



# SDASFAA ANNUAL BUSINESS MEETING MINUTES

Tuesday, May 1, 2018 - 12:30 PM CST  
Huron Event Center, Huron

## 2018 Executive Council Members

Beth Vollan (SDSU)	.....	President
Erin Richards (SDSMT)	.....	President-Elect
Becky Pribyl (NSU)	.....	Past-President
Melinda Fedeler (DSU)	.....	Secretary
Carrie Jordanger (LATI)	.....	Treasurer
Julie Pier (USD) and Marlene Seeklander (LATI)	.....	Members at Large through 2018
Amber Brockel (PC) and Melissa Simpson (BHSU)	.....	Members at Large through 2019
Lucas Winterberg (BND)	.....	Associate Member at Large

## 2018 Committee Chairs

HS Counselor Workshop Committee	..... Beth Vollan (SDSU)	Membership Committee	..... Erin Richards (SDSMT)
2019 Spring Conference Committee	..... Beth Vollan (SDSU)	Committee of Record and Website	..... Kristy O’Kief (WDT)
2018 Spring Conference Committee	..... Becky Pribyl (NSU)	Recognition Committee	..... Becky Pribyl (NSU)
Review Committee	..... Lucas Winterberg (BND)	Fall Decentralized Training	..... Erin Richards (SDSMT)

### I. Call Meeting to Order

President Beth Vollan called the annual meeting to order at 12:30pm with a quorum of voting members present (11 of 18 institutional voting members).

### II. Approval of Agenda

No additions or corrections were made to the agenda. Motion to approve the agenda made by Deb Henriksen, 2<sup>nd</sup> by Rachel Hagen. Motion carried.

### III. Approval of March 14, 2017 Annual Business Meeting Minutes

One correction was brought forward; change the word “Agenda” to “Minutes” in the header. Melinda will correct the minutes and have them posted to the SDASFAA web site.

### IV. Officer Reports

#### a. Secretary ..... **Melinda Fedeler**

No formal report, Melinda thanked former Secretary Marlene Seeklander for her guidance and assistance in transitioning.

#### b. Treasurer ..... **Carrie Jordanger**

Carrie thanked Katie Nelson for her transition assistance. She reviewed the handouts provided on each table; 2017 balance sheet, 2017 asset statement, SDASFAA Historical Financial Record (2005-2017), 2018 balance sheet, 2018 asset statement and 2017 HSCW Totals.

### 2017 Year End Balance Sheet

The 2017 year-end balance sheet shows total income and expenses for the year. Sponsorship income is paid by associate members to support SDASFAA’s training events throughout the year (Spring Conference booths, ads, HSCW materials, etc. Workshop income consists of registration fees paid by attendees at the respective events.

Workshop expenses consist of room rental, food costs, printing costs, gifts for presenters, and door prizes. Executive Board expenses include board lunches after executive council meetings and mileage for the July meeting. New President-Elects and Treasurers attend the NASFAA Leadership Conference in Washington D.C. SDASFAA pays for their registration fees, travel expenses, lodging, and food.

SDASFAA also covers the travel expenses and registration fees for the President and President-Elect to attend the annual RMAFAA Conference. Review committee met over webinar and a conference call. Both services were free. The Membership Committee did not have any expenses. The Committee of Record paid for web domain expenses. Recognition Committee expenses include the Douglas Steckler award and Years of Service plaques. Misc. expenses is the payment to the Secretary of State for non-profit report.

2017 SDASFAA Balance Sheet

BEGINNING BALANCE

		<b>5,956.38</b>
--	--	-----------------

INCOME

Membership Dues		2,625.00
Sponsorship Income		3,000.00
Workshop Income		9,066.80
Spring Conference	4,476.80	
Support Staff Workshop	0.00	
Decentralized Training	1,260.00	
High School Counselor Workshop	3,330.00	
Miscellaneous Income		0.00

<b>TOTAL INCOME</b>		<b>14,691.80</b>
---------------------	--	------------------

EXPENSES

Workshops		7,406.02
Spring Conference	6,375.80	
Support Staff Workshop	0.00	
Decentralized Training	823.71	
High School Counselor Workshop	206.51	
Executive Board		1,214.28
Travel		7,590.69
NASFAA Leadership Conference	4,585.71	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	3,004.98	
Education Activities		552.38
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	254.82	
Recognition Committee	297.56	
General Postage		49.00
General Printing		0.00
Memorials		50.00
Miscellaneous Expenses		20.00

<b>TOTAL EXPENSES</b>		<b>16,882.37</b>
-----------------------	--	------------------

<b>TOTAL TRANSFERS</b>		<b>0.00</b>
------------------------	--	-------------

Savings		0.00
CD's		

<b>ENDING BALANCE -- Checking</b>		<b>\$3,765.81</b>
-----------------------------------	--	-------------------

SDASFAA is committed to the belief that no one should be denied access to post-secondary education because of a lack of family resources or knowledge of the financial aid delivery system or application process. SDASFAA's goal is to assist those seeking assistance through all Title IV regulations.

