



Board Meeting
March 28, 2011
Hard Rock Hotel
Albuquerque, NM

Present: Betty Dever, Amanda Hammer, Regina Madrid, Diana Campos, Jerry McKeen, Michelle Cisneros, Janell Valdez, and Gladys Chairez, Laura Coponiti

Call to order: Amanda called the meeting to order at 1:18pm

Introductions: Board members stated their favorite musical artist or favorite song.

Additions/Corrections to Agenda

Add HED Allocations under New Business and correct Feb 9th to 10th on approval of board meeting minutes.

Approval of minutes: The minutes from the February 10, 2011 board meeting were approved with corrections. Regina made a motion to approve. Gladys seconded the motion. Motion made as corrected.

Agenda Items:

Officers' Reports:

Presidents' Report:

Presented by Amanda.

Committee Assignments

All committees have members. However, there is no chair for the nominations, bylaws and election committee. Will ask at conference if anyone would like to be chair, if no interested people will default to Jerry McKeen as chair of that committee.

Volunteer forms will be available to pass out at conference for recruitment for committees.

Betty questioned about the liaison duties and Amanda stated that it all depends on how involved each liaison wants to be within their committee. Jerry stated that in the P&P, the committee chair should notify liaison of progress within the committee.

It was noted that there is not a conference planning committee chair at this time either. Will hope to find someone close to the location of the 2011 conference.

Legislative Issues

Two bills passed house and senate. One vetoed.

Bill that has been chaptered was returning educational retiree payments. This puts more on employees and less on employer. HB 129 passed and signed

Vetoed bill SB 187

Most of the other bills died in committees; most received DP from committees but never made it to the floor.

At the Federal level, there was another CR to fund government through April 8th.

Past Presidents' Reports:

Presented by Betty.

Long Range Planning and Outreach

Spoke with Annette Kaus, who never received response from her committee regarding the next conference site; therefore, she will defer the decision to Board to determine site of 2012 Conference

Two suggestions: Las Cruces and Ruidoso

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Janell made a motion to have 2012 conference in Las Cruces, site pending. Jerry seconded motion. Motion carried.

President-Elects' Reports:

Presented by Gladys.

Finance Committee

Finance NMAFAA review was completed this morning, March 28th.

Marliss Monette, Lee Carrillo, Gladys Chairez, Diana Campos, Regina Madrid, and Amanda Hammer were present. This committee went through every month of 2010 and randomly selected to make sure everything in order, expense reports, receipts, invoices.

Review for 2009 was not done. Recommendation from Lee was for Regina to review 2009 by spot-checking. Based on her findings, decide as a Board to further review if necessary or just move forward.

For the 2010 review, Board will start requesting receipts for everything, as there were copies of expense report without receipts.

For mileage will require documentation such as MapQuest printout rather than an odometer reading.

For debit card purchases, Amanda has created a form for any debit card charge to include the event, date, who was involved, and the purpose. If Amanda uses debit card, Betty would approve then Regina would sign off. If Diana were to use, Amanda would sign off then to Regina.

Additional findings: no parking receipts. Lee suggested requiring receipts for everything even if it is less than \$3 and changing the P&P pg 15, section K V (4).

Janell made a motion to remove the sentence on page 15 of the P & P Section K V (4) stating ***receipts must be submitted for charges in excess of \$3***, to ***receipts must be submitted for all charges***, and insert a sentence ***requiring a distance estimator printout such as MapQuest***. Michelle seconds the motion. Motion carried.

No material findings, just procedural changes.

Policies and Procedures needs to be changed then sent to Janell who will send to Jolita with the voted changes.

Debit Card Expenditure form will be put on NMAFAA flash drive.

Treasurers' Reports:

Presented by Regina.

Financial Reports

Provided copies of balance sheet to board members. Transferred 8k from savings to checking.

Closed savings with First Community. Currently \$37,984 in savings.

Transaction list by customer- can look to see how many institutions have not paid by conference fees or membership fee.

Some institutions have paid for conference but membership dues have not been paid.

Betty suggested that we contact institutions prior to conference to see if membership dues have not been paid and contact them prior to conference.

Janell had question on Great Lakes as 3 members were listed, but Janell has only 2 people confirmed. Regina clarified only 2 people from Great Lakes are attending

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Betty motioned to approve treasurers' report. Diana seconded motion. Motion carried
Certificate of Deposit- Amanda asked Diana to research rates on CD's. Amanda suggested getting all specifics and during next board meeting making a decision to move it.

