members to develop new NCASF AA Exhibitor Policy; approved by the Board.

Suggestions for future:

New Business:

Add to NCASF AA Policies and Procedures:

NCASF AA Exhibitor Policy

GENERAL GUIDELINES

16. Once yearly Exhibitor Fees have been committed and received by the NCASF AA Treasurer from a Tier One or Tier Two Exhibitor, NO refunds will be given.

Committee: Diversity Committee

Chair: Anita F. Pennix

Committee Members (list name and institution):

Celina McPhail – UNC –Charlotte

Kim Wiles – Forsyth Tech CC

Paulita Williams – Piedmont CC

Shirley Carter – John Wesley College

Stephan Lancaster – Central Piedmont CC

Statement of Committee Goals and Objectives for the Year:

To increase awareness and understanding of diversity issues as it relates to our student population, financial aid professionals and the workforce of the future.

Specific Projects that achieved the goals and objectives:

The Diversity Committee met its goals by providing a fall conference breakout session and a spring conference general session with dynamic presenters.

Suggestions for future:

Continue to focus on diversity issues as it relates to changing demographics, generations and institutional preparedness.

Committee: Membership

Chair: Patti Bowman

Committee Members (list name and institution):

Paul Cosica – Guilford College

Kim Draggers – St. Andrews Presb. College

Statement of Committee Goals and Objectives for the Year:

- Accurately maintain membership database (612 current members for 2007-2008).
- Coordinate with Treasurer at fall and spring conferences to provide appropriate speaker, new member, board, speaker, vendor and other ribbons for the NCASF AA member badges. Also, coordinated with Treasurer on non-paid members prior to conferences.
- Provide NCASF AA pins to new members for both conferences.
- Verify membership for years of service awards and retiree's awards for Past-President.
- Coordinate with the New Aid Officer committee chair on how to mentor and welcome new members to our association.
- Continue to communicate with the membership on the importance of having their information up-to-date or they will not be informed of NCASF AA's happenings.

Specific Projects that achieved the goals and objectives:

- NCASF AA website with online membership database made updating information much easier than in the past. Now, members are able to update their information online.
- Sent several email notifications to non-renewal members promoting membership in NCASF AA. Also, sent out several reminder emails to current membership to make sure their information is accurate in the database.
- Coordinated with the New Aid Officer committee chair with names of members that were new to the association.
- Converted Honorary Members into the NCASF AA's database.

Suggestions for future:

- Continue to accurately maintain membership data. Allow credit card payments for membership and conference registration.
- Update Policy and Procedures Manual for membership. Removal of Pocket Directories to members at spring conference and there needs to be a policy on how to treat honorary lifetime members returning to active status with voting rights.
- Ensure that retirees are aware that they are Honorary lifetime members and get all information from retirees at spring conference.

Committee: Professional Advancement—New Aid Administrators

Chair: Jane C. Kamiab (North Carolina School of the Arts)

Committee Members (list name and institution):

Barbara Grimm (TERI)

Terri LeGrand (Wake Forest)

JT Morris (Campus Door)

Statement of Committee Goals and Objectives for the Year:

The goals of this committee were:

- 1) to provide a New Aid Administrator's "Track" for training at the Fall 2007 Conference
- 2) to provide venues for new aid administrators to be welcomed into NCASFSA and oriented to the Fall Conference.

Specific Projects that achieved the goals and objectives:

- Identification of new aid administrators with ribbons on nametags—recognition by Vice President at opening session
- Track of concurrent sessions at the Fall 2007 Conference especially designed to enhance the professional development of new aid administrators
 - FAFSA for New Aid Officers, Presenter: Deb Tarpley, US Dept of Education
 - EFC for New Aid Officers, Presenter: Deb Tarpley, US Dept of Education
 - IM: What ALL Financial Aid Administrators Need to Know, Presenter: Terri LeGrand, Wake Forest University
 - Awarding Aid for New Aid Officers, Presenter: Jerry Alan Donna, Salem College
 - State Aid, Presenter: Bill Cox, NCSEAA
- New Aid Administrator Luncheon—targeted email invitations based on information received from the Conference Chair regarding conference registrants who entered the FA profession in 2007—included participation of board members who gave brief presentations on their involvement in the FA profession

Suggestions for future:

Committee: Professional Development – Support Staff
Chair: Rachel Cavanaugh

A workshop was planned but had to be cancelled due to lack of people registering. A survey was conducted. Times of the year need to be revisited to see when the most people would take advantage of the workshop. One suggestion was to hold it in conjunction with conference. This area needs review to continue to make successful.

