



SDASFAA EXECUTIVE COUNCIL MEETING AGENDA

Tuesday, November 14, 2017 – 9:00 AM Central Time
AmericInn, Chamberlain

If unable to attend: Dial-in Number = 712-775-7031
Access Code = 156808 Host PIN = 6266

Executive Council Members

- Becky Pribyl (NSU) President
- Beth Vollan (SDSU) President-Elect
- Micah Hansen (SDSU) Past-President
- Marlene Seeklander (LATI) Secretary
- Katie Nelson (BHSU) Treasurer
- Carrie Jordanger (LATI) and VACANT position Members at Large through 2017
- Julie Pier (USD) and Maureen Schuchardt (PC) Members at Large through 2018
- Lucas Winterberg (BND) Associate Member at Large

Call Meeting to Order

Becky called the meeting to order at 9:02 a.m. The transitional board members joined us as well. Some members joined via conference call as they were either en route to Chamberlain or not able to attend. Becky had everyone introduce themselves and share a “fun fact” about themselves.

Transitional Board Members: Melissa Simpson, Kassie Boyer, Melinda Fedeler, Erin Richards

Approval of Agenda

Beth would like to add “2018 Budgets” under Other.

Micah made a motion to approve. Marlene seconded. Motion carried

Becky asked about the Consent Agenda and the duplication of information. She suggested that the agenda be reordered to hold discussion on certain topics during the Officer Reports. Becky will work with Beth on this as they transition to the new officers in 2018.

Approval of July 17, 2017 Executive Council Meeting Minutes

Minutes are approved as corrected and distributed.

Officer Reports – Consent Agenda

Secretary (Marlene Seeklander)

Marlene reported that there is nothing additional to add.

Past-President (Micah Hansen)

Micah stated that he will discuss various issues as they come up on the agenda.

President-Elect (Beth Vollan)

2017-2018 RMAASFAA Incoming Board and Annual Conference

October 14 through 18, I attended the RMAASFAA Annual Conference in Wichita, where I had the honor of representing SDASFAA as a state delegate on the transitional RMAASFAA Board and as an observer at the outgoing Board meeting. It was a remarkable learning opportunity, and I was able to network with other Board members from around the region.

At the transitional Board meeting, the following items were identified as topics to be addressed by the incoming board:

- RMASFAA's strategic long-range plan which expires in 2019
- a new web platform/design
- RMASFAA's 50th anniversary celebration at the 2018 annual conference in Fargo

2017 Decentralized Training

As chair of the 2017 Decentralized Training Event, I am pleased to report that the event is scheduled to take place November 14 and 15 in Chamberlain at the AmericInn. As of November 1, 28 people have registered for the conference. The conference agenda includes NASFAA Credential training on consumer information, a Federal Update from Joe Massman, and a panel discussion of the Year-Round Pell Grant implementation.

The charge for the conference is \$45 per person. With 28 attendees, the event is expected to bring in \$1260. The estimated cost for the event is \$1005 which includes \$400 paid for the NASFAA training material. Please refer to the 2017 Decentralized Budget spreadsheet for additional information.

2018 Proposed Budget

Please refer to the SDASFAA 2018 Budget spreadsheet.

2018 Committee Assignments

Committee volunteer forms will be distributed at the Decentralized Training Registration table with an electronic volunteer form to follow up after Decentralized.

2019 Spring Conference

As chair of the 2019 Spring Conference Committee, I solicited proposal from three venues for the Board's consideration. Please refer to the 2019 Conference Choices spreadsheet.

Past SDASFAA conferences were held at the following venues:

Site	Hotel	Dates
Sioux Falls		March 15-17, 2004
Lead	Spearfish Canyon Lodge	April 4-6, 2005
Watertown	Best Western Ramkota & Watertown Event Center	March 27-29, 2006
Spearfish	Northern Hills Holiday Inn	March 26-28, 2007
Sioux Falls	Sheraton Inn and Convention Center	March 31-April 2, 2008
Keystone	K Bar S Lodge	March 30-April 1, 2009
Huron	Crossroads Hotel and Events Center, 40 th Anniversary	March 22-24, 2010
Chamberlain	AmericInn	April 4-6, 2011
Deadwood	The Lodge	April 2-4, 2012
Aberdeen	Best Western Ramkota	April 15-17, 2013
Sioux Falls	Downtown City Centre Holiday Inn	March 30-April 2, 2014
Deadwood	The Lodge	March 23-25, 2015
Rapid City	Rushmore Plaza Holiday Inn	April 4-6, 2016
Sioux Falls	Holiday Inn City Centre	March 13-15, 2017
Huron	Huron Event Center and Crossroads Hotel	April 30-May 2, 2018

President (Becky Pribyl)**2017 High School Counselor Workshops**

- Sept. 6: Aberdeen, Northern State University
- Sept. 7: Watertown, Lake Area Technical Institute
- Sept. 11: Rapid City, Western Dakota Tech.
- Sept. 12: Pierre, Capitol University Center
- Sept. 13: Mitchell, Mitchell Technical Institute
- Sept. 14: Sioux Falls, Southeast Technical Inst.

