



CAFAA Board Meeting
FRCC – Westminster Campus
College Hill Library – Room L200
01/24/2020

Executive Committee – Voting Delegates

President	Ofelia Morales	CU - Boulder
President-Elect	Jill Robertson	Mines
Past President	Eileen Griego	CSU
Vice-President	Dean Wilson	CCD
Secretary	Gina Wenzel-Garza	ACC
Treasurer	Theresa Lavin	CCD
Treasurer-Elect	Barb Marshall	CU - Boulder
Past Treasurer	David Lucci	FRCC

Board of Directors – Voting Delegates

4-Yr Public Rep	Anum Siddiqi	MSUD
2-Yr Public Rep	Brent Edwards	FRCC
4-Yr Private Rep	Aubrey Rapacz	DU
Proprietary School Rep	Michael Vigil	Platt College
Service Organization Rep	Shawn Murphy	Sallie Mae

Committee Chairs – Non-Voting Delegates

Conference	Cynthia Montoya	FRCC
F.A. Awareness	VACANT	
Historian	Shannon Sheaff	Ocelot
Membership	Roger Lane	DU
Communications	Natascha Ambrose	MSUD
Professional Development	Rebekah Zaborek	CU - Boulder

Technology	Mike Pearce	CCCS
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Topic	Discussion	Conclusion and Projected Resolution
Call to Order	<ul style="list-style-type: none"> Quorum is established- meeting called to order 	
President's Report Officer Reports	<ul style="list-style-type: none"> Review of July 2019 minutes Jill moves to approve minutes, second by Dean; all voted to approve. 	
	<ul style="list-style-type: none"> President No updates 	
	<ul style="list-style-type: none"> President-Elect Some schools whose memberships previously lapsed are re-joining. 	
	<ul style="list-style-type: none"> Past President Absent- no report 	
	<ul style="list-style-type: none"> Vice President CDHE is working on a state-based ASSET application for CO student aid, would be subsidized by state schools. Also reported several pending legislative items. CESDA has not met recently. 	
	<ul style="list-style-type: none"> Secretary No report 	
	<ul style="list-style-type: none"> Treasurer Fiscal report distributed to board. Theresa is unable to access PayPalPro; it's still in Natascha's name. Discussed cost of three-year audit which is due per CAFAA bylaws, and possible transfer of funds from Professional Development budget. As of this date 24 schools had renewed membership- there is generally a bump after the conference "Save the Date" email goes out. 	<p>Barb will report back after NASFAA leadership conference and the board will make a decision on the audit at that time.</p> <p>Natascha is going to try to locate the PayPalPro login information.</p>
<ul style="list-style-type: none"> Treasurer-Elect No report 		
Sector Reports	<ul style="list-style-type: none"> 4-Year Public Sector Anum sent a report in absentia- sector email pending 	Anum will send out a sector email before the next meeting.
	<ul style="list-style-type: none"> 2-Year Public Sector Brent has already sent out a sector email and is willing to share his template with anyone who hasn't reached out yet. 	
	<ul style="list-style-type: none"> 4-Year Private Sector Aubrey: Sector email pending 	Aubrey will send out a sector email before the next meeting.

	<ul style="list-style-type: none"> Proprietary Sector <p>New board member! Michael Vigil, Platt College The board discussed ways for Michael to reach out to the proprietary sector.</p>	Michael will send out a sector email before the next meeting.
	<ul style="list-style-type: none"> Service Organization Sector <p>Shawn sent a report in absentia- 6UP was a conference sponsor last year and they don't provide funding for student loans anymore and will no longer be a sponsor.</p>	
Committee Reports	<ul style="list-style-type: none"> Conference <p>Vendor sponsorship cost raised to \$1300 and the sponsor sessions will be in a dedicated session, not up against content session. Survey was sent to solicit ideas for sessions/presenters. Remodel at the hotel will not be complete at the time of the conference, but the hotel has assured Cynthia that it will not affect the guest rooms during the conference.</p>	"Save the Date" email coming soon.
	<ul style="list-style-type: none"> F.A. Awareness <p>VACANT- no report</p>	
	<ul style="list-style-type: none"> Historian <p>Absent- no report</p>	
	<ul style="list-style-type: none"> Membership <p>Roger is cleaning up Membership Works, sending emails to solicit memberships; one commercial membership application has been received and needs to be approved.</p>	Roger will send the commercial membership application for board approval via email.
	<ul style="list-style-type: none"> Communications <p>New board member! Natascha Ambrose, MSUD Blog hasn't been updated since June 2019. Facebook / Instagram have not been updated for a year and a half.</p>	<p>Natascha will create a blog schedule.</p> <p>Natascha will get the social media logins from Eileen; she and her co-chair have some ideas for social media marketing possibilities.</p>
	<ul style="list-style-type: none"> Professional Development <p>Next professional development will be February 27th, focus on student support and student service & inclusivity.</p>	Rebekah will get registration open in early February.
	<ul style="list-style-type: none"> Technology <p>Some schools have been having technical difficulties making payments for membership.</p>	<p>Mike will email schools to contact Theresa if they have trouble paying membership.</p> <p>Mike will upload pictures of the</p>