2017 Year End Assets

This document shows the beginning and ending balances in SDASF AA’s Savings account and CDs. The bottom of the page shows SDASF AA’s total assets, checking, savings, and CDs.

**2017 SDASF AA Asset Statement**

**Savings -- Balance Sheet**

Beginning Balance	\$ 22,911.03
Interest Income	\$ 18.23
Transfers	\$ -
Ending Balance	<u>\$ 22,929.26</u>

(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)

**CD's -- Balance Sheet**

**CD - US Bank**

Beginning Balance	\$ 31,099.66
Interest Income	\$ 541.80
Ending Balance	<u>\$ 31,641.46</u>

(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)

**Balance Sheet Summary**

Checking Account	\$ 3,765.81
Savings Account	\$ 22,929.26
CD - US Bank	\$ 31,641.46
<b>Total Available Assets</b>	<u><u>\$ 58,336.53</u></u>

Historical

The Historical Spreadsheet shows the same information from the balance sheet, over the last 13 years. The rows break up SDASF AA’s various incomes and expenses, and the columns show the years. A few things to take note of:

- Membership Dues Income was down from 2015 due to the closure of Globe University and Kilian Community College, and the restructuring of some of the associate member organizations. It did bounce back up in 2017.
- The HS Counselor Workshop shows increased income from 2015, but it remains consistent with income in past years.
- The NASFAA Leadership Conference Expense was up for 2017 since we sent two members to Leadership Conference. It is right on track for what was budgeted.
- The Activities Committees Expenses is the total of the Review Committee, Membership Committee, Committee of Record and Recognition Committee.

	2017	2016	2015	2014	2013	2012
Income:	\$14,691.80	\$13,737.75	\$14,455.00	\$15,627.50	\$16,405.00	\$17,970.00
Membership Dues Income	2625.00	2250.00	2625.00	2550.00	2325.00	2775.00
Sponsorship Income	3000.00	3250.00	3550.00	4050.00	4550.00	4550.00
Spring Conference Income	4476.80	4697.32	3855.00	3972.50	3955.00	4495.00
Decentralized Training Income	1260.00	0.00	1400.00	1480.00	1650.00	1100.00
Support Staff Workshop Income	0.00	0.00	0.00	0.00	225.00	1145.00
Interest Income	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.43	0.00	0.00	300.00	0.00
High School Counselor Workshop Income	3330.00	3540.00	3025.00	3575.00	3400.00	3905.00
EAC Leadership Development Schol. Income	0.00	0.00	0.00	0.00	0.00	0.00
College Goal Sunday Income	0.00	0.00	0.00	0.00	0.00	0.00
Expenses:	\$16,882.37	\$15,445.48	\$13,686.43	\$13,041.53	\$13,819.18	\$16,188.96
Printing and Copying Expense		0	0.00	0.00	27.95	0.00
Executive Board Expense	1214.28	1358.83	1387.97	1188.65	1855.58	3147.40
Spring Conference Expense	6375.80	7124.48	4793.02	5827.25	4489.35	6206.72
Decentralized Training Expense	823.71	308.55	145.13	728.48	922.44	697.69
Support Staff Workshop Expense	0.00	0.00	0.00	0.00	909.28	1632.83
RMAFSA Conference Expense	3004.98	2241.79	2894.26	2036.89	1688.27	63.60
RMAFSA Board Meeting Expense	0.00	0.00	0.00	0.00	0.00	0.00
NASFAA Leadership Conference Expense	4585.71	1737.72	1624.58	1517.23	1769.46	1665.77
NASFAA Conference Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00
General Postage Expense	49.00	0.00	0.00	0.00	45.00	0.00
High School Counselor Workshop Expense	206.51	1968.15	2327.10	963.92	1395.54	1647.89
Miscellaneous Expense	20.00	63.64	28.17	244.15	19.95	289.50
Memorials Expense	50.00	150.00	100.00	100.00	100.00	50.00
EAC Leadership Development Schol. Expense	0.00	0.00	0.00	0.00	0.00	0.00
Activities Committees Expense	552.38	492.32	386.20	434.96	596.36	787.56
College Goal Sunday Expense	0.00	0.00	0.00	0.00	0.00	0.00
Assets:	\$58,336.53	\$59,962.47	\$61,122.26	\$59,807.05	\$57,154.95	\$54,323.33
Checking Account Balance	\$3,765.81	\$5,956.38	7664.11	6895.54	4309.57	7723.75
Savings Account Balance	\$22,929.26	\$22,906.43	22892.73	22870.31	22845.38	15975.52
Balance of CD Holdings	\$31,641.46	\$31,099.66	30565.42	30041.20	30000.00	30624.06
Total Assets from Asset Statement	\$58,336.53	\$59,962.47	\$61,122.26	\$59,807.05	\$57,154.95	\$54,323.33

