

SDASFAA BOARD MEETING
Tuesday, February 12, 2013
AI's Oasis, Chamberlain SD

Kristy O’Kief (DWU)President
Ken Kocer (Mt. Marty)President-Elect
Deb Henriksen (BHSU)Past-President
Emily Studenski (Augustana)Secretary
Becky Pribyl (NSU)Treasurer
Cheryl Bullinger (NAU) and Kim Nida (BHSU)Members at Large (thru 2013)
Carolyn Halgerson (Kilian) and Micah Hansen (Globe).....Members at Large (thru 2014)
Ken Wallace (Great Lakes) Associate Member at Large (thru 2014)

CALL TO ORDER: Kristy O’Kief called the meeting to order at 11:06AM central.

MEMBERS PRESENT: Kristy O’Kief, President; Ken Kocer, President-elect; Deb Henriksen, Past President; Emily Studenski, Secretary; Cheryl Bullinger and Kim Nida, Members At Large 2013 board; Carolyn Halgerson and Micah Hansen, Members At Large 2014 board.

Members absent: Becky Pribyl, Treasurer; Ken Wallace, Associate Member.

APPROVAL OF AGENDA: Kristy emailed copies of the agenda. Carolyn made a motion to approve the agenda as presented. It was seconded by Cheryl and the motion passed.

APPROVAL OF MINUTES FROM November 7, 2012 BOARD MEETING: changes were noted. Ken made a motion to approve the minutes. Kim seconded and the motion passed

OFFICER REPORTS

SECRETARY: No report.

TREASURER: Submitted by Becky Pribyl via email, Becky had to miss the meeting due to weather but was conference called in for her report and any questions the board had. The following is Becky’s report:

Balance Sheet: \$75 from High School counselor workshop in 2012 is showing in 2013.

HS Counselor workshop in Rapid City ended up with a facility charge that came to us later. We need to make sure to know ahead of time any charges for facilities and get approval from the association for any contracts that need to be signed.

Asset Statement for 2012: No changes or comments.

High School counselor workshop – cost varies from site to site. Varying factors are those sites that can print on campus versus outsourcing and those that offer a lunch vs. that those that don’t. It was noted that when making a budget for the next year to know that each site will have different costs.

Historical sheet shows a change from year to year. See report submitted by Becky via email on February 2nd, also a part of the secretary’s records.

2013 Balance Sheet: Wells Fargo membership dues and sponsorship was received after report was submitted. 18 institutional 13 associate members for 2013. We have not heard from SF Seminary, LAT check in the mail.

CTU is not renewing. SD National Guard, SDEAF, USA Funds, US Bank have not renewed as Associate members at this point.

HS counselor conference is paid in full. Ken is leaving for Leadership conference next month. Review committee met in January so charges from that meeting are from mileage and lunch.

2013 Assets: CD's – both CD's have been closed out and the funds deposited directly into the savings account. Becky has not found any evidence that if we were to invest in mutual funds, stocks, bonds, money market accounts, etc, that it would affect our 501©3 status. RMASFAA is also a 501©3 and they have mutual funds. However, David Martin mentioned that the responsibility for those is managed by a firm, not by RMASFAA directly. Becky contacted the IRS but they couldn't give her an answer – they submitted the question to a researcher and it could be a while yet before she hears back.

In the meantime, savings accounts run about 0.01%; money market accounts about 0.05%; high yield savings about 0.15%; the specials on CD rates right now: 9 months CD = 0.15%, 26 months CD = 0.2%, and 39 months CD = 0.35%; and standard CD rates: 0.05% for 3, 6 or 12 months.

Kristy recommended we leave the money in our checking account for now instead of tying the funds up at such a low rate. Emily and Cheryl agreed with this idea.

Deb recommended we consult with a CPA to see what they recommend so that we do not get into any muddy water with our 501©3 status. Becky said she could check with the CPA on her campus to see if they had any recommendations. “What is the implications of having mutual funds or any other investment or assets with our 501©3 status.” Kristy will also contact other State Association Presidents to see what they do with their assets. It was decided that we will keep researching and discuss again at our April board meeting.

Reimbursement forms will be submitted to Becky tomorrow so she can get checks sent to the Board Attendees for mileage and meals.

