

IASFAA EC Meeting - July 19, 2023

Zoom: <https://boisestate.zoom.us/j/7152560950>

11:30 am to 1:30 pm

Meeting called to order at 11:35 am

Attendees: Kelley Christianson (President), Laura Hughes (Past-President), Yazmin Zalazar (Vice President), Kait Chase (Secretary-Treasurer), Sylvia Turley (Rep-at-Large)

Meeting adjourned at 1:30 pm

Agenda Item	Discussion Points	Notes	Action/Decisions
Set Calendar Cycle	<b>April/May:</b> Transition meeting (in-person) <b>June/July:</b> EC meeting (zoom) <b>October:</b> EC meeting (pre-conference) <b>Nov/Dec:</b> EC meeting (zoom)  Align with WASFAA?	<ul style="list-style-type: none"><li>• Service typically starts on May 1.</li><li>• Elections, November/December</li><li>• Do we want to stick with current cycle</li></ul>	<ul style="list-style-type: none"><li>• Keep with current cycle</li></ul>
Membership Renewal Options	New members - pay \$50 through Sept 30, 2024  Renew member - pay \$50 through Sept 30, 2023; pay another \$50 with conference registration.  <b>Set each membership payment to cover through Sept 30, 2024</b>  23-24 EC should pay \$50 thru Sept	<ul style="list-style-type: none"><li>• Issue with renewal members, do we void old invoices?</li><li>• How do we want our membership cycle?</li></ul>	<ul style="list-style-type: none"><li>• Everyone agreed with membership new or renewal through Sept. 2024.</li><li>• 23-24 EC should pay \$50 thru Sept 30, 2023 and pay another \$50 thru Sept 30, 2024.</li><li>• Member cycle is October 1st through September 30th.</li></ul>

	30, 2023 and pay another \$50 thru Sept 30, 2024		
Next steps	-email to Directors to solicit membership? -email to Directors to solicit conference registration + membership?	<ul style="list-style-type: none"> <li>Email membership directory and director group. Ask for volunteers.</li> <li>Include agenda for conference.</li> <li>Sylvia will ask her campus members if they still want to present.</li> </ul>	<ul style="list-style-type: none"> <li>Kelley will send email re: membership and conference with tent. agenda.</li> <li>Sylvia heard back and the campus member was willing to present.</li> </ul>
Conference	July 17: Meeting with Boise Centre to start building AV and Catering budgets  <a href="#">Draft Agenda</a>  <a href="#">Draft Budget</a>	<ul style="list-style-type: none"> <li>Viewed draft agenda. Do we want a keynote?</li> <li>Do we want other presenters; soft skills, mental health, EI.</li> <li>Topic for presenter: How to identify and interview possible candidates (student employees)</li> <li>OIG has emailed Kelley</li> <li>Viewed draft agenda and budget</li> </ul>	<ul style="list-style-type: none"> <li>Kelley will email State Superintendent of Public Instruction re: keynote presentation</li> <li>Kelley will follow up with OIG.</li> <li>Re: budget, decided no breakout first year, in email ask about who plans on attending Pres reception for tentative headcount.</li> <li>Cut costs by reducing catering. Attendees will get goody bags as part of registration.</li> <li>Cost per attendee, est \$125, does IASFAA subsidize and/or vendors supplement.</li> <li>Motion called (Laura): Conference reg fee \$125 + \$50 membership fee for \$175 total. Second: Sylvia</li> </ul>

			Vote: all Yes.
WASFAA Fall Training	<p>–December dates?  –Location?  –Topics: Pkg &amp; Notification, FAAC?</p>	<ul style="list-style-type: none"> <li>• WASFAA Fall Training. Where and when do we want training? Laura, FAAC prep in WA was successful.</li> <li>• Different topics in two different locations (FAAC and Pkg and Notification)</li> <li>• Timing around the virtual FSA conference.</li> <li>• Hold in Eastern Idaho (Sylvia, BYU Idaho)</li> <li>• Potential dates: Nov 6-9th.</li> </ul>	<ul style="list-style-type: none"> <li>• Decided FAAC is a topic.</li> <li>• Kelley will ask WASFAA if they will consider two dates and two locations for different topics.</li> </ul>
<a href="#">Website</a>	<p>–Tour the site  –Need photos of EC</p>	<ul style="list-style-type: none"> <li>• Kelley toured us through the site. Needs updated, EC photos</li> </ul>	<ul style="list-style-type: none"> <li>• Photos needed of EC.</li> </ul>
Wells Fargo	<p>6/21: Kelley sent letter, contracts to Wells Fargo to update executive account members</p> <p>7/18: update to modifying key executives; docs not accepted. Need letter of resignation/removal listing: Ann T. Crabb, Leslie R. Hammes, adding new key executives. On letterhead and signed by a Board Member.</p> <p>Also need proof of “new” address (utility bill, tax return, etc.). Current address is Moscow,</p>	<ul style="list-style-type: none"> <li>• What address should we use?</li> <li>• What do we want to do with the CD? Has to go out to a membership vote.</li> <li>• Penalties for early withdrawal</li> </ul>	<ul style="list-style-type: none"> <li>• Use the Treasurer’s institution address.</li> </ul>

<p>Checking balance 7/18</p> <p>Savings balance</p> <p>CD</p>	<p>ID.</p> <p>What address do we want to use?</p> <p>Treasurer's institution?</p> <p>Withdraw of CD before maturity = penalty certain # months interest.</p> <p>Grace period is 7 calendar days after maturity date (Sept 24)</p> <p>\$2,828</p> <p>\$7,577</p> <p>\$35,640</p>		
<p>Schedule Next Meetings</p>			<p>-August 17 @ 1-3 pm (Mountain); virtual</p> <p>-September 14 @ 10 am -12 pm (Mountain); virtual</p>