Historical Continued:

	2011	2010	2009	2008	2007	2006	2005
	\$15,745.90	\$18,290.54	\$18,038.45	\$25,046.13	\$28,325.70	\$30,563.07	\$18,550.50
	3075.00	3075.00	3375.00	4275.00	3525.00	3375.00	3675.00
	3400.00	4925.00	9150.00	13375.00	16225.00	15150.00	8851.00
	3640.00	3427.02	3312.95	4410.00	3039.17	3320.00	0.00
	1600.00	2140.00	0.00	0.00	0.00	0.00	0.00
	361.00	0.00	0.00	0.00	0.00	147.50	815.00
	0.52	0.54	0.50	1.23	6.09	8.81	4.50
	144.38	1712.98	0.00	186.00	0.00	0.00	0.00

SDASFSA is committed to the belief that no one should be denied access to post-secondary education because of a lack of family resources or knowledge of the financial aid delivery system or application process. SDASFSA's goal is to assist those seeking assistance through all Title IV regulations.

3525.00	3010.00	2200.00	2310.00	3085.00	2250.00	3705.00
0.00	0.00	0.00	0.00	1500.00	1500.00	1500.00
0.00	0.00	0.00	488.90	945.44	4811.76	0.00
<b>\$13,538.00</b>	<b>\$11,166.63</b>	<b>\$15,921.56</b>	<b>\$18,269.76</b>	<b>\$19,638.16</b>	<b>\$22,210.11</b>	<b>\$22,400.71</b>
0.00	25.00	79.95	0.00	0.00	0.00	0.00
2695.19	2458.71	3889.45	2438.59	1920.21	1236.53	1246.98
2957.00	3479.97	5508.12	6653.28	6421.54	4735.58	6320.53
651.92	646.19	0.00	100.00	487.32	677.04	453.95
1034.97	984.48	1369.11	789.50	683.55	1117.87	878.09
1830.46	1480.91	1254.68	1795.12	3146.08	2399.10	1514.00
742.88	0.00	103.82	284.98	222.68	342.28	1260.41
1686.12	250.00	1462.98	2917.19	1109.12	1220.96	2910.07
0.00	0.00	0.00	0.00	0.00	0.00	1894.56
44.00	4.90	0.00	82.14	41.00	39.32	37.00
963.60	1040.11	1430.95	1488.31	1679.62	2153.94	3159.91
98.40	10.00	381.00	598.73	29.21	56.37	87.27
200.00	150.00	50.00	0.00	200.00	100.00	50.00
0.00	0.00	0.00	0.00	1800.00	1900.00	500.00
633.46	636.36	391.50	634.36	793.80	1578.44	2087.94
0.00	0.00	0.00	487.56	1104.03	4652.68	0.00
<b>\$52,322.54</b>	<b>\$49,694.30</b>	<b>\$42,293.17</b>	<b>\$39,707.70</b>	<b>\$32,425.72</b>	<b>\$23,513.34</b>	<b>\$14,985.37</b>
5942.71	8913.47	5066.93	3950.04	21173.67	12486.13	4133.17
15968.55	10959.49	8446.61	7435.02	1425.02	1422.83	1421.24
30411.28	29821.34	28779.63	28322.64	9827.03	9604.38	9430.96
<b>\$52,322.54</b>	<b>\$49,694.30</b>	<b>\$42,293.17</b>	<b>\$39,707.70</b>	<b>\$32,425.72</b>	<b>\$23,513.34</b>	<b>\$14,985.37</b>

### 2018 Year to Date Balance Sheet

This document shows where SDASFAA is currently in 2018 in income and expenses.

As of 4/29, we have 45 registrants, 3 are fees waived and 30 have paid the spring conference registrations fee.