Pending Issues:

Completed Tasks:

Survey sent out with some suggestions received.

Events Calendar:

Other Pertinent Points:

Committee: Fall Conference

Chair: Lisa Koretoff

Committee Members:

Mike Abernathy–Spring Chair, Casey Wallen, Amy Berrier, Dana Kelly, Betsy Spencer, Cassandra Pettigrew, Christy Chesnut, Corey Studivant, Crystal Carmichael, Jeni Rone, Janet Sain, Darren Chiott, Cedric Barksdale, Liza Bruce, Frances Lunsford, Hope Jackson, Judy Tart, Lisa Carey, Nichole Faulkner, Patricia Bowman, Sid Holloway, Stacey McCorison, Terry Jeffries

Statement of Committee Goals and Objectives for the Year:

1. Produce a conference that meets the needs of the membership at the lowest possible cost.

Specific Projects that achieved the goals and objectives:

1. Developed interesting sessions
2. Invited interesting speakers (Harvey Alston; Steve Brooks; Powers, Pyles, Sutter, & Verville)
3. Engaged the membership in continuous learning
4. Provided fun activities that promoted camaraderie among the members
5. Came in \$5000 under budget

Suggestions for future:

1. Create more activities for new members to help them feel included and welcome.
2. Always produce a detailed listing of conference expenses to assist future conference chairs with determining reasonable costs.

Committee: Spring 2008 Conference Committee

Chair: Mike Abernathy

Committee Members (list name and institution):

Mike Abernathy – Chase

Lisa Koretoff – Guilford Technical Community College

Tony Carter – UNC Charlotte

Casey Wallen – National Education

Amy Berrier – UNC Greensboro

Dana Kelly – Student Loan Xpress

Betsy Spencer – ECMC

Cassandra Pettigrew – Sallie Mae

Christy Chesnut – Salem College

Corey Sturdivant – EdFund

Anita Pennix – Davidson County Community College

Jeni Rone – NSLP

Janet Sain - SunTrust

Kelly Hand – UNC Greensboro

Cedric Barksdale – NC State University

Liza Bruce – ECMC

Frances Lunsford – Piedmont Community College

Sharon Baucom – UNC Wilmington

Tamy Garofano – TG

Tara Goodfellow – Chase

Nichole Faulkner – Cape Fear Community College

Patti Bowman – UNC Charlotte

Sid Holloway - EdFund

Statement of Committee Goals and Objectives for the Year:

Provide an informative and educational conference that represent the vast membership of NCASFAA

Provide a quality conference for the membership within the budget parameters

Specific Projects that achieved the goals and objectives:

Keynote speakers

Networking activities

Charity

- Raised \$1400 for Surfers Healing (allowed organization to meet goal for this year)

Suggestions for future:

Provide activities that appeal to the diversity of the membership

- offer variety of evening activity that would appeal to all members (movie/cards/games)

New members

- mentoring of this group
- inclusion/opportunities during conference

More presence/visibility by appointed/elected officials at conference activities

Creation of a conference planning guide/calendar

Evaluation results:

42.1% of survey responses indicated **Excellent**

47.4% of survey responses indicated **Good**

10.5% of survey responses indicated **Average**

0.0% of survey responses indicated **Needs Improvement**

0.0% of survey responses indicated **Inadequate**

Miscellaneous:

Attendance

- 270 registrants
- 6 paid late fee
- 43 new members

Budget:

- \$54,000 needed on initial board request/approved amount for Spring conference
- \$6,000 brought forward from Fall conference
- \$60,000 total available for Spring conference
- \$46,429 total expenses on Spring conference
- \$13,571 savings

Committee: Publications and Publicity

Chair: Christy Chesnut

Committee Members (list name and institution):

Statement of Committee Goals and Objectives for the Year:

Continue to be a liaison with the NCASF AA membership to inform them what is happening in NCASF AA and the financial aid environment.

Specific Projects that Achieved the Goals and Objectives:

Learn Publisher and utilize those features to produce a professional newsletter.

Suggestions for Future:

Continue to use Microsoft Publisher to produce newsletters for NCASF AA membership to enable timely communication regarding NCASF AA and the financial aid industry.

