



Executive Board Meeting

**Naples, FL
June 29-30, 2016**

2015-2016 FASFAA Executive Board

Elected Officers	
President	Ryan McNamara
President-Elect	Joan Bailey
Vice President	Maureen Anderson
Secretary	Tracy Wiles
Treasurer	Gail Rogers
Immediate Past President	Wayne Kruger
Elected Region Representatives	
Region I	Rachel Robinson
Region II	Kamia Mwango
Region III	Denise Asselta
Region IV	Dameion Lovett
Region V	Cherly Philippeaux
Members At Large Appointments	
Fiscal Concerns	Wayne Kruger
Annual Conference Chair	Tracy Wiles / Thomas Vo
Vocational-Technical / Clock Hour Chair	Lorrie Allen
Global Issues	Jeff Daniels
Membership	John Snow
Electronic Services Chairs	Christina Acosta-Heritage / Kris Hatcher
Committee Chair Appointments	
Business Partner Liaison	Jeff Daniels
Parliamentarian Chair	Wayne Kruger
Federal Legislative Relations Chair	Francisco Valines

OSFA Liaison & Newsletter Chair	Levis Hughes
Ambassador / Scholarship Committee Chair / Volunteer Services Chair	Rick Snodgrass
Site Selection / Event Coordinator	Lori Auxier
Vendor / Sponsorship Coordinator	David Alexander
Nominations	Joan Bailey
FASFAA Support	
Bookkeeper/Paid Position	Gwyn Francis

President – Ryan McNamara
Executive Board Report
June 2016

Report Pending

President Elect / Nominations – Joan Bailey
Executive Board Report
June 2016

Why am I here?

I am here because I want to serve and give back to my profession, I want to help others develop knowledge and skills that empower them to make better contributions to the students we serve. I believe that I can continue to bring a fresh perspective to the organization. So far I have enjoyed what I have done and enjoyed working with the members of the organization. It hasn't been without challenges but nothing is ever without challenges. Thanks for the support of those board members who have supported my efforts to serve in one way or another.

Goals

- Work closely with all broad member to carry out the activities of the association
- Represent FASFAA at activities and events as determined by the president
- Secure and present a well suited slate of candidates for the election to be concluded at the 2016 annual conference.
- Continue to assist with training initiatives at the regional and state level
- Write Articles for fall/spring news letter
- Start working on 50th anniversary conference plans

Accomplishments

- Wrote an article for Fall newsletter
- Work on P&P Committee – ongoing process
- Made recommendations/contributions to the 2016 conference committee
- Selected to be the SASFAA representative on the 2016 conference program committee
 - Worked with the other members of the committee in selecting sessions for the conference
 - Selected moderators from the SASFAA Region
- Attended SASFAA President Elect Workshop (SASFAA Conference)
 - Meet with the other SASFAA States President elects (missing was Mississippi and South Carolina)
 - Share ideas and thoughts for working together next year and got information on governance, running meetings etc.
- Represented FASFAA at NASFAA Leadership Conference
- Conducted Hill visit as part of NASFAA leadership training
- Selected Conference Chairs for 2017 50th anniversary, will be Nathan Basford
- Have started conversations with members appointed to serve on the 2017-2018 board

Activities

- I attended NASFAA leadership and legislative conference in Washington DC doing the Association Management Track, present were the president elects from states as well as regions. There were also some secretaries and treasurers. This was very informative led me to realize that although for the most part FASFAA is a solid organization, there are many things we are not doing correctly
 - We were given practical tools to use to govern during our year:
 - Documents each association should have
 - Where these documents are to be housed/stored
 - The legal as well as fiscal responsibilities of the association
 - How to run meetings – Roberts Rule
 - How to write minutes/board reports and other documents
 - Role of voting versus non-voting members
 - Executive Board versus committee chairs
 - Executive sessions – what it is and why
- Attended Alabama State conference on the SASFAA President Swap Program
 - Did a general session on getting involved at the state regional and national levels
 - Did a concurrent session which had 32 attendees – large number based on conference attendance
 - Attended NASFAA credentialing sessions
 - Attended board meeting and participated in all conference activities
- Alabama President Elect will be attended FASFAA conference
- Secured and presented a well suited slate of candidates for the election to be concluded at the 2016 annual conference – Election results announced at the conference and via email to membership
- Attended SASFAA Transition Board meeting – substitute voter for president McNamara
- Planning of FASFAA transition meeting
 - Will be bringing in Ron Day and Billie Jo Hamilton to go over association governance/finance and responsibilities of a board - reviewing expectations
 - Have selected committee chairs and have appointed at large voting members

Vice President – Maureen Anderson
Executive Board Report
June 2016

Report Pending

Secretary / Conference Co-Chair – Tracy Wiles
Executive Board Report
June 2016

Why am I here?