PAST-PRESIDENT: Submitted by Deb Henriksen:

One of the past-president's responsibilities is to do a “cursory review of the treasurer's books” and report findings to the board at the winter board meeting. Becky and I were going to do this as part of our meeting today and I will report back to you when we are able to do this. She will log into the US Bank website so I can see that the money is there and will look at some of the checks to know for sure where the money is going. She has the 2013 records along for me to review as well. I have no doubt the Treasurer, Becky, has things in more than tip-top order.

As chair of the spring conference I can report that we will be meeting April 15-17 in Aberdeen at the Best Western Ramkota Hotel. The theme is Financial Aid—The Amazing Race has educational sessions, as well as fun planned. Speakers will have lined up at this time are Peni Mouna, Multi-cultural Initiatives, NSU, for our keynote motivational speaker, Margaret Day, Region XIII Dept of Ed., Megan McClean, NASFAA, Jeff Jacobs, RMASFAA President, Clark Wold as our banquet speaker (more later), and many more topics. We will have our normal general sessions with some break-out sessions. The banquet on Tuesday evening will be a celebration as well as an informative evening. Clark Wold, retired Great Lakes/ESC, will be our speaker and we plan to host a celebration in his honor, thanking him for all his work for our state. We are hoping retired SDASFAA members might be able to join us; we are planning to send out special invitations to these folks. You will want to join us as the entertainment has The Amazing Race planned for Monday night—all to take place within the hotel. Should be great time to be with our peers/friends. My committee members are Kristy O'Kief, Sharon Kienow, Ken Wallace, Becky Pribyl, Caleen Jandel, Carrie Jordanger, and Janel Wagner.

I will be working with the Recognition Committee for the conference. Committee members are myself, Kristy O’Kief, and Starla Russell. Along with recognizing individual member’s years of service, I will be obtaining nominations for the Douglas Steckler Professional Development Award and the Outstanding Service Award. We will also be soliciting nominations for the upcoming executive board.

Will be an exciting year!

PRESIDENT-ELECT: Submitted by Ken Kocer:

I. Decentralized Training

Contacted Brenda Murtha, Kim Nida and Denise Grayson to start formulating ideas and format for our Fall 2013 Decentralized Training. We plan on discussing topics and the format of the training during committee meetings at the SDASFAA Spring Conference.

II. Leadership Conference

I have contacted the staff of our three representatives and set up appointments to discuss financial aid issues while at the leadership conference. I also participated in a NASFAA Leadership Webinar on February 7, 2013, which was designed to prepare participants for the conference. Topics included:

- Federal Update – Sequestration
- Upcoming triggers –FY 2013 Budget, Debt Ceiling Expiration, FY 2014 Budget
- Lobbying and Advocacy
- Hill Visit

PRESIDENT: Submitted by Kristy O’Kief:

It’s hard to believe 2012 is over and we are now into our second month in 2013.

Last year was very much a learning curve and I’m pretty sure I now have the presidency down pat. I think what I have learned the most is that as President Elect I did not take the opportunity to understand my role as president and did very little to prepare.

One of my goals for this year is to make sure the calendar for the executive council and committees is up to date to provide a good timeline when things need to be done and then share this with the membership which I will be asking help from my executive council. Another goal of mine is to work on recruiting members to the executive council much earlier to the board so that we do not have the issues we faced last year trying to find members to run.

As I have stated in the past I believe the conference call that was held with a majority of voting members and with the executive council to update them on the status of SDASFAA was very beneficial and I believe should be done on an annual basis and would like to know the thoughts of my board members on this.

I look forward to working with my board and the SDASFAA membership

APPROVAL OF OFFICER REPORTS: Carolyn made a motion to accept the officer reports as presented. Deb seconded that motion and the motion passed.

OLD BUSINESS

Discuss the SDASFAA Executive Council member at large positions:

Currently the Board has 4 Member at Large positions. We discussed last year if 4 is necessary. Smaller staffing and SDASFAA institutional members can make it a challenge to fill these positions. There is a proposal that the board would reduce to 2 positions serving 2 year positions so there would be a new member every other year. Any change would need to be voted on by the membership to change the constitution. We would need to make a decision before we get into the next election. Kristy has looked at other states to see how their board is set up. Each state is very different with the number of board members varying greatly. The Member at Large position is very important to SDASFAA. It was agreed that this role is a good way to get people to see how the Association really works and to start getting involved. We could discuss with the membership at the Business Meeting to get their thoughts. Question: Can we as a board get the job done and do a good job with less people? Motion was made by Deb to bring this up at the Business Meeting to our membership for discussion. Micah second the motion and the motion passed.

