

Conference Planning Committee Meeting Minutes  
Northwest Technical Institute  
Friday, March 13, 2009  
9:30 a.m. – 12:15 p.m.

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

**Absent:** Nate Rosckes

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**Committee Member Update:**

Kari Martin has taken another position at her institution and will no longer be on the Conference Planning committee.

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**Exec Council Update:**

The Page Education Foundation that we selected as the charity for spring conference was approved.

The numbers that Dick brought forward from Madden's for the possibility of a one day commuter fee were taken to Exec Council. After discussion, it was decided that we would not be offering the one day commuter fee for spring conference. We will be honoring our original contract for the full three day conference.

The bonfire scheduled for Thursday evening will be a part of the conference planning activities and will not be sponsored by the president.

Katie shared with Exec Council that the theme chosen for the conference is "After 40 Years, We're Back to Basics."

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Draft charity write-up for MAFAA website and forward to Scott	Katherine	ASAP

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**Interest Session Updates:**

We discussed interest sessions that were submitted after our last meeting along with the still pending FERPA session.

- Hannah Chan submitted a proposal on a session that would focus on how to bring Early Awareness events to your communities. In addition to Hannah, Vicki Larson, Trish Olson, and Tracy Stokes-Hernandez would be presenting. Vicki is the current chair of the Early Awareness committee. Both Trish and Tracy have expanded the events currently offered by Early Awareness to their respective communities through a grant from Great Lakes. Since it was possible to offer these events outside of the Minneapolis/St. Paul area

due to the grant from Great Lakes, we decided we need to verify with Hannah a few details on the session. This session will be Thursday afternoon from 2:30-3:30.

- Jeff Olson requested an interest session timeslot for the “Review of the Financial Aid Profession” taskforce. They will be sharing the results of the sessions from fall conference. This session was placed on Thursday afternoon from 2:30-3:30.
- FERPA Session – Having a trainer directly from the Department of Education is not going to work out for spring conference. Dave has been in contact with numerous college Registrars and has come across many dead ends. He did contact Mike Barnaby at Central Lakes College whose Registrar has recently retired, but would be a good presenter on the topic. She is currently out of the state, but Mike has emailed her to see if she would be interested in presenting in May.

Other possibilities mentioned today at the meeting were Susan Rumpca from Anoka Technical College who was previously the Registrar and is now the Financial Aid Director. Carolyn Zehren from Minnesota State University Moorhead was also mentioned as a speaker. Kathy stated that Great Lakes has done FERPA in the past and would be willing to so again if necessary.

The following sessions were follow ups from the previous meeting:

- ACG/SMART – Jamie feels that this session has been offered numerous times and there is not much new to fill an entire interest session. She also would like to incorporate Reauthorization into the one on one sessions, so she can concentrate on other points in her federal updates. Jamie stated there really is no reason to label the one on one sessions as two year/four year as the information is the same in each of them. We will have two one on one sessions with the same description. Dave will be re-writing the current session descriptions for these sessions to emphasize Reauthorization.
- Survey of the Most Important Audit Findings – the session description is a little vague. Gregory is going to contact Tim Medd, who is presenting, to elaborate a little on the description for the agenda.

As in previous conference agendas, we will be including a picture and biography of our featured speakers. These would include Dr. Phil Day, Jennifer Godinez, and Brett Lief.

*There are a few missing session descriptions. Please complete the session form and forward to Katie to update agenda information and Laura to complete the spreadsheet.*

<b>Action items</b>	<b>Person responsible</b>	<b>Deadline</b>
✓ Contact Hannah Chan regarding promotion of EA session	Kathy	3/18/09
✓ Notify Jeff Olson of day and time of interest session	Katie	3/18/09
✓ Follow through on college Registrar for FERPA session	Dave	3/18/09
✓ Re-write one on one sessions, forward to Katie for agenda	Dave	3/18/09
✓ Contact Tim Medd for additional information on session description	Greggory	3/18/09
✓ Forward picture and biography of Dr. Day to Diane at EAC	Michelle	3/18/09
✓ Forward picture and biography of Jennifer Godinez to Diane at EAC	Nate	3/18/09
✓ Forward picture and biography of Brett Lief to Diane at EAC	Diane	3/18/09

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## Guest Speakers:

A few of our guest speakers are arriving in MN after the NASFAA Board meeting which ends the week of spring conference. Therefore, they will be arriving at different times in Minneapolis.

- Phil Day – Dr. Day and his wife will be arriving May 5<sup>th</sup> and leaving May 8<sup>th</sup>. They will need a room for the 5<sup>th</sup>, 6<sup>th</sup> and 7<sup>th</sup>. After their arrival in Minneapolis, they will be renting a car and driving to Madden's on the 5<sup>th</sup>, arriving late in Brainerd on Tuesday evening. Dr. Day's flight is covered by NASFAA, but MAFAA will be paying the difference of having him come to MN, along with the rental car fee. MAFAA will also cover Dr. Day's lodging and meals. His wife will have the option of purchasing meal tickets from Madden's.