### **2018 SDASFAA YTD Balance Sheet**

#### **BEGINNING BALANCE**

Checking	<b>3,765.81</b>
----------	-----------------

#### **INCOME**

Membership Dues	2,625.00
Sponsorship Income	2,950.00
Workshop Income	2,850.00
Spring Conference	2,850.00
Support Staff Workshop	0.00
Decentralized Training	0.00
High School Counselor Workshop	0.00
Miscellaneous Income	0.00

<b>TOTAL INCOME</b>	<b>8,425.00</b>
---------------------	-----------------

**EXPENSES**

Workshops		400.00
Spring Conference	400.00	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	
Executive Board		0.00
Travel		2,342.75
NASFAA Leadership Conference	2,342.75	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	0.00	
Education Activities		266.25
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	0.00	
Recognition Committee	266.25	
General Postage		0.00
General Printing		0.00
Memorials		0.00
Miscellaneous Expenses		33.65

**TOTAL EXPENSES**

---

**3,042.65**

---

**TOTAL TRANSFERS**

---

**0.00**

---

Savings		0.00
CD's		

**ENDING BALANCE -- Checking**

---

**\$9,148.16**

---

## 2018 Year to Date Assets

This document shows where SDASF AA is currently in 2018 with our assets. As you can see, there has not been much activity.

### **2018 SDASF AA YTD Asset Statement**

#### **Savings -- Balance Sheet**

Beginning Balance	\$ 22,929.26
Interest Income	\$ 4.52
Transfers	\$ -
Ending Balance	<u>\$ 22,933.78</u>

(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)

#### **CD's -- Balance Sheet**

##### **CD - US Bank**

Beginning Balance	\$ 31,641.46
Interest Income	\$ -
Ending Balance	<u>\$ 31,641.46</u>

(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)

#### **Balance Sheet Summary**

Checking Account	\$ 9,148.16
Savings Account	\$ 22,933.78
CD - US Bank	<u>\$ 31,641.46</u>
<b>Total Available Assets</b>	<u><u>\$ 63,723.40</u></u>

### 2017 HS Counselor's Workshop

This document shows the income and expenses of the 6 sites for the HSCW. It also shows the number of attendees and the breakdown of Cost per Attendee per Site. You can also see the average and total cost per attendee. The expense is for travel to Pierre to host their workshop.

#### **2017 HSCW Totals**

Income:	\$3,330.00
Aberdeen	336.94
Mitchell	416.22
Pierre	416.22
Rapid City	753.16
Sioux Falls	991.00
Watertown	416.22

Expenses:	\$206.51
Aberdeen	0.00
Mitchell	0.00
Pierre	206.51
Rapid City	0.00
Sioux Falls	0.00
Watertown	0.00
Materials	

Attendees:	168
Aberdeen	17
Mitchell	21
Pierre	21
Rapid City	38
Sioux Falls	50
Watertown	21

Cost per Attendee per Site:	
Aberdeen	\$0.00
Mitchell	\$0.00
Pierre	\$9.83
Rapid City	\$0.00
Sioux Falls	\$0.00
Watertown	\$0.00

Average cost per Attendee:	\$1.64
Total cost per Attendee:	\$1.23

Tom Cool did not provide the specific income per site. I divided \$3330 by 168 attendees, then multiplied by the number of attendees at each site, to get our approximate numbers for income per site.
--



**c. President-Elect ..... Erin Richards**

NASFAA Leadership and Legislative Conference

I am so thankful to have had the opportunity to participate in the NASFAA Leadership and Legislative Conference in Washington DC in February! I attended the association management pathway, which had great sessions about association governance, leadership planning, and volunteerism. The presenters were financial aid leaders from across the country and were very open with sharing their own experiences, knowledge, and tips. I also appreciated the opportunity to network with upcoming leaders from other states as well, to discuss challenges we face and ideas for how to overcome them. At the conclusion of the conference, I was able to make a visit to Capitol Hill. I met individually with staff members from the offices of Senator Thune and Senator Rounds to talk about the importance of federal student aid programs to South Dakota families. Overall, it was such a positive, empowering experience, and I was proud to represent SDASFAA!

Decentralized Training Committee

Chairing the 2018 Fall Decentralized Training Committee has been a great experience so far. The other committee members are Mary Alexander (DWU), Amber Brockel (PC), Marlene Seeklander (LATI), and Melissa Simpson (BHSU).

The training is scheduled for Wednesday, November 14<sup>th</sup> – Thursday, November 15<sup>th</sup> at the AmericInn in Chamberlain. They will offer us the same rate and terms as last year’s event. For programming, we are planning to offer the NASFAA Direct Loan credential.

Thank you for the opportunity to serve as SDASFAA President-Elect this year!