In September, we partnered with the Council on College Admission in South Dakota for the second year in a row. Their organization planned the 6 events held across the state Sept. 6-14, and also handled the AM presentations. After lunch, Cathy Mueller from Mapping Your Future presented on College Access, sponsored by SDEAF. Next, SDASFAA stepped in to present for a few hours on financial aid. Unlike last year, NASFAA FAIN materials were available in time and were used. 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 In addition, we 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.

Tom Cool said that numbers were down from last year: "I talked to a few counselors and there doesn't seem to be a specific reason for the slump although tight budgets and less counselors were suggested. (More positions being covered by administrators and at least one consolidation of one counselor for two in Vermillion.)" 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.

We signed up for Google Analytics to track usage of the new materials website. Next year, we may want to contact CCASD for attendee email addresses in a usable format so that we can send participants a reminder that the electronic materials are available after the events, and hopefully boost traffic to the site. We'll also disseminate the SDASFAA folders across the state earlier in the year, just to be safe.

Many thanks to a terrific committee who did great work and made the magic happen!

2017 RMASFAA Executive Board Meeting and Annual Conference

RMASFAA President Vicki Kucera announced that the NASFAA Thought Force, which was exploring efficiencies that could be made between the states, regional, and national associations, had not reached a consensus. The group has not disbanded but the disparities across the parties meant that alignment would be more difficult than expected. One of the topics they had considered was using a common website vendor, hoping for cost reductions through volume, that RMASFAA and possibly SDASFAA could benefit from. Because that is no longer an option, RMASFAA is pursuing its own course of redesigning their website. A final decision has not yet been made, but RMASFAA will likely remain with ATAC and simply update their web design and purchase more options to improve functionality. For comparison, Colorado recently updated their website using Keybridge at a cost of \$18,000, while Wyoming has let their domain expire and they are creating a new site using wix.com. Also, Kansas recommended purchasing the option to make the association website secure because their state association website was hacked.

The Ad Hoc Committee for Archiving went through the 10 boxes of RMASFAA storage at the Bank of North Dakota and hired Fireside Office to scan everything. Committee members are now sorting, labeling, and uploading those documents and deciding which originals can be shredded. RMASFAA's policy on archiving will be attached to the end of the P&P. A

takeaway for SDASFAA is to make sure that each committee/officer handbook has an archiving component to explain what needs to be archived and when.

The Executive Board voted to create an Ad Hoc Committee for RMASFAA's 50th Anniversary which will be celebrated next year at the annual fall conference in Fargo. The 2018 conference will be at the Delta Hotels by Marriott October 5 – 11, 2018, and the theme is "North of Normal". The 2019 RMASFAA Annual Conference will be at the DoubleTree Hilton in Billings, Montana. RMASFAA currently has 215 members (178 institutions, 35 associate, and 2 retirees) and the listserve has over 3,000 people, though over 1,000 of those are bad email addresses. One final note from the Board Meeting was that Montana announced that it now has a state FAFSA deadline of December 1st.

The annual conference had 277 attendees (of that, 104 were new attendees) and there were 20 vendors. Three NASFAA credential sessions were offered (SAP, Application Processing, and Verification) and the NASFAA training materials on SAR Comment Codes were also used for a session. Justin Draeger and Billie Jo Hamilton attended on behalf of NASFAA and Joseph Massman attended for the U.S. Department of Education. I attended all of these sessions, except the NASFAA SAP credential, as well as many others. Thank you for allowing me to participate in this outstanding training event and to spend time working with our colleagues across the region.

2018 Spring Conference

The conference will be held in Huron, SD, at the Huron Event Center and Crossroads Hotel, April 30 – May 2, 2018. The committee has not met since our last Board meeting but we will be meeting this evening to discuss topics, speakers, and separating out committee responsibilities. Thus far, NASFAA will be presenting via a video link, Joe Massman has us on his calendar, Clark Wold has volunteered to give his leadership presentation, and we will be offering another NASFAA credential topic.

Thank you for this opportunity to represent and serve SDASFAA. This is a tremendous learning experience and I'm working with such wonderful people!

Officer Reports

Katie made a motion to approve. Beth seconded. Motion carried

Katie went over her Treasurer Reports and highlighted various items. She reported:

- SD National Guard paid in September.
- Rosebud Sioux Tribe has rejoined.
- She can now electronically scan/deposit checks with US Bank and really likes this. There are daily and weekly maximums. She only occasionally has to mail a check that exceeds the daily maximum.

Katie will have Beth do a cursory review of the Treasurer books after the meeting.

Becky asked if there needs to be any changes to the membership (institutional and associate) invoices that will soon be sent to members.

Becky mentioned that an associate member asked if a financial aid presentation could be sent to the membership. It could be added to the membership invoice as an option. Beth said we don't want it to get too promotional. We could limit it to one or two items/year.

