

Conference Planning Committee Meeting Minutes
Northwest Technical Institute
Friday, September 12, 2008
9:30 a.m. – 1:30 p.m.

Present: Laura Link, Mickie Waterman, Diane Borchardt, Katherine Raabe, Katie Hendrickson, Kathy Kronebusch, April Newburg, Scott Glime, Pam Moslowski

Absent: Dick Battig, Nate Rosckes, Greg Reid

Executive Council Update:

A couple of issues were brought forth at our August meeting which were forwarded on to Executive Council. Katie reported that she had talked with Michelle Ahrendt that morning before the meeting on the outcome of those concerns.

1. Scholarship instead of choosing a charity – we will not be able to do this and will need to choose a charity for the conference. Michelle did state that if we could not decide on a charity to contact Kathy Ruby, MAFAA President, for suggestions.
 2. Direct Lending Session – MAFAA is here to provide training and information on all loan programs which schools work with. Therefore, if we have a FFELP update, Direct Lending also needs a session for schools that a DL schools and those interested in how the program works.
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40th Anniversary Celebration Update:

Diane updated the committee on the recent 40th Anniversary Task Force meeting. They decided on an extra long luncheon on Thursday instead of an evening meal. They are planning activities after the luncheon which will include a concurrent speaker (TBD) and president's reception which past presidents will be invited to. MAFAA will not celebrate again until the 50th Anniversary.

Menu Selection:

Prior to the conference planning meeting, Dick, Katherine and Katie had a conference call regarding the menu selection. The Marriott offers many meal selections with a wide range of prices. Therefore, they narrowed down the list to four choices for the committee to choose from:

1. Grilled Buttermilk Rosemary Chicken with Natural Jus
2. Roasted Turkey Tenderloin
3. Charbroiled Flank Steak with Pico de Gallo
4. Traditional Thanksgiving Dinner

The committee decided on Grilled Buttermilk Rosemary Chicken with Natural Jus. This selection was for lunch on Thursday afternoon. Due to budget, there will be no lunch offered on Wednesday. The conference will start at 1:00, lunch will be on your own.

Also discussed was a vegetarian option. The online registration form will include an option to select a vegetarian option. We will use this information to forward to the Marriott for a number of vegetarian meals to prepare.

There was a wonderful selection of desserts and the committee decided on the Carrot Cake with Vanilla Sauce and Chocolate Truffle Torte with Raspberry Puree.

Keynote Speaker:

- Katie reported that she had notified Keith Nord by email that we had selected another keynote speaker for the fall conference and thanked him for his interest in our association.
- Katherine updated the committee that Don Shelby was not available for the fall conference, but his publicist stated he would possibly be available for spring conference and would be open to talk any many topics. “Go Green” is his new topic to present on. The committee will consider him for a future conference.
- Katie reported that Malcolm Kushner is still available to speak. We just need to provide details to him, so he can make arrangements to travel to MN. His fee will be \$3500 (speaking fee) and travel/lodging expenses. He has published two books on presentations/public speaking, so the committee thought maybe he would be willing to do an interest session on those topics.

Action items	Person responsible	Deadline
✓ Contact Malcolm Kushner with conference details and possible interest session	Katie	ASAP

General Sessions:

- Kathy reported that Ric Keller from Florida will not able to attend fall conference as it is an election year and a busy time for them.
- Sandy Baum’s name with the College Board was suggested. She spoke at Access and Diversity this summer and was well received. Depending on how many sessions we still need to fill, this may be a possibility to look into.

Assignment Updates from August meeting:

- Diane – Lois Mulbrook has retired from verification presentations! Diane knew of a possible representative from Michigan. USA Funds also has a verification presentation. Laura will follow through with Becca Diskin from USA Funds as she has already contacted her on presenting.
- Diane – Jon McGee is willing to present and can do any day. We may consider him for a concurrent session.
- Diane – Clark Wold has agreed to do Customer Service.

- Diane – Lois Larson on Policy and Procedure Manual. She has agreed and will provide an outline for her presentation. She would like a panel for her presentation, also.
- Mickie – Amanda Grimm on “how to get out of debt” has agreed. Amanda inquired about our budget and if we had an honorarium for speakers. The committee decided on a speaking fee of \$200.
- Kathy – Great Lakes will present on Credit/FICO scores and Kathy will line up a speaker for this presentation.
- Laura – Book Club with Clark Wold, Laura was not able to contact him. The committee decided to put this interest session on hold and possibly use it for spring semester.
- Katherine – MySpace/Facebook, fall semester is a busy time for NTI’s Admissions Staff, therefore this session has also been set aside.
- Diane – Susan Brady has agreed to have a study abroad interest session and would like to have a panel.
- Katie on behalf of Nate – Judy Swanson can present on the FAFSA overview. She would like to know how to approach the presentation as the FAFSA will be changing drastically for the 2009-2010 school year.
- Katie – Jamie Malone has agreed to do interest sessions we would like to have along with the federal update.
- Laura – Becca Diskin from USA Funds has agreed to present and submitted a list of presentations to choose from.
- Katie – Office of Higher Education: Cheryl Maplethorpe will present to the state update, Lara Gerhardson along with Megan FitzGibbon will do a session on the Minnesota Indian Scholarship Program and Megan FitzGibbon will do an interest session on the online programs for both the Achieve Scholarship Program and MISP.
- Sheila – Ann Scott/Lynn Murphy have agreed to do Loan Basics.
- Kathy – FAMS, will contact speakers from last year to see if they would be willing to do them again. Katie reported that Jamie Malone did the EDE/COD session last year, and she felt it would not be worthwhile to repeat the session. If schools are having problems, they are better off to call in to the help desk to get their questions answered.
- Katie – Contacted committee chairs to see if committee would like to present. Masters Leadership would like a session on Thursday afternoon, Jeff Olson with the Review of Financial Aid Profession Task Force would like a block of interest session times on Thursday, and the Access and Diversity committee will be doing an interest session on immigration.

Preconference:

- Laura reported to the group that Access and Diversity would not be doing a pre-conference workshop this year, will have an interest session on immigration instead. We will be checking with Professional Development to see if they would be interested.

Action items	Person responsible	Deadline
✓ Contact Brad Lindberg/Professional Development on Preconference Workshop	Laura	10/2/2008

Other sessions:

- Pam – Barb Stelter from the Minnesota Veterans Affairs Office will present on the DD214.
- Diane/Kathy – Lynn Murphy and a representative from Great Lakes will do the FFELP Update.
- Laura – Will gather a panel for the Direct Loan session.

Concurrent Sessions:

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✓ Contact Lois Larson at Century College for referral Diane 9/12/2008

Miscellaneous:

- Thursday lunch – seating assignments so people converse with members they may not have met before
- Silent auction

Action items	Person responsible	Deadline
✓ Waiting for 40 th Anniversary Task Force to meet to coordinate events	N/A	9/12/2008

Future Meetings:

- Thursday, October 2nd at 9:30 a.m. – Hennepin Technical College – Eden Prairie
- Thursday, October 30th at 9:30 a.m. – Hennepin Technical College – Eden Prairie

Action items	Person responsible	Deadline
✓ Contact Pat Berkold at HTC to reserve room for 10/30/08	Katie	ASAP

Respectfully submitted,

Katie Hendrickson

Conference Planning committee member