Continue use of NCASF AA Beacon newsletter logo to ensure continuity among the newsletter issues each year.

Committee: Site Selection

Chair: Sherri Avent

Committee Members (list name and institution):

Sherri Avent

Amy Berrier

Janet Sain

Casey Wallen

Bill Cox

Statement of Committee Goals and Objectives for the Year:

The committee's goal for the year was to complete a guide for future Site Selection Chair to use when visiting various sites.

Specific Projects that achieved the goals and objectives:

The following documents were developed. A copy of each document is attached.

NCASF AA Site Selection – Questions to Consider

NCASF AA Site Selection – Hotel Checklist

NCASF AA Site Selection – Committee & Duties

Suggestions for future:

North Carolina Association of Student Financial Aid Administrators

Site Selection Hotel Checklist

1. Dates of Conference: _____ to _____

2. Days of Events: Saturday: Program Chair
Sunday: Program Committee, Executive Board Meeting, New Aid and/or Intermediate Training, Leadership Symposium
Monday - Wednesday: Main Conference Dates (Opening, General Session, Concurrent Sessions, Closing)

3. Sleeping Room Commitment:
Friday – _____ Monday – _____
Saturday – _____ Tuesday – _____
Sunday – _____ Wednesday – _____

4. Room Rate Confirmed:
Allowed Attrition: _____ %
Deposit Required: _____ Yes _____ No _____ Credit Card
Cancellation Policy: _____ Hours

5. Convention Space: Includes space for audio-visual and head table.
 - a. General Session: _____ Theater _____ Tables/Chairs
 - b. Concurrent Sessions: 10 rooms @ _____ Theater
_____ Tables/Chairs
 - c. Banquet Facility: 250 – 300 Rounds of _____ 8” _____ 10”
 - d. Exhibitor Space: 25/30 - 10’ x 10’ booths (pipe and drape)
Set-up Sunday evening – Exhibitors
Exhibit Hall Charges: _____ Waived; _____ Yes: _____ Amount
 - e. Registration Area: _____ Yes _____ No
 - f. Conference Committee Room: _____ Yes _____ No
 - f. Meeting Room Charges: Waived _____; \$ _____

6. Food and Beverage Requirement: \$_____
- Allowed Attrition: _____ %
7. Drayage Company: _____ In-House _____ Client Choice
- Companies Available for Bid: _____
- Set-up Time: _____ Saturday _____ Sunday by 8:00 a.m.
- Advantages for Use of In-House (if available): _____
8. Audio-Visual Services: _____ In-House _____ Outside Vendors
- Current Pricing List: _____ Yes _____ No (Obtain if available)
9. Internet Access Charges: _____ Day Rate is \$_____
- _____ Hourly Rate is \$_____
10. Airport Shuttle Service: _____ Yes _____ No
- Costs: _____ One way _____ Roundtrip _____ Complimentary
11. Hotel Parking: _____ Free \$ _____ Daily Rate _____ In/Out
- Privileges
- _____ Self Parking _____ Valet Rate
12. Room Reservation Options: _____ 800# _____ Website _____ Other:
- Reservation Policy: _____ 2 Weeks _____ 3 Weeks _____ 4 Weeks
13. What other large groups will be in the hotel during these same dates?
- _____
14. Special Concessions:
- Complimentary Presidential Suite: _____ Yes _____ No
- Additional Complimentary Suite: _____ Yes _____ No # _____
- Upgrades @ Conference Room Rate: _____ Yes _____ No # _____
- 1 per 50 Complimentary Nights: _____ Yes _____ No
- Other Ratio _____
- No. Rooms at Govt. Rate for DOE officials: _____
15. Availability for Executive Board meetings and Program Committee meetings at or below conference rate prior to the conference _____ Yes _____ No

16. Billing:

a. Master Billing Capability: _____

b. Tentative Billing prior to Departure: _____

17. Comments:

NCASF AA Site Selection Committee and Duties

The purpose of the Site Selection Committee is to assist the association with finding sites for association conferences, trainings, retreats, and other needed events. Other events include New Aid and Intermediate Officers Training, Leadership Symposium, and any other site requested by the association.