- Get involved by meeting new friends, while making an impact on students' lives.
- Assist in any way that I am able

Goals

- Help any board or FASFAA members with any given tasks.
- Ensure that all executive board members have the most up-to-date information.
- Wrap of with all the 2016 Conference planning, see board report in Thomas Vo's section
- Continue to help update the FASFAA P&P Manual.

Accomplishments

- Had a successful 2016 Annual Conference.
- Finalized the bill for the hotel for the conference.
- Send out sympathy cards on behalf of the organization.
- Worked with Thomas and remainder of Conference Committee to ensure it was a success.

Recent Activities

- Worked with Thomas to complete the Board Report for the 2016 Annual Conference (see report in Thomas's section).
- Worked with Joan to update 2016-17 Executive Board list and get prepared for upcoming board.
- Work with Conference Committee to ensure all parts of annual conference were a success.

Treasurer – Gail Rogers

Executive Board Report
June 2016

Report Pending

Immediate Past President / Fiscal Concerns / Parliamentary Chair – Wayne Kruger
Executive Board Report
June 2016

Why am I here?

- I am here to help spread knowledge and appreciation for Financial Aid and its practitioners. I am here to serve my fellow professionals, so as to create a cohesive and positive community experience for all.

Goals

- Update fiscal area P&P
- Update scholarship P&P
- Provide updated 5-year fiscal plan
- Meet with UBS to review fiscal concerns

Accomplishments

- Met with UBS to review accounts and provided recommendations to the board.
- Provided revised and update 5-year plan to fiscal concerns committee to review and attached to this report

Recent Activities

- Elected 2016-2018 SASFAA secretary
- Attended SASFAA transition meeting
- Provided draft updates to the 5-year plan
- Continued work on the P&P updates

FASFAA Five Year Fiscal Plan (2011-2016)

Goal: To protect and enhance the financial health of the Association.

Objective 1:

Target Association revenues in excess of the operating budget to protect FASFAA from financial loss.

Strategies:

- a. Establish a threshold below which FASFAA could potentially suffer heavy financial liabilities and provide an expectation to build a reserve that would reach 100% of the Association's annual operating expenses by the end of the next five years (June 30, 2016). Monitor progress toward reaching the desired reserve.
- b. Provide for the use of excess funds in conducting additional training activities, or providing other services as are deemed appropriate by the Executive Board.

Objective 2:

Maximize the amount of resources FASFAA has available for its use each year.

Strategies:

- a. Monitor and revise as necessary the investment strategy to take advantage of the earning potential on funds not currently needed to cover operational expenses. Make the custom of managing an investment program an established and important part of the Association's procedures.
- b. Place a greater reliance on membership dues as a source of revenue.
- c. Establish a fee structure for conferences and Association's activities which is commensurate with services, costs, and potential liabilities.
- d. Periodically review the use of funds for appropriateness and cost/benefit to the Association.

Objective 3:

Strengthen internal controls to reduce potential liabilities and maximize the use of funds available.

Strategies:

- a. Implement waste reduction practices and excessive spending when goods and services could be obtained for less; evaluate quality in relation to potential uses and compare prices before purchasing major items.
- b. Ensure that the Executive Board, committee chairs and committee members comply with policies and procedures which affect reimbursement, budget, authorization, contracts, sponsorships and other policies which affect the Association's budget and operating costs.
- c. Strengthen internal financial controls to ensure that expenditures of funds are authorized, paid, and reported in compliance with good accounting practices and are in concert with Association goals and objectives.
- d. Provide guidance for averting a financial loss in the event of unforeseen circumstances or occurrences that may affect conferences and other activities.
- e. Scrutinize and negotiate hotel contracts to minimize FASFAA expense and liability.
- f. Develop a written guide for the CFO, Bookkeeper, Vice President, and others involved with FASFAA's finances by March, 2012.
- g. Tax exempt status

Objective 4:

Place a greater emphasis on planning and evaluation of finances and increase the membership's understanding of FASFAA's financial condition.