Review the Executive Counselor & Committee Calendar and committee assignment

The current calendar is very out of date since we reviewed and updated the P&P this summer. Kristy has re-formatted the calendar and added more detail so that each person knows their role. There are abbreviations and each field is formatted so that if you click on it an explanation box will pop up. Kristy would like each board member to list what their responsibilities are and when they fall within the calendar along with committee responsibilities to be listed as well. Kristy will present this new format to the Association at the Business Meeting.

2014 SDASFAA Spring Conference

The board reviewed four locations for the 2014 conference in Sioux Falls. It was decided that due to room rental and AV costs along with availability of State Rate rooms the Holiday Inn City Centre in downtown Sioux Falls would be the location. Emily will check with them to see if they are willing to go down on the non-state rate rooms to save our institutions some money. We reviewed proposals from Hilton Garden Inn, Ramkota and ClubHouse Suites. Ken made a motion to host our 2014 SDASFAA conference at the Holiday Inn Downtown City Centre, Cheryl seconded the motion and the motion passed.

2012 Decentralized Training Recap

There were 22 participants at the 2012 Decentralized training. Reviews on the comment sheets were mixed. The NASFAA topics were not very strong and that makes it hard to host a training. We did come out ahead on budget for this conference. 2013 NASFAA topics are not set yet, however Ken has set up a committee to begin working on an agenda.

2012 High School Counselor's Workshops Recap

Evaluations were good. There were 156 participants' state wide. Some comments were submitted for a Yankton location once again. Cheryl commented that NAU's turn is coming up but their new location does not have room large enough to host on site anymore. Deb mentioned for the University Center in Rapid City to host at no cost it would have to be a State school contact otherwise there is a room charge. It was agreed that NAU would work with the State schools in the Rapid City area if they need to use the University Center as a location.

2013 SDASFAA Spring Conference Update

Feb 25th registration opens for our 2013 spring conference in Aberdeen. March 15th is deadline to reserve rooms. Non-state rate rooms are set at \$79.95. Registration fee is \$80 for the full conference. There is no contract needed for our key note speaker, he is from Northern State University and we will give a honorarium, as he doesn't charge a fee. Deb reported that things are coming together nicely and it will be a very fun event.

SDASFAA Corporate Sponsorship Structure:

Becky has contacted Ken W. to research this and reach out to the Associate members to get some recommendations on re-structuring corporate sponsorship structure. We will discuss this again at the April board meeting.

Bank account balance and CD options:

See Treasurer's report.

NEW BUSINESS

2013 DRAFT Budget

Kristy presented her 2013 draft budget to the board. She used 2012 as a guide. We are in the red with the proposed income and expenses but with Ken going to the Leadership conference that is an additional charge this year along with the RMASFAA conference costs for the board members that we did not have to pay for last year. This early in the year it is hard to know how the numbers will play out. A lot depends on the number of people that attend conferences and the actual cost of those events. A change was made to the spring conference registration fee used to calculate the agenda. Emily made the motion to approve the budget with discussed updates, Cheryl second the motion and the motion passed.

2013 NASFAA Leadership Conference

Ken will be attending the Leadership conference in Washington DC this year. See information in the President Elect report.

2013 Upcoming Training

The support staff work shop will be in Brookings in 2013 with dates to be determined. Fall Decentralized training dates are also to be determined with the location tentatively set for Chamberlain. High School Counselor Workshop committees have set dates for December 11th and 12th. Locations are Aberdeen, Mitchell, Pierre, Rapid City, Sioux Falls, and Watertown. The board again discussed that we need membership approval on all contracts. We will talk to the membership about this at the Business Meeting and possibly vote on changing the constitution to state that contracts need board approval not membership approval.

Constitutional Article XI Amendments

Section 1 – Proposal – mail versus email

There was a discussion on a change to the constitution Article XI to eliminate the word "mail" and replace it with "distributed". The board remembers discussing this before but cannot find in meeting minutes from past business meetings where this change was suggested so we are going to vote on it in April at our annual meeting. Deb will mail this out to voting members so that we can vote on it at the Business meeting. Micah made the motion to for the requested changes to the constitution to be sent to the membership via mail. Ken second the motion, the motion passed.