Since they will be arriving late in the evening and driving to Brainerd that same night, the possibility of having them stay in Minneapolis on the 5<sup>th</sup> was discussed. Michelle will bring forth the information to Dr. Day and have him decide what works best for him.

- Rick Shipman – Rick will be arriving May 6<sup>th</sup> and leaving the 8<sup>th</sup>. MASFAA will be covering Rick's travel expenses to Brainerd. Dick will be contacting Rick for further details on his travel arrangements.
- Brett Lief – Clark Wold has been in contact with Brett on Diane's behalf. At this time, we are unsure of his stay at Madden's or travel arrangements.

Action items	Person responsible	Deadline
✓ Inform Dr. Day of expenses covered and possible Tuesday night in Mpls.	Michelle	4/3/09
✓ Contact Rick Shipman for travel arrangements	Dick	4/3/09
✓ Verify with Brett Lief on travel arrangements/stay at Maddens	Diane	4/3/09

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## Registration:

After discussion of the conference registration location, we decided to move registration to the vendor area down in the golf villas. Dick is going to let Madden's know that we will not need the Northstar Room for registration. We will be posting a sign at Madden's check-in letting members know the conference registration has moved down to the vendor area.

Since the number of exhibitors has decreased, we feel there will be plenty of room to have both activities going on in that area. In addition, it will bring members to the vendor area and increase traffic for them. Donna Jager, Corporate Support Chair, sends out a letter to all exhibitors of times and details for the conference. We will be contacting her of the change, so that she can address the change in her letter. In the past, this room has never been locked. This year it will be locked except for posted times of Vendor Hours printed in the agenda. Vendor Hours will be:

9:00 a.m. – 10:00 a.m. Wednesday – Booth Set Up  
10:00 a.m. – 3:30 p.m. Wednesday – Vendor Displays Open  
10:30 a.m. – 11:00 a.m. Thursday – Vendor Displays Open  
1:15 p.m. – 3:00 p.m. Thursday – Vendor Displays Open

Action items	Person responsible	Deadline
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✓ Inform Madden's that conference registration has moved	Dick	3/18/09
✓ Forward times and changes to Donna Jager for exhibitors	Diane	3/18/09

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### **Fundraising for Page Education Foundation:**

At our previous meeting, we had decided to offer BINGO and a movie for entertainment on Wednesday evening. After some discussion we decided to keep BINGO, but change the movie to a Guitar Hero and wii contest to raise funds for the charity. Both activities proceeds will go to benefit the Page Education Foundation.

- BINGO – Michelle volunteered to run the event with the help from Gregory. The cost will be the same as last year - \$.50 per card or 3 cards for \$1.00.
- Dave volunteered to organize the Guitar Hero/wii contest. Specific costs for these contests are still to be determined.

We would like to use the Viking and Northstar Rooms for the activities. Dick will be checking with Madden's for T.V. availability and A.V. requirements. We would need two T.V.'s for the Guitar Hero and wii contests.

Since all proceeds from each activity will be going to the selected charity, we thought we would offer grab bags to winners of each. Michelle volunteered to compile 80 grab bags with fun surprises. We need to promote that this is the only fundraising event for the Page Education Foundation. Note – members can certainly donate on their own if they choose not to participate in an activity this evening. April will be drafting “guidelines” for these activities to put in the printed agenda. In addition, messages will be sent out to the listserv letting members know of the charity and fundraising for spring conference.

✓ Organize BINGO	Michelle	4/3/09
✓ Coordinate Guitar Hero/wii contest	Dave	4/3/09
✓ Draft guidelines to include in agenda and MAFAA website	April	3/18/09
✓ Contact Madden's for T.V.'s and A.V. requirements	Dick	3/18/09

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### **Other:**

- There was an error on the costs for Madden's on the Reservation Form for lodging and meals. It was pulled from the MAFAA website while Madden's updated the correct rates. Dick brought a revised Reservation Form, and Scott has updated the MAFAA website with the new form. Madden's is contacting everyone that sent in the form with the incorrect rates.
- Diane brought five samples of conference logos. We decided on one and she will bring our selection back to Diane Francis at EAC to place on our agenda and pocket agendas.
- There will be a bonfire on Thursday evening after the banquet. It will be held next to the Voyageur. Since we will not know of the weather situation, it will be a low key event. People can come and go as they wish, and we will have the room in the Voyageur open for restrooms and a warm place to go if needed.

- ***All agenda items need to be forwarded as soon as possible to Katie to complete the agenda. EAC needs the agenda as soon as possible to begin formatting the booklet agenda along with the pocket agendas.***
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**Future Meetings:**

Friday, April 3<sup>rd</sup> at 9:30 a.m. – Northwest Technical Institute  
Friday, April 24<sup>th</sup> at 9:30 a.m. – Northwest Technical Institute

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Respectfully submitted,

Katie Hendrickson  
Conference Planning Committee Member