Strategies:

- a. Provide for a more informed and earlier budget preparation with input from the Executive Board and the Fiscal Concerns Committee that includes detailed information in support of goals that have been established.
- b. Conduct a comprehensive review of the Association's financial records every three years, or more frequently at the discretion of the Executive Board, to gain a better understanding of FASFAA's financial issues.
- c. Identify and prepare for any environmental influences that may significantly reduce income or increase expenses (for example, sponsor support).
- d. Evaluate the role of the Fiscal Concerns Committee, found in the Policies & Procedures, in the Association's activities with a goal to strengthen the Association's finances.
- e. Disseminate information to the membership about the Association's fiscal plan, its financial condition, the investment program and the scholarship program.
- f. Provide to the membership an opportunity to meet with representatives of the investment firm annually.

FASFAA Five Year Fiscal Plan (2017-2021)

Goal: To protect and enhance the financial health of the Association.

Objective 1:

Target Association revenues in excess of the operating budget to protect FASFAA from financial loss.

Strategies:

- c. Continue to establish enough reserves so as to meet the threshold at which FASFAA in the event it suffers heavy financial losses that its liabilities would still be covered.
- d. Provide an expectation to build a reserve that would reach 100% of the Association's outstanding liabilities.
- e. Monitor progress toward reaching the desired reserve amount and report annually to the board its status.
- f. Provide a report of excess funds each year to the board so that they may decide to conduct additional training activities, or providing other services as are deemed appropriate by the Executive Board.

Objective 2:

Maximize the amount of resources FASFAA has available for its use each year.

Strategies:

- e. Monitor and revise as necessary the investment strategy to take advantage of the earning potential on funds not currently needed to cover operational expenses. Make the custom of managing an investment program an established and important part of the Association's procedures.
- f. Place a greater reliance on membership dues as a source of revenue. Provide a report of the viability of increased membership dues and the overtime increase in revenue.
- g. Review annually the fee structure for conferences and other association's activities to ensure that they are commensurate with services, costs, and potential liabilities. Make an annual recommendation to the board for any changes necessary
- h. Periodically review the use of funds for appropriateness and cost/benefit to the Association.

Objective 3:

Strengthen internal controls to reduce potential liabilities and maximize the use of funds available.

Strategies:

- h. Implement waste reduction practices and excessive spending when goods and services could be obtained for less; evaluate quality in relation to potential uses and compare prices before purchasing major items. Review and provide a report/recommendations to the board on new vendors/services or practices that will reduce cost.
- i. Ensure that the Executive Board, committee chairs and committee members comply with policies and procedures which affect reimbursement, budget, authorization, contracts, sponsorships and other policies which affect the Association's budget and operating costs.
- j. Strengthen internal financial controls to ensure that expenditures of funds are authorized, paid, and reported in compliance with good accounting practices and are in concert with Association goals and objectives.
- k. Provide guidance for averting a financial loss in the event of unforeseen circumstances or occurrences that may affect conferences and other activities.
- l. Continue to scrutinize and negotiate hotel contracts to minimize FASFAA expense and liability.
- m. Develop a written guide for the CFO, Bookkeeper, Vice President, and others involved with FASFAA's finances by March, 2017

Objective 4:

Place a greater emphasis on planning and evaluation of finances and increase the membership's understanding of FASFAA's financial condition.

Strategies:

- g. Provide for a more informed and earlier budget preparation with input from the Executive Board and the Fiscal Concerns Committee that includes detailed information in support of goals that have been established.
- h. Conduct a comprehensive review of the Association's financial records every three years, or more frequently at the discretion of the Executive Board, to gain a better understanding of FASFAA's financial issues.
- i. Identify and prepare for any environmental influences that may significantly reduce income or increase expenses (for example, sponsor support).
- j. Evaluate the role of the Fiscal Concerns Committee, found in the Policies & Procedures, in the Association's activities with a goal to strengthen the Association's finances.
- k. Disseminate information to the membership about the Association's fiscal plan, its financial condition, the investment program and the scholarship program.
- l. Provide to the membership an opportunity to meet with representatives of the investment firm annually.

Region I Representative – Rachel Robinson
Executive Board Report
June 2016

Why am I here?

- To support the financial aid community in Region 1, by making continuing educational opportunities available via workshops that meet their needs.
- To work with board members and others to accomplish these ideas.

Goals

- Encourage financial aid managers to participate and allow their staff to participate in FASFAA Region 1 events.
- Encourage staff to participate, volunteer and become a FASFAA member and actively seek approval from managers to become more involved in this ever changing and challenging environment.

Accomplishments

- Held Region 1, Fall Workshop at FSU Panama City, Florida, and March 18, 2016. It was very successful with 26 members attending.
- Members participated in the 50/50 Raffle for the Bonnie L. Pirkle Memorial Scholarship and raised \$75.00. The raffle was won and funds returned to the scholarship.
- Had a discussion with members who had similar experience. This was an opportunity to compare different office procedures and develop working relationships across the region which ultimately helps with requesting assistance when members are acquainted with each other. We also did Ice breaker which that was a huge success.
- Other topics: Unusual Enrollment History, Debt Management Processing, Prior Year income were received well by members.