**d. Past-President ..... Becky Pribyl**

At the November meeting, the Board discussed our archives and the need to locate SDASFAA’s physical possessions as well as options for electronic storage. It was decided to create an ad hoc committee to evaluate our archive policy and to help us organize our records. The Ad Hoc Committee for Archive has now been created and I’d like to recognize and thank those who volunteered to serve on it: Kristy O’Kief, Deb Henriksen, Sharon Kienow, and the committee chair, Melinda Fedeler.

As Past President, I serve as Chair of the 2018 Spring Conference Committee as well as Chair of the Recognition Committee. I’d like to thank you all for attending the conference, held here at the Huron Event Center and Crossroads Hotel, April 30 – May 2, 2018. It’s been 8 years since we were here in Huron and we have 44 people registered for the conference. The Spring Conference Committee put together a fantastic agenda and brought in a really terrific group of speakers. With the Return to Title IV session, SDASFAA has offered our 3<sup>rd</sup> NASFAA credential topic while we tried something different in offering a meal Monday night. This conference is the product of a very hardworking Conference Committee that includes Lindsay Miller, USD; Denise Grayson, DSU; Katie Nelson, BHSU; Morgan Huber, MTI; Kim Nida, BHSU; Beth Vollan, SDSU; and myself. The conference survey will be going out soon and we look forward to your feedback.

The 2018 Recognition Committee is composed of Beth Vollan, President; Micah Hansen, Past Past-President; and myself, Past-President. We are responsible for recognizing individual member’s service to the Association and for putting together the slate of candidates for the election later this year. I’d like to thank everyone who submitted nominations for our Outstanding Service Award and the Douglas Steckler Professional Development Award. The Executive Board voted on the recipients and those awards, along with certificates and years of service plaques, will be given out after the banquet tonight. After that, the committee will turn our attention to looking for candidates to fill SDASFAA positions for 2019.

Thank you for this opportunity to represent and serve SDASFAA. This is a tremendous learning experience and I'm so grateful that I stepped outside my comfort zone and took on this adventure.

Becky encouraged everyone to consider volunteering and to consider running for President at some point in their career.

**e. President .....Beth Vollan**

I want to thank you for the opportunity to serve as this year's SDASFAA President and for all of the help and support I have received from so many of you. This has been a tremendous learning experience for me, and I am so honored to be able to represent our association.

I also want to thank Becky Pribyl, our Past-President, who created a document detailing how to be SDASFAA President. This document has been an invaluable resource for me and will serve as a guide to our future Presidents.

Over the past year, I have worked on planning the 2017 Decentralized Training Event, served on the 2017 High School Counselor Workshop Committee and both the 2018 and 2019 Spring Conference Committees. We will hear reports from those committees later in the agenda.

I completed the 2018 committee assignments in January. I am extremely pleased with the number of people who volunteered. Our association relies on committees to make things happen, so a special thank you to all of you who agreed to help out this year.

The 2018 SDASFAA Board met in February and again this week. We have had a couple of changes to the Board since our last election. Maureen Schuchardt, Katie Nelson, and Cassandra Boyer resigned from the Board. Subsequently, the Board appointed Marlene Seeklander, Carrie Jordanger, and Amber Brockel to complete their terms. We have a spectacular Board this year, and I am grateful to each of our Board members for their support and hard work. Recently, the Board approved membership applications for First Premier Bank and the South Dakota Community Foundation.

I represented SDSASFAA at the RMASFAA Board Meeting and the Annual Conference in Wichita last October and at the RMASFAA Board meeting held in March in Denver. RMASFAA President, Ken Kocer, will be here at our conference and will have the opportunity to brief us on some of the important things going on regionally and nationally. Some RMASFAA items that I want to mention include

- The registration deadline for RMASFAA's Summer Institute has been extended until May 15<sup>th</sup>.
- Applications for the RMASFAA Leadership Pipeline program are available online and are due by June 30<sup>th</sup>. SDASFAA offers scholarships for SDASFAA members who participate in this program as mentees.

To help ensure that SDASFAA continues to achieve its purpose and meet the needs of its members, I have asked the Board to start working on a strategic plan to help guide the organization over the next few years. My hope is that the completed plan will articulate how our core events and activities link to our mission. The plan should also provide some guidelines for ensuring that SDASFAA remains financially and organizationally viable.

SDASFAA policy stipulates that the Policies and Procedures Manual should be reviewed and updated every fifth year. The manual was last thoroughly reviewed in 2013. Consequently, I will be working with the Board to review and update the manual before the end of my term.

I am grateful for this incredible opportunity to serve our organization and to grow as a professional. Thank you.