Katie suggested offering an option of advertising once/quarter on listserv.

Kassie mentioned that when she looked at other regional websites, etc., they allow sponsorship on the website. Beth mentioned that this would be an additional thing the Website Committee would have to deal with.

Kassie said Colorado has a sponsorship logo that she really liked. You can view it at cafaa.org.

Beth said the sponsorship logos, etc. are not an option for our current website. However, if we upgrade our website, some of these functionality issues need to be considered.

Micah said that associate members have various things they can/can't do in terms of support.

Lucas said it might be worthwhile to survey the Associate Members to ask what they can do to serve the association and add more value. Lucas said he can check with the ND and MT associations since they are similar in size to SDASFAA to see what their associate members do. He will do some research and report back to the board.

Micah said some of the associate members have restructured and we should ask them again how we can help them get the most value for their membership dues.

Micah said several associate members had told him that they pay a higher cost in SDASFAA to reach a smaller number of members.

Becky said for 2018 we'll leave as is and consider adding "materials for spring conference" (stuffers for registration packet or handouts) as an option if they weren't going to be present to have a booth. It can be looked at in more detail in 2019. Micah said this might be an option for the associate members who haven't been very active in the past.

Katie suggested adding to Spring Conference Registration = "I'd like Spring Conference Chair to contact me about other opportunities."

Lucas offered to assist in contacting associate members. Becky suggested Lucas work with Membership Committee and they could work together.

Lucas asked if the materials were well received, did schools use them, etc. Any feedback is appreciated.

Lucas announced that BND is selling its federal student loan portfolio on November 13.

Becky stated that the Treasurer's Report does not need approval from the Board; it is included for informational purposes.

Old Business

2017 High School Counselor Workshop (Becky Pribyl)

The details were included in Becky's earlier report. She stated that the workshops went well. Tom Cool stated we were down slightly in numbers. 64 schools did not send anyone to a workshop. We can do more promotion next year. Tom had provided the names of schools that did not attend.

Carrie shared survey results and said there were many positive comments, including: This was the first year that materials were on-line and many stated they liked it and they don't like to be out of the office more than one day. Many commented on FA Nights and stated they want someone in-person to conduct the event.

Becky said the attendee list came as a PDF and there was issues trying to convert it and clean-up was needed.

Google Analytics was set up to track usage on the website. Becky said that committee members used it and then there was another increase in early October, with no activity since the end of October.

Beth suggested on the HS Counselor Workshop sign-up sheet, we ask attendees to list their e-mail address if they want the link sent to them.

Becky said that we didn't give them a clickable link, but rather the link was listed on a handout. Katie suggested we resend the information as a reminder – "Your students can do the FAFSA now. Download the materials!"

Micah suggested we track "in-kind" expenses of printing, food, etc. that sites are covering so that we have a realistic picture of expenses.

Carrie asked about food at sites. Lunch was included as part of the registration fee. Breakfast, if available, had been donated by the site.

Becky said they have tentative 2018 dates available.

2017 Fall Decentralized Training Beth Vollan

2017 Decentralized Training Budget Report			
Expense	Estimated	Actual	Comments
Space Rental	330		
Conference Phone	25		
NASFAA Training Material	400	400	
Decorations and Door Prizes	100	90.58	another \$10 expense expected
Food	150	86.63	\$20.36 soda, \$66.27 for water and food
Expense Total	1005	577.21	
Revenue	1260		estimate 28 attendees at \$45 per person
Revenue Total	1260		
		-	
Income/Loss	255	577.21	

Beth stated we should make \$200-\$300 this year. We may want to consider raising cost if want to make money. NASFAA Credentialing is an added expense.

2017 Budget Review (Becky Pribyl)

Please see the budget in the appendix of this Minutes document.

Becky said we will have a deficit budget. We do have money in reserves.

The conference is a big expense, especially in Rapid City and Sioux Falls, although we get more numbers at those sites. The NASFAA Leadership Conference and RNASFAA Conference are also large expenses. We continue to make changes to keep our expenses down.

Micah mentioned that the NASFAA Leadership expenses are typically only every third year. The conference registration fee usually only covers the cost of food. The NASFAA Credentialing is another reason to justify increasing costs of conference registration and membership dues.

Beth asked if by having the registration fee only covering food costs, were more of the costs covered by our Associate Members. We're in a different position without the support of Associate Members.

Policy and Procedure Review (Micah Hansen)

Micah stated that we need to add wording under Executive Council of Meetings, if no Decentralized Training is held, we'll arrange for an alternate fall meeting.

Expenses – Reimbursement – Travel reimbursement also covers associated parking fees to/from destination, travel to/from airport, and gratuities. Micah has added these. He will send these out to the group.

Micah updated the Constitution to match the formatting of the Policy & Procedure Manual.

