



Board Meeting
October 28, 2010
CNM Workforce Training Center
Albuquerque, NM

Present: Betty Dever, Amanda Hammer, Regina Madrid, Sara Elliott, Jan Terry-Sanchez, Janell Valdez and Gladys Chairez

Call to order: Betty called the meeting to order at 12:35.

Approval of minutes: The minutes from the July 19, 2010 board meeting were approved. Sara made a motion to approve seconded by Janell. Motion carried.

Agenda Items:

Treasurer's Report: Presented by Regina.

Savings Account amount did not match what was reported on prior treasurer's reports. Now matches up and will be included correctly from now on.

Very few transactions since last meeting.

Including more information in memo description as recommended.

Amanda asked for clarification on the \$106.25 negative amount showing in Accounts Receivable on the 10/26/10 Balance Sheet.

Entries made previously on the First Community Bank savings account interest did not match what was reported in Quick Books.

Amanda asked - Pg 12 shows service charge on savings account - what is this and why? Do we need to use the account in some way to prevent this? Regina will check it out and report back.

Amanda moved to accept the Treasurers report, seconded by Jan. Motion carried.

Discussion about having checking and savings at one bank. Would need to be at a bank with branches where the treasurer resides.

Amanda made a motion to move \$3000 from checking to savings which would reduce the balance to near \$5000. Sara seconded and made the point that the Policy and Procedures state that we need \$20,000 reserve and won't require a vote. Regina will find out how transferring funds between the banks would work. Motion carried.

Sara asked if our dues are keeping up with what we are spending annually. Janell reported that we appear to be on track with that.

Conference paid for itself.

Committee Reports:

Long Range Planning & Outreach: Janell reported - nothing written.

Ready for tomorrow's training event.

Also have discussed training for the spring conference.

Costs for session on Friday is only meals (continental breakfast and lunch) and cost per person is \$11.

CNM and Sodexo have really helped with costs - very inexpensive.

Trevor Summers will present from DOE and Karen Kennedy from HED.

Would like to address the membership at the Business Meeting about suggestions for 2012 conference sites.

Conference evaluations from this year showed Albuquerque and Ruidoso.

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Nominations, Elections & By-Laws: Report was presented by Sara.

Have 2 nominations so far for Philo Brasher award – deadline to nominate is 5 pm today.

Committee contacted everyone that had been suggested for nominees and we have a slate of folks that have agreed to be nominated.

Will open the floor tomorrow for other nominees.

Gladys said ok for Sara to go straight to Jolita with any website updates. Please cc: Gladys so she will stay informed.

Research was conducted concerning affiliate members and only response was a concern about charging more. It was decided to hold off on this at this time due to the new climate.

Legislative Issues: No report as it will come from DOE and State during meeting tomorrow.

Membership: Regina reported.

25 member schools

10 affiliates as of July 22, 2010

Web has not been updated but request has been made. Gladys will check again and get it done.

Need to get responses from board on listserv list then send out to directors if they have someone to add or delete.

Regina will match up the July 22 web membership list to paid member list. Gladys will get new web membership list to Regina to check. Gladys will get new listserv list to Jan and she will make sure that everyone on training list is also on listserv and then send it out to board members for updates. Once it is all square, will send it to Regina to confirm they are paid members and proceed from there with Amanda. Will need paid membership list to confirm that nominees are paid members and that voting members are paid members.

Finance: No report.

Amanda will send today's treasurer reports and copies of bank statements to Judi for the committee's annual review and ask them to prepare a 2011 budget.

Discussion to make sure that everyone who should have online access to the bank statements do and they are checking them.

Amanda made a motion to change P&P Section 5BV1) from annual "audit" to annual "review". Regina seconded, motion carried.

Conference Planning: Janell reported.

Conference will be March 29-31 at the Hard Rock Hotel and Casino.

These dates should exclude Easter and hopefully school's spring breaks will be over.

Theme "Rocking through the Ages".

Room rates are \$99 and only required to have 30 rooms plus get a free room for each 30. Conference area is very nice and quiet and not near the casino area.

Proposed budget is \$7000, food commitment is minimum \$6000.

Membership Fees \$150 institution, \$100 per person affiliate.

Conference \$155 per person \$250 per booth for exhibiting.

Addition of Bursar training first day of conference.

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Amanda made a motion that these rates be approved along with a one day fee of \$75, that all conference attendees be paid members, and that Bursars be included under institutional membership. Janell seconded. Motion carried.

Web Task Force: No report.

Gladys has been in contact with Jolita concerning updating membership and the need to keep everyone informed.

SWASFAA Update:

SWASFAA scholarship is open and pays 2 nights lodging plus registration fee for boot camp or conference fee.

Congratulations to Janell who will be the next delegate at large.

Membership is a little below from last year but near same.

11 exhibitors and 97 members registered.

\$250 conference fee and \$200 Boot Camp due by November 12, then late fee.

38 registered for boot camp.

2011 conference November 14-18 in Tulsa at the Hard Rock hotel.

Need a NM state gift for a drawing and NMA SFAA banner. Betty asked for the address to have it shipped.

Will have a Wednesday night event at George Rodrigue's gallery.

New Business:

TG will not be able to participate on the conference committee at this time.

Sara needs information for Noteworthy NMA SFAA by November 15. She will be taking pictures tomorrow at the training. Should be available to send out to encourage people to vote and for spring conference.

Discussion concerning travel reimbursements and should there be more specific guidelines. While everyone agreed that the Policy and Procedure guidelines seem very broad we also agree that it needs to be easy enough to encourage people to serve. This seems to be a more loaded issue and will be tabled and presented at the transition meeting with possible solutions presented by Janell/Gladys/Jan.

Amanda made a motion to add "and/or trainings" to 6KIV in the Policy and Procedure Manual. Seconded by Janell. Motion carried.

Discussed being careful about airfare being "cheaper" when it may now include "hidden" charges.

Jan will follow through with getting an update on the website to easily post the minutes to each meeting.

Old Business:

Betty took care of the getting the bank's non-profit certification signed and to First Community Bank. Also removed Phyllis from the signature card and updated the statement address to Regina and Betty.

Check cleared that was sent to the state for non-profit status for 2010 so we assume it was updated.

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Board Meeting
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Need to get Phyllis removed from the signature card at Wells Fargo.

Discussion of tax reports/certifications and when they are due. Motion by Regina to add Federal and State Financial Filing Deadlines as xvi) under 2F Treasurer and include these items. Regina will provide this to Jan. Seconded by Sara. Motion carried.

Amanda initiated contact concerning College Goal Sunday and received a response stating that the College Success Network in partnership with the Carve Your Path planning team that includes NMEAF are working together on College Goal Sunday. Sylvia will be heading it up and it will be done through college days and connection days January 1 – April 30. There was no request to seek any partnership with NMAFAA at this time.

Policy and Procedure guideline specifically addresses that you must be a paid member to be on the listserv and that the Treasurer will update that each year so only paid members are included. As liaison to the Membership Committee, Regina will get with that chair to send a reminder in December that institutions need to be thinking about paying their dues so they can continue to have the benefits that NMAFAA offers.

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

Respectfully submitted: Jan Terry-Sanchez, 2010 NMAFAA Secretary

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