

**SDASF AA BOARD MEETING
Wednesday, November 7, 2012
Conference Call**

Kristy O’Kief (DWU)..... President
Ken Kocer (Mount Marty) President-Elect
Starla Russell (WDT)..... Past-President
Emily Studenski (Augustana) Secretary
Becky Pribyl (NSU)..... Treasurer
Cheryl Bullinger (NAU) & Kim Nida (BHSU)..... Members at Large through 2013
Erin Richards (SDSM&T) and Janel Wagner (Presentation)..... Members at Large through 2012
Dee Lawrence (CRST)Associate Member at Large

CALL TO ORDER: Kristy O’Kief called the meeting to order at 9:30am central.

MEMBERS PRESENT: Kristy O’Kief, President; Ken Kocer, President-elect; Becky Pribyl, Treasurer; Emily Studenski, Secretary; Janel Wagner, Member at Large 2011 board; Cheryl Bullinger and Kim Nida, Members At Large 2012 board; Dee Lawrence, Associate Member.

Members absent: Starla Russell, Past-President; Erin Richards, Member at Large 2011 board.

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

APPROVAL OF MINUTES FROM July 12, 2012 BOARD MEETING: Updates were noted. Janel made a motion to approve the minutes with revisions. Becky seconded the motion and the motion passed.

OFFICER REPORTS

SECRETARY: No report.

TREASURER: The balance sheet shows an increase in Membership Dues due to some 2013 dues that were paid in 2012. Currently we have 21 institutional members and 16 associate members. Decentralized training payments are coming in; we currently are missing 9 payments. Support Staff Workshop registration fees are paid in full and all bills submitted are also paid. National Guard paid breakfast for Support Staff meeting which helped a lot with the budget. The High School Counselor Workshop from 2011 is finally paid in full. The July board meeting was just under \$2000 to pay for travel, rooms and meals. The Misc section increased by \$9.95 to increase JotForms submissions for the month. At this point we are breaking even for income and expenses currently.

Our assets have earned some interest otherwise there have been no changes. Discussion about CD’s will come later in New Business.

Becky said that we need to update the names on the SDASF AA bank accounts. We have Mary Anne Whitman listed on one account and Denise Grayson is still listed on an account as well. Discover loans has a new representative so we’ll need the Membership Committee to update our records.

PAST-PRESIDENT:

With the assistance of the President and the voting members of SDASF AA, the 2013 slate of candidates was finalized with a President-Elect candidate stepping forward to join those who had committed to run for the two members at large and one associate member candidates identified in July 2012. Dee Ann Lawrence continues to fulfill the Associate member position vacated by the departure of Brad Riebel from the financial aid industry.

An idea brought forward during the strategic planning sessions was:

- The service information spreadsheet needs review, in addition to the policies surrounding to whom service plaques are awarded (definition of “active” in SDASF AA).
- Coordination with the membership information subcommittee to include members’ service information on the membership spreadsheet/database.

An idea brought forward during the strategic planning sessions was:

- Develop membership goals to perhaps include new memberships (for example, membership information was forwarded to State of SD for possible associate membership application for College Access Challenge).

The Policies and Procedures document, Committee structure and Calendar listing responsibilities were reviewed thoroughly under the direction of the SDASF AA President. Although a formal Strategic Planning document has not been realized, the SDASF AA Board has undertaken a great deal of work these past few years to survey the SDASF AA membership and identify and address many of the planning documents and operations of SDASF AA.

2012 College Goal South Dakota Site Coordination – The 2012 report was submitted by the RC YMCA.

Thank you for the opportunity to serve as the Past-President this past year. As I conclude my service on the SDASF AA Board for the past 7 consecutive years (as Secretary, President-Elect, President, and Past-President), I look forward to assisting SDASF AA through committees and other service opportunities. Best of luck to the 2013 SDASF AA Board!

PRESIDENT-ELECT: No report at this time. Ken is excited for the opportunity to join the board.

PRESIDENT: Submitted by Kristy: It has been a busy year as President and while I had been looking forward to this year coming to an end I am up for the challenge of being SDASF AA president for another year. I think we as a board have made some important improvements by relooking at the committee structure which I think will balance out the duties among the board members. I want to thank Starla for all the work she has done these past 7 years on the board and the support she has given to me. I also want to thank Janel for her work on the SDASF AA board. I look forward to working with both on future committees.

The Spring conference and the support staff workshops seem to go well and will discuss a little bit more on the support staff under old business.

SDASF AA has two more events this year with the Fall Decentralized Training and the planning has been completed and we have 24 members attending in Chamberlain at the AmericInn. On this committee were Monica Gannon , Marlene Seeklander and myself.

The SD High School Counselor workshop registration opened up on Monday and currently we have 86 registered. Last year we had 146 so hopefully we will get more to register for this. The committee has met which is made up of the six site coordinators with me as chair. A discussion occurred about the collection of money on the day the event occurs and left it up to each individual site to determine if they will require a

payment if one has not been received or not. I did stress that they would be responsible for making sure payment is collected one way or another.