Micah suggested we save it as a PDF vs. Word document. Kassie stated that there needs to be a place to house those Word documents. Beth stated that there is space on Yahoo to store documents.

Katie had a wording suggestion about “attended NASFAA Leadership Conference at the expense of SDASFAA...”

Micah said they need to get signatories updated as Beth has not been added to the bank account. A copy of the meeting minutes needs to be provided as documentation. Micah and Beth will work with US Bank on this. Katie mentioned the security question answers may be required as she was asked those questions when calling in with a question.

Goal – Communication (Becky Pribyl)

Becky reminded us that we need to have our position section of the P&P updated with all of our instructions. The same applies for committees. Written records are very valuable. We have many SDASFAA members who are on the cusp of retirement. Please send these to Becky.

The monthly e-mails have been well received by the membership.

2018 SDASFAA Spring Conference Becky Pribyl

The 2018 Spring Conference Committee consists of: Beth Vollan, Katie Nelson, Morgan Huber, Becky Pribyl, Denise Grayson, Kim Nida and Lindsay Miller.

Another NASFAA credential will be offered.

SDASFAA FAIN (Board Discussion)

We discussed in detail the void left by Great Lakes in that they no longer offer the service of staff to visit South Dakota high schools and conduct financial aid presentations.

There was a question on the HSCW survey asking for their feedback.

Mapping Your Future then offered their service this fall. Cathy Mueller, MYF Executive Director, attended the High School Counselor Workshops and did a brief presentation on what they could offer. She also conducted some FA Night presentations while in South Dakota.

Marlene gave an update that MYF had conducted 14 FA Night presentations for 15 schools. They had one evening where two schools were signed on at the same time, which was a great opportunity for them to see how that would work. That was also the same evening that Cathy Mueller and Beth Vollan did 5 presentations in one evening!

Several board members reported that their schools turned down requests from high schools as they could not handle all of the requests.

After much discussion, it was decided that we would not do anything at this time. MYF is our option if we can't handle all of the requests. Several Board Members felt that once high schools became familiar with MYF, they would be more open to utilizing their FA Night videoconference.

New Business

2017 Election (Micah Hansen)

Micah explained that there was a delay in getting a group of candidates as some people agreed to a position and then later withdrew. We now have a full slate for 2018.

Micah said a Survey Monkey will be sent with the list of candidates and allow for write-ins. Micah asked about the Associate Member voting tab when Associate Members can't vote.

Micah wanted to make sure that all of the changes such as Sallie Mae having a new rep for South Dakota gets to the appropriate people.

Discussion – The Website Committee should own the document (spreadsheet) and make sure the Treasurer has updates. Kassie asked why the Membership Committee doesn't own the document. They probably should and should then disseminate the information to those committees that need the information.

Becky said the spreadsheet has been owned by whomever updates it. It probably doesn't matter who owns it, but those who need the information need to get it.

Katie will check with Membership Committee to ask what they'd like to do.

Micah asked who has access to Yahoo archives. Beth said Kristy O'Kief has access.

Committee of Record and Website (Beth Vollan)

Beth Vollan, Co-Chair

Webhosting

The committee is still considering options for a new webhosting platform.

On October 2, while Cassandra Boyer was making routine updates to the website, two pages were lost by the GoDaddy server, and they were not retrievable. Cassandra rebuilt the pages, but it took her more than a day. During her discussions with the support staff at GoDaddy, they strongly recommended that we move our website to a newer platform that will alleviate these types of problems.

Kassie has done some preliminary research on options offered by GoDaddy and WordPress. She also looked into having a company from Pierre rebuild the site for SDASFAA and to host. She has also received permission from her supervisor to spend up to one week of work time next October rebuilding the website on a new platform.

Before the end of the year, the Committee should meet to make a plan to research new platforms, discuss the feasibility of moving the website, and to assess any needs (such as security) that might not be met by our current website.

There may be extra costs associated with switching platforms including set-up costs and higher annual premiums.

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.

Domain Name

On July 26, 2017, we renewed the sdasfaa.org domain name for two years. The cost was \$42.96.

Kassandra believes that even if we switch webhosting to a new platform/company, we can leave our domain name with GoDaddy.

Beth added that there has been some issues with the website. Two pages were lost and Kassie had to rebuild two pages. GoDaddy wasn't able to retrieve. They suggested we look at a different platform.

Kassie would like to present to the Board some options for website options.

Beth said there could potentially be extra costs next year to host two websites until the new one is ready to launch. Web hosting costs could increase.

If more people are needed, they need to add more members.

Our domains don't expire until 2019, but Kassie stated she has more and more problems each time she logs in.

Kassie said present at February Board Meeting and a decision by April/May Board Meeting. Kassie would like to know what needs to be included, how far back should we go, etc.

Archives (Board Discussion)

Yahoo archives are available to house historical documents.

Katie asked whether once things are scanned/saved, must we keep the paper copies. Becky said the P&P states after two years, things are archived by Title IV retention policies. Becky stated we don't have an archive policy.

