

Awards & Scholarship Committee

Fall Meeting -September 23, 2005 – UMBC

I. Called to Order: 10:10am; by Gloria

II. Introductions: (in attendance)

Gloria Holt - UMBC, Associate Director of Financial Aid
Jacqueline Daughtry-Miller - Independence Federal Savings Bank, Senior VP.
Tara Yancy - National Education, Financial Consultant
Janet Whelan - Univ. of Baltimore, Assistant Director of Financial Aid
Hie Ju Seung - CUA, Law School, Assistant Director of Financial Aid

III. Overview of Committee's Responsibilities:

- Review of application: Student Scholarships & Membership Awards
- Preparation of Fall Conference (present membership awards) & Spring Workshop (present student scholarships).
- Budget: \$500 for miscellaneous committee activities (this includes Fall Conference Awards)
\$6,000 for 6 - \$1000 Scholarships.

IV. Membership Responsibilities:

- *Co-Chair*: someone who can attend BOD meetings in the absence of committee chair.
: Both **Jackie** and **Tara** are on the BOD, so they can always fill in if need be.
- *Secretary*: takes notes during meetings and forward them to all committee members.
: **Hie Ju** volunteered.

V. Fall Conference:

- *Role of Awards & Scholarship Committee*: to promote service within the organization by recognizing a select few who have demonstrated excellence and dedication. The recipients of the 2005 awards have already been determined by last year's committee and will be announced at the Fall Conference. We need to prepare their plaques and presentation.
- *Review of Awards and Selection Process*:
 - I. Lifetime Membership Award** – longtime member for extraordinary service. Nominations are taken from the members, reviewed and refined by the Awards & Scholarship Committee, and submitted to BOD for approval.
 - II. The Service Award** – a member for contributions and achievements to the betterment of the association. Nominations are taken from the members of the BOD, reviewed and refined by the Awards & Scholarship Committee, and submitted to BOD for approval.
 - III. The Marilyn Brown Professional Excellence Award** – a financial aid administrator for life work of dedication, professionalism, and sensitivity (behind the scenes person/unrecognized). Nominations are by FOA administrators, reviewed and refined by the Awards & Scholarship Committee, and submitted to BOD for approval.
 - IV. Special Awards** – to recognize a member for service/dedication not necessarily within one of the above mentioned awards. (not thoroughly discussed at meeting)
 - V. Committee of the Year** – (not thoroughly discussed at meeting)
- *Brochure/Program*:
 - : **Design & Formatting** – **Hie Ju** take the lead and present a draft to the committee. Font changes and tri-fold vs.bi-fold were suggested. Also we will need to think about “rolling off” prior recipients as the list is getting too long to keep in program.
 - : **Printing & Folding** – **Tara** will look into pricing at Kinkos. **Janet** will look into pricing at her school. It was decided to potentially print about 500. Approximately 350 would be needed for Fall Conference, 50 for Spring Workshop, and 100 for miscellaneous events in between to promote and advertise. We want the brochure/program printed y the 1st week of November.
- *Plaques*: **Gloria** will contact the same company (on York Rd) used by last year's committee (due to time restraint) to find out about pricing. They should have wording on file for plaque since we used them last year.
- *The Marilyn Brown Professional Excellence Award (last minute nominations)*: **Gloria** will update the application and post to the list serve asking for nominations. Due date will be Friday, Oct. 14th. We (The Award & Scholarship Committee) **will meet on Friday, Oct.21st at 10:00am at UMBC** to review applications and select a nominee to present to the BOD for approval. We hope the BOD can make a decision by Oct. 26th and then we will prepare accordingly to be able to present at 2005 Fall Conference.

VI. Spring Workshop:

- *Review of Scholarship Process:* Budget will determine number of \$1000 scholarship recipients each year, but there is a minimum of 3-\$1000 scholarships. Students are nominated by Financial Aid Directors starting in the fall (usually after Fall Conference). Applications are reviewed by the Awards & Scholarship Committee in the spring (usually Feb). Recipients will be announced at Spring Workshop (usually in April).
- *Application Update:* during the meeting we've updated the application – changed academic year accordingly, included a space for email address & phone number, limited the essay to 1 page (“no more than one page”), and deadline is now Friday, February 17th, 2006. **Gloria** will update the application and post to list serve.
- *Due Date for Application:* **Friday, February 17th, 2006**
- *Selection Process:* **March 3rd, 2006 at 10am at UMBC.**

VII. Other Business:

- *Recognition of Omega Members:* “Omega Member” is the term used for members who have passed. **Gloria** suggested that we should recognize them in some way. She will contact Rich and see if this would fall under the responsibilities of the Awards and Scholarship Committee. **Jacqueline** is already in the process of preparing something for the recognition of Larry (?). It would be ideal to be able to present a plaque or certificate of some sort to their school in recognition in conjunction with what Jacqueline had in mind for Larry.
- *Update Applications/Website:* **Gloria** will update all applications on tri-states website and post on list serve. There are a few errors on the website which needs to be corrected. (i.e. spelling of Marilyn Brown; insert “Professional Excellence Award” for the Marilyn Brown Award.
- *Spring New Letter:* we should start brainstorming about what to submit for the Spring Newsletter.
: list of Committee Members, Award Winners, Scholarship Recipients were a few suggestions.
Will be discussed in detail and finalized at a later time.
- *The Start of Our Association:* **Jacqueline** tells us briefly how it all got started.
- *Assignments to be Accomplished by the 1st week in January:*
 - (1) Create Flyer (word doc) to advertise student scholarship.
 - (2) Revise the Scholarship Application for 2006-2007 for list Serve. – DONE – **Gloria**
 - (3) Schedule Spring Committee Meeting. – DONE – **March 3rd, 2006 – 10am at UMBC.**

VIII. Meeting Adjourned: 11:56am

[Next Meeting Oct. 21st, 2005 – 10am – UMBC]