

NAFA EXECUTIVE BOARD MEETING  
CHICAGO, MAR. 31, 2006

In attendance: Beth Powers, John Richardson, Paula Warrick, Amy Eckhardt, Mary Engel, Susan Whitbourne, Paula Goldsmid, Linna Pace, Deb Young, Alex, Trayford, Beth Fiori, Mona Pitre-Collins, Ruth Ost, Doug Cutchins, Jane Morris

- I. Welcome and updates
  - a. Live to Learn update: decision made not to endorse; Suzanne McCray is on the L2L board
  - b. Approval of minutes of December phone meeting: Minutes approved
- II. Treasurer and membership report
  - a. 277 members + 14 not yet paid
  - b. 30-40 new members/year
  - c. Current balance: \$131,185 less funds already committed = \$109,000
  - d. Annual income from dues ~\$55,000/year
  - e. Since we are approaching 300 members, John requested \$5000 to pay for an assistant. The motion was approved and we set a ceiling of \$10,000.
  - f. We discussed sending a final email request to the 14 members who haven't paid, setting a deadline of Sept 1, at which time they would be removed from the listserve. The motion was approved.
- III. No official foundation report but we discussed honoring retiring Foundation heads by sending a card and a plaque from NAFA. We also discussed IIE's adoption of both NSEP and the FLSI.
- IV. Conference planning
  - a. 2006 UK/Ireland Study Trip –
    - i. 37 people are signed up; Gordon Johnson plans for about 20 universities to attend.
    - ii. The deadline for sending Susan W. feedback on questions to ask the university reps. is April 6.
    - iii. The organizers are committed to creating findings that can be shared with all members, regardless of their ability to take part in the trip. We discussed having a blog and doing a thorough presentation on the trip at the DC conference in 2007.
    - iv. We agreed that we should fund transportation for students who have to travel to Cambridge and Dublin to talk to us. We will hear both from scholarship winners and from others who have found creative ways to finance their educations.
    - v. We will do a call to other NAFA members (beyond our 37 participants) for recommendations on students to invite to our sessions.

- vi. Regarding the trip and the DC conference: It was agreed that we should do a session on funding UK graduate education at the DC conference. Title could be “Ways of Making It Work...” People felt this would be well attended.
- b. Summer Workshops in Lincoln, NE (July 20-21) and Jacksonville, FL (Aug. 7-8) –Beth Powers and Paula Warrick
  - 1. topics
    - i. Nebraska, hosted by Laura Damuth, will be a session for new advisors, hopefully including a Fulbright workshop
    - ii. Jacksonville, hosted by Mary Borg, will focus on professional development
  - 2. Costs for each about the same
  - 3. \$100 Amazon gift certificates for each workshop planner were approved
- c. 2007 DC Conference –Paula Warrick
  - i. We voted that the conference hotel will be the Marriott at Metro Center.
  - ii. Ideas for programming:
    - 1. We will have a boot camp for new advisors. We discussed videotaping the new advisors’ session; this could be put on a DVD. We also discussed the possibility of having streaming presentations by foundations that addressed “nuts and bolts” questions.
    - 2. For Fulbright program: we discussed having someone from the State Department speak to our group about what happens once Fulbright applications are forwarded to international review committees. There was a general feeling that we don’t really know what happens at this point.
    - 3. Foundation presentations: People felt that these remain useful; one concern remains how to engage experienced advisors when the content of these has been repetitive. One idea was to group foundations with similar programs (e.g., Truman and Udall).
    - 4. Also, “themed” panel discussions (such as what makes applications work/fail) could include both advisors and NAFAns.
    - 5. We discussed whether to build breaks into the conference; there was a feeling that we shouldn’t really do this.
    - 6. We should make sure that receptions for foundations that restrict participation to some universities are not ‘crashed’ by reps. from

excluded universities, as this embarrasses both advisors and foundation reps. The door to the reception should be clearly marked that the reception is by invitation only (or some such language).

- d. Conferences—future
  - i. Study trips
    - 1. Future study trips beyond Ireland and the UK would be useful. Suggestions were made about having a Fulbright-based trip to the European continent or perhaps Asia. Timing of the trips could include winter breaks.
  - ii. Summer workshops
    - 1. Several foundations expressed interest in attending summer workshops but it was felt generally that it would be too much for a 2-day conference. The consensus was to keep the format as is. Foundation representation as advisors – for sessions such as writing personal statements – would be helpful, however.
    - 2. Workshops should continue to be held in summers alternate to the conference, although we should have a “newbie” workshop every year.
    - 3. **Summer Workshop Subcommittee:** Deb Young, Mona Pitre-Collins, Linna Pace.
    - 4. **Travel Subcommittee:** Amy Eckhardt, Susan Whitbourne, John Richardson, Jane Morris
  - iii. Conference planning manual suggested

## V. NAFA Media

- a. NAFA website: guidelines for award advertising
  - i. We discussed a separate listing of awards available only to invited institutions (Beineke, Churchill, Watson) in order to make a clear distinction
- b. NAFA listserv
  - i. It’s time to send an email reminding users of listserv etiquette. Mary Engel agreed to coordinate the process and asked for all to send her their listserv “pet peeves.”
- c. NAFA Journal
  - i. Due late April/early May
  - ii. Results of survey presented along with an annotated bibliography of resources, interviews with members.
  - iii. Available as html or pdf
  - iv. Money needed to develop newsletter/database

- d. LOOFA
  - i. The possibility of a database tool was discussed. LOOFA is an applications management tool from Jennie Lamonte from NC State. Jennie would charge institutions to access it
  - ii. Tineke Cummins at Penn State also has a tool that she would share.
  - iii. Discussed the idea of creating a **committee** (consisting of Amy E., Mark B., and Mona P-C., to examine the possibility of creating a scholarships database. The database might be used for more than a searchable scholarships database—such as storing documents, warehousing the results of our salary surveys, etc.
- e. Bulletin Board
  - i. There are about 100 documents in the BB which doesn't seem to handle certain file formats and some people find navigating the BB difficult.
  - ii. It would be a great place to hold conference planning manuals
  - iii. Can we make it searchable?

#### VI. Ethics Committee

- a. Other organizations such as NAFSA have a code of ethics that outline procedures for handling ethics-related complaints and maybe could provide case studies. We all agreed that NAFA needs a code of ethics. We discussed what that would actually look like in NAFA and agreed that it should be broadly considered.
- b. Is NAFA an advocacy group or do we serve more as a conduit of information? We discussed that NAFA could perform an annual survey that can be accessible to the foundations. We need to define if and when NAFA should take an advocacy role; NAFA supports self-advocacy. We should ask the foundations if it would be helpful for NAFA to communicate advisor concerns to them
- c. We suggested an **ethics subcommittee** that would include foundation members; advisor volunteers for this committee are Deb Young, Susan Whitbourne and Mary Engels

#### VII. New business

- a. We discussed the possibility of creating a NAFA certificate as documentation of professional credentials.
- b. We discussed the possibility of charging fees for consulting on setting up new scholarship offices. For now, opted not to charge.
- c. Ideas for using NAFA reserve funds:
  - i. John's support person and student travel to Symposium were already approved

- ii. Nurturing the nest-egg
  - iii. Generating a scholarship database
  - iv. Supporting the newsletter/journal
  - v. NAFA Scholarship for students involved in fellowship efforts
  - vi. Newbie support at conference
  - vii. Guest speakers at conferences/workshops
  - viii. Subcommittee meetings
  - ix. Conference planner
  - x. However we decide to use the funds, NAFA should communicate its strategy for using/saving the funds.
- d. Subcommittees should set calendar/checkpoints and report back.