

**NEW YORK STATE FINANCIAL AID ADMINISTRATOR'S ASSOCIATION  
EXECUTIVE COUNCIL MEETING MINUTES**

The Binghamton Regency  
Binghamton, NY  
September 23 & 24, 1998

**ATTENDANCE:**

ANNE BARTON	CATHY BELLOMO	WILLIAM CHEETHAM
THOMAS DALTON	WARREN HOFFMAN	JOHANNA KELLY
MILDRED BROWN (Region 5)	JAMES MURPHY	BROTHER THOMAS O'NEILL
MIKE PEDE	ED QUIRK	APRIL REED
TOR SHEKERJIAN	ANNE ZALACCA	ED REIMAN
MIKE WILLIAMS	MARYJO STETZ	

**GUESTS:**

SHARON KARWOWSKI	CINDY OBERJOSH	VINCE SCALISE
JOE KAKATY	LAURA WORLEY	KEITH STEVENSON

**ABSENT:**

HEATHER MCDONNELL

**\*\*\*MINUTES\*\*\***

**MOTION: Approve July minutes as presented.**

**Shekerjian/Bellomo - Unanimous**

**Discussion:** All agreed that minutes could be more general - Council members will be named when topic of discussion changes. Council members were advised to specify when they speak if they want a particular item listed in the minutes.

**\*\*\*TREASURER'S REPORT\*\*\***

Cathy distributed a written report. It included the following: Balance Sheet, Portfolio Report, Budget Report (Breakdown of income and expenses), and Transaction Report. She informed us that our long-term investments have adjusted somewhat due changes in stock market.

**MOTION: To accept Treasurer's Report.**

**Murphy/Reed - Unanimous**

**Annual Report Discussion** - C. Bellomo explained the following items that will be presented to the membership at the annual conference.

1. The Ready-Set-Go project account is incorrectly shown as a loss on the bank statement. This has been corrected and this fund is now in its own separate account.
2. Shortfall in 97-98 budget - Revenues fell short of expenditures by approximately \$8200.
3. Discussion concerning sponsorship of web page. Council will review and advise web committee after discussion on the Policy & Procedures manual later in the meeting.

**\*\*\*VICE PRESIDENT'S REPORT\*\*\***

Membership - T. Shekerjian gave us a written report and a list of the regional contact people. Tor has been in touch with George Chin from the conference committee and believes that the membership fees collected at the conference should be advanced to him smoothly. Tor purchased a new membership computer and will load it and give it to Warren Hoffman (new Membership VP) at the conference. Tor and Warren will work closely to assure a smooth transition. Tor suggested all regional representatives who receive membership diskettes should destroy or return old diskettes so that they are constantly using the most updated list. W. Hoffman commented on how well the membership database has been maintained. He believes, thanks to Tor's good management skills, the transition should go smoothly.

**MOTION: To accept membership report.**

**Cheetham/Murphy - Unanimous**

Training - Intermediate Training at Binghamton Regency has over 60 registrants. Concern was expressed about having training session so close in time to annual conference. Most agreed that their would not be a major impact on conference participation and in fact many believe that this additional training experience may provide non-conference attendees to have training. Core Data - Tor is working with C. Oberjosh to provide workshop information on our website. Tor requested that each regional representative identify their site training site coordinator as soon as possible. Also, regions should identify potential training sites within their region.

**\*\*\*HESC UPDATE\*\*\***

Tom Dalton thanked Anne Zalacca for her commitment and hard work, he also welcomed Mike Williams who will be replacing Anne as the HESC Liaison on Executive Council. Anne thanked T. Dalton & NYSFAAA for their support and openness in dealing with her on NYSHESC issues.

