

2014-15 OASFAA Board Meeting

SWOSU Campus, February 13, 2015

Meeting Attendance

Voting Members Present – Dustin Davidson, Audra Main, Kim Cook, Susan Prater, Lori Boyd, and Becky Isaacs

Non-Voting Members present – Lori Frazee, Laura Coponiti, Kelli Kelnar, Alicia Smith, Mendy Schmerer, Baxter Stewart, Wayne Sparks and Karli Greenfield

Call to Order:

Dustin Davidson, President, called the meeting to order at 10:02 a.m.

Announcements: Karli Greenfield was introduced. She is taking over Scott DeBoard's position at OCAP.

Review of Previous Board Meeting Minutes: The minutes were reviewed and approved as printed.

Treasurer's Report: Susan Prater presented the treasurer's report. Susan mentioned we had a CD mature, the \$27.60 interest was rolled back into the CD. She noted there are some new expenses listed under Executive Board Expense for the President Elect and Treasure Elect to go to the Leadership Conference in DC.

Committee Reports:

Advisory: Audra reported that her committee has met and has received nominations for OASFAA awards to be presented at the spring conference. She will meet with the executive board at the end of this meeting for their approval.

Membership: Baxter reported the membership directory is up to date. He will send an email out to the membership with the new password.

Electronic Initiatives:

Mendy created a site selection RFP process within Cvent for the 2016 OKC venue. These results have been forwarded to Dustin and Audra.

Mendy stated we now have a Payment Services Agreement with Cvent to handle our online payment services for conference registration. Fees to use this service include \$250 per year and 4.75% of the registration fee. The \$250 was not told to us when discussing this option. Mendy is working with our contact person to see if we can offset this \$250 somewhere else.

Skeleton registrations have been created for Support Staff Training and for the conference. Once dates, locations, and fees are determined, they can be completed and published for both events.

Finance: No report

Legislative: No report

Long Range Planning: No report

Historian: Wayne reported that we are going to share pictures with SWASFAA and SWASFAA will share pictures with us. He is going to work on a slide show for the conference. Since we will be in the Tulsa area he is hoping to get with David Horn to see if we can get some of our archived items.

Training: Karen Jeffers was unable to attend but sent an email with some discussion items. It was decided that Support Staff training will be in Tulsa. We are shooting for March 27th. Dustin will get with Karen about a location and to see if that date will work. Karli, from OCAP, will do the morning session with one of the NASFAA core trainings and then we will have a soft skill training in the afternoon. Susan suggested Julia Reed from UCO. She has a session on "Dealing with Difficult Customers". Dustin will pass this information to Karen for her to follow up.

Conference: Lori Frazee stated that we need to set the conference rate. After some discussion, Audra made a motion that the conference rate would be \$150.00 for institutional and associate members, \$200 for non-members, \$225 for exhibitors (plus \$25 per day if they want electricity), \$50 for Wednesday only, \$100 for Thursday only, and \$50 for Friday only. There will be a \$25 late fee after April 1st. Lori Boyd second the motion, motion passed. It was determined that the hotel deadline is March 16th and registration deadline is April 1st. Dustin is going to check with the Hard Rock to see if we increase our food minimum they will waive the room and table fees.

Program: Alicia and Nancy have been working to fill the program. Trevor from the Department of Education will be there. They are going to check with someone from NASFAA about doing the federal update and they are working on getting Tim Wilson as the keynote.

Local Arrangements: Laura announced that her committee recommends the "Little Lighthouse" for the spring charity. The Little Lighthouse helps children from birth to age six with physical and mental challenges causing a developmental delay in one or more areas of development. Conditions which typically create these challenges are Down Syndrome, Spina Bifida, Cerebral Palsy, Autism and sensory deprivation such as blindness. They do not discriminate with regard to religion, race, color or creed. Her only concern if anyone on the board felt there would be an issue with it being a nonprofit Christian based organization. It was discussed and the board did not feel like this was an issue. Baskets will be raffled off again, to raise money for the charity, so the committee is looking for people to volunteer to bring a basket. Many board members agreed to bring one. The drawing will be held at Thursday night's dinner.

Laura had some concerns about the \$18,000 budget for food. When running the numbers it did not seem possible to stay within the budget. The board said it would be ok if it was over budget. The main goal is to keep the overall conference within budget.

Entertainment: No report

Corporate: Kelli ask for clarification regarding non exhibitors presenting sessions. It was determined if an association member is not an exhibitor they cannot do a session at the conference. This excludes our associates from the State Regents office (OTAG, OHLAP, ect.).

She asked if the logos of the exhibitors could be displayed on the slide show. It was determined yes. Wayne and Kelli will work on getting that done.

Nominations/Elections: Lori Boyd has been working on the slate for the election. She needs one more person to run for president elect and one more person to run for treasurer elect. She hope to have a full slate by the March meeting.

Site Selection: Lori Boyd reported that the committee has checked with Embassy Suites in OKC. They quoted \$139 a room and it comes with a breakfast. We would have to see what they could do for our commuters. They also checked with the Postal Training Center. They offered a rate of \$83 for a queen (single room) and \$120 for two connecting rooms. They have a nice gym and a movie night, but we would have to share the facility with others. They are still going to check with the Skirvin and a few others.

SWASFAA Update: The SWASFAA board met in Arlington on January 26th and 27th. Andrew is getting ready to start his busy travel season again. A webinar series is being established and the first one will be held on February 24th. A panel will present on best practices of verification. There are currently 77 people registered.

Mid—Level Training will occur on April 28, 29, and 30th in Arlington, Texas. Topics covered will include Federal Methodology, Verification, Cost of Attendance, Professional Judgment and SAP, Packaging, Loans, and R2T4. Cost is \$125 per person, with the hotel rate being \$108.

The Conference and Boot Camp committees will be meeting on March 31st and April 1st.

Lisa Hopper, will soon be soliciting candidates for President-Elect, Secretary, and Oklahoma Delegate-At-Large.

SWASFAA 2016 will be in Oklahoma. Mendy was provided the Site Selection chair with a list of several venues obtained during the OASFAA site search process. The evaluation process can now occur.

Old Business: None

New Business: Wayne ask if OCAP could use a room at the Hard Rock before the conference Wednesday morning for a meeting with about 30 people from the schools. The board agreed that OCAP does a lot for the association and saves the association a lot of money each year by supplying AV equipment for the conference, so they did not have an issue with this. Alicia will check to see if we have a room available for them to use.

The next board meeting will be March 13th. The location will be announced when determined.

Meeting Adjourned: Lori Boyd made a motion to adjourn and Becky seconded the motion. Motion passed.