Membership

31 institutions and 8 affiliates for conference.

Amanda provided Membership list as of March 18th – will be updated one last time and will send out to institutions to let them know that these will be on listserv. Felipe will then wipe out those that have not paid. Not on list is schools address and fax number

Gladys asked if they have not paid since conference, could we go out and invoice them. Regina will identify and will invoice them if membership has not been paid.

Secretary and Parliamentarian Reports:

Presented by Michelle and Jerry.

Nominations, Elections & by-Laws- no written report.

Awards and Recognition Committee

Recognizing affiliate members with a certificate with the numbers of years on certificate

Next year we will go back to the incremental amounts.

The committee has done a wonderful job with the plaques and certificates. A total of \$486.86 was spent for awards.

Betty motioned to recess for 10 minutes. Diana seconded motion. Motion carried.

Amanda reconvened meeting at 2:32pm

Janell showed us examples of the plaques that will be given to members.

SWASFAA Delegate at Large Reports:

Presented by Janell.

Website updates- will be updating 2011 membership Directory

Conference Planning Committee, "Rockin' Through the Ages"

Report provided

Roadrunner Food Bank will be bringing containers tomorrow

76 paid attendees, 5 are one-day attendees, 6 exhibitors

3 people will be paid for by NMA SFAA: Laura Coponiti (SWASFAA), NASFAA representative, and Kevin Campbell (DOE)

In 2007 went from 4 breakouts to 12 breakouts this year.

Song name on the back of nametags, instead of raffle tickets

Guest speaker is from the NM Financial Literacy program, Vicky Vanhorn.

Evening Banquet on Wednesday there will be programs with the members being recognized for years of service.

Amanda thanked Janell for all her hard work and time to make this conference successful.

SWASFAA Update

Presented by Laura Coponiti, SWASFAA President

No written report

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SWASFAA conference will be in November 16-18 at the Hard Rock in Tulsa. Boot camp will be 14th and 15th.

First conference meeting will be at Hard Rock in Oklahoma

Decentralized training- will be sending out on listserv and webpage once dates have been set

Volunteers- not all committees have volunteers yet. Most are filled but still needing some.

Nominations will start in April-June. NM will not be voting on a delegate at large. President elect and secretary position will be available.

SWASFAA talks about webinars for the association, some for directors and others and make it interactive. Lou thought we could use his Nelnet software so SWASFAA would not have to pay for those webinars

Open to suggestions; just let SWASFAA know.

Old Business:

NASFAA Leadership Conference-March 6-8, 2011-provided handout

Gladys said that they had a great training, learned a lot. Interaction with group work, role-playing with a full agenda. Jeff Baker presented federal updates.

Capitol Visit- met with a legislative correspondent, items addressed were Pell grant, college awards, increase borrowing. Gladys stated this was one of the best trainings she has been to.

Diana said that the treasurer elect will take incoming funds, and current treasurer will do all outgoing. Regina stated because of when our transition occurs it is hard to do that.

Diana said it was very worthwhile.

Diana recommending purchasing a laptop for the treasurer. Amanda will talk with her IT person to see if we could get some prices for a new computer.

FSA Training-March 8-9, 2011, CNM Workforce Training Center, Amanda stated it was a good training. Kevin Campbell and Trevor Summers were there to present. However, there was not enough time, 6 modules to get through but only got through 3. They are looking to do another training but are waiting for the budget.

60 people or more in attendance. Good turnout.

New Business:

HED reports and allocations: Amanda explained the DEAR report to Laura. Will see if Karen Kennedy can give some guidance on DEAR reports at the conference.

Allocations: Last year was July before we received state allocation. Need to get something to us out sooner with clean data and final copy, will address this issue on Thursday at HED update.

Betty said they requested information 11-12 tentative funding worksheets for campus based programs. Amanda suggested emailing it directly to Heather.

Dates for next meeting will be in June/July

Pictures of the Board Members will be done in front of the hotel.

Adjourn: Motion to adjourn meeting by Janell, seconded by Gladys. Meeting adjourned at 5 pm.

Respectfully submitted: Michelle Cisneros, 2011 NMFASFAA Secretary

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