Katie asked if we should create a one-year Archive Committee. RMAFAA has an Archive Committee. Becky said they should look at what is on the website, what do people have in their offices, etc. and start there. We could accomplish this project.

Becky asked if anyone is interested in serving on Archive Committee – Katie stated she would like to, as did Melinda. Kassie stated she would like to be a liaison for the Website Committee,

Committee Activity from Liaisons (Board Discussion)

Record – Carrie – no update.

Membership – Maureen – Erin asked her to share that since the July Board Meeting, a couple of updates have been made (College Avenue and Rosebud Sioux Tribe). Becky reminded us that Rosebud Sioux Tribe did not need to be approved by Board since they had been a past member.

Micah said there is a Historical tab on website. People who leave should probably be moved to that tab instead of being permanently deleted.

Carrie asked if there should be a timeline and, after 5 or 7 years, someone has to reapply and be approved for membership.

Review Committee (Becky Pribyl)

2016 SDASFAA Election – Destruction of ballots. Micah said it is on JotForm. Beth will delete those as a member of the Website Committee.

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.

Micah made a motion to approve. Beth seconded. Motion carried.

Recognition Committee (Becky Pribyl)

Becky reported that we have several SDASFAA members retiring in 2018: Julie Hamer/SDSU (June), Paula Carlson/Great Lakes (March), Carolyn Halgerson/SDSU (November/December). She asked if we would like to do something for them. When Clark Wold retired, we made a memory book.

Kassie asked if we should consider doing something that represents SDASFAA. Marlene suggested at least giving them a card thanking them for their years of service with SDASFAA. Lucas suggested a Mt. Rushmore coffee mug.

Beth stated we should recognize these upcoming retirees at the Spring Conference.

Kassie said she could create a page on the SDASFAA website with their bio and some pictures as recognition. It could be available for the year and then removed at the end of the year.

Micah mentioned that we need to consider having standards for our recognition plaques so they are uniform.

2019 SDASFAA Spring Conference (Beth Vollan)

Beth is researching options for the 2019 Spring Conference. Beth had sent a spreadsheet with the various options and projected costs.

Beth recommended we go with The Lodge at Deadwood (no conference room rental). The Lodge will honor 2017 meal prices. They also have an airport shuttle. Spearfish will honor state rates for everyone.

Katie was contacted by Best Western in Rapid City. Beth stated she wouldn't contact them because she told the three she looked at that we would make a decision this week.

Beth's recommendation is that the 2019 Spring Conference be held at The Lodge at Deadwood. She'll plan for April dates.

Marlene made a motion to approve. Katie seconded. Motion carried.

Other

2018 Budget – Beth had distributed copies of the 2018 Budget via e-mail. She made some slight increases. These included: adding more money for the Committee of Record for possible website changes; \$60 for postage stamps for Katie as Treasurer; she assumed we'd charge \$50 for Decentralized Training and possibly \$95 for Spring Conference, Beth will probably drive to RMASFAA in Fargo whereas Erin may want to fly so that explains the difference in amounts budgeted.

Becky called for a vote to approve proposed 2018 budget.

Katie made a motion to approve. Carrie seconded. Motion carried. The 2018 Budget is approved.

Group Photo

Becky asked that everyone stick around for a few minutes after the meeting in order to take a group photo.

Announcements

Becky provided the following announcements:

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.

NASFAA Leadership Conference: February 26-28, 2018 (Erin Richards will attend)

Next meeting: TBD early 2018 (It will probably be scheduled in February via conference call.)

Adjourn

The meeting adjourned at Noon.

YTD Balance Sheet**BEGINNING BALANCE**

Checking	<u>5,956.38</u>
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INCOME

Membership Dues	2,625.00
Sponsorship Income	3,000.00

Workshop Income	8,436.80
Spring Conference	4,476.80
Support Staff Workshop	0.00
Decentralized Training	630.00
High School Counselor Workshop	3,330.00

Miscellaneous Income	0.00
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TOTAL INCOME	<u>14,061.80</u>
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EXPENSES

Workshops	7,100.36
Spring Conference	6,375.80
Support Staff Workshop	0.00
Decentralized Training	518.05
High School Counselor Workshop	206.51

Executive Board	1,153.18
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Travel	7,590.69
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NASFAA Leadership Conference	4,585.71
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RMASFAA Board Meeting	0.00
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RMASFAA Conference	3,004.98
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Education Activities	552.38
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Review Committee	0.00
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Membership Committee	0.00
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Committee of Record	254.82
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Recognition Committee	297.56
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General Postage	49.00
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General Printing	0.00
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Memorials	50.00	
Miscellaneous Expenses	20.00	
TOTAL EXPENSES		<u>16,515.61</u>
TOTAL TRANSFERS		<u>1,000.00</u>
Savings	1,000.00	
CD's	0.00	
ENDING BALANCE -- Checking		<u><u>\$4,502.57</u></u>

All Membership Dues have been collected for the year. The Army NG did pay, we added College Ave as a new member, and Rosebud Sioux Tribe joined the association again. We will receive an additional \$585 in registration fees for Decentralized. I started electronically depositing checks to US Bank, as opposed to mailing them. I can submit 20 checks for free each month, which has been saving us on postage.