- NEW YORK SAVINGS PLAN-Anne handed out brochure describing program (additional copies are available by contacting HESC). Official announcement scheduled to occur on 27th or 28th. TAX LIABILITY - there is a bill in congress that, if passed, would make all tuition savings plans tax exempt. This plan is already NYS Tax exempt. Presently this plan is not federal tax exempt, and won't be unless aforementioned legislation is passed. ( Anne warned us not to promote but rather to educate parents and students as a public service of the availability of this plan. W. Hoffman asked if the SAVINGS PLAN funds needed to be listed on FAFSA- presently YES, however the feds are dealing with this question.

TAP ETA - Bulletin coming out in near future which will explain how to print ETA's at our institution. Emphasis in next years ETA directions will be that form must be returned. Looking at possibility of MASTER TAP Certification - this would give appropriate permission for NYSHESC to process 4-years of TAP for student without additional application(s).

Change Forms - presently turn around for change forms is 5-6 days! 22,000 fewer TAP applications have been processed so far compared to last year. However, the number of awards issued is higher than last year.

REAUTHORIZATION - No federal shut-down anticipated - stop gap appropriations bill should keep government going. Lender risk sharing idea still being discussed. Parity between FFELP and Direct Loan programs being pursued.

MASTER PROM NOTE FOR LOANS - more information will be available at conference.

-Hold/Release - 3-day cash management regs. - HESC sending letter to Lenders & Schools to get direction on how each would like to proceed. New Exit Interview Statements from HESC are coming out that may reflect more accurate data than was provided in The past.

There was much discussion over the negative aspects of the MASTER PROM NOTE- mostly the concern that students would not be aware they had taken out a loan, and possible negative default implications. HESC is willing and able to help disseminate Hope Tax Credit

information if schools request their assistance. For the coming this year this requirement has been waived, we will be required to provide this data for the 1999 Tax year.

**\*\*\*PAST PRESIDENT'S REPORT\*\*\***

Past President Murphy reminded us that: 1) Roberts Rules govern our meetings, 2) That the Past President Chairs the Constitution & Election

Committees, and he reminded us that at our first meeting in December we need to vote to accept the results of the special regional elections that elected

Ed Reiman from SUNY Geneseo as the new Region II Councilperson; and

Mary Jo Stetz from St. Bonaventure as the new region I Councilperson.

Constitutional changes that were passed this year include: Creating new elected VP position by splitting responsibilities of VP into VP of Membership and VP of Training, Establishing a President-elect (re-identifies the role of our president as follows: 1st year President-elect; 2nd and 3rd years President, 4th year Past President). We have previously agreed to elect President-elect in 1999 for 1st time, President elect will unofficially serve in 1999-00 with President and Past President as Past President fulfills his responsibilities as identified in the constitution he was elected under.

The *PROXY VOTE* was another change to the constitution that was approved. This change allows a region to send an elected replacement to council meetings, if their current council person is unable to attend, and the replacement who attends, having been elected by the region, has the same voting opportunities afforded to them as the individual they are replacing.

Regional Service Awards - J. Murphy reminded council that these awards were originated to reward individuals at the regional level, as a potential incentive for members to aspire to statewide service. He observed that rather than inspire younger members, he feels many regions are using awards to reward long standing members who have no aspirations! He wished no harm by his comments, just to verbalize his observations.

J. Murphy had kind words to say concerning TAP Processing, and his hope that we would continue to work closely with HESC. *Concerning EASI project*, Jim explained that next year renewal FAFSA's would be available on WWW. Many members expressed disappointment with electronic processing from previous year due to continuing cumbersome problem of how to capture signatures in some format other than paper. Jim suggested that touch tone phone processing is another method for accessing renewal applications.

**\*\*\*PRESIDENT'S REPORT\*\*\***

T. Dalton very proudly proclaimed that our NYS Tax Exempt Status had been renewed. (Tom worked very persistently to accomplish this status before his term was complete). Our official NYS TAX EXEMPT # is 217958. The Treasurer will be the keeper of the official certification and documentation.

