



SDASFAA EXECUTIVE COUNCIL MEETING AGENDA

Tuesday, June 20, 2023 – 9:00 AM Mountain Time
Zoom Virtual Meeting

Executive Council Members

Kristy O’Kief (WDTC)	President
Vacant	President-Elect
Carissa Koerner (USF).....	Past President
Tracey Buisker (SDSU).....	Secretary
Morgan Stadler (NSU).....	Treasurer
Karrie Morgan (USF) and Laura Reed (DSU)	Members at Large through 2023
Hayli De Jung (SDSU) and Sarah Selzler (NSU).....	Members at Large through 2024
Carin Carstens (ScholarNet)	Associate Member at Large

I. Call Meeting to Order

Kristy O’Kief called the meeting to order at 9:04am MT time.

II. Approval of Agenda and Consent Agenda

No additions were made to the agenda. Carissa motioned to approve, and Morgan seconded. Motion carried.

- a. Past President Carissa Koerner
- b. President-Elect Currently Vacant
- c. President Kristy O’Kief

III. Approval of April 4, 2023 Executive Council Meeting Minutes

No additions to the previous meeting. Karrie motioned to approve April meeting minutes and Hayli seconded.
Motion carried.

IV. Officer Reports

- a. Treasurer Morgan Stadler

At the spring conference, Becky noticed that the savings interest income seemed high. I looked into it and found that the interest income included money that was transferred from the checking account into the savings account, so I corrected the asset statement to reflect that. Please let me know if you would change how I accounted for that.

Spring conference should be squared away. All payments have been received and refunds have been issued to those who did not attend. Our CD that matured this April has been renewed at 4.45%!

SDASFAA
 Financial Statement
 January 1, 2023 - June 8, 2023

BEGINNING BALANCE			
	Checking		5,380.19
INCOME			
	Membership Dues		2,775.00
	Sponsorship Income		4,000.00
	Workshop Income		4,380.00
	Spring Conference	4,380.00	
	Fall Training	0.00	
	High School Counselor Workshop	0.00	
	Miscellaneous Income		0.00
TOTAL INCOME			11,155.00
EXPENSES			
	Workshops		8,518.66
	Spring Conference	8,518.66	
	Fall Training	0.00	
	High School Counselor Workshop	0.00	
	Executive Board		0.00
	Travel		4,775.48
	NASFAA Leadership Conference	4,775.48	
	RMASFAA Board Meeting	0.00	
	RMASFAA Conference	0.00	
	Education Activities		1,314.83
	Review Committee	0.00	
	Membership and Records Committee	0.00	
	Training Committee	700.00	
	Recognition Committee	455.18	
	Communication and Website Committe	159.65	
	General Postage		63.00
	General Printing		37.00
	Memorials		0.00
	PayPal Expense		79.09
	Miscellaneous Expenses		20.00
TOTAL EXPENSES			14,808.06
TOTAL TRANSFERS			0.00
	Savings		0.00
	CD's		
ENDING BALANCE -- Checking			\$1,727.13

**SDASFAA
Asset Statement**

January 1, 2023-June 8, 2023

Savings -- Balance Sheet	
Beginning Balance	\$ 23,168.76
Interest Income	\$ 0.57
Transferred from checkings to savings	
Transferred from CD to savings	
Transferred to new CD	
Ending Balance	\$ 23,169.33
<small>(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)</small>	
CD's -- Balance Sheet	
<u>CD ending 3037 - US Bank 59 Month</u>	
Beginning Balance	\$16,246.00
Interest Income	\$ 437.93
Transferred to savings	
Ending Balance	\$16,683.93
<small>(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)</small>	
<u>CD ending 4018 - US Bank 17 Month</u>	
Beginning Balance	\$26,065.21
Interest Income	\$ 106.36
Transfer from savings	
Ending Balance	\$26,171.57
<small>(renewed 4/10/2023, matures 11/8/2024, 17 months, 4.45%)</small>	
Balance Sheet Summary	
Checking Account	\$ 1,727.13
Savings Account	\$ 23,169.33
CD - US Bank- 59 Months CD ending 3037	\$16,683.93
CD - US Bank 17 Month CD ending 4018	\$26,171.57
Total Available Assets	\$ 67,751.96

**SDASFAA
Asset Statement**

January 1, 2022 - December 31, 2022

Savings -- Balance Sheet	
Beginning Balance	\$ 15,666.92
Interest Income	\$ 1.84
Transferred from checkings to savings	\$ 7,500.00
Transferred from CD to savings	
Transferred to new CD	
Ending Balance	\$ 23,168.76
<small>(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)</small>	
CD's -- Balance Sheet	
<u>CD ending 3037 - US Bank 59 Month</u>	
Beginning Balance	\$15,819.57
Interest Income	\$ 426.43
Transferred to savings	
Ending Balance	\$ 16,246.00
<small>(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)</small>	
<u>CD ending 4018 - US Bank 17 Month</u>	
Beginning Balance	\$26,026.14
Interest Income	\$ 39.07
Transfer from savings	
Ending Balance	\$ 26,065.21
<small>(renewed 12/8/2021, matures 4/8/2023, 17 months, .15%)</small>	
Balance Sheet Summary	
Checking Account	\$ 5,380.19
Savings Account	\$ 23,168.76
CD - US Bank- 59 Months CD ending 3037	\$ 16,246.00
CD - US Bank 17 Month CD ending 4018	\$ 26,065.21
Total Available Assets	\$ 70,860.16

