

Conference Planning Committee Meeting Minutes
Northwest Technical Institute
Friday, February 13, 2009
9:30 a.m. – 1:45 p.m.

Present: Diane Borchardt, Dave Woodward, Katherine Raabe, Katie Hendrickson, Sheila Sejnoha, Nate Rosckes, Scott Glime, Gregory Reid, Pam Maslowski, Dick Battig, Michelle Richardson, April Newburg, Laura Link

Absent: Kari Martin, Kathy Kronebusch

Budget Update:

Judy Robeck, MAFAA Treasurer, has resigned from her position. All paperwork/information is being forwarded to Tina Kukowski, MAFAA Treasurer-Elect, who will be taking over paying expenses for the remainder of the year. At this time, Tina is working very diligently to get everything up to date and expenses paid to members who have submitted requests. Katie received a few checks in the mail over the weekend. A few members have received their checks, but many are outstanding. Katie will be resubmitting outstanding requests again to Tina for payment.

Action items	Person responsible	Deadline
✓ Resubmit outstanding expenses to Tina Kukowski for payment	Katie	ASAP

Exec Council Update:

Spring conference fees were submitted to Exec Council for approval. They were approved at the following - \$100 for MAFAA members and \$140 for non-members. The \$40 would renew membership fees for the 2009-2010 year.

Exec Council asked the Conference Planning Committee to consider a one day fee for the spring conference. With MnSCU having extreme budget constraints along with other schools facing budget cuts; it may be a possibility to get members for the Brainerd, Bemidji, and St. Cloud areas at the conference for one day. There would be no lodging expenses for these people which would decrease costs. We were asked to discuss this option and submit a one day fee to Exec Council to vote and approve if this will be pursued.

Dick was able to provide some information regarding Maddens – there is a \$50 commuter fee that would be charged for members attending a one day only conference. This fee is for the use of the facilities and is charged whether they eat meals or not. So, to attend the one day conference, the fees could be close to the same as the full three day conference.

We can adjust Thursday's agenda if needed as things are still tentative for that day. We also discussed the possibility of have the one day conference fee being Wednesday afternoon through Thursday afternoon, so it would be a one night fee with Maddens.

Dick will be contacting Maddens to see what options we have and report back to the group. We will then contact Exec Council with what we have available to us.

Action items	Person responsible	Deadline
✓ Contact Maddens on one day conference fee	Dick	2/27/09

Maddens Priority Reservation Form:

Dick received the Reservation Form from Maddens which needs to be posted to the MAFAA website.

Action items	Person responsible	Deadline
✓ Forward reservation form to Scott to post to MAFAA website	Dick	2/27/09

40th Anniversary Update:

The 40th Anniversary taskforce has met and discussed what they would like to do for spring conference. Diane reported the following:

1. They would like 30 minutes after the President's welcome on Wednesday afternoon.
 2. Before Phil Day speaks on Thursday morning, a 40th Year picture slide show will be running continuously.
 3. The 40th Anniversary slide show will also be on Thursday before the banquet begins. When the program starts that evening, the slide show will end. They will not be having a program at dinner on Thursday.
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Conference Agenda:

Assignments for January were all okay with the following exceptions:

1. Tim Medd from the MN Office of Higher Education will be presenting the 10 top audit findings instead of Dean Johnson.
2. On the panel of communication between the FAO and college presidents, Sheila currently has Anita Baugh, Stuart Perry and Kathy Ruby.
3. TEACH Grant – Laura currently has Jane Williams and Jane Haugen.

New Sessions/Proposals from January update:

1. Podcasting in FAO – Sheila contacted Jacci Netter who had submitted the idea. She did not feel comfortable presenting, just thought the idea would be of interest to the membership.
2. FERPA trainer from the Department of Education – Diane has made contact with the Department and they will not be scheduling anything until the end of February. She will follow through with the committee as soon as she hears back from them. Susan Nepl from Great Lakes had submitted a proposal to do a FERPA session as well. Dave also mentioned having someone from the Registrar's Office speak on the topic as they are gate holder of student information on every campus. Nate has

- volunteered to contact the Registrar at the U of MN for information. Another possibility would be having someone from the Registrar's Office at St. Cloud State University as they are another large university located closer to Maddens.
3. Clock hour schools – Nate contacted Sally Mickelson who would be willing to present if needed, but also provided another resource. Sally Samuels from FAME (located in Florida), could present any clock hour topics along with many other topics. At this time, her dates are open. She would need her expenses covered from Florida, but is willing to do multiple sessions. Nate will contact her for further information on topics.
 4. Loan Issues Committee and their financial literacy project – their committee met recently. Kathy will contact them to see if they will be willing to do this or possibly another topic for their committee.
 5. Technology session – Scott reported that they have nothing at this time.
 6. Verification presenter – Sandy Sundstrom will be doing the verification session at Financial Aid 101 next week, Diane will contact her to see if she has any interest.

