

Minutes for PD&T committee
Meeting held October 10, 2006
CCBC- Catonsville

Meeting called to order at 9:50 am.

Members in attendance: Andrea Cipolla, Michael Poma, Gene Logan, Roger Lettie, Jackie, Aristeia Williams, Shelia Jackson, Nasim Keshavarz, Robert Thomas, Hie Ju Seung

New committee members welcomed by Andrea Cipolla.

1. 2006-2007 workshops
 - a. Neophyte- so far we had 49 registrants, the most that we have had in recent years. Some non Tri-State registrants are from New York, West Virginia, and Virginia. 6 people are on the waiting list and will be contacted if space becomes available.
 - i. The registration folder from last year has been misplaced. The folder had the local arrangements information but the committee decided to exclude this information from the folder.
 - ii. The logo was designed by Nasim Keshavarz for the "Oh the Places You Will Go" theme and it was well received. Some additional language was added to the logo to include the member states and organizations.
 - iii. Two vendors have RSVP'd for the Thursday night dinner, Gene Logan from USAF and Beth Parker from ECMC. 9 sponsors are eligible to attend and have giveaways. Most platinum sponsors have provided 'goodies' for the bags.
 - iv. There is a total of 21 presenters.
 - v. The bags for attendees and presenters came in and were very nice
 - vi. The Dr. Seuss books and Neophyte binders are ready for distribution.
 - vii. Electronic presentations will be made available for the people on the wait list and additional binders may also be available.
 - viii. The committee members that are on site will identify Neophytes that they would like to see become a part of the Leadership and Mentoring committee.
 - b. Fall conference
 - i. Andrea went through the agenda for the conference.
 - ii. Registration begins at 1 pm and the vendor area opens from 2-4 the first day.
 - c. NASFAA Fall Training
 - i. The focus is on verification and it will be held at the University of Maryland in the Riggs building. The university paid for the space.
 - ii. On line registration is not currently available but should be up and running soon.
 - iii. There is a \$1500 budget for catering. The committee chose the 'Doing the Continental' breakfast and the 'Build your own Deli' lunch.
 - iv. Parking will be the responsibility of the attendees.
 - d. Winter Office Staff workshop
 - i. The workshop is scheduled for the week of 12/4 with 12/11 as a snow date.
 - ii. Chesapeake College has an auditorium that we can use but the feasibility of the space was discussed.
 - iii. There is a \$3000 budget for this event.
 - iv. The committee is starting to put together an agenda. Andrea went over past topics and the committee discussed whether we wanted to use any of them.
 - v. Some of the proposed sessions include:

1. Nasim Keshavarz and Gene Logan will facilitate a session on 'Screening' students before they go to see a counselor. The session will use 'cheat sheets' and web tools.
 2. Remaining Professional in the Face of Aggression
 3. Identifying c-flags
- vi. The subcommittee will consist of Roger Lettie, Robert Thomas, Gene Logan, Michael Poma, Scott Pilter and Nasim Keshavarz will chair.
- e. Leadership and Diversity
- i. Catholic Law School is a proposed site
 - ii. Elliot Lewis is the proposed speaker
 - iii. We are targeting 50 people
 - iv. Possible date- February 27 or March 1, 2007
- f. Spring Conference
- i. Shelia Jackson presented Johns Hopkins conference center as a possible site but it was later determined that the site was too small. Shelia and Michael Poma went to see the space to see if it would work.
 - ii. Aristeia Williams proposed Michelle Singletary as a key note speaker. She writes for the Washington Post financial section and always writes about financial aid and financing college. Aristeia will contact her.
 - iii. Robert Thomas found flash drives as a gift for presenters. The drives were a bargain at \$15/ each. He will order 50 for right now and possibly more for other workshops.
 - iv. It was proposed to eliminate vendor space for Spring Conferences after 2007. If vendor space is removed it may be possible to use nicer venues and it is often a problem to accommodate our vendors.

Meeting was adjourned at 11:45