Recent Activities

- In the process of organizing Region 1, Spring Workshop to be held at Gulf Coast State College, Panama City, Florida, 26 February 2017.

Region II Representative – Kamia “Mia” Mwango
Executive Board Report
June 2016

Why am I here?

- To support the financial aid community in Region II by providing quality professional development and networking channels for Region II members.

Goals

- Engage Region II members and encourage networking among local professionals
- Increase participation and attendance in Region- and State-level activities
- Provide templates, contacts and other starting resources for incoming/future Region Reps

Accomplishments

- Personalized, engaging communications via direct emails to Region members
- Increased participation from more region schools
- Increased participation from different types of schools (clock hour, private non-profit/not-for-profit)
- Increase participation from different types of agencies (banks, default management specialists, other industry partners)
- Provided Region II members direct updates from David Bartnicki, SASFAA, NASFAA and/or ACCT
- Facilitated direct connections between members for professional networking and financial aid inquiries

Recent Activities

- Volunteered as presenter and moderator, and with the closeout of the FASFAA Leadership Experience for the 2016 Annual FASFAA Conference
- The Region II Spring Workshop was held on Tuesday, March 29, 2016 at the NW (main) campus of Santa Fe College in Gainesville, FL.
 - Represented schools included the Bradford-Union Technical Center, City College, College of Central Florida, Flagler College, Fortis College, Keiser University, Marion County Schools (K-12), Rasmussen College, Santa Fe College
 - Represented industry partners included ECMC, FLDOE, Inceptia
 - Presentation topics included:
 - Financial Literacy/Default Management, State/Federal Updates, Financial Aid professionals returning to school, Professional Judgment and PPY/Early FAFSA,
 - Discussions on Cash Management, Consumer Information, Enrollment Reporting, Gainful Employment and Enrollment Management.
 - Workshop evaluations indicated attendees enjoyed the varied presentation types and methods.

- Bonnie Pirkle Scholarship funds collected were \$100 (winner donated funds back to scholarship)
- Total costs for the Region II Spring Workshop were \$280.96
 - Coffee and coffee supplies were donated by the Hospitality program of Bradford-Union Technical Center via Lorrie Allen, Vocational-Technical / Clock Hour Chair
 - Light breakfast items, snacks, beverages and a catered lunch were provided to attendees

Region III Representative – Denise Asselta
Executive Board Report
June 2016

Why am I here?

- To support and facilitate communication to Region III members through training experiences, ideas, and information.

Goals

- Invigorate training experiences to Region III members during workshop events.
- Stimulate communication throughout the Region III membership by providing email updates on events and happenings.
- Strive for members to pursue excellence to students when providing financial aid.

Accomplishments

- During this past year Region III has had successful meetings which took place on Friday, November 6, 2015 and Friday, April 8th. During these workshops there were presentations on financial literacy, verification, default management, federal and state updates, communication, conflict management, and prior, prior year.

Recent Activities

- Planning and preparations have begun for the Fall Region III Workshop. There is a tentative date set for Friday, October 14, 2016. The workshop will take place at the Technical Education Center Osceola (TECO). The benefit to having this workshop at this location is, FASFAA is not charged any room fee for the workshop. A draft agenda is being put together for the fall workshop which will include, a round table breakout session for credit hour and clock hour schools, financial aid trivia, along with federal and state update just to name a few. We will also be holding a 50/50 raffle for the Bonnie Pirkle Scholarship fund.

Region IV Representative – Dameion Lovett

Executive Board Report

June 2016

Why am I here?

- To support the organization's members by providing quality training opportunities that meet the needs of members of Region IV
- To help facilitate region members to become active in the association
- To work with other members on the board in fulfilling the associations goals

Goals

- Improve attendance at region workshops
- Encourage more participation in association activities
- Establish a line of communication to new association members

Accomplishments

- Set up a "Milestones in Financial Aid" section on the region website to recognize members and their length of service in the field
- Held final workshop for spring 2016 at FGCU. 38 people attended. Raised \$100 for Bonnie Pirkle Scholarship
- Fall 2014 workshop
 - 69 Attendees
 - Raised \$102 for BPS
- Spring 2015 workshop
 - 79 Attendees
 - Raised \$90 for BPS
- Fall 2015 workshop
 - 52 Attendees
 - Raised \$80 for BPS
- Total workshop attendance: 238
- Total BPS funds raised: \$372.00

