

ArCPA
Executive Board Conference Call
December 13, 2013

Meeting called to order by Brad Patterson at 9:02am.

Those in attendance: Brad Patterson, Ashley Buchman, Marsha Norvell, John Fincher, Dan Mabery, Angela Davis-Woods, Amber Smith

Minutes were reviewed and a motion to accept made by Ashley second by John no opposed, motion passed.

Current bank balance \$10,476.74 anticipating no other expenses at this time. Income from conference is still to come. Discussion on national and summer leadership institute attendance by Brad and Ashley. Due to changes in institutional organizations and leadership, Brad will not be able to attend and Ashley will need to determine which will fit into her schedule. Motion to accept Treasurer's report made by John second by Marsha no opposed motion passed.

Contact numbers for listserv, please email your numbers. Work, cell optional.

Website: Brad will talk to Blayne about a month-to-month contract, while we determine our options. Marsha and Dan will work together on a proposal to the Board, which we hope to have at least 3 options/vendors to choose from.

Meeting location, dates and times have been sent out by Brad and should be on your schedules. For on site meetings it was requested that the time be changed to 11 to 3 to allow for those traveling from a distance.

Review of Needed Tasks:

- Brad – website updates, President's letter, etc. to be sent to Blayne.
- Brad will work with Robin on the approved constitutional changes and updating on the website, and the creation of an organization manual.
- Journal – need more information on starting an editorial board. Brad will contact Dr. Lonnie Williams for advice on how to proceed.
- Joint Conference – Ashley and Amber – Brad to set up a conference call in the near future. Add the Arkansas Association of Student Financial Aid Administrators
- Treasurer – John the push for membership drive has been in April, Ashley started in May last year. Focus on selling the benefits of a membership to the institutions, conference savings, etc. John will look around at the other state associations and what they offer. Spring Drive-In and Annual Conference registration is also a responsibility of the Treasurer. Bank signature change over to happen after our January meeting at UALR

- Spring Drive-In, May 26th, Brad to nail down the date with Kevin. Board to attend the day before.

Motion to adjourn made by Ashley, second by Dan, no opposition – motion passed.

Respectfully submitted by:

Marsha Norvell, Secretary
University of Arkansas - Fayetteville