Motion to approve officer reports by Ken Kocer and 2<sup>nd</sup> by Marlene Seeklander, motion carried.

V. **Old Business - 2017 Committee Reports**

a. **High School Counselor Workshop Committee ..... Becky Pribyl**

In September, we partnered with the Council on College Admission in South Dakota for the second year in a row. They planned the 6 events held across the state and also handled the morning presentations. After lunch, SDASFAA stepped in to present. NASFAA FAIN materials were used, but rather than printing materials like we have in the past, this year the bulk of the content was made available to attendees on an unlinked website. [http://www.sdasfaa.org/hscws\\_2017.html](http://www.sdasfaa.org/hscws_2017.html) We signed up for Google Analytics to track usage of the new website and we also created and played a Kahoot game to liven up the crowd. There were 168 attendees, giving SDASFAA about \$3,300 income. Survey results showed the counselors really like the joint format with CCASD, they were happy to see the materials online, and everyone enjoyed the game. Feedback from the site coordinators was also positive. Some takeaways from the events: (1) We'll want to disseminate the SDASFAA folders across the state earlier in the year, just to be safe, (2) Also, there were 64 schools in SD that did not send any attendees; this might be an opportunity to reach out and encourage attendance next year.

My thanks to a terrific committee who did great work and made the magic happen.

Sept. 6: Aberdeen, Northern State University, Sharon Kienow (NSU)

Sept. 7: Watertown, Lake Area Technical Institute, Carrie Jordanger (LATI)

Sept. 11: Rapid City, Western Dakota Tech., Sharon Martin (WDT)

Sept. 12: Pierre, Capitol University Center, Carolyn Halgerson (SDSU)

Sept. 13: Mitchell, Mitchell Technical Institute, Mary Alexander (DWU)

Sept. 14: Sioux Falls, Southeast Technical Inst., Karrie Morgan (USF)

b. **2017 Spring Conference Committee..... Micah Hansen, read by Sydney Chapman**

The 2017 SDASFAA Spring Conference was held at the Holiday Inn City Centre, Sioux Falls, SD from March 13<sup>th</sup> through the 15<sup>th</sup>. There were 50 attendees present for the conference that hosted a variety of speakers from our state and regional membership, as well as our Dept. of Education trainer Joe Massman. We offered a NASFAA Credential topic of SAP that had 32 SDASFAA members attend, and 85 RMASFAA members attend via Webinar. We also want to thank Marlene Seeklander for donating door prizes.

c. **Recognition Committee ..... Micah Hansen, read by Sydney Chapman**

"Years of Service Awards" plaques are all prepared and ready for presentation at the "Awards Banquet". A special "thank you" to Kristy O'Kief for all her work in keeping the SDASFAA members "years of service document" up to date.

For the Douglas Steckler and Outstanding Service Awards, a request for nominations was sent out to the membership, and three nominations were submitted for the Douglas Steckler Award and one nomination was submitted for the Outstanding Service Award.

The SDASFAA Recognition Committee voted via "survey monkey" on the Douglas Steckler Professional Development Award. The awards were announced during the Awards Banquet on Tuesday evening.

Douglas Steckler Award recipient was Katie Nelson from Black Hills State University and the Outstanding Service recipient was Kristy O'Kief from Western Dakota Tech.

Certificates for the 2016 SDASFAA Executive Board and Committee Chairs are also ready for presentation.

d. **Review Committee..... Kim Nida**

The 2017 Review Committee met via conference call on Monday, January 29, 2018. Members present included Ken Kocer (MMC), Lucas Winterberg (BND), and Kim Nida (BHSU-chair); Katie Nelson (BHSU), treasurer, was also present. Katie provided the committee with the spreadsheets used by SDASFAA to maintain the organization's financial records. Our review of the SDASFAA 2017 financial records showed all to be in excellent order.

A new procedure this year was on-line check deposit. Katie went over the steps necessary to start this process along with providing the committee with the procedures used to make on-line deposits.

The committee discussed checks written to the treasurer by the treasurer to determine if more or different oversight was needed in this area. Due to our small association size, President approval before being written, and the quarterly review of SDASFAA financial records, we concluded that the current process is satisfactory.

There was discussion as to why the 2016 High School Counselor Workshop expenses were so much greater than 2017 expenses when we were utilizing the same format in conjunction with DACAC for both years. Katie explained that, while we will continue to have travel expenses for the Pierre site, the other expenses in 2016 included printing of materials and the folders that were purchased to be used at the HSCW. In 2017, the training materials were made available online so counselors could access them at their convenience, either for the workshop or other purposes. The folders will be used for additional information made available to the counselors, such as items from our associate members, and as a promotional item from SDASFAA.

