

# Oklahoma Association of Student Financial Aid Administrators



Minutes from July 19, 2023 Board of Directors Meeting

Francis-Tuttle Technology Center (with Zoom option)

Board Members: Neesha Herring, Dustin Davidson, Raigen Leal, Ashley Hernandez Torres, Perry Diehm. Shannon Taylor and Lori Boyd (via Zoom)

Committee Chairs: Kurt Grau, Deaun Mass-Stead, Melinda Simpson, Kristy Johnson, Kalin Henneke. Tina Murphy and Audra Main (via Zoom)

Call to Order 10:05 AM

Announcements – Take a look at agenda, Perry motioned to approve, Ashley seconds

Minutes from the regular meeting of June 23 were reviewed and approved with change to raided to raised.

Neesha passed out board and committee chair member information as a hard copy, if you have any questions please reach out.

Standard committee appointments, make sure contact information is correct. If you are not here and have a folder, it will be brought to you.

Neesha introduced committee chairs

- Electronics: Kristy Johnson
- Finance chair: Laura Coponiti
- Long Range Planning: Kurt Grau, president elect will also help with long range planning
- Historian: Audra Main
- Training Chair: Kalin Henneke
- Program Chair: Tina Murphy, co-chair with Melinda Simpson
- Entertainment Chair: Raigen Leal
- Corporate Relations: Michelle Enriquez
- Elections: Lori Boyd

- Site Section: Deaun Maas-Steed

The bottom of the contact list has members who have signed up for committees. If you have more volunteers, please let Neesha know who is helping. Neesha will give the chairs the volunteer forms, so they will have contact information for their committee members.

Treasurers Report – Ashley will email report after the meeting. Went over two last reports from 2023 report, Ashley was able to get into wild apricot and sort by payment and refund. Some corrections have to be made on income changes. \$13,800 was reported dues from wild apricot, but was actually \$6,075. Ashley will send out report to vote to approve changes.

Table report to August meeting to vote on approval report.

Melinda asked if there was not a gift to SWASFAA from OASFAA, Lori said that she paid for it out of pocket.

SWASFAA Update – Audra Main for Shannon Taylor – Voted to purchase AV equipment to rent to for conferences. (They have not purchased equipment yet but working on it.) Registration for SWASFAA is open and they are working on agenda. Looking at Great Wolf Lodge for board meeting, and they include AV equipment. May be something we look at when looking at hotels. SWASFAA is October 4<sup>th</sup> through 6<sup>th</sup>.

#### Committee Reports

Advisory Committee – Neesha Herring – Neesha has a copy of advisory committee, she will email out. Only 2 spots to fill. President elect will let us know who is a part of committee.

Membership – Ashley Hernandez Torres – 11 paid memberships as of July 1 and several who paid when it opened. Wild Apricot send invoices out at the end of June but sends out on Saturdays. Would like to move the date the invoice is sent out, so invoice does not have to be changed for career techs who need it after July 1. Invoices will be sent second week of July. Send out reminder at end of June. Ashley is going to work with Kristy to see if there can be a reminder sent out before invoices are sent out.

Electronic Initiatives – Kristy Johnson – Volunteer form has been updated to be sent to Neesha's email. Kristy is working on updating website. Back-up email was changed to Kristy's email. July is the time to update website with new officers and board members.

Finance – Laura Coponiti – no report

Legislative – Justin Streater – no report

Long Range Planning – Kurt Grau – no report, if anyone has any suggestions, please let Kurt know. Melinda brought up idea of sending email monthly to members and introduce ourselves to the members. The long-range plan is on the who we are on our website if you want to give Kurt some ideas.

Historian – Audra Main – Audra has the bucket and going to continue to work on scanning. Lori found the flag and will get it to Audra.

Training – Kalin Henneke – We have purchased training materials and Neesha is working on getting the materials to Kalin. The materials have 10 topics: application process, cash management, consumer information, COA, packing and aid notification, PJ, Return of title IV, SAP, student eligibility, and verification. Zoom may be the best option for in august since everyone is so busy. The person who presents must be credentialed. Eligibility may be the best one for the first training. Ben (SWASFAA president) is also working on training, OASFAA will work with Ben to see if he has schedule so we do not offer the same thing so close to his. Must be NASFAA member to take test after training. Idea of round-table for COA then advertise more training from there.

Corporate Relations – Michelle Enriquez – no report

Nominations/Elections – Lori Boyd – no report

Conference - Ashley Hernández Torres and Shannon Taylor – no report – Neesha said that she is looking into weather theme for conference. The conference will be at Embassy Suites in OKC, April 16<sup>th</sup>-19<sup>th</sup>.

Program – Melinda Simpson and Tina Murphy – Pre-conference workshop: two possible options are COA or PJ. NASFAA just did PJ. We will not finalize decision until after December/January. Keynote speaker again: may look into weatherman or storm chaser.

Local Arrangements –Amber Truitt – no report

Entertainment – Raigen Leal – looking into bingo again for entertainment night

Site Selection – Deaun Maas-Steed – looking into Tulsa again for 2025 conference

## Old Business

23-24 Policy and Procedures Approval – Dustin made the motion to approve Policy and Procedures, Perry seconded. Motion passed.

Training and materials ordered and 1<sup>st</sup> training scheduled -

Approve or disapprove vendor membership requirement with conference registration – Before they had to be member to come to conference. There were two last year that were able to register without being a member. Associate non-members would pay more than associate member. We will add associate non-member option to conference registration form.

Dropbox – We have a Dropbox that Neesha has been trying to clean up. If we get to the point we run out, may create new dropbox with new year. Neesha will notify those who have access. Neesha will add previous years' minutes into the Dropbox. Minutes will be sent to Kristy so they can be added to the website as well.

Conference registration scholarships – tabled to August meeting

## New Business

Bank cards switched to credit cards – voted to switch to credit cards, more secure and perks. If the card is compromised, they do not have access to all our money. Treasurer would move money each month to pay credit cards. Dustin made the motion to approve, Perry seconded. Motion passed. We will have two different cards. Larger interest bearing account with majority of money, second account would pay credit card.

President elect resignation and new present elect appointment – Tirzah turned in her registration from president-elect as she is moving out-of-state. Accepted registration. Neesha appointed Dustin Davidson as president elect. Perry moved to vote, Ashley seconded. Approved by board.

Website updates – minutes, treasurer reports, and award winners need to be added to website. Can get pictures from Whova to add conference pictures to our website.

23-24 budgets – Ashley has been working on adding actual costs and passed out 22-23 OASFAA Budget. She does not believe we went over budget for 22-23. She will send out form when updated.

The meeting was adjourned at 11:58 AM

Next meeting will be via zoom. Mid to late August. (later determined August 25<sup>th</sup> at 10am via Zoom)

Respectfully submitted,

Raigen Leal, Secretary.