The duties of the Site Selection Committee are:

Sites

1. Determine the needs of the association
2. Find out if the association will have two conferences (fall and spring) or one annual conference
 - a. Determine fall sites to visit
 - b. Determine spring sites to visit (Holiday Inn Sunspree or Hilton Wilmington Riverside)
3. Discuss and select sites to visit with site selection committee
4. Call sites for possible visit
5. Determine what the needs are for training, meeting space, meal functions, and other events
 - a. size of room
 - b. audio visual needs
 - c. location (coast, plain or mountain)

Budget

1. Determine the number of sites the committee will visit
2. Determine a budget (travel, food, etc.)
 - a. Make sure budget falls in line with NCASF AA budget set at the beginning of the fiscal term
3. Submit budget to the Executive Board and President for prior approval
 - a. Submit expense voucher after visit
 - b. Keep costs at a minimum

Site Visit

1. Visit site(s)
2. Notify committee of site visit (Date and Time)
3. Determine possible dates of conference in conjunction with hotel availability
4. Know the number of rooms per day used during the previous conferences(s)
 - a. Sleeping Rooms and number of nights
 - b. Meeting Rooms (size and number of people room will accommodate – theater, classroom, or round style setup)
 - c. General Meeting Room
 - d. Room for Board Meeting
 - e. Room for Conference Committee
 - f. Hospitality Room
 - g. Rooms Needed for Special Guests
 - h. Banquet Room
 - i. Pre-Conference Rooms
 - j. Room for Entertainment
 - k. Vendor/Sponsor Area
 - l. Possible Audio Visual Needs (General Session, Closing Session, etc.)

Hotel Contracts

1. Upon receipt of the contract, view for the following items
 - a. Ensure that the dates are correct
 - b. Review room rate base on the amount discuss at the visit
2. Discuss contract with the committee
3. Share contract information with the Executive Board
4. Submit recommendation for hotel site to the Executive Board for approval
5. Submit contract to the President of the Association for signing
6. Return signed contract to the hotel
7. Provide Secretary with a signed copy of the Contract
8. Copy of the Contract is maintained by the Site Selection Chair
9. Treasurer must maintain a copy of the contract in the safety deposit box due to financial obligation of the association

Reports

1. Reports should be submitted at various times of the year.
 - a. Executive Board Meetings
 - b. Annual Report

NCASFAA Site Selection Questions to Consider

1. Availability

- a. Does the hotel have sleeping and meeting rooms available for the dates needed?
- b. How many rooms can the hotel make available?
- c. How long do you have before you have to lock in the dates for the contract?
- d. Will there be any other large conferences/meeting going at the hotel at same time?
- e. What are the room rates?
- f. What is generally the cut off date for the conference rate?

2. Allotment and Complimentary Rooms

- a. Can the hotel meet peak night requirements?
- b. What is the sleeping room count?
- c. What is the hotel policy on complimentary rooms?
- d. Does the hotel honor government rates for Department of Education staff?
- e. Will the hotel count the government rate rooms in the total of rooms used by the association?
- f. Will the hotel honor conference rates prior to and after the conference? If so, how many nights before and after?
- g. Does the hotel have an overflow relationship with nearby hotels? If so, will they honor the conference rate?

- h. Are there suites available for the President, Conference Chair, Hospitality Suite, VIP guest, etc.? If so, how many?
- i. What types of comp or VIP gifts you have available? What are they and how do we obtain them?
- j. Are there any room upgrades available for President-Elect, Past President, Vendor/Sponsor Chair?
- k. Are there any special discounts with neighboring facilities or hotel?
- l. Can the conference committee hold a meeting at the facility? Will there be a cost?

3. Deposit and Amenities

- a. Will the hotel provide room reservation via the web?
- b. Is an advance deposit required with the room reservation, if
so for how many nights?
- c. Is an advance deposit required before the conference?
- d. How far in advance of the convention will the hotel release
the unreserved rooms?
- e. Does the hotel provide High Speed Internet or Wireless capability?
- f. What are the room amenities (coffeemaker, iron, ironing
board, hair dryer, etc.)
- g. Does the hotel charge a flat rate per room or is there an extra
charge for more than one person in the room?
- h. How is the health facility?

4. Cancellation

- a. What is the cancellation policy for the sleeping room?

- b. What is the cancellation policy for the conference (ex. If the association move to one conference a year or if there is an emergency relating to natural disasters due to the weather or homeland security issues or other acts of god that prevented the association from conducting the conference)?
- c. If a deposit was made, will there be a refund for the cancellation?