Region V Representative – Cherly Philippeaux
Executive Board Report
June 2016

Report Pending

Conference Co-Chair – Thomas Vo
 Executive Board Report
 June 2016

FASFAA Annual Conference 2016

Date: June 24-27, 2016

Location: Hyatt Regency Coconut Point Resort & Spa

FASFAA Conference Committee

Position	Name
President	Ryan McNamara
President-Elect	Joan Bailey
Co-Chair	Tracy Wiles
Co-Chair	Thomas Vo
Registration	Brian Casey
Program	Maureen Anderson
Site Selection	Lori Auxier
Site Selection	Robin Pernice (fill in for Lori)
Facilities	Jan Smith
Vendor/Sponsorship	David Alexander
Vendor/Sponsorship	Irma Molinares
Membership	John Snow
Local Arrangements	Anne Hart
Local Arrangements	Barbara Dietter
Clock-Hour Programs	Lorrie Allen
Charity	Thomas Vo
Ambassador/Scholarship	Rick Snodgrass
Electronic Services	Christina Acosta-Heritage
Electronic Services	Kris Hatcher
Bookkeeper	Gwyn Francis
Treasurer	Gail Rogers
2017 Conference Chair	Nathan Basford

Planning Meetings:

Vero Beach at Historic Dodgertown: October 21, 2016 (held in conjunction with Executive Board Meeting, day after board meeting adjourned).

Orlando at Caribe Royale: February 29, 2016 (held in conjunction with Executive Board Meeting, day before board meeting called to order).

Bonita Springs (on-site): Wednesday, May 4, 2016 (small group)

Conference Calls: Bi-monthly to start the year off with in 2016. Weekly meetings occurred the month of the conference.

Dates of Calls: February 8, February 22, March 5, March 19, April 5, April 19, May 3, May 10, May 17

Budget*

REVENUE	BUDGET					BUDGET				
	Membership Fee Included					Membership Fee Excluded				
	Count	x	Amount	=	Budget	Count	x	Amount	=	Budget
Registration Fees	300	x	\$275.00	=	\$ 82,500.00	300	x	\$245.00	=	\$ 73,500.00
Comp Registrations										
Pre-conference Workshop Fees	25	x	\$50.00	=	\$ 1,250.00	25	x	\$50.00	=	\$ 1,250.00
Daily Rate	16	x	\$170.00	=	\$ 2,703.00	10	x	\$170.00	=	\$ 1,700.00
Extra Meals										
Room rate back to	700	x	\$15.90	=	\$ 11,130.00	700	x	\$15.90	=	\$ 11,130.00
Sponsorship	1	x	\$30,000.00	=	\$ 30,000.00	1	x	\$30,000.00	=	\$ 30,000.00
Total Revenue					\$127,583.00					\$117,580.00
EXPENSES	BUDGET					BUDGET				
	Count	x	Amount	=	Budget	Count	x	Amount	=	Budget
Hotel Deposit	1	x	\$0.00	=	\$0	1	x	\$0.00	=	\$0
Meals	1	x	\$80,000.00	=	\$80,000	1	x	\$80,000.00	=	\$80,000
Audio Visual	1	x	\$7,000.00	=	\$7,000	1	x	\$7,000.00	=	\$7,000
Expenses	1	x	\$23,000.00	=	\$23,000	1	x	\$23,000.00	=	\$23,000
Vendor Expenses/Gifts	1	x	\$3,000.00	=	\$3,000	1	x	\$3,000.00	=	\$3,000
Total Expenses					\$113,000					\$113,000
PROFIT					\$ 14,583.00					\$ 4,580.00

*Detailed budget attached

Theme

The 2016 Conference theme was Pursue Excellence, Chase Success. The graphic/artwork was created by students at Cape Coral Technical College. The PowerPoint used for conference presentations was created by Frank Valines from Florida International University.

Southwest Florida Attractions Associations

Southwest Florida Attractions Association provided maps and coupon booklets for use at various establishments throughout the area.

Conference Website

The conference website was created and maintained by Kris Hatcher.