The Spring Conference expenses includes a \$250 deposit for the 2018 conference in Huron. We only had expenses for one location for HSCW this fall. Executive board expenses include the meeting room, mileage, and lunch for the July meeting. The Committee of Record expenses were for the web hosting and domain name registration for the website. The Recognition Committee expenses include the plaques for the Spring Conference award banquet. Miscellaneous expense was to the SD Secretary of State for the filing of our non-profit report.

2017 Assets YTD

Savings -- Balance Sheet

Beginning Balance	\$22,911.03
Interest Income	\$ 13.70
	\$
Transfers	<u>(1,000.00)</u>
 Ending Balance	 \$21,924.73

(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	<u>\$ 541.80</u>
 Ending Balance	 \$31,641.46

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

Balance Sheet Summary

Checking Account	\$ 4,502.57
Savings Account	\$21,924.73
CD - US Bank	\$31,641.46
 Total Available Assets	 <u><u>\$58,068.76</u></u>

The Savings Account Accrues Interest Quarterly, and has accrued in March, June, and September of this year. There was one transfer from Savings to Checking.

The CD accrues interest annually, and has accrued \$541.80 this year.

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

TREASURER NOTE:

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.

		2018							
		Proposed Income	Proposed Expenses						
									
Budget Items									
Annual Sponsorships		\$3,000.00							
Annual Memberships									
Associate members (2017: 17 @ \$75)		\$1,275.00							
Institutional members (2017: 18 @ \$75)		\$1,350.00							
Activities									
FA Awareness			\$0.00						
Recognition Committee			\$500.00						
Review Committee - (meeting done remotely)			\$0.00						
Committee of Record			\$250.00	May be additional costs if convert to a new web platform					
Profess Develop (RMASFAA Leadership Pipeline) (or potential for RMASFAA Reg.)			\$1,200.00	Will pay for up to \$1200 in RMASFAA Conference registration fees for participants					
Association Operation									
General Printing			\$0.00						
Letterhead			\$0.00						
Telephone			\$0.00						
Postage			\$60.00	So Treasurer can mail checks.					
Miscellaneous (memorials, website, etc.)			\$150.00						
Conference and Workshops									
Annual Conference (2017 had 52 @ \$95)		\$4,250.00	\$4,500.00	Assumes 50 attendees at \$85. May want to increase to \$95 to add \$500 in revenue					
Decentralized Training (2017: 30 at \$45)		\$1,500.00	\$1,100.00	Assumes will increase cost to \$50 to help cover NASFAA Credential Materials					
HS Counselor Workshop (2014: 150 @ \$25; 2013: 150 @ \$25)		\$3,330.00	\$300.00	2017 brought in \$3330 and spent \$206.51					
Support Staff Workshop (may provide in 2015)		\$0.00	\$0.00						
College Goal Sunday									
Travel									
NASFAA Leadership (March) President Elect			\$2,300.00	\$4585.71 to send 2 in 2017					
Treasurer			\$0.00	Katie attended last year					
RMASFAA Conference									
President - Full Bill			\$1,175.00	550 room	420	0.535	225	100	300
President Elect - Full Bill			\$1,500.00	550 room	1000 mileage or airfare	0.535	550	100	300
State Gift			\$75.00						
SDASFAA Board Meetings									
Phone Conference February			\$0.00						
April			\$165.00	Lunch only-room part paid out of spring conference					
July			\$2,800.00	Will need extended meeting to review P & P. Added extra \$1500 to cover hotel, meeting room, and extra meal costs					
November			\$165.00						
Total		\$14,705.00	\$16,240.00						

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.

PROPOSED BUDGET – ACTIVITIES

	2016 Actual	2017 Actual	2018 Proposed
FA Awareness	0	0	0
Recognition Committee	492.32		
Review Committee	0	0	0
Committee of Record			

	2016 Actual	2017 Actual	2018 Proposed
Scholarships			
RMAFSA Registration 1	250	275	300
RMAFSA Registration 2	250	0	300

PROPOSED BUDGET – DECENTRALIZED

Decentralized	2015 Actual	2017 Estimated	2018 Proposed
Room Rental		243	250
AV Costs		27	30
Decorations		50	55
Door Prizes		50	55
Food		100	105
Board Room		0	0
NASFSA Credential		0	400
			500

