



SDASFAA EXECUTIVE COUNCIL MEETING AGENDA

Monday, November 9, 2021 – 10:00 AM Central Time

Zoom Conference Call

Executive Council Members

Carissa Koerner (USF)	President
Amber Brockel (PC)	President-Elect
Erin Richards (SDSM&T)	Past President
Tracey Buisker (SDSU)	Secretary
Carrie Jordanger (LATI)	Treasurer
Mary Alexander (DWU) and Sharon Martin (WDTI)	Members at Large through 2021
Morgan Stadler (NSU) and Sydney Chapman (SDSU)	Members at Large through 2022
Cathy Mueller (MYF)	Associate Member at Large

I. Call Meeting to Order

Carissa called the meeting to order at 10:03am. All members present except for Sydney Chapman.

II. Approval of Agenda

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

III. Approval of July 27, 2021 Executive Council Meeting Minutes

No additions to the previous meeting. Carrie motioned to approve July meeting minutes and Amber seconded. Motion carried.

IV. Office Reports – Consent Agenda

No questions at this time. Past President, President-Elect and President reports are all attached at the end of the minutes. Erin motioned to approve, and Sharon seconded. Motion carried.

V. Officer Reports

a. Treasurer.....Carrie Jordanger

Carrie reported that the CD ending in 4018 was renewed on 11/8/21, contacted Susan at U.S. Bank. It is renewing for 17 months, 11 months wasn't an option. It is at .15%.

Additional income with the Decentralized Training – everyone has paid in full already. Paid out for the RMAFAA registration for the President (Carissa Koerner). Received reimbursement for Melissa's RMAFAA, but not Amber's. Amber will be following up to see if she can be reimbursed from RMAFAA as well. Income has been received from the HS Counselor workshop.

Carrie sent one memorial out this year. Dropped three members from the membership at large list – Wells Fargo, Common Bond and National Guard.

SDASFAA
Balance Sheet
January 1, 2021 - November 3, 2021

BEGINNING BALANCE

Checking		5,967.60
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INCOME

Membership Dues		2,616.67
Sponsorship Income		3,200.00

Workshop Income		6,909.70
Spring Conference	3,129.70	
Support Staff Workshop	0.00	
Decentralized Training	950.00	
High School Counselor Workshop	2,830.00	

Miscellaneous Income		0.00
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TOTAL INCOME		12,726.37
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EXPENSES

Workshops		7,824.89
Spring Conference	7,324.89	
Support Staff Workshop	0.00	
Decentralized Training	500.00	
High School Counselor Workshop	0.00	

Executive Board		239.69
Travel		1,081.60
NASFAA Leadership Conference	0.00	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	1,081.60	

Education Activities		927.91
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	159.65	
Recognition Committee	768.26	

General Postage		0.00
General Printing		0.00
Memorials		50.00
Miscellaneous Expenses		10.00

TOTAL EXPENSES		10,134.09
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TOTAL TRANSFERS		0.00
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Savings		0.00
CD's		

ENDING BALANCE -- Checking		\$8,559.88
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SDASF AA
Asset Statement
 January 1, 2021 - November 3, 2021

Savings -- Balance Sheet

Beginning Balance	\$ 15,665.37
Interest Income	\$ 1.16
Transferred from CD to savings	
Transferred to new CD	
	\$ 15,666.53
Ending Balance	\$ 15,666.53
<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	\$15,405.09
Interest Income	\$ 414.48
Transferred to savings	
	\$ 15,819.57
Ending Balance	\$ 15,819.57
<small>(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)</small>	

<u>CD ending 4018 - US Bank 11 Month</u>	
Beginning Balance	\$25,999.06
Interest Income	\$ 21.66
Transfer from savings	
	\$ 26,020.72
Ending Balance	\$ 26,020.72
<small>(renewed 12/8/2020, matures 11/08/2021, 11 months, .10%)</small>	

Balance Sheet Summary


Checking Account	\$ 8,559.88
Savings Account	\$ 15,666.53
CD - US Bank- 59 Months CD ending 3037	\$ 15,819.57
CD - US Bank 19 Month CD ending 4018	\$ 26,020.72
	\$ 66,066.70
Total Available Assets	\$ 66,066.70

VI. Old Business

- a. 2021 Budget Review..... Board Discussion
 Income received from Decentralized training may change - 27 attendees @ \$50, total expense will be around \$750, projected to make a little bit of money. We did already receive the High School Counselor Workshop payment, \$2830. To date only have received Carrisa's travel expenses to RMAFAA. RMAFAA is no longer

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.

asking for state gifts to be provided. Lunch for today's Executive Council should be the last expense. Projected to come out a head this year.