Promotions to FASFAA members

November 2015- Fall Newsletter

Jan 22, 2016- Email to membership announcing date of conference

February 1, 2016- Call for Proposals email

February 16, 2016- Request for Volunteers email

February 17, 2016- Registration is Live email

Spring 2016- Announcements promoting conference at all spring workshops

March 11, 2016- NASFAA Credential workshop email

April 20, 2016- Email to register, Reserve room, Promoting guest speakers, Conference Justification letter

April 27, 2016- Charity email, promoting conference

May 2, 2016- 3 weeks until FASFAA Annual Conference email

May 10, 2016- 2 weeks until FASFAA Annual Conference email

May 17, 2016- Final Week Countdown Annual Conference email

May 20, 2016- Final Conference message: What to bring, See you there!!!

May 31, 2016- THANK YOU message, promoting social media- facebook, twitter, youtube. Reminder to complete evaluations

Local Arrangements

- Centerpieces- floral arrangements placed on each table in General Session area
- Volunteers assisted at registration desk and in General Session area
- Presidents Suite was stocked with beverages and snacks for evening networking and socializing
- Southwest Florida Attractions Association provided maps and coupon booklets for use at various establishments throughout the area.

Membership

Certificates were distributed via email

Volunteers

Rick Snodgrass sent out multiple emails to members asking for volunteers. The names received were distributed to conference committee members to utilize as needed.

Registration

Based on review of the inventory, there was no need to order lanyards or name badge holders. Approximately 5 weeks prior to start of the conference, Brian Casey and Lori Auxier sent reminder emails to members who had registered for the conference but had not reserved a hotel room as well as those who had reserved a room but had not registered. New members were provided with a new member ribbon to attach to their name badge.

The final count of attendees was 287.

Give-away items/gifts

Members- Golf umbrellas

Presenters- cell phone portable chargers

Vendors- portable chargers and gift bags

Conference Committee- Business card holders

Facilities/Hotel

Original Contract	Hyatt Regency Coconut Point Resort & Spa													
	19-May	20-May	21-May	22-May	23-May	24-May	25-May	26-May	27-May	28-May	29-May	30-May	31-May	01-Jun
	0	0	0	10	126	236	246	206	10	5	1	0	0	0

Current Block	3	4	9	89	168	241	233	213	25	10	4	2	2	0
Pickup	0	1	4	71	150	224	216	195	19	5	1	0	0	0
Available	3	3	5	18	18	17	17	18	6	5	3	2	2	0

Hyatt Regency Coconut Point Resort & Spa (cont.)	
02-Jun	Total
0	840
0	1003
0	886
0	117

Summary of Planned Food and Beverage Charges

Charge Type Charges

1 Banquet 74,713.13

2 Outlet/In Room Dining 26.50

3 Banquet Adjustments (4,230.55)

Total Planned Food and Beverage Charges 70,509.08

Evening Events

There was a Welcome Reception held on the opening night of the conference. The reception was scheduled as an outdoor event. On Wednesday evening, members were invited to play Minute to Win It. On Thursday evening, members were invited to play Bingo. Tracy Wiles served as Bingo caller. Although turnout was relatively small (est. 30) participants enjoyed the event. Conference attendees provided door prizes.

Pre-Conference Meeting

Tracy Wiles, Thomas Vo, Robin Pernice, Jan Smith, Brian Casey, and Ryan McNamara met with staff from Hyatt Coconut Point on Sunday 5/22 afternoon to go over various details associated with the conference.

Electronic Services

Christina Acosta-Heritage and Kris Hatcher served as Electronic Services Chairs. In the General Session area, they were stationed off to the side and were able to operate efficiently from their location. All available presentations were loaded to laptops used for the conference breakout sessions. We used laptops provided by various FASFAA members. We used projectors provided by OSFA, FASFAA and Thomas Vo for the breakout rooms. Thomas Vo provided Christina Acosta-Heritage and Kris Hatcher

daily scripts of the general sessions. Thomas Vo took photos throughout the conference that was shown during lunch on Thursday in the General Session area.

Program

In February 2016, Maureen Anderson sent out request for proposed sessions to FASFAA members in order to gather session topics as well as presenters. Presenters were notified in April and moderators were also determined. All presentations were sent to Maureen and Lori Auxier prior to the start of conference. Thomas Vo created and designed the pocket agenda that was included in the registration packet. OSFA also provided the mobile app

Sponsorship

David Alexander served as Sponsorship Chair and communicated throughout the year with the vendors. With David's help, we exceeded our goal from the funds raised by the vendors. There were 21 vendors a total of \$37,750 raised. The vendor area was in the back of general sessions and near where the meals were served, so vendors were able to interact with more of the FASFAA conference attendees. A vendor BINGO game was created to encourage attendees to interact and meet the vendors at the conference. The winner of Vendor BINGO received a free conference registration for the 2017 Annual Conference.