SDASFAA 2019 Spring Conference

Site	Holiday Inn Spearfish	The Lodge at Deadwood
Location	Spearfish	Just outside of Deadwood
Available Dates	March 4-6 March 25-27 April 1-3 April 8-10 April 15-17	March 4-6 March 25-27 April 1-3 April 8-10 April 15-17
Room Rate	\$55 for state	\$55 for up to 25
	\$55 for non-state	\$89 non-state
State Rates	for all	up to 25
Minimum req'd for block		
Comped rooms	1 comped suite	1 comped room per 45
Free room for president/chair	no	1 upgrade to a suite
Suitable Conf Rooms	yes	Small rooms up to 40, Pine Crest 120, Board Room 12
Charge for Conf Rooms	\$500	\$0
Vendor Tables (Assume 4)	included	\$60 each-includes power will do for \$45 if not power. 4 x 45 = 180
AV cost		
<i>Projector</i>	\$100 per day= \$300	175 per day = 525
<i>Screen</i>	\$50 per day=\$150	free in each room
<i>Podium and mic</i>	\$15 per day for mic/podium free=\$45	complimentary
Bring own AV equip	Yes	Yes

WIFI	Complimentary throughout the venue	Yes, free throughout venue
Food (meal/break) Price Est	3580 X 119%= 4260.20	3322.5 x 120% = 3986.40
Food per Person (est. 60)	\$85	79.73
Minimum on food/bev.	None	none
Restaurant on site		Yes, Deadwood Grille, Oggie's bar
Price guarantee	Can guarantee costs will not rise more than 10 percent from 2017 costs	Will honor 2017 meal prices
Shuttle		Complimentary to Main Street Deadwood. \$60 to and from airport
Entertainment		
Total estimated	5255.2	4691.4
Total per person (assume 50)	105.1	93.83
Total estimate if bring projector	4955.2	4166.4
per person (assume 50)	99.1	83.33

Site	Holiday Inn Rushmore Plaza
Location	Rapid City check availability when
Available Dates	book
Room Rate	\$55 for up to 15 state
	\$93 non-state
State Rates	up to 15
Minimum req'd for block	1 comped suite for every 40 rooms, complimentary presidential suite
Comped rooms	
Free room for president/chair	Free presidential suite
Suitable Conf Rooms	Salon E for general Session, Wyoming Room for Board meeting, and Salon D for meals
Charge for Conf Rooms	\$600 includes set-up
Vendor Tables (Assume 4)	\$25 per table (\$35 with power)= 100
AV cost	
<i>Projector</i>	150 per day = \$450
<i>Screen</i>	10 per day= \$30
<i>Podium and mic</i>	90 per day = \$270

Bring own AV equip	Yes
WIFI	Yes free in meeting and sleeping rooms
Food (meal/break) Price Est	3922.5 x 119% = 4667.78
Food per Person (est. 60)	93.36
Minimum on food/bev.	3500
Restaurant on site	Yes, Gold Bison Grill Food costs will not rise more than 3% per year.
Price guarantee	
Shuttle	Free shuttle to anywhere within 5 miles including the airport
Entertainment	
Total estimated	6117.78
Total per person (assume 50)	122.36
Total estimate if bring projector	5667.78
per person (assume 50)	113.36

FOOD COSTS

	Spearfish Holiday Inn		
	Cost per 1	Cost for 50	Food
Snack Day 1	6	300	chip, dip/chip salsa/mini pretzels \$4 per person and water and soda at \$2
Bfast Day 2	13	650	Dakota Sunrise -buffet includes eggs with cheese, bacon, potatoes, fruit, juices, coffee
Lunch Day 2	13 to 18	\$650 to \$900	Buffet includes coffee and ice water soda and water at \$2 per person= \$100. 4 dozen cookies @ \$20 per dozen = \$80
Snack Day 2	3.6	180	
Banquet-Buffer	18 to 24	900 to 1200	
Banquet-Plated Dessert	17 to 25 \$3 to \$8	850 to 1250 150 to 180	
Bfast Day 3	15	750	Black Hills Bounty-Eggs, bacon, french toast sticks, potatoes, muffins, biscuits and gravey, fruit, yogurt, juice, coffee
Total with Buffet	71.6 to 87.60	3580 to 4380	
Total with plated	70.6 to 88.60	3530 to 4430	
Gratuity			19 gratuity

	Lodge Deadwood		
	Cost per 1	Cost for 50	Food
Snack Day 1	\$5	\$250	water or soda and pretzel with cheese
Bfast Day 2	\$10.50	\$525	Eye Opener-eggs, potatoes, bacon, sausage, croissants, pastries, fruit, juice, coffee, tee= \$10.50 per person
Lunch Day 2	11.95 - 15.95	597.50 to 797.50	Buffet prices include coffee or tea
Snack Day 2	\$3.60	\$180	soda and water at \$2 per person= \$100. 4 dozen cookies @ \$20 per dozen = \$80
Banquet-Buffer	18.95 to 29.95	947.50 to 1497.50	3 options includes coffee or tea.
Banquet-Plated Dessert	19.95 to 23.95 3.50 to 4.25	997.50 to 1197.50 175 to 212.50	2 entrees or 3
Bfast Day 3	12.95	647.5	The Hearty Start-eggs with cheese, peppers, etc, bacon, ham, potatoes, biscuits and sausage gravy, french toast sticks, muffins, fruit, coffee, tea, juice.
Total with Buffet	66.45 to 82.20	3322.50 to 4110	
Total with plated	67.45 to 76.20	3372.50 to 3810	
Gratuity			20% gratuity