A few comments were made in regard to the spreadsheets utilized by the treasurer to keep the financial records of SDASFAA in order. For the HSCW, we will continue to track the income, expenses, and number of attendees, but is it necessary to track the cost per attendee in our current setup? We offer this as a suggestion for board discussion. In regard to the spring conference spreadsheet listing the attendees and cost, we recommend always including an explanation if the rate charged is different than the regular rate (ex: one-day rate).

The 2017 Review Committee would like to thank Katie for the work she does on SDASFAA's behalf. I would like to thank the members of this committee for the time dedicated to this review and for being involved members of SDASFAA and the financial aid profession.

- e. **Committee of Record and Website**.....**Kristy O’Kief**  
**2017 Committee Members** - Kristy O’Kief-Co-Chair, Beth Vollan-Co-Chair, Cassandra Boyer, Julie Hamer, Carrie Jordanger

#### *SDASFAA Events*

The following events were held in 2017:

- SDASFAA Spring Conference held March 13-15 at Holiday Inn Centre in Sioux Falls
- High School Counselor Workshops were held in conjunction with the Council on College Admissions in South Dakota (CCASD) and Dakota Association for College Admission Counseling (DACAC) counselor training events.
- Decentralized Training held November 14-15 at AmericInn in Chamberlain

#### *Website*

No major changes to the website occurred in 2017. The site is still hosted by godaddy.com. On February 10, 2017, the webhosting contract was renewed for two years. The new webhosting contract will expire March 15, 2019. On February 10, 2017, SDASFAA purchased the SDASFAA.mobi domain which should facilitate creating content compatible with mobile devices. This has since been cancelled.

#### *Yahoo Groups*

Yahoo Groups is still the SDASFAA email group along with using them as a place to store files and photos.

#### *Awards*

At the 2017 SDASFAA Spring Conference, the following members received awards for years of service:

10 Years:           Monica Darrow, SD School of Mines & Technology  
                          Stacey Gannon, National American University

- 15 Years: Bob Baier, Bank of North Dakota  
Kassandra Boyer, South Dakota State University  
Mike Mutziger, Great Lakes Higher Education Corporation
- 20 Years: Vikki Van Hull, USD/University Center
- 25 Years: Shirley Brownell, Black Hills State University
- 30 Years: David Martin, SD School of Mines & Technology  
Shar Martin, Bank of North Dakota
- Retiree: Ken Wallace, Great Lakes

The Outstanding Service Award was given to Kristy O’Kief, Western Dakota Tech.  
Douglas Steckler Professional Development Award was awarded to Katie Nelson, Black Hills State University.

*Committee Activity*

- Cross-training members on website updating, managing Yahoo Groups, and updating the membership spreadsheet
- Creating written policies and procedures (continuing)

**f. Membership Committee..... Erin Richards**

In 2017, we welcomed new associate members Mapping Your Future and College Ave Student Loans. Additionally, Rosebud Sioux Tribe reactivated their associate membership after several years of being out of SDASFAA. We ended the year with 17 associate members and 18 institutional members. Thank you to the 2017 Membership Committee members: Julie Forman, Maria Severeid, Jared Thies, and Maureen Schuchardt.

As chair of the 2018 Membership Committee as well, I can say that we are off to a great start so far this year. We have welcomed two new SDASFAA associate members: First PREMIER Bank and the South Dakota Community Foundation. Additionally, our committee has taken over maintenance of the membership spreadsheet from the Committee of Record, so we will be in touch with you periodically to request updates.

**g. 2017 Fall Decentralized Training Committee .....Beth Vollan**

Decentralized Training was held Tuesday November 14 and Wednesday November 15 at the AmericInn in Chamberlain, SD. Twenty-eight members attended. The agenda included a Federal Update by Joe Massman and a panel discussion on Year-Round-Pell.

For the first time, SDSAFAA conducted a NASFAA Authorized Training Event as part of the Decentralized agenda. The topic was Consumer information, and Karrie Morgan and Carolyn Halgerson presented the materials. Seventeen of the attendees subsequently passed the Consumer Information credential exam. The survey feedback showed overwhelming support for continuing to offer credential training at future SDASFAA events. The cost to SDASFAA for holding the NASFAA Authorized Training Event and providing exam vouchers to attendees was \$400. Despite the added costs, SDASFAA still made a profit of over \$400 on the event.

I want to thank the committee for all of their hard work to make this event happen. The 2017 Decentralized Training Committee members were Amber Brockel, Lynn Myron, Marlene Seeklander, and Melissa Simpson.