5. Convention /Meeting Space

- a. How many meeting rooms are there?
- b. Is there a room large enough to accommodate the opening, closing and general session? How many people?
- c. Can the general session room be used for a banquet also?
- d. Do you have a space available for registration?
- e. Are there electrical and internet capabilities where the registration area will be located?
- f. Is there a locked room/storage area?
- g. Are there pillars or obstructions in any of the rooms?
- h. Is the use of audio visual equipment available? Is there a charge?
- i. Is the use of high speed internet available in the meeting rooms? If so, is there a charge?
- j. Is there an extra charge for additional room use?
- k. If a convention center will be use, is it a part of the hotel?
- l. Is there a separate convention manager to work with if a convention center is used?
- m. Who will handle the banquet etc.?
- n. Who will make the decisions in regards to food, AV, set-ups, exhibits, etc.?
- o. Is there a rental fee associated with the use of the space?

n. Is there any type of signage available?

6. Concurrent sessions

- a. Are there enough rooms to accommodate the interest Sessions?
- b. Can the hotel accommodate extra meeting rooms if needed?
- c. Can the rooms be setup in the style (theater, classroom, etc.) needed and still meet the numbers of seats needed?
- d. Do you have a room available that will accommodate a PC lab?
- e. Do you have a secure place to lock up computers, etc?

7. Exhibit Area

- a. How many square feet of exhibit space is available?
- b. How many exhibits can the exhibit space hold?
- c. What size of tables is used?
- d. Is the exhibit area carpeted?
- e. Is there electricity in the exhibit if needed?
- f. Is internet access available in the exhibit area?
- g. Is the exhibit area a part of the hotel?
- h. Are there extra charges for the exhibit area?
- i. Is there a rate per booth or a rate for the entire conference?
- j. What amenities are included for the exhibit area (tables, chairs, trash can, etc.)?
- k. Do you have an on-site drayage company? If you use an outside drayage company, generally what is their cost?
- l. Would the association need to hire a security officer or will their be security for the Exhibit Area?
- m. How early can the drayage company come in to set up?
- n. How early can the vendors ship their material?
- o. Is there a place for storage?
- p. Is the hotel willing to accept the material and hold it?

q. Is there a charge for storing the vendor's material?

8. Parking/Charges

- a. Adequate parking available?
- b. Charge for hotel parking? If so, how much?
- c. Valet parking available?
- d. Any discount parking available?

9. Transportation

- a. Is there hotel shuttle service available?
- b. Is there a charge for the shuttle?
- c. Where is the closest airport?
- d. What is the average cost of taxi service to and from the airport if shuttle service is not available?
- e. Does the airport have shuttle service?

10. Finances - Master Bill

- a. Will there be a credit card needed up front?
- b. Will there be a tentative bill ready at the time of departure so that the expenses can be reviewed?
- c. Can daily total of expenses be provided?
- d. What type of credit cards is accepted?
- e. Will the hotel provide list of current reservation numbers to ensure that group numbers are met?
- f. How many days after receipt of bill must the bill be paid?

11. Other

- a. Is there additional charge for microphones, podium, etc?

- b. What are some generally unforeseen charges that are not in the contract?
- c. Will the hotel hang banners? If so, what is the cost?

Committee: State and High School Relations
Report: Cynthia Grant

The chair submitted an article for the Spring Newsletter. The chair has been asked to serve a second term as the Chair of State High School Relations for 2008-09 on the NCASF AA Executive Board under the leadership of President Amy Berrier.

The chair would like to acknowledge and thank the State High School Relations Committee members for 2008-09: Robbie Schultz, NCSEAA, JT Morris, Campus Door, Judy Tart, Sampson Community College, Juanita Wilson, UNCC, Jodi Dyson, Forsyth Technical Community College and Darren Chiott, NC School of Arts.

Pending Issues:

How information will be disseminated to High School Counselors in 2008-2009: Suggestions that came forth from the Committee members were:

1. Provide a link for counselors to the NCASF AA;
2. Print and send Post Cards with NCASF AA Website Address;
3. Developing a POD Cast with Financial Aid Information;
4. Send information to Counselors via Counselor listserv;
5. NCASF AA representative attend High School Counselors Conference;

Completed Tasks:

Submitted articles for NCASF AA Newsletters

College Survey sent to schools to update, September, 2007

requested Proclamation for Financial Awareness Week from Governor Easley's Office October, 2007

Survey Spreadsheet updated – January 2008

Sent email to NCASF AA to members – spread sheet updated and available for viewing February, 2008

Sent email to membership regarding Financial Aid Awareness Week February, 2008

Presented Governor's Easley's Proclamation to the Board, April, 2008

Submitted final Board Report – June, 2008

Events Calendar:

June 20, 2008 -NCASF AA Board Meeting – Embassy Suites, Winston-Salem, NC

Transitional Board Meeting and Team Building – Embassy Suites, Winston-Salem, NC

Other Pertinent Points:

Committee: Technology
Chair: Bruce Cabiness

Pending Issues:

Update ATAC with new Board members/photos after transition meeting.