V. Old Business

- a. 2023 Spring ConferenceKristy O’Kief

VI. New Business

- a. President Elect position.....Kristy O’Kief
Stephanie resigned from her president-elect position. Not leaving her role in financial aid but is not able to fulfill her duties as president-elect. Hoping to find someone soon to fill the position.
- b. Policies and Procedures-NASFAA Leadership Conference Board Discussion
Stephanie did attend the leadership conference do we need to add something to the policy and procedures about asking them to reimburse their trip expenses if they do not fulfill their obligations. Kristy is going to draft some language for consideration at the next board meeting.
- c. Yearly Calendar and months that work best for Zoom Round Tables Carissa Koerner
Going to add to each committee that hosts training what months are open to them.
- d. 2023 Fall Training.....Karrie Morgan/Laura Reed
To date they have finalized the dates for the conference.
- e. 2024 Spring Conference Kristy O’Kief
The contract has been signed, so the dates have been locked in. Will start meeting with her committee to start planning.
- f. 2023 High School Counselor Workshops Carissa Koerner
Training committee meeting is planned for tomorrow. The dates have been selected for the workshops. Not a whole lot of training planned yet. Waiting for more information on the changes and what we want to train the counselors on.

VII. Committee Activity from Liaisons

- a. Recognition Carissa Koerner
Going to start asking for nominations for board positions.
- b. Membership/RecordsStephanie Jones
Kristy is going to keep this going in Stephanie’s absence. Kristy is going to train some others on the website.
- c. Review Carin Carstens
No updates at this time.
- d. Communications/Website..... Tracey Buisker
Sent out first newsletter and are starting to plan the next one. Our next meeting is next week.
- e. Training..... Carissa Koerner
First round table is scheduled for next week.
- f. Fall TrainingKarrie Morgan/Laura Reed
No updates at this time.
- g. Spring Conference.....Kristy O’Kief
No updates at this time beyond what was already discussed.

VIII. Announcements

- a. See <https://sdasfaa.org/events.cfm> for Calendar of Events

IX. Adjourn

Motion to adjourn was made by Morgan and seconded by Hayli second. Motion carried – meeting adjourned at 9:43 AM MT.

Past President Report – Carissa Koerner

SDASF AA Executive Council Meeting
June 20, 2023

2023 SDASF AA Spring Conference

AKA Snowpocalypse 2023. Despite mother nature's best efforts, the spring conference went really well. Thanks to the conference committee and especially Kristy for all the hard work! Highlights included presentations from Angela Karlin (RMASF AA Past President) and FAFSA simplification updates from Cathy Mueller and Karen McCarthy.

Awards

The 2023 Awards Banquet was held at the spring conference. I presented volunteer pins to all who served on a committee for 2022, and certificates to all the board members for 2022. Years of Service awards were presented to 8 members, Carissa Koerner and Kim Nida were the only two present. Special recognition for retirees was given to Carmen Neugebauer, Marlene Seeklander, and Ken Kocer.

The Douglas Steckler Professional Development Award was given to Hailey DeJong and the Outstanding Achievement award was given to Carissa Koerner. Thanks to Kristy O'Kief for helping me to present the various awards.

Election

I will be sending out a request for nominations for candidates to run for open positions on the 2024 SDASF AA Executive Council in late June. We are seeking to fill the positions of President-Elect, Secretary, and two Institutional Members-at-Large. Once candidates are chosen, we will hold the election later this summer.

President Report- Kristy O'Kief

SDASF AA Executive Council Meeting
June 20, 2023

The following are things that I have been working on since the April board meeting.

2023 Spring Conference:

- Officially wrapped up with a little over 30 in attendance

SDASF AA Constitution:

The Voting Members approved the following changes to our Constitution which I have uploaded this to the website. I have saved the document that was previously on the website "Constitution-of-SDASF AA-updated-September-2013" in our Google Drive account.

1. Article III - Section I –Institutional Members
 - a. Updated it's to it
2. Article III - Section III –Dues
 - a. Annual dues for institution and associate members shall be recommended by the Executive Council and approved by a majority of the institutional **voting** members. (recommend to add "voting")
3. Article V -Section V—The Treasurer
 - a. Recommend moving "Shall prepare an annual budget in consultation with Executive Council" to Section II - - President-Elect (see section II- The President-Elect)
4. Article VIII – Standing Committees
 - a. Updated Committee of Records to Membership and Records Committee
 - b. Added Section V- Additional Committees
5. Article IX Quorum
 - a. A majority of institutional **voting** members shall constitute a quorum at any regularly announced meeting of the Association.
 1. added "voting"

SDASF AA 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. SDASF AA's goal is to assist those seeking assistance through all Title IV regulations.

2. Added wording about voting member being present or virtual.

SDASFAA Website updates:

- Password protected Membership spreadsheet
- Updated Calendar of Events
- Updated Awards from the 2023 Spring Conference
- On <https://sdasfaa.org/history.cfm> created a new section “Additional Resource Documents”
 - How to be a President
 - Fall Training procedures
- Reviewed other webpages and made updates as needed

2024 Spring Conference:

I reached out to both Holiday Inn City Centre and Hilton Garden Inns Sioux Falls and both provided a proposal. After reviewing each of these and getting feedback from my committee we determined that Holiday Inn was the best choice in terms of not being as expensive. The contract for Holiday Inn was presented to the board and approved. I signed the contract for the following dates: April 16-18. This has been added to the RMASFAA Calendar and to SDAFAA Website.

DRAFT