**VI. New Business**

**a. 2018 Budget Review ..... Beth Vollan**

Beth discussed her proposed budget for 2018. Everything is fairly consistent with 2017 with the exception of travel for the NASFAA Leadership Conference as we will not be sending a Treasurer.



## 2018 SDASFAA Budget

last updated 4-23-18 bv

Budget Items	2018 Actual		2018 Approved		2017	
	Income	Expenses	Income	Expenses	Income	Expenses
<b>Annual Sponsorships</b>	\$2,950.00		\$3,000.00		\$3,000.00	
<b>Annual Memberships</b>						
Associate members	\$1,275.00		\$1,275.00		\$1,275.00	
Institutional members	\$1,350.00		\$1,350.00		\$1,350.00	
<b>General Operation</b>						
FA Awareness				\$0.00		\$0.00
Recognition Committee		\$266.25		\$500.00		\$297.56
Review Committee				\$0.00		\$0.00
Committee of Record & Web				\$250.00		\$254.82
Professional Development Schols				\$1,200.00		\$825.00
Miscellaneous (memorials, postage, etc.)		\$33.65		\$210.00		\$119.00
<b>Conference and Workshops</b>						
Annual Conference	\$2,280.00	\$400.00	\$4,250.00	\$4,500.00	\$4,476.80	\$6,375.80
Decentralized Training			\$1,500.00	\$1,100.00	\$1,260.00	\$823.71
HS Counselor Workshop			\$3,330.00	\$300.00	\$3,330.00	\$206.51
Support Staff Workshop			\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel</b>						
<b>NASFAA Leadership</b>						
President Elect		\$2,342.75		\$2,300.00		\$2,077.14
Treasurer		\$0.00		\$0.00		\$2,508.57
<b>RMASFAA Conference</b>						
President				\$1,175.00		\$1,288.63
President Elect				\$1,500.00		\$842.41
State Gift				\$75.00		\$48.94
<b>SDASFAA Board Meetings</b>						
February		\$0.00		\$0.00		\$0.00
April				\$165.00		\$145.27
July				\$2,800.00		\$1,007.91
November				\$165.00		\$61.10
<b>Total</b>	<b>\$7,855.00</b>	<b>\$3,042.65</b>	<b>\$14,705.00</b>	<b>\$16,240.00</b>	<b>\$14,691.80</b>	<b>\$16,882.37</b>

SDASFAA is committed to the belief that no one should be denied access to post-secondary education because of a lack of family resources or knowledge of the financial aid delivery system or application process. SDASFAA's goal is to assist those seeking assistance through all Title IV regulations.

**b. 2018 High School Counselor Workshops .....Beth Vollan**

This year SDASFAA is again planning to partner with the Council on College Admissions in South Dakota (CCASD) to conduct high school counselor training. Tom Cool, Executive Director of CCASD, forwarded me the following dates and locations for the 2018 workshops:

- Sept. 5: Aberdeen, NSU
- Sept. 6: Watertown, LATI
- Sept. 10: Rapid City, SDSMT or WDTI
- Sept. 11: Pierre, Capitol U Center
- Sept. 12: Mitchell, MTI
- Sept. 13: Sioux Falls, STI

Please note that CCASD has not determined the final location of the Rapid City event. Trying to schedule SDSMT to alternate locations each year.

I want to thank the 2018 High School Counselor Workshop Committee members who include Sharon Kienow, Morgan Huber, Carolyn Halgerson, Sharon Martin, Erin Richards, Karrie Morgan, Carrie Jordanger, and Cathy Mueller.

**c. 2019 SDASFAA Spring Conference .....Beth Vollan**

Spring 2019 conference will be held in Deadwood at the Lodge from Monday April 15 through Wednesday April 17, 2019. The contract was signed earlier this year and includes a provision guaranteeing catering costs from the 2017 menu. The event has been added to the RMASFAA calendar, and, although it is too early for him to confirm, Joe Massman has been notified of the dates and invited to present.

**VII. Announcements**

**a. RMASFAA Annual Conference, Fargo, ND: October 7 - 10, 2018**

Erin Richards and Beth Vollan will be attending as SDASFAA representatives and Micah Hansen and Carissa Koerner will be attending as Leadership Pipeline participants. Hopefully SDASFAA will have some new Leadership Pipeline participants for 2018-19.

**b. SDASFAA Fall Decentralized Training: Chamberlain, SD: November 14 - 15, 2018**

**VIII. Adjourn**

**Beth adjourned the meeting at 1:10pm**