Completed Tasks:

Conference evaluations link and presentations posted.

Had ATAC update membership expiration date to 8/31/08 for current members.

Had ATAC post latest newsletter.

Requested of executive board if there are any items on web they would like to see updated for the future.

Events Calendar:

Other Pertinent Points:

Committee: Middle School Enrichment Scholarship

Chair: Takeila Barnes

Committee Members (list name and institution):

Committee Members: Takeila Barnes (CFI), Amy Morey (CFI), Janice Coleman (Duke), Tracie Hummel (Catawba), Ronnette Hamilton (NC A&T), Deborah Tollefson (UNCG), Amy Berrier (UNCG), Sharon Oliver (NCCU), Deborah Colbert (WSSU), Leah Hill (Louisburg), Elvira Simmons (Wayne CC), Janice Waugh (McNair Foundation), Betsy Spencer (ECMC), Glynis Wilson (Vance-Granville)

Statement of Committee Goals and Objectives for the Year:

This year the committee will continue to work on sustainability. This would include developing clear guidelines and procedures for future committee members. Our main goal is to make the special project a standing committee. We believe in order to assure that the committee continues in the future that this Bylaw change must be implemented.

Specific Projects that achieved the goals and objectives:

- Provide a P.O. Box for correspondence received
- Made some enhancements to the mentor process
- Suggested to the board that this committee be made a standing committee (this did not pass this year)
- Created a standard committee timeline
- Submitted committee for NASFAA Award

Suggestions for future:

The bullets listed below are important even though it was not passed that this be a standing committee. Future chairs need to know how to appropriately run this committee and documentation needs to be made for NCASFSA records.

- Description of committee
- Chair appointment by President for 2 yr. term
- Description of program
- # of committee members
 - Create Guidelines for Mentor Coordinator
 - Role of Mentor
- Continue to explore fundraising activities
- Consider working with the technology chair to create a electronic application (also maintain a downloadable application)
- Review mentor information to clarify better that students can only attend one camp although it may be less than \$1000.

Committee: Policies and Procedures

Chair: Eileen Dills

Pending Issues:

Executive Board needs to approve additional recommended changes to the Policies and Procedures Manual.

Color codes sections of P & P Manual for consideration by the Board:

Pink/purple:	wording change from current P & P Manual
Green:	consider a change
Yellow:	changes previously recommended or discussed but no action has been taken
Blue:	pending additions
Teal:	Tabled items from the April 2008 meeting
Red:	Changes/additions due to changes in by-laws

Completed Tasks:

Updated Policies and Procedures Manual with “practices” from prior years that had not been included and incorporated changes to correspond with actions taken by the 2007-08 Executive Board along with NCASF AA By-law changes approved at the April 2008 Business Meeting.

Events Calendar:

Other Pertinent Points:

Committee: Graduate and Professional Schools Committee

Chair: Stacey McCorison, Duke University School of Medicine

Committee Members (list name and institution):

Ese Iyesi, Charlotte School of Law

Janice Coleman, Duke University Fuqua School of Business

Sheila Graham-McDonald, UNC Chapel Hill

Tom Benza, Wake Forest Graduate – Divinity School

Edna Coleman, Hood Theological Seminary

Patti Corjay, formerly Sallie Mae Corp.

Statement of Committee Goals and Objectives for the Year:

To establish a committee dedicated to reviewing topics and issues of interest to the state's graduate and professional financial aid officers. To begin a dialogue to offer specific training and workshops with NCASF AA to address the needs of this very specific population of students.

Specific Projects that achieved the goals and objectives:

1. Able to establish committee and attend NCASF AA Board meetings to understand framework of organization
2. Offered sessions at both fall and spring conferences that addressed grad/prof issues

Suggestions for future:

1. Plan for 08-09 to continue to work on additional training issues
2. Establish a listserv from membership database
3. Continue to write articles for NCASF AA communications to bring attention to special issues.