Charity

Thomas Vo served as the Charity Chair for this past conference. The Charity chosen by the conference committee was Community Cooperative. We donated 922 canned goods and \$2,000 (combination of donations were from members and a donation from FASFAA) Those who donated signed up for silent auction items to help raise money.

Ambassadors

This year, it was easier to identify new members since Kris Hatcher, Brian Casey and John Snow were able to work together to figure out which members were new to the organization. Gift bags were distributed to new members. These gift bags had snack bars, water and a portable charger.

New Year's Conference

The 2017 FASFAA Annual Conference will be held May 30 to June 2 in Orlando, FL at the Hyatt Regency Grand Cypress. There was a table promoting the conference located in the vendor area by the charity table.

Vocational-Technical / Clock Hour Chair – Lorrie Allen
Executive Board Report
June 2016

Why am I here?

- To represent Technical Centers affiliated with county school districts.

Goals

- During my tenure, which just began in July, 2015, the goals I wish to accomplish are to represent Technical Centers that offer clock hour certificate programs, by organizing Clock Hour workshops and training sessions at the Annual FASFAA Conference in May.

Accomplishments

- My accomplishments so far were organizing and overseeing the Clock Hour Workshop that was recently held at the Caribe Royal during October 5-7, 2015. With assistance from other executive board members and volunteers, 110 schools attended this workshop that offered federal training from DOE and the state of Florida.

Recent Activities

- Clock Hour Workshop in Orlando October 5-7, 2015

Global Issues / Business Partner Liaison – Jeff Daniels
Executive Board Report
June 2016

Why am I here?

- To make valuable connections with FASFAA Executive Board members and FASFAA members as a whole as well as deepen my knowledge of the Florida Association as ideas are shared. In addition I want to increase the efforts of the Global Issues Committee and serve as a voice for FASFAA Business Partners with the goal of communicating any issues or concerns raised by them.

Goals

- Provide a link to upcoming or past diversity-based events or news items on the FASFAA website.
- Each month, on the FASFAA website or through the FASFAA Listserv, make available an article focusing on an area of diversity.
- Work with conference committee to incorporate interest sessions or a speaker at the 2016 FASFAA Conference that focuses on diversity.
- To continually reach out to Business Partners to solicit any suggestions, issues, or concerns that can be taken back to the Executive Board with the goal of enhancing the business partner's roles as FASFAA members.

Accomplishments

- Attempted to secure sessions for the 2016 FASFAA Conference but was only able to get one presenter, Jan-Martijn Meij, PhD, from Florida Gulf Coast University. I will work diligently over the next year to gather more session ideas for the 2017 FASFAA Conference.
- Based on comments/suggestions from the 2015 FASFAA Conference, refreshment breaks were held in the vendor area. I will need to review conference evaluations to determine if this arrangement was helpful to business partners.

Recent Activities

- No recent activities to report.

Membership – John Snow
Executive Board Report
June 2016

Why am I here?

- I am here to work as a team to support FASFAA's mission and goals

Goals

- Continued to keep Membership portion of database accurate and void from duplicates
- Will work closely with new Membership Chair, Merrian King to make the transition seamless

Accomplishments

- Transitioned Membership Certificates from paper to electronic. 2016/2017 certificates were e-mailed to all paid members on June 28, 2016.

Recent Activities

- Membership: As of June 24, 2016:
- Total Members: 739
- Region 1: 69
- Region 2: 109
- Region 3: 149
- Region 4: 215
- Region 5: 151
- Non-FL: 46

Sent mass e-mail to encourage membership, Responded to membership questions and e-mails and

Assisted members with website access issues

Electronic Service Co-Chair – Christina Acosta-Heritage
Executive Board Report
June 2016

Why am I here?

- To continue to learn more about the FASFAA Organization and their data management.
- To network with follow Financial Aid colleagues.

Goals

- Increase social awareness of FASFAA through Facebook page: FASFAA Home and Twitter.
- Increase the number FASFAA Home Facebook page likes from 286 to 320+ by end of AY 2016-2017.
- Maintain an Electronic Services Chair guide that will list an inventory of username and passwords, equipment and software.

Accomplishments

- Increased number of FASFAA Home Facebook page likes from 243 to 283 likes.
- Increased number of activities in FASFAA Home Facebook page.
- Submitted documentation to make our FASFAA Home Facebook page as **Verified page**

Recent Activities

- Produced FASFAA Running Man Challenge 2016 that was presented and shared to the member.
- Actively participate at the Annual User Training

Co-Electronic Services Chair – Kris Hatcher
Executive Board Report
June 2016

Report Pending

Federal Legislative Relations Chair – Francisco Valines

Executive Board Report

June 2016

Report Pending

OSFA Liaison & Newsletter Chair – Levis Hughes

Executive Board Report

June 2016

Why am I here?