All members purchasing items in NYS on behalf of NYSFAAA should contact the Treasurer (Cathy Bellomo at Wells College) for the appropriate form to exempt the payment of sales tax. Tom informed us that if we receive advertising revenue, then that revenue would be taxable (i.e. Webletter, Website..).

If there is liability our accountant will inform us. If we allow vendors to sponsor activities, booklets, newsletters, websites, directories, etc..., then the sponsorship funds are not taxable. Therefore, we will discontinue allowing vendors to advertise, and instead offer them the opportunity to sponsor. Tom presented recommendations from our investment banker. Tom reported on a very successful meeting between the leadership of HESC and NYSFAAA's Officer's (B. Cheetham, J. Murphy, T. Dalton, T. Shekerjian). The meeting was very constructive with a positive exchange of ideas and a commitment by both sides to work together.

COMMISSION ON NEW YORK STATE STUDENT FINANCIAL AID - T. Dalton reported he attended first meeting of commission. Paul Volker and Cliff Wharton are heading commission and Bob Shaw from Senator LaValle's office is Chair. Next Meeting, Wednesday, October 13, in NYC. T. Dalton, H. Goodsell, B. Cheetham, T. Shekerjian, I. Bodofsky, and G. Chin plan to attend.

NYSFA-L Discussion List - Tom was very concerned that individuals were dropping from this electronic discussion list. It was suggested that the recent adding of all members to this list caused some internal problems for some members, due to the fact that their campus e-mail system could not handle the increased volume.

HESC Board Meeting - Tom reported that they discussed the College Savings Plan.

**\*\*\*POLICIES AND PROCEDURES MANUAL\*\*\***

Development Committee/Sponsor Policy/Advertising Policy - and how will these policies be used by our webletter?

It was general consensus that regions should have autonomy to solicit sponsorship of their activities, and that committees also should solicit sponsorship to cover costs they plan to incur that are beyond their budget.

Several members voiced concern that vendors are asked for sponsorship support at many levels (regionally and at statewide committee level). Group asked question are we asking too much from vendors? Should council create mechanism (development committee to **track** and coordinate all sponsorship at all levels?). It was consensus that this type of structure might be more counter-productive than productive therefore, it was agreed to not implement a development committee.

**MOTION: To charge Web Committee Chairs and Webletter Committee Chair with responsibility for soliciting sponsorship, and establishing sponsor rates, and to provide disclaimer statement on the sponsorship page, which gives credit for sponsorship without endorsing sponsor.**

**Hoffman/Barton All in favor, 3 opposed(Pede,Shekerjian,Murphy)**

*It was also recommended that all committee policies & procedures be updated to state their responsibility to seek sponsors and to add to all committee responsibilities the requirement that they provide an annual report and other periodic reports as requested by the president or a designee of the president.*

**COMMITTEE CHAIR TRANSITION TRAINING SESSION**

President Elect Cheetham thanked all committee chairs in attendance for coming to the meeting. He explained that their roles as leaders of statewide committees are very important to the organization, and that they are the front line warriors that organize, direct, and engage the membership in the activities that are NYSFAAAA. He explained that they would all be responsible for an annual report, and that periodically they would be asked to report on their progress by submitting reports to the council. He then shared the meeting dates of the council for the coming year(see the end of this document) with them. In order to involve the officers more directly with the committee structure he identified the following reporting structure.

<u>PAST PRESIDENT</u>	<u>VP MEMBERSHIP</u>	<u>VP TRAINING</u>	<u>TREASURER</u>	<u>SECRETARY</u>
<i>Election</i>	<i>Membership</i>	<i>Mentoring</i>	<i>Budget</i>	<i>P &amp; P Manual</i>
<i>Governance</i>	<i>Web/Comm.</i>	<i>FAAM</i>		<i>Early Awareness</i>
<i>Gov. Relations</i>	<i>Awards</i>	<i>Guidance</i>		
<i>Constitution</i>	<i>Scholarship</i>	<i>Training</i>		

LRP

WebLetter

Novice

Jobline

Annual Conference

Non-Trad.

