NeASFAA July9, 2012 Minutes

Present: Tom Ochsner, Peggy Tvrdy, Laura Schultz, LeAnn Hoffman, Hylee Asche, J. Ritchie Morrow, Lani Swanson, Don Buehrer, Lisa Gdowski, Misten Thompson, Ray Miller, Sara Christensen, Matt Petr, Matt Johnson

The meeting was called to order at 10:14 by Tom Ochsner.

Peggy Tvrdy moved to approve the agenda. LeAnn seconded the motion. Motion carried.

Tom began by asking everyone to introduce themselves.

The minutes from the April 20, 2012 board meeting were distributed to the board for review and approval. There were no corrections noted. LeAnn moved to approve the minutes and Hylee seconded the motion. The motion carried.

Minutes from the April 20, 2012 Annual Board Meeting were also distributed for the board’s review. There were no updates or corrections noted. These will of course need approved next year at the next annual meeting.

Officer Reports

**President:** Tom provided a written report. The highlights of the report note that we did not receive as many volunteers for committees as we would have liked. He was pleased that some of the volunteers were from the pool of business officers who had attended their first conference this past April.

**Past President:** No Report.

**President Elect:** No written report. LeAnn reports that she sent an email asking for volunteers for board positions. There were a couple of persons suggested, but no one emailed back volunteering for any positions.

**Treasurer:** No Report

**Secretary:** No additional report.

Sector Representative Reports

**Private Career:** Sara reports that she emailed her sector for items to bring back to the board. No responses received.

**Two-year Public Institutions**: Hylee emailed her sector and did not receive any responses. She stated that this must mean all is good within her sector.

**Private Colleges and Universities**: No Report.

**Four-year Public Colleges and Universities**: Matt provided a written report. Mary Sommers responded to his solicitation for sector response. She asked what the board would consider doing to sponsor someone attending the RMASFAA Leadership Pipeline. Mary wanted it noted for full disclosure, that she is the chair for the Pipeline and currently the only applicant from NeASFAA is a staff member in her office.

The board considered this request. For historical reference, NeASFAA had provided some financial support for LeAnn Hoffman when she went through this leadership training. The support amounted to paying for some of the lodging. The board discussed this some more to help determine a level of support noting two things. One that we do want to support this program, and two, that we also recognize that the school has made some financial commitment to sponsor the applicant as well. LeAnn moved to make a budget variance of $500 to help sponsor a RMASFAA Leadership Pipeline applicant. The applicant may use up to this allotted $500 based on documented expenses for Lodging, Conference Fees, Transportation, etc. Hylee seconded the motion. Tom requested any additional discussion. Hearing no additional comments, Tom called for the vote. The motion was approved.

**Associate Membership**: No written report. Don reposts that he had emailed his sector and had also called some of the members of the sector. The responses received were positive. All was well and that they had no issues to bring to NeASFAA.

Committee Reports

**Association Governance**: No Report.

**Awards:** No Report

**Communications:** Written Report Provided. Lani reports that she is making several updates to the website. Photos from the conference have been posted. She is working with SOCS/FES to do some more with photo galleries along with getting the pictures that we took of the board members posted.

**Corporate Development**: No Report.

**Finance and Audit**: No Report. The board discussed making sure that a date for the audit is set. The board also wants Rose to know that if she needs assistance that she could ask in light of some recent personal items Rose was working through.

**Membership:** Lisa reports that she is trying to contact Jessica to get information about where things are at and what needs done to proceed. She has forwarded some items to Lisa Boatman for updates to the web directory.

**Nominations and Elections**: LeAnn asked for advice on how to go about approaching people to get volunteers for positions. She wants a good set of nominations. She asked the sector reps to record the amount of time that they take to perform their duties so that she could pass this information along to potential nominees.

**PDC:** Written Report provided. The dates of the spring conference 2013 were noted. These are April 25th and 26th. 2013. The board meeting will be April 24th. The Grand Island Midtown Holiday Inn has been contracted.

The board discussed dates of the support staff workshop. The consensus was that perhaps early November would work after the RMASFAA conference in October.

The evaluations for the 2012 NeASFAA conference have been reviewed. The overall consensus was that the site was very good as was the content.

Old Business

Don mentioned that he did follow up with his offer to provide some member spotlights. He had intended to interview a couple of our retiring members for these NeASFAA news spotlights. The idea was to get some insights from these members about what NeASFAA and the profession meant to them, and what led them to volunteer within it. The members did not respond with any interest in doing the interviews. It was suggested that Don move to someone else, perhaps Steve Milnitz who may retire in the near future.

Ritchie reported that he had looked into getting an external hard drive to scan our historical documents for archival purposes. He had looked at a local retailer that was going out of business and they had sold out. He has been charged with proceeding to look for and purchase an external hard drive elsewhere.

New Business

Next meeting tentatively scheduled for Sept 14, 2012 at Doane Lincoln.

We looked at our Bylaws online and need to get this updated to the current version. Matt was charged with seeing if he has the current version and ultimately making sure that he has it and having the web updated.

Several items were discussed about how to energize the association and make NeASFAA a more cohesive organization with more desire in the membership to volunteer for board and committee positions. We have had some responses from the membership this last year about the type of news interest pieces that would be best received and felt that it is important to do some more news and provide some more member highlights. The hope is that this in turn will help us get to know the membership better and perhaps more connections will be made with other members especially those newer to NeASFAA. We hope to especially do some member spotlights on the newer members of NeASFAA.

We also recognize the interest of the Business Officers who attended the last conference and seem to want to be involved in the organization. The group that attended the conference seemed quite pleased with it based on conversations Tom has had with his business officer Cindy at Wesleyan. We want to be able to include them to the degree that they want to be involved. We are preliminarily discussing whether there may be a desire to add a Sector Representative position for this group. Right now, we will have some of those that volunteered on our PDC and perhaps audit committees. We would also like to add them to the listserv and the membership listing.

Sector Reps were charged to contact their sectors, especially the directors, for a few items related to the above discussions.

* Have directors look at the staff in the directory and make or provide updates and corrections.
* Find out if there are any new staff members in their offices.
* Find out from the directors if there is anything of note that we could include in news reports for the sake of reporting some of the personal items about the membership. Births, Other Occasions, Retirements, Celebrations, Personnel highlights, etc.
* Check on the interest of the Business Officers and see if we can receive some contact information for these folks.

Lani and her communications committee has been charged with sending a questionnaire to the Board Members to start the process of highlighting NeASFAA members. This should help the membership get to know the board some more. She is to also collect a Letter to the Membership from Tom as president. She will also be working with her committee to send this questionnaire to other new NeASFAA members as she learns of them for future publications.

All of these member highlights are to be posted to the web with emails to the listserv with teaser sentences in the email that hyperlinks to the web site with the rest of the interview or highlight.

LeAnn was approached by her admissions office about a conference presenter swap possibility. She was directed to have this person contact the PDC committee to see about feasibility and more information about this request.

Adjournment: LeAnn moved to adjourn and Matt P. seconded. The meeting was adjourned.