Access sessions:

1. Wednesday afternoon – General session with Jennifer Godinez from Minnesota College Access Network.
2. Wednesday afternoon – Interest session from Access/Diversity committee on the homeless. (This session has been confirmed with the committee).
3. Thursday morning – General session with featured speaker, Phil Day, on the National Conversation Initiative. (This session has been confirmed with Phil Day).
4. Thursday morning – Interest session with Phil Day, question/answer session providing feedback on the NCI. (This session has also been confirmed).
5. Thursday afternoon – Interest session...TBD. It was mentioned that Tally Hart from Ohio State had a presentation; Michelle will be contacting her for further details.

Other sessions:

1. We have not heard back from Jamie Malone at this time, Dave volunteered to contact her again to see if she will be attending spring conference and sessions we have tentative on the agenda.
2. DD 214/Veterans – there was much interest/feedback from fall conference. Megan FitzGibbon from the MN Office of Higher Education suggested offering another session on this topic, but not at the same time as her sessions as many people attending both. Pam will contact the presenters again as she arranged them in the fall.
3. Review of the Financial Aid Profession/Jeff Olson – Katie will contact him to see if their committee would like to have a session following up from fall conference.

Action items	Person responsible	Deadline
✓ Report on FERPA presenter from Dept. of Ed.	Diane	3/6/09
✓ Contact Registrar at U of MN	Nate	3/6/09
✓ Contact Sally Samuels at FAME for details on session topics	Nate	3/6/09
✓ Contact Loan Issues Committee on interest session	Kathy	3/6/09
✓ Contact Sandy Sundstrom on verification interest session	Diane	3/6/09
✓ Contact Jennifer Godinez on availability	Nate	3/6/09
✓ Contact Tally Hart for access presentation/information	Michelle	3/6/09
✓ Contact Jamie Malone	Dave	3/6/09

✓ Contact presenters for DD214/Veterans	Pam	3/6/09
✓ Contact Jeff Olson on follow up from fall session	Katie	3/6/09

Entertainment:

The committee decided that the Murder Mystery was quite expensive and not sure if the entire membership would be interested. April is contacting them to let them know we will not be pursuing it.

Bowling was a big hit last year, but the committee discussed budget cuts and the fact we need to plan ahead for future years for MAFAA. We brainstormed some additional activities that we could offer inexpensively keeping our costs down.

- Wednesday evening – movie and BINGO. We thought we could possibly show a movie that was released in 1968/1969 when MAFAA began.
- Thursday afternoon – no scheduled activities. The conference will go to 4:00 p.m. There will be a two hour break and we will reconvene at 6:00 for the Banquet and Awards Program.
- Thursday evening – Bonfire after the banquet. We will be checking with Kathy Ruby to see if she would like to have a President's Bonfire or we will sponsor it from the Conference Planning committee.

Action items	Person responsible	Deadline
✓ Brainstorm movie to show on Tuesday evening	All	3/13/09
✓ Contact Kathy Ruby for President's Bonfire	Katie	3/13/09
✓ Check with Dick on BINGO and selling food/popcorn machine	Katie	3/13/09

Conference Charity:

The Page Education Foundation was selected as the charity for spring conference. We wanted to choose someone that served the entire state of Minnesota. The charity will be submitted to Exec Council for approval.

Action items	Person responsible	Deadline
✓ Forward charity to Exec Council	Katie	3/6/09

Conference Fundraiser:

The committee discussed different possibilities on how to raise money for the charity. We are aware that the current economic situation will play a big factor in people being able to donate this year. There are many talented members in MAFAA and we want to be able to display their talents. So, the idea of "Make It, Bake It, Sew It or Grow It" was developed. The idea came from a committee member's financial aid office. The items will be displayed in the vendor area. We will market the idea to the MAFAA listserv encouraging members to bring something for the fundraiser. Mother's Day will be the weekend we leave Maddens, so what better way to get a wonderful homemade gift from the MAFAA membership!

BINGO proceeds will also go to the charity. Last year during BINGO, half of the pot for each game went to the winner and the other half went to the charity.

Conference Theme:

Since we are simplifying things this year for the conference (movie night, BINGO, bonfire, reducing costs), the theme of “After 40 years, We’re Back to Basics” was developed. We thought we would incorporate the 40th Anniversary in the theme as well.

Diane will bring the idea to Diane Francis at EAC to develop a logo for the agenda and nametags. At our March meeting, she will bring drafts of logos for us to look at and decide on.

Action items	Person responsible	Deadline
✓ Bring theme idea to Diane Francis at EAC for logo	Diane	3/13/09

Future Meetings:

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