

Conference Planning Committee Meeting Minutes
Northwest Technical Institute
Friday, January 9, 2009
9:30 a.m. – 2:00 p.m.

Present: Katherine Raabe, Sheila Sejnoha, Laura Link, Kari Martin, Pam Maslowski, Dick Battig, Gregory Reid, Scott Glime, Nate Rosckes, Diane Borchardt, Katie Hendrickson, Dave Woodward, Kathy Kronebusch

Absent: April Newburg, Michelle Richardson

Budget Update:

Katie attended the Exec Council meeting in December and received an updated budget of expenses paid for the Conference Planning committee. Many expenses are still outstanding; Katie will contact Judy Robeck on these.

Action items	Person responsible	Deadline
✓ Contact Judy Robeck for outstanding expenses not yet paid	Katie	ASAP

Committee Member Update:

Dave Woodward expressed interest in joining the Conference Planning committee. He was unable to attend the December meeting, but was present for January. Introductions were done for everyone to get acquainted with Dave.

40th Anniversary Update:

Diane informed the 40th Anniversary taskforce has not met yet to plan events for spring conference. Their next meeting is January 15th, she will update after their meeting.

Entertainment Update:

April was unable to attend due to the weather. She had sent an email to the committee that she would send in details on the Murder Mystery once she got to work. At the conclusion of the meeting, we had not heard word from her on details of this event.

Bowling was a hit last year with the exception of the lengthy bus ride. We decided that we would discuss this further at the February meeting as that is when the committee contacted Paul Bunyan Bowling last year.

Assignments from December Meeting:

At our December meeting, we brainstormed session ideas in addition to proposals submitted from the membership. The following were assigned to follow through on:

- Contact committee chairs for interest sessions (Katie) – she heard from Public Relations. They are interested in a session focusing on social media (facebook, Myspace, Twitter). Diane has also been in contact with Susan Brady, chair of that committee, regarding this session.
- Phil Day, NASFAA CEO (Michelle) – We would be using Phil for a general session on the National Conversation Initiative (NCI). He is also willing to do an NCI listening and feedback session after the general session. He is attending the NASFAA Board Meeting and would possibly be able to present on Thursday, May 7th in the morning. His expenses would include the airfare difference for him to come to Brainerd and hotel accommodations. He is checking into flights and will be in touch with Michelle.
- Rick Shimpan, MASFAA President (Michelle) – He is prepared to do a interest session on professional judgment for the new Financial Aid Officer or training the trainer targeted for any Financial Aid Office.
- Dave Dahlen (Katie) – Income based repayment, would prefer Thursday a.m. or p.m.
- Ann Scott (Katie) – Exceeding aggregate loan limits, flexible for time to present.
- Brett Lief (Diane) – PLUS Loan auction, is following through with Clark Wold on this, looking at Thursday a.m.
- Dean Johnson (Greggory) – 10 top audit findings, working with Tim Medd at the MN Office of Higher Education, looking at Thursday a.m.
- John Olson (Diane) – Technology session...John is a former MAFAA member who now works for Microsoft. He is unable to attend the spring conference due to other commitments with Microsoft. He did recommend Kelly McDonald who was formerly with Microsoft. She has a fee of \$800 that would be a full day of training, but is flexible for our organization's needs. After some discussion, we decided that this conference may not be the best fit for her training. Diane is going to forward her information to Professional Development to see if there is an interest with that committee to pursue a full day training. Also discussed was the possibility of using a MAFAA member to do a technology session (Paul Hatch or Mike Uran).
- Jamie Malone (Katherine) – ACG/SMART, FAFSA review, one-on-one's, new Pell restrictions, summer awarding. Katherine has not heard back from Jamie at this time.
- MN Office of Higher Education
 - Minnesota Indian Scholarship Program – Megan FitzGibbon (Laura)
 - MN GI Bill/Achieve – Megan FitzGibbon (Laura)
 - Review of academic transcripts – Ginny Dodds (Laura)
 - Communication between financial aid offices and the college president and other officials on campus...possibly panel (Sheila)
- Diversity session – Ginny Dodds/Sandra Loerts (Nate) – district liaison from Brainerd, dealing with the new independent questions on foster youth
- TEACH Grant (Laura) – looking at a round table discussion with state schools that have been authorized for the TEACH Grant...approval, management and administration of the program, pitfalls. She will be contacting schools on the list on dealing with the politics on campus.

New Sessions/Proposals:

- Jacci Netter from St. Cloud State University submitted a proposal of using podcasting in financial aid offices.
- FERPA training from the Department of Education.
- Clock hour schools – Sally Mickelson at Regency.
- Loan Issues and financial literacy project.
- Sessions provided by Great Lakes, USA Funds and EAC.
- Technology session – web enhancements.
- Verification session - ???

A tentative agenda was put together for the spring conference. Everyone needs to follow through on the above/below assignments and report at the next meeting of changes that need to be made to the agenda.

Action items	Person responsible	Deadline
✓ Follow through with Jacci Netter	Sheila	2/13/09
✓ Contact Dept. of Ed. on FERPA trainer	Diane	2/13/09
✓ Contact Sally Mickelson on clock hour school session	Nate	2/13/09
✓ Contact Valerie Knopp on financial literacy project	Kathy	2/13/09
✓ Contact Great Lakes, USA Funds and EAC for sessions	Katherine	2/13/09
✓ Technology session	Scott	2/13/09
✓ Need to find verification presenter/trainer	All	2/13/09

Charity:

Katie updated the committee on the charity suggestion that was brought forth to Exec Council in December. It was suggested that money raised at the spring conference be given to College Goal Sunday for scholarships given at their events. Discussion at the Exec Council meeting was that there was an expressed interest in donating money to a charity education related, but to pick an organization already in existence for less hassle on managing the funds. The Page Foundation was selected for the 35th Anniversary.

The committee discussed other possibilities. It was decided that the committee would brainstorm for the February meeting and bring ideas. Whatever the committee decides needs to go to Exec Council for approval.

The evaluations indicated that the membership liked education related charities along with community based organizations. It was discussed with having the possibility of having one charity of each kind during the year – one at fall conference and the other at spring conference.

Action items	Person responsible	Deadline
✓ Brainstorm charity ideas	All	2/13/09

Conference Theme:

Even though we did not have an update on the Murder Mystery event, we brainstormed a few ideas for the conference theme revolving around it: **Unmasking the Mystery** and **Student Aid, The Great Mystery**. The committee is going to brainstorm further ideas and bring to the next meeting.

Action items	Person responsible	Deadline
✓ Brainstorm conference themes	All	2/13/09

Future Meetings:

Friday, February 13th at 9:30 a.m. – Northwest Technical Institute
Friday, March 13th at 9:30 a.m. – Northwest Technical Institute
Friday, April 3rd at 9:30 a.m. – Northwest Technical Institute
Friday, April 24th at 9:30 a.m. – Northwest Technical Institute

Respectfully submitted,

Katie Hendrickson
Conference Planning Committee Member