		board for the website when he gets the pictures from Eileen.
New/Old Business	<ul style="list-style-type: none"> • Old Business <p>Continued discussion of what FA Awareness is and how we should offer it to the membership and the community. Discussed direction of Professional Development committee and possibilities for professional development that is useful to the member schools. Events held at non-metro area schools have not drawn many attendees in the past and there wasn't much interest in virtual sessions.</p> <p>Ofelia will update the job duties before the next board meeting.</p> <ul style="list-style-type: none"> • New Business <p>Board discussion: What do schools in Colorado want from us? What are their needs and what services are we providing to the membership? Ofelia suggested having the board reach out to schools in CAFAA region (non-members) and contact them directly to find out what they want and need. Sector reps will reach out to member schools.</p> <p>Board reviewed conference cost estimates and proposed registration fees. Theresa moved to approve fees, Jill seconded, all voted to approve. See attachment.</p>	<p>Roger will gather most current membership list. Sector reps will reach out to member schools in their sector and gather input for their needs. A list of non-member schools will be divided among the other board members and we will reach out to them. Date TBD.</p> <p>One of the conference sessions will revolve around what attendees want from CAFAA.</p>
Adjourn	<ul style="list-style-type: none"> • Gina motioned to adjourn, seconded by David. Meeting adjourned at 2:45. 	

Expense Categories	Detail	Proposed	Actual	Notes
Registration Revenue	2019 registration revenue: \$19544.00, \$225 member rate			90 is mid-point of last two years registrations. For Budget: \$225 - member rate (90 people proposed, \$19,125) / \$325 non-member (0 people proposed, \$0) / \$150 Single Day (Wednesday / Thursday / Friday - registrant picks) (3 people proposed, \$450) - 93 total attendees
		20,700.00		
Exhibitor Revenue	2019 vendor revenue: \$11,000.00, \$1000 vendor registration			We have had 11 corporate sponsors last 2 years. For Budget: \$1000 vendor registration "rate" - includes (1) member conference registration fee, (1) exhibitor table. - 7 vendors anticipated. Premier Sponsor Registration includes standard items plus a session- 3 vendors anticipated Premier. \$600 Member, Non Tabling (none expected). \$800 Non Member, Non Tabling (none expected).
		10,900.00		
Total Revenues		31,600.00		DOE customized/meals only registration fee is not included

Conference Facility	Hotel Charges - F & B, A/V, guest rooms, etc.	\$21,083.53		
			(\$4,125.00)	Deposit (3/4/2019)
			(\$4,000.00)	Deposit (will be made 4/1/2019)
Registration	Badges, Postcards, Attendee gift	\$1,190.00	\$0.00	
Site/Entertainment	Decorations, game prizes, etc.	\$570.00	\$28.06	
Program	Speaker Fees, gifts, Program print, Credential purchase	\$2,300.00	\$0.00	
Conference Chair	Committee meals, thank you gifts, etc.	\$1,000.00	\$117.67	

Total 2019 Expenses		\$26,143.53	\$117.67	
2021 Conference Deposit/Travel		\$5,240.10	\$5,240.10	This was Tylers deposit for the 2021 conference paid to Steamboat Grand (\$5000) as well as my mileage for the site visits (\$240.10)
Surplus/Deficit		\$216.37	(\$117.67)	