RMASFAA Board nominations

The following positions are open for election to the RMASFAA board; Pres Elect, Vice President, Treasurer, Secretary, Associate Member Delegate. Those SDASFAA members that would like to run for a seat on the RMASFAA board should contact Kristy.

SDASFAA Board nominations

The process for 2014 board nominations will start earlier this year. Kristy hopes to have ballots out by July so those new board members are well aware of their role on the board starting in November. Kristy will start seeking names at the Spring Conference.

2012 Review Committee Board Report: Submitted by Carolyn Halgerson

The SDASFAA Finance Committee met on January 28, 2013 at Kilian Community College. Members present were Carolyn Halgerson-Chair, Emily Studenski-Vice-Chair, and Becky Pribyl-Treasurer. Melinda Fedeler did not attend, due to weather.

The SDASFAA books for 2012 were reviewed with the following comments and recommendations:

- 1- The Committee recommends that we consider accepting electronic funds transfer for deposits.

- 2- The Committee is asking the SDASFAA Executive Council to discuss where we should be banking. Of specific discussion was – should we be banking with a bank that has a membership presence within SDASFAA?
- 3- The Committee recommends that no commitment for meeting room fees/charges be made without a contract and therefore without membership approval.
- 4- The Committee discussed, without definite recommendation, the idea of keeping a printed copy of a mid-year Balance Sheet and/or Income Statement in the archives. We do recognize that copies or appropriate reports are kept with Executive Committee minutes, which is probably sufficient.
- 5- Nothing is archived outside the Treasurer's control. Discussion of going to an outside source (i.e., godaddy.com) for a backup of records. Recommend further research and discussion as a new Treasurer takes office.
- 6- Discussion about keeping copies of W-9's. Further investigation indicates that the Treasurer does not need to keep copies of these forms, and can, in fact, use a very generic version of this form to send out when requested to do so.

The Finance Committee wants to commend Becky Pribyl for her thoroughness and professionalism in her role as the SDASFAA Treasurer.

Deb made the motion that the Treasure accept any requests for EFT payment. Micah seconded the motion and the motion passed.

BSC Group-web design

BSC Group is a web design company that contacted Kristy. BSC Group currently maintains the CAFAA website. BSC Group would be an option for website management if we wanted to expand our website. The advantage is that it gives ease to the membership to make updates on the website on their own; however CAFAA is finding out that they are having the company do most of the updates. Currently CAFAA spends about \$7000, but it is unclear how long that cost covers. CAFAA website now has the ability to take conference and professional development registrations along with posting job openings and emails to the membership. Kristy asked the board to think about this if we want more from our website we may need to consider something like this.

NYPIRG-National College Finance Center

New York Public Interest Research Group contacted Kristy about a partnership with SDASFAA to alert our membership about their product. NYPIRG is New York's largest student-directed, non-partisan, not-for-profit group and has been fighting for accessible and affordable higher education for nearly 40 years. They are working to raise awareness about the issue of student loan debt and raise awareness in a free, first-stop, unbiased resource to help educate students, prospective students, graduates and families across the country about how to evaluate their options for financing a college education and repaying student loan debt. NCFC is powered by the New York State Higher Education Services Corporation (HESC). Kristy recommended that if we were to list this on our website that they need to be a member of SDASFAA. The Board recommends that NYPIRG be a member of SDASFAA and attend our conference as a vendor if they would like to get the information out to the colleges.

Recognition Committee

Committee will be sending an email out for nominations for the awards given out at the spring conference. Kristy, Starla and Deb will be working together to get nominations from the Association. The Board once again discussed how to count years of service for awards. Is it years of service to SDASFAA or to Financial Aid? No decision was made at this time on how this will or will not change.

Inceptia Membership

Inceptia submitted a membership application along with membership dues to Becky. Per the Constitution their membership must be approved by the Executive Council. Via email vote on February 4, 2013 the board approved to accept their membership.

ANNOUNCEMENTS

Next Meeting –The next board meeting will be held during the Spring Conference, Aberdeen, SD, at 9am on Monday, April 15th.

ADJOURN

Carolyn made a motion to adjourn the meeting and it was seconded by Cheryl. No further discussion followed. The motion was passed and Kristy adjourned the meeting at 3:14PM.

Respectfully submitted,

Emily A. Studenski
Secretary