	2022 SDASF AA Budget Proposal							
	proposed 11/2021 AB							
	2022 Proposed		2021 Actual (11/3/21)		2021 Approved		2020 Actual	
Budget Items	Income	Expenses	Income	Expenses	Income	Expenses	Income	Expenses
Annual Sponsorships	\$3,400.00		\$3,200.00		\$3,600.00		\$0.00	
Annual Memberships			2616.67				\$2,700.00	
Associate members	\$1,425.00				\$1,425.00			
Institutional members	\$1,350.00				\$1,350.00			
General Operation								
FA Awareness		\$0.00						
Recognition Committee		\$500.00		\$768.26		\$750.00		\$100.00
Review Committee		\$0.00						
Committee of Record & Web		\$300.00		\$159.65		\$300.00		\$167.18
Professional Development Schols		\$550.00				\$825.00		\$0.00
Miscellaneous (memorials, postage, etc.)		\$200.00		\$10.00		\$200.00		\$457.95
Conference and Workshops								
Annual Conference	\$5,460.00	\$8,310.00	\$3,129.70	\$7,324.89	\$3,600.00	\$7,500.00		\$133.81
Decentralized Training	\$1,000.00	\$1,500.00	\$900.00	\$500.00	\$1,000.00	\$1,200.00		
HS Counselor Workshop	\$2,500.00	\$0.00	\$2,830.00	\$0.00	\$2,000.00	\$250.00		
Travel								
NASFAA Leadership								
President Elect		\$ 2,500.00	0					\$2,188.57
Treasurer		\$0.00		\$0.00		\$0.00		
RMASF AA Conference								
President		\$ 2,500.00		1206.6				
President Elect		\$2,500.00				\$1,250.00		\$50.00
State Gift		\$0.00				\$1,500.00		
SDASF AA Board Meetings								
February		\$0.00						\$15.96
April		\$250.00		\$0.00		\$0.00		\$15.96
July		\$0.00		\$239.69		\$175.00		
November		\$150.00		\$0.00		\$2,000.00		
						\$150.00		
Total	\$15,135.00	\$19,260.00	\$12,676.37	\$10,209.09	\$12,975.00	\$16,175.00	\$2,700.00	\$3,129.43
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 federal, state and other resources.								

b. 2022 Spring Conference.....Carissa Koerner
 Carissa confirmed that the 2022 Spring Conference will be April 19 – 21 at Rushmore Hotel. The theme will be Solving the Mysteries of Financial Aid.

c. 2021 High School Counselor Workshop.....Carissa Koerner
 Carissa announced that the 2021 H.S. Counselor Workshop was a successful in person workshop. There were lots of positive comments. Already received the payment. The training committee will take on the responsibility of preparing the materials for this event.

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- d. 2021 Decentralized Training.....Mary Alexander/Sharon Martin
No update, everything has been going smoothly. In the future we may start calling it *Fall Training*, drop the Decentralized.

- e. 2022 Committee Structure..... Carissa Koerner/Amber Brockel
New committees would be Communication and Website Committee, Membership and Records Committee, and Training Committee. The Training Committee would choose credential topics, conferences training topics, High School Counselor training, possibly some training for support staff. The policy and procedures will need to be updated to reflect this new committee structure. Will need to start looking at updating the policy and procedures in general in the next couple of years. Morgan suggested a master excel sheet of past training topics, who has presented and when.

Proposed SDASFAA Committee Restructuring

2022 SDASFAA Training Committee

Chair – Carissa, past-president Vice-chair – president or president-elect

- 1) Spring Conference
 - a. Responsible for credential training and one or two other training sessions
 - b. Contact and organize training from Fed, NASFAA, and RMASFAA
- 2) Prep HSCW materials and recruit presenters for each site
- 3) Decentralized Training
 - a. Responsible for credential training
- 4) Other training via Zoom
 - a. Support-staff training in the summer?
 - b. Other training topic in early fall?