Committee: Lender Liaison

Chair: Janet Sain

Committee Members (list name and institution):

Janet Sain, SunTrust Education Loans

Statement of Committee Goals and Objectives for the Year:

To solicit concerns, issues, questions from our lender and vendor partners to be presented at the board meetings for discussion.

To provide NCASF AA with an update of lender impacts as provided by the sudden loss of participants in the FFELP, Consolidation and Private Loan arena

Specific Projects that achieved the goals and objectives:

Creating a distribution list that was utilized to email all our lender/vendor partners to in order to request updates, issues, concerns and questions

Suggestions for future:

Keep updating the board as much as possible as to the lender environment and keep the board abreast of which lenders and vendors have left the business and thus the impact on NCASF AA financially.

Committee: Archives Task Force

Chair: Janet Sain

Committee Members (list name and institution):

Anita Pennix, Davidson County Community College

Cedric Barksdale, North Carolina State University

Elizabeth McDuffie, North Carolina State Education Assistance Authority

Janet Sain, SunTrust Education Loans

Statement of Committee Goals and Objectives for the Year:

To inventory all the archived boxes at CFI belonging to NCASF AA to assess what we had on hand and what items we were missing.

To make recommendations to the board as to what to do about imaging and recordkeeping in the future

Specific Projects that achieved the goals and objectives:

Conducting the inventory

Suggestions for future:

To collect as many missing documents as possible via the listserv for conference programs and newsletters.

To collect missing documents from past Secretaries, Treasurers, Membership chairs, Budget chairs and Past Presidents as possible especially those items from 04-05, 05-06 and 06-07 as we are legally obligated to produce all income and expense items if the IRS conducted an audit today.

To get costs estimated from an imaging company and ATAC so that we can make an informed decision as to which route NCASF AA should go in protecting our history.

Attached is the NCASF AA Archives Inventory that we conducted at CFI on Tuesday, June 10th. You will see that we are missing many necessary documents especially if we were to get audited by the IRS at this time. In speaking with Chris Duffus, our CPA, he suggested keeping seven years of financial information/documentation as a good practice and that three years is required by the IRS with all supporting income and expense documentation. Tax returns should be kept indefinitely, but not necessarily the supporting documentation of income and expenses. As you will note from the inventory, we are missing everything from 02-03, 03-04 and 04-05 and almost all of 05-06.

For historical purposes, the task force recommends getting a cost estimate for imaging only all minutes, newsletters, conference programs, pictures and special event items and tax copies filed prior to ATAC. We recommend destroying all supporting documents for income and expense once the seven year period is over for that particular year. So next year we would destroy all the financial documents for 99-00 once the audit for 07-08 is conducted.

We also recommend contacting ATAC and seeing what fees will be assessed if we ask them to archive the above items for us except for the Tax returns. We recommend imaging those once the seven year period is up immediately after the audit is conducted. If ATAC fees are too cost prohibitive, then we recommend imaging everything.

Respectfully submitted,

Janet Sain

Inventory Item	1999-2000	2000-2001	2001-2002	2002-2003	2003-2004	2004-2005	2005-2006
Minutes	have	have	need	need	need	need	have
Conference Program	have	have	need Fall	need	need	need	need
Tax Copies	have	have	need	need	need	need	need
Membership copies	have	have	need	need	need	need	need
Conference Registration Copies	have	have	have	need	need	need	need
Newsletters	have	have thru March 01	need	need	need	need	need
Bank Statements	have	have	need	need	need	need	need
Check Stubs	have	have	need	need	need	need	have
Expense Reports	have	have	need	need	need	need	need
Final Audit	have	need	have	need	need	need	need
Contracts	need	have	have	need	need	need	need

Committee: State Agency Liaison
Chair: Elizabeth V. McDuffie

The State Agency Liaison kept the NCASF AA Board apprised of state agency activities including:

- FAFSA Day, February 9, 2008: 56 locations; 3600 students
- Scholarship and state grant updates
- Surveying a sample group of school counselors to determine how we could increase financial aid awareness among students and parents. Received mixed responses indicating that high schools employ a variety of tools and no one method would reach all students. NCASF AA needs paper, emails, and video/audio announcements to ensure widespread dissemination.
- SEAA collaborated with national organizations to create the “Don’t Get Hooked” message to warn families about financial aid companies.