	Rapid Holiday Inn		
	Cost per 1	Cost for 50	Food
Snack Day 1	5.25	262.5	water/soda pretzel and cheese
Bfast Day 2	12.95	647.5	fruit, pastries and muffins, eggs with cheese, bacon, sausage, and potatoes includes juice and coffee
Lunch Day 2	13.95 to 16.95	697.50 to 847.50	1 or 2 entree buffet. Cookies, 29.95 per dozen four dozen is 119.80. soft drinks \$2 per for \$100
Snack Day 2	4.4	219.8	
Banquet-Buffer	22.95 to 26.95	1147.5	2 or 3 entree
Banquet-Plated Dessert	18.95 to 26.95 3	947.50 to 1347.50 150	dessert
Bfast Day 3	15.95	797.5	fruit, pastries and muffins, oatmeal with raisins, eggs with cheese, bacon, sausage, potatoes and french toast.includes juice and coffee
Total with Buffer	78.45 to 85.45	3922.50 to 4272.50	
Total with plated	74.45 to 85.45	3722.50 to 4272.50	
Gratuity			19% gratuity

2017 BUDGET**2017 SDASFAA Budget**

last updated 11/4/17 bp

Budget Items	2017 Actual		2017 Approved		2016 Actual	
	Income	Expenses	Income	Expenses	Income	Expenses
Annual Sponsorships	\$3,000.00		\$3,250.00		\$3,250.00	
Annual Memberships						
Associate members	\$1,200.00		\$975.00		\$975.00	
Institutional members	\$1,350.00		\$1,425.00		\$1,425.00	
General Operation						
FA Awareness		\$0.00		\$0.00		\$0.00
Recognition Committee		\$297.56		\$500.00		\$492.32
Review Committee		\$0.00		\$0.00		\$0.00
Committee of Record & Web		\$254.82		\$0.00		\$0.00
Professional Development Schols		\$825.00		\$500.00		\$500.00
Memorials		\$50.00		\$150.00		\$150.00
Miscellaneous		\$69.00		\$0.00		\$63.64
Conference and Workshops						
Annual Conference	\$4,476.80	\$6,125.80	\$4,750.00	\$6,000.00	\$4,697.32	\$7,124.48
Decentralized Training	\$0.00	\$431.42	\$1,400.00	\$700.00	\$0.00	\$0.00
HS Counselor Workshop	\$3,330.00	\$206.51	\$3,400.00	\$1,200.00	\$3,390.00	\$1,928.19
Support Staff Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel						
NASFAA Leadership						
President Elect		\$2,077.14		\$2,100.00		\$1,737.72
Treasurer		\$2,508.57		\$2,100.00		\$0.00
RMAFSAA Conference						
President		\$1,288.63		\$1,400.00		\$757.61
President Elect		\$842.41		\$1,350.00		\$910.38
State Gift		\$48.94		\$75.00		\$73.80
SDASFAA Board Meetings						
February		\$0.00		\$0.00		\$0.00
April		\$145.27		\$150.00		\$188.13
July		\$1,007.91		\$1,300.00		\$1,170.70
November		\$0.00		\$150.00		\$0.00

Total	\$13,356.80	\$16,178.98	\$15,200.00	\$17,675.00	\$13,737.32	\$15,096.97
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2017
Notes

2017: 13 @ \$75; 2016: 13 @ \$75; 2015: 15 @ \$75
2017: 19 @ \$75; 2016: 19 @ \$75; 2015: 20 @ \$75

Meeting done remotely

RMASFAA Leadership Pipeline; conference registration fees; 2017: Katie Nelson's 2nd 1/2 + 1 new

2017: 50 @ \$95; 2016: 50 @ \$95; 2015: 50 @ \$95
2017: 35 @ \$40; 2016: 35 @ \$40; 2015: 35 @ \$40; 2014: 30 @ \$50; 2013: 30 @ \$50
2017: 170 @ \$20; 2016: 155 @ \$20; 2015: 121 @ \$25; 2014: 150 @ \$25; 2013: 150 @ \$25
2016 includes bulk folder order

			Meals	Reg Fee
March	Hotel	Trans. to D.C.		
	\$235+tax a night			
Full bill		\$356+tax/fees flight; 120 miles at .54	150	650
	\$235+tax a night			
Full bill		\$356+tax/fees flight; 120 miles at .54	150	650
October	Hotel	Trans. to Wichita		Reg Fee
	\$130 a night			
Full bill		\$463+tax/fees flight	100	250
	\$130 a night			
Full bill		\$361+tax/fees flight; 120 miles at .54	100	250

Phone conference
Lunch only
Lunch and mileage
Lunch only