Concerns

*This identified reporting structure is meant to delegate the reporting process, and alleviate the President's need to contact all committees for periodic updates.*

As Committee chairs serve at the pleasure of the president, and are directly responsible to the President, they should be aware that this plan is to help them communicate with Executive Council, not to diminish their direct communication with the President. All Committee Chairs should feel free to contact the President directly to discuss any concerns, ideas, or plans, without hesitation!

President-elect Cheetham then requested each committee chair share his or her vision for the coming year. The optimistic comments that were shared by those present reinforced the commitment, vision and desire each chair has for their position and the future of NYSFAAA.

Cathleen Bellomo - gave a presentation on how to get reimbursed for expenses incurred while traveling for NYSFAAA. She also explained the budget process, and how to read our budget statements.

**\*\*\*CONFERENCE REPORTS\*\*\***

1998 Conference (October 13 -16) Uniondale Marriott, Long Island

Joe Kakaty reported that the room block they reserved has been sold out.

More people are registered than they had anticipated. He is working with hotel to try to reduce room charges for non-reserved rooms from \$170 to \$149.

The hotel rate for the reserved block was \$105. The Planning committee is excited, and ready to host their colleagues. A commemorative booklet is being produced and a special 30th anniversary banquet is being planned.

1999 Conference (November 1 - 4) (Monday - Thursday) Lake Placid

April Reed announced that the committee is working hard. Room rates:

\$79 - single; \$89 - double; \$99 - triple. The contract for the hotel has been signed.

2000 Conference (October 13 - 15) Syracuse.

M. Pede announced that Committee chairs are in place. They are: Conference: Marcelle Tyburski; Program: John View, Larry Chambers; Facilities: Keith Stevenson, Mike Pede; Registration: Samantha Veeder; Entertainment: Jan Klotz, Gina Soliz; Vendor: Nancy Pawlak; Transportation: David Canaski.

2001 Conference (proposal for NEVELE, October 16-19.)

Mildred Brown reported that her region has contacted other facilities and the NEVELE still appears to be best option. Her region will have their next region meeting at NEVELE (October 6). Exec. Council will visit NEVELE in April 1999 to make final decision.

**\*\*\*COMMITTEE REPORTS\*\*\***

WEB COMMITTEE - Cindy Oberjosh & Vince Scalise provided the council with a written report.

They articulated the importance of regional section of website - regions need to look at this section as theirs, and create a uniqueness that is representative of their region - they should contact Vince &/or Cindy for more information. They handed out sample website business cards, which are designed to spread the knowledge that our website is available. They have researched cost of Regional List Servers through Macronet and have found that depending on our Tax Status, they could be free!

They reiterated their desire to have information that is sent to them for the site, be on a diskette, or via e-mail, this eliminates need for keyboard entry. *CHAT NIGHTS* - Via National Mapping Your Future Program - NYSFAAA will be sponsoring 2 *CHAT NIGHTS* - to be held December 2, 1998 and March 3, 1999.

AWARDS COMMITTEE - W. Hoffman submitted written report - he will be ending his reign as chair. The committee made several recommendations including not carrying over nominations from one year to the next. Council would like to review recommendations and respond at later date.

GOVERNMENTAL RELATIONS COMMITTEE - H. Goodsell submitted written report and proposed 2 year budget. She also provided outline of goals of committee for next 2 years. It was generally agreed that we as an organization want to be available to assist and inform policy makers without partisanship of any kind.

After good discussion it was agreed that the council would review issues as they come up and are identified by this committee. The council will support the efforts of the committee and may choose to support issues that are critical to student aid in NYS.

GUIDANCE COUNSELOR WORKSHOP COMMITTEE - Planning meeting 7/8-7/9, Syracuse, Sheraton Four Points. K. Stevenson stated that things are going well.