2022-2023 Spring Conference Committee

Chair – Amber Brockel, president Vice-chair – President-elect

- 1) Choose location and theme for conference
- 2) Organize food, decorations, and entertainment
- 3) Solicit presenters and plan program

2022 Decentralized Training Committee

Co-Chairs – 2nd year members at large

- 1) Facilitate location and theme

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- 2) Organize snacks, etc.
- 3) Plan program

2022 SDASFAA Membership and Records Committee

Chair – President –elect

- 1) Maintain membership list
- 2) Maintain historical records and documents
- 3) Make recommendations for changes to the constitution

2022 SDASFAA Communication and Website

Chair – Secretary?, membership would include the webmaster

- 1) Publish Quarterly newsletter
- 2) Monitor listserv
- 3) Host 1-2 Zoom meetings or round-tables
- 4) Maintain website and update calendar

2022 SDASFAA Review Committee

Associate member serves as board liaison, could also chair

- 1) Perform Annual Audit

2022 SDASFAA Recognition Committee

Chair, past-president

- 1) Solicit nominations for annual awards and select winners
- 2) Solicit nominations for board openings and hold annual elections
- 3) Chaired by Past-President, other members: past past-president, and current president

Board Members Duties:

President

- 2023 Spring Conference Committee, chair
- Training Committee, vice-chair

Past-President

- Training Committee, Chair
- Recognition Committee, Chair
- 2022 Spring Conference Committee, chair

President-Elect

- Membership & Records, Chair
- 2023 Spring Conference, vice-chair

Treasurer

- No committee chair positions

Secretary

- Communications & Website, Chair and/or board liaison

Associate Member

- Review Committee, Chair and/or board liaison

Members at-large (2nd year)

- Decentralized Training, co-chairs

Members at-large (1st year)

- No specific committee positions

f. SDASFAA Strategic Plan 2022-2025.....Board Discussion

1. Support and Promote Training - One of SDASFAA's primary purposes is "to promote standards of professional preparation". SDASFAA will provide quality training opportunities to enhance the financial aid knowledge of its members and others who work in financial aid. To support and promote training, SDASFAA will

- Continue holding annual conferences/training events with sessions presented by U.S. Department of Education officials, NASFAA representatives, members, and others as appropriate
- Offer NASFAA Authorized Training in conjunction with SDASFAA conference/training events
- Survey members regarding virtual training opportunities and training topics
- Continue to provide financial aid training at High School Counselor Workshops
- Offer events via Zoom to reach a broader member base that include but are not limited to roundtables/trainings/conferences.
- Provide training on Diversity/Inclusion and Mental Health awareness

This first one will not need to change much. Carrie suggested we get more specific with some of the items. Many of us will not be on the board in several years and want them to be able to know what the intent was.

2. Facilitate Communication to and amongst the membership - SDASFAA recognizes the value of open exchange of ideas, information, and best practices. To encourage communication, SDASFAA will

- Establish a new committee, “Communication and Website”, that would consist of at least 3 members, with one member from the executive council.
- Create opportunities to facilitate questions, networking and sharing ideas through multiple avenues including opportunities at conferences, zoom round table discussions, through the listserv, and through the website.
- Survey the membership at least every second year for feedback.
- Publish a quarterly newsletter that would provide updates to the association and communications from the executive council.
- Research ways the association can better utilize the website to share communications and documents with the association.

This was fine tuned, and expectations were outlined.

3. Provide support for activities to grow SDASFAA’s volunteer base – To remain sustainable as an association, SDASFAA must have members who are willing to volunteer for Executive Council positions and committees. To support and encourage volunteerism, SDASFAA will

- Provide scholarships for SDASFAA members who are selected to participate as mentees in RMASFAA’s Leadership Pipeline
- Provide funding for SDASFAA President-Elect and Treasurer-Elect to attend the NASFAA’s Leadership & Legislative Conference
- Membership Committee will oversee communication with both new and experienced members to encourage volunteerism
- *President or their designee will communicate with Financial Aid Directors requesting support of their staff to volunteer*
- *Provide financial or reward incentives*

Scholarships are relatively the same from before and sponsoring the president elect and treasurer. Focus on communicating with both new and old members of SDASFAA, meet and greets, work on getting a welcome packet off the ground. How are we getting people to volunteer? Have the committee chairs get up at the training and talk about why they volunteered. Working on a membership committee manual, so everyone knows who does what and what is involved and expected for each role. Put together a conference planning manual (president is responsible for putting this together). Do we have some sort of discounts or drawings for committee volunteers? Do we help with travel expenses or pay for the conference registration fee? Or give out a gift certificate to all of the committee chairs. How do we show appreciation in a fiscally responsible way? Lots of suggestions thrown out.

