

**TASFAA Executive Board Meeting
Embassy Suites Hotel
Murfreesboro, TN
January 22, 2010**

The Tennessee Association of Student Financial Aid Administrators Executive Board met on Friday, January 22, 2010 in the Anatole room at the Embassy Suites Hotel in Murfreesboro, Tennessee.

Call to Order

President Marian Huffman presided and called the meeting to order at 9:00 a.m.

Roll Call

Karen Hauser called the roll. Board Members present were:

Voting Members

Marian Huffman	President
Sandra Rockett	President-Elect, Sponsorship Development Chair
Ashley Bianchi	Treasurer
Karen Hauser	Secretary
Lester McKenzie	At-Large Representative, Conference Chair
Rick Taphorn	Private Sector Representative, Training Chair, Electronic Services Chair
Stephen White	Public Two-Year Sector Representative
David Hutton	Public Four-Year Sector Representative, Awards Chair
Cara Suhr	Tennessee Technology Sector Representative, Budget & Finance Chair

Committee Chairs

Ron Gambill	Governmental Relations Chair
Jan Lassiter	Historical Chair
Larry Cyr	Membership Chair
Terri Parchment	Newsletter/Public Relations Chair
Joanie Walker	Site Selection Chair
Tim Phelps	State Programs Liaison Chair
Crusie Lucero	Long Range Planning Chair
Clyde Walker	Association Governance Chair

Board Members unable to attend were:

Jeanne Stewart, Proprietary Sector Representative & Mentorship Chair
Jeff Gerkin, Past President, TASFAA Advisory Committee to TSAC & Nominations Committee Chair

President Marian Huffman declared a quorum.

Reading and Approval of Minutes

The minutes from the October 29, 2009 Executive Board Meeting were emailed to each Executive Board member prior to the meeting for review. Minor corrections were made. The minutes were approved as corrected.

Reports

Copies of Board Reports are included as Attachment A. Members in attendance presented their reports to the Board.

President –Marian Huffman presented her report. In addition, she verbally recognized and thanked Ashley Bianchi and Rick Taphorn for their contributions to the successful TASFAA fall training workshops. Discussion was held regarding the recommendation to increase the spring conference fees from \$195 to \$225. The recommendation was rescinded. Joanie Walker asked Ashley Bianchi to report the attendance at the 2009 spring conference and the amount of conference expense per person. Ms. Bianchi responded that there were 256 paid attendees and the conference costs were \$55,000 making the cost \$228 per person. President Huffman reported that the TASFAA laptop was stolen. It will be reported to the General Liability Insurance.

President-Elect – Ms. Rockett added comments to her report regarding a possible meeting in July 2010 that would include the out-going and in-coming Executive Boards, in order to save money. Ms. Rockett plans on sending out the TASFAA Volunteer form after the elections in February.

Treasurer – Ashley Bianchi presented the budget reports. They were approved as presented.

Conference Chair – Lester McKenzie presented his report. Mr. McKenzie also reported on the Conference Committee meeting held January 21, 2010. A charity event will be held for Hope for Haiti's Children organization. Mr. McKenzie reported that David Bartnicki from the US Department of Education will attend the entire conference and be available as needed.

Mentorship Chair - Jeanne Stewart was not present at the meeting. Her Board report was read, which indicated that a draft brochure would be presented to the TASFAA Board for review. That brochure was not available for review.

Awards and Awareness Chair – David Hutton did not have a written report to present. Mr. Hutton asked President Huffman if he should submit a request to Governor Bredesen requesting a photo opportunity in honor of February Financial Awareness month.

Association Governance Chair – Clyde Walker passed on to Ms. Suhr and Ms. Huffman a letter of engagement that he received by mail from the TASFAA accountant.

Electronic Chair – Rick Taphorn presented his report. Additional information regarding the Wild Apricot website host that is being considered as a replacement for ATAC was presented. Credit cards can be used by members to pay fees. Wild Apricot does not host a Listserv for clients. A work-around would be to have members email their subject to the TASFAA web administrator and that person to forward it to the members in a mass email. Ms. Lucero asked about the cost comparison between ATAC and Wild Apricot. It was reported that ATAC expenses in 2009 were \$6,355. Wild Apricot would cost \$540 per year for 500 members. Mr. Gambill had concerns about TASFAA having a web administrator available each year, who would be responsible for controlling, maintaining, and developing web pages. Ms. Walker questioned whether the TASFAA logo could be uploaded to the Wild Apricot site. Mr. Taphorn responded that the logo could be uploaded and that all member details could be available. Mr. Walker expressed concern with the need for a TASFAA member to volunteer each year who would have technology experience. Ms. Suhr asked if Wild Apricot could perform online election processes. Mr. Taphorn had not thoroughly reviewed that process. Ms. Rockett asked Mr. Taphorn if he was willing to serve as Electronic Services Chair for the 2010-11 year, if TASFAA moved to Wild Apricot. Mr. Taphorn agreed but said he could not be the Training Chair during the same year. Mr. Taphorn confirmed with Wild Apricot that there is not a voting or survey option on the website. A member's only page could be developed with restrictions based on sector. A voting could be done by a survey tool. There would be seven different surveys received by TASFAA and the totals calculated. To protect the voting member's identification the IP address could be restricted. ATAC would need to be notified by March 1, 2010 to be released from the contract renewal. Cost of the Wild Apricot domain for 3 addresses at \$60 per domain is \$180.

The Board meeting recessed for a break at 10:40 a.m.

The Board meeting reconvened at 11:10 a.m.

Motion: The Electronic Services Chair, Mr. Taphorn, moved to have the TASFAA website hosted by Wild Apricot.

Discussion related to the motion followed.

After confirming that there was no further discussion, President Huffman called for a vote. Mr. Taphorn abstained from voting. The motion carried.

President Huffman will notify ATAC.

Board members continued to present their reports.

Site Selection – Joanie Walker did not have a written report. Ms. Walker will request hotel negotiations for the TASFAA Transition meeting from the Embassy Suites and the Marriott Cool Springs.

Old Business

President Huffman called for old business and indicated that there was none.

New Business

President Huffman called for new business and indicated that there was none.

Adjourn

President Huffman declared the Board Meeting adjourned at 11:50 a.m.

Submitted by:

Karen Hauser