SCHOLARSHIP COMMITTEE - New recipients have been named and their names will appear in brochure to be distributed at annual conference.

FAAM COMMITTEE - Planning meeting 7/9-7/10, Syracuse, Sheraton Four Points. S. Karwowski reported that planning is going well.

EARLY AWARENESS COMMITTEE - A. Barton asked council how funding would be provided to print brochure they are developing. Council responded that she should seek sponsorship for the brochure on behalf of her committee.

NOVICE TRAINING - No Report.

#### **\*\*\*REGION REPORTS\*\*\***

All regions submitted written reports, except region V. Mildred Brown reported that region V is planning to have October meeting at NEVELE to review facilities progress. They are also planning workshops for FAAM and a Guidance Counselor Workshop.

#### **\*\*\*OLD BUSINESS\*\*\***

INFORMATIONAL WRAPPER - V. Scalise provided final draft of NYSFAAA wrapper to be used to promote FAAM/Guidance Workshops and financial aid in general.

**MOTION: To approve NYSFAAA Wrapper as presented, with the commitment to cover any shortfall in funding that is not covered by Sponsors.**

**Cheetham/Shekerjian - All in favor, 1 opposed (Murphy)**

This will be sent to high school students by guidance counselors. Distribution of the 200,000 wrappers will occur at Statewide Guidance Workshops. There was discussion over whether parents and students had been consulted on the design of this form. It was suggested that if done next year that the form be done earlier.

## Policies and Procedures Manual Updates

MOTION: To approve Vendor/Sponsor Policy as presented.

Murphy/Pede - Unanimous

MOTION: To approve Sponsorship of Webletter Policy as presented.

Reed/Murphy - Unanimous

MOTION: To add to all committees listed in the policies and procedures manual, language that states that any funding needed by the committee above and beyond its operating budget, shall be as a result of sponsorship secured by the committee (the committee will make the treasurer aware of sponsorship funding for budget purposes and will supply secretary with copy of sponsor list for access form other committees).

Murphy/Quirk - Unanimous

### \*\*\*NEW BUSINESS\*\*\*

MOTION: To increase monthly credit line on the Treasurer's and President's credit cards from \$3000 each to \$5000 each.

Cheetham/Murphy - Unanimous

It was explained that due to travel expenses at times the present limit has forced the officers to use their personal cards, which defeats the purpose of having the cards.

MOTION: To update Credit Card Policy and Procedures in manual to reflect increase from \$3000 to \$5000.

Murphy/Reed - Unanimous

A. Reed suggested that her region might need additional funding for their Guidance Counselor workshop. It was recommended she contact L. Bridgewater &/or K. Stevenson (Guidance Co-Chairs) with this request.

T. Shekerjian suggested the secretary of the organization maintain the official LOGO which is on Diskette. He also suggested we consider printing envelopes with return address of appropriate committee chair.

Mildred Brown - Region V - suggested we should consider inviting regional chairs to at least one executive council meeting per year.

President elect Cheetham stated that he intended to use Roberts Rules for future Executive Council Meetings to assure adequate control and the ability for all sides to be heard during discussions. He stated that all members would be asked to raise their hands to be recognized, and not to interrupt their colleagues until they are recognized.

J. Murphy said his farewells, and reminded us that in ten years, he has attended 57 of a possible 60 meetings.

Everyone on council thanked J. Murphy and wished him well!!

Motion: To adjourn.

Reed/Quirk - passed unanimously

NEXT MEETING

12 noon December 10-11, 1998  
Hotel Syracuse  
Syracuse, NY

Executive Council Meeting Schedule

October 13-16, at Long Island Conference  
December 10-11, Hotel Syracuse ( Conference 2000 Site)  
February 4-5, Albany  
April 15-16, NEVELE (possible Conference 2001 site)  
June 16-18, Lake Placid (Conference 1999 site)