- To assist FASFAA in fulfilling its purpose
- To provide an update of state activities for the Office of Student Financial Assistance (OSFA)

Goals

- To coordinate state program needs of the Association and the Executive Board
- Produce and present the newsletter to the president
- Where applicable and allowed, solicit board members opinions and suggestions about potential state program changes

2015-16 OSFA Activities

- Thank you to institutions that volunteered their facilities for our fall annual **National Training for Counselors and Mentors (NT4CM)**. From September through December, we were able to provide 500 counselors and mentors with financial aid training. (Ave Maria/Ave Maria University, Gainesville/Santa Fe College, Broward County/Keiser University, Jacksonville/FSCJ Downtown, Miami-Dade/Keiser University – Doral, Orlando/Valencia College – West Campus, Sarasota/Manatee County/USF Sarasota-manatee, Palm Beach/Palm Beach State College, Polk County/Jim Miles Professional Development Center)
- OSFA sent over 137,000 reminders to students to update their postsecondary institution so that the students will appear on the appropriate institution's **Master Eligibility List (MEL)**.
- Initially eligible Bright Futures students are **added to the Master Eligibility List (MEL)** as we progress through the academic year. We worked with students who took the June 6, 2015 SAT (had errors) on a case-by-case basis and re-evaluated these students based only on the October 2015 SAT.
- The **FSAG/FRAG Institutional Eligibility Determination List** is not an eligibility list (like the MEL), but rather serves as a list for review of student eligibility prior to funding. Institutions were encouraged to place students on the DER prior to funding and verify that students met all eligibility requirements prior to funding. Each institution has statutory responsibility to administer decentralized programs.
- The loan volume report was required by the Florida legislature in the GAA proviso language and due September 1.
- The **FASFAA Winter Newsletter** was published in December. We would love to see more articles about FASFAA members – accomplishments, accolades, and travels.
- OSFA sponsored this year's **College Goal Sunday activities** statewide. Of the 41 sites, 25 were held in January and February at a Florida postsecondary institution. We are part of the national FAFSA initiative to increase the educational attainment of low-income, first-generation students. The website at www.navigatingyourfinancialfuture.org/CGS!Florida/SiteCoordinators.asp provided everything needed to set up an event – family sign-in sheets, flyers, talking points, posters, marketing materials and videos on this site.

- The **2016 Florida legislative session closed March 11**. Bright Futures was amended to clarify service hour requirements and expand reinstatement timeframes for students serving religious obligations. The Florida Incentive Scholarship was renamed the Benacquisto Scholarship.
- **Audit reports were due March 31** from all private institutions that have disbursed state programs funds. Thank you to those institutions that fulfilled their audit requirements.
- OSFA thanks the state universities, private institutions, and public vocational/career centers for data submission related to the **expanded reporting requirements**, set by the 2015 Florida legislature. The legislature required, in addition to loan volume data, expanded reporting of all grants, scholarships and award data to students who are receiving state-funded aid. This includes Prepaid, private awards, and institutional awards, as well as federal aid. This report was **due to OSFA April 29th**.
- The **FASFAA spring newsletter** was submitted for distribution prior to the annual conference. Lately, we have had too few articles from membership and too many articles from vendors. Membership would love to hear about your institution's accomplishments, awards, changes, and updates.
- Institutions participating in state programs completed **the online renewal participation application**. By reducing the number of questions and prefilling the majority of questions, the application was easy to complete by the **June 8th deadline**.

Ambassador / Scholarship Committee Chair / Volunteer Services Chair – Rick Snodgrass

Executive Board Report

June 2016

Report Pending

Site Selection / Event Coordinator – Lori Auxier
Executive Board Report
June 2016

Report Pending

Sponsorship Chairs – David Alexander
Executive Board Report
June 2016

Why am I here?

- To do my part in making this a successful sponsorship year and helping the board members with their tasks.

Goals

- To meet the goal of \$30,000
- To have one housing area that has a viewer friendly layout for the vendors/sponsors and participants to enjoy
- To increase the interaction between the sponsors and conference attendees for the upcoming conference

Accomplishments

- Surpassed the vendor/sponsor goal for the past two conferences
- Found innovative ways to increase traffic in the vendor area

Recent Activities

- Research other games that can be played at the 50th Conference

Bookkeeper – Gwyn Francis
Executive Board Report
June 2016

Report Pending