4. Ensure that SDASFAA remains financially strong – SDASFAA recognizes that sound financial management is needed to keep the association viable. To encourage a financially stable organization, the Board will

- SDASFAA will hold in reserve funds to cover a minimum of three years of annual expenditures.
- Develop and review budgets annually to ensure reserves are maintained at recommended levels.
- Review conference fees to ensure that the expense of holding events is not outpacing the income generated from the events.
- Review membership fees for institutional and associate members on an annual basis and adjust as appropriate.

VII. New Business

a. 2024 RMASFAA Conference..... Board Discussion
Will be in Sioux Falls, SD. RMASFAA will want to know who is chairing committee. Micah Hansen may be interested but will be reaching out to see who would like to help.

Carissa suggested that the 2022 and 2023 spring conference could both be in Rapid, so that we could have the 2024 in the conference in Sioux Falls since RMASFAA will be in Sioux Falls that year. We would be able to do a trial run for RMASFAA at the hotel. This brought on discussion about the fall conference. Should we consider moving the fall conference around the state? Will send a survey out to the listserv for discussion/interest.

b. 2022 Budget Proposal.....Amber Brockel
The budget will be similar to 2021, just increased the costs a little in some areas. Making an adjustment to the scholarships to include two leadership pipeline scholarships and a summer institute scholarship.

c. Elections..... Board Discussion
Tracey Buiscker was elected to the role of Secretary. There are 2 positions to fill for Institutional at Large. There are 4 people that are willing to be on the ballot for member at large. For the position of President Elect we are having a hard time finding someone to take on this role. Erin sent out an email to the members asking for volunteers in this role (PE). Carissa also sent up a follow-up email to Erin’s email. Having a really difficult time finding a president elect.

VIII. Committee Activity from Liaisons

a. Recognition.....Erin Richards
No report at this time.

b. Record/Website..... Carrie Jordanger
No report at this time.

c. Review.....Cathy Mueller
No report at this time.

d. Membership.....Amber Brockel
No report at this time.

IX. Announcements

- a. SDASFAA Spring Conference: April 19-21, 2022, at Rushmore Hotel, Rapid City, SD
- b. SDASFAA 2022 Winter Executive Council Meeting: TBD

X. Adjourn

Motion to adjourn was made by Morgan and seconded by Amber second. Motion carried – meeting adjourned at 12:07 PM Central time.

President's Report – Carissa Koerner

SDASFAA Executive Council

November 9, 2021

The last two years have truly been a wonderful experience for me, as well as a learning experience. Thank-you to all of you for serving on SDASFAA's board with me.

I was able to attend the final board meetings for RMASFAA's 2020-2021 executive board and gave a report on SDASFAA's activities.

Past President Report - Erin Richards

SDASFAA Executive Council Meeting

November 9, 2021

Through the summer and fall, I have been requesting nominations for the Executive Council positions to be filled beginning January 1, 2022: president-elect, secretary, and two institutional members-at-large. Currently, we have one secretary candidate and four members-at-large. We have not been able to secure a president-elect candidate and will discuss this at the Executive Council meeting on November 9th. The election has not yet been held pending the outcome of the president-elect position.

Mary Alexander, Melissa Simpson, and I reviewed and discussed the 3rd area of SDASFAA's strategic plan. Our recommendation of this strategic plan area will be included in the board discussion item on the November 9th meeting agenda.

Thank you to SDASFAA members for all of your support and encouragement over the past four years. It was my privilege to serve SDASFAA.

President-Elect Report – Amber Brockel

SDASFAA Executive Council Meeting

November 9, 2021

This fall, I assisted with updating the materials for the High School Counselor's workshop that SDASFAA helps facilitate. Thank you to Micah Hansen for assisting in getting the website updated with all of the updated links and information.

I was unable to attend the RMASFAA conference in October due to illness, so I would like to thank Micah Hansen and Carissa Koerner for stepping in and presenting for SDASFAA. I did attend a virtual RMASFAA board orientation in early November and am excited to be a part of this group. There is a lot of good energy and everyone is very supportive and welcoming to all of the newcomers, such as myself.

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I worked with Sharon Martin and Morgan Stadler on updating the Training portion of SDASFAA's strategic long-range plan. We reviewed the current plan and made suggestions for the next 5 years, which will be discussed in the board meeting today.

Thank you to SDASFAA and the membership for all the support and encouragement over the last year-I appreciate each one of you. I'm looking forward to serving you as SDASFAA President in the next year.