I'm excited that we have a full board for the remainder of this year and for next year. The voting will be final on Friday but I do have $\frac{3}{4}$ votes for all positions and will let you know on Monday who will be associate member at large. For the other positions-these are official: Ken Kocer, President elect and the two institutional members at large Carolyn Halgerson, Kilian and Micah Hansen, Globe. The two positions that were approved by the board: 2012-2013 member at large Kim Nida and 2013 Past President, Deb Henriksen.

Moving forward a goal of mine with hopefully the help of the board is to figure out how to get more involvement from our membership. I believe the conference call that was held with a majority of voting members to update them on the status of SDASF AA was very beneficial and would like to know if this is something that we should do on an annual basis.

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

OLD BUSINESS

2012 Support Staff Workshop Recap:

SDASF AA Support Staff Workshop Recap submitted by Mary Alexander

There were approximately 48 in attendance from the following schools:

- NAU (38 approx)
- MTI (1)
- LATI (1)
- BHSU (3)
- DWU (2)
- SDSM&T (1)
- WDT (2)

Sid Goss was a huge hit with everyone. His energy and interaction in his speech is always entertaining.

The Verification presentation went okay. Diana assisted with the presentation. The struggle was that the changes coming in 2013-2014 are not clear yet and there are a lot of questions about the educational purpose statement and the Dept. of Ed has not explained yet what it will all entail. When a poll was taken only 3 out of the 48 in attendance actually do verification so that topic, although relevant to the FA world, did not pertain very well to those in attendance.

Next was the 2013-2014 FAFSA presentation by Monica of NAU. She explained some various details on the FAFSA and then had us do a calculation by hand for the EFC. This went right up until it was time to close for the afternoon and attend dinner.

The evening finished with dinner at the Chophouse.

Friday morning - Breakfast was provided by Black Hill Bagels and was sponsored by National Guards. The National Guard started off the morning speaking about education benefits for soldiers. It was very brief and books were available for whoever wanted to take one.

The social media presentation that Molly presented from SDSM&T was very good, I thought. She showed us how she uses social media for multiple offices on campus. I asked her how she went about getting followers on her page and if she found any struggles getting people to 'like' their page. No one in the room currently has a FB page for their FA offices, but SDSM&T had tried it in the past. I contributed that through a webinar that I participated in that there are articles and deadlines that can be posted. This is something I would personally like to explore to see if we could get something going at DWU.

Deb provided an update and read an e-mail that she had received from a Great Lakes representative.

The last presentation was on Pell LEU, presented by Deb. She had a work study student come in sign into her NSLDS account and My ED Account. It was nice to see what the student sees from their side of the system. We did find out from one participant that this can actually be done from our side as well. To do this, click on 'Student Interface Access' and click link to see what the student also sees.

We ended the conference with a Jeopardy game. Although entertaining, it was difficult to break into small groups because of space issues.

Suggestion was made to get Support Staff on the planning Committee so the topics are what they want to learn about.

2012 Decentralized Training:

Decentralized training will be held November 14-15 at the AmericInn in Chamberlain. We currently have 24 members registered for this training. Carolyn Halgerson will do the Direct Loans section and Monica Gannon will present the section on Packaging and Award Notification. Rick Renshaw from Department of Education will update us on 13-14 Verification.

2012 High School Counselor's Workshops:

Currently 86 counselors are registered. We are hoping to get more in the coming weeks. Kristy has made communication clear that payment is needed the day of the workshop in order to attend. If payment is not made it will be up to the Site Coordinator to get that payment from the school and do the follow up work.

2013 SDASFAA Spring Conference:

The 2013 SDASFAA spring conference will be held at the Best Western Ramkota in Aberdeen April 15-17, 2013. This year we made a change that the Past President will be in charge of SDASFAA conference. Kristy has talked to Deb H. about her role with this conference since she has stepped up to fill the Past President role. Ken asked where we are with developing this conference and if an agenda was coming together. Kristy stated that planning has not started at this point. With the holidays coming and then getting registration out two months before the conference means we need to get going on this soon. Kristy will talk with Deb to be sure she has her committee and they are able to move forward with the planning

2012 Budget Review:

It appears that our budget will balance for 2012. It helped that no one from the SDASFAA board attended the RAMSFAA conference this year.

Destruction of 2011 Electronic Election Ballot motion:

Becky made a motion to destroy the ballots, Kim second the motion and the motion passed.

Approval for Policy and Procedure updates from July board meeting:

Thank you, Becky, for seeing errors and helping clean up the document. No new updates/changes were brought up. DeAnn made a motion to accept the revised P&P, Cheryl seconded the motion. Emily will send final copy to Kristy to post to the website and share with the SDASFAA membership.

Status of SDASFAA involvement in College Goal Sunday:

Tabled for now as Starla has been the main person involved along with Mary Anne Whitman so Kristy will follow up with her to see what the status is.

NEW BUSINESS

2013 Committee Assignments:

Kristy will send out a volunteer form for 2013 events in the very near future. Starla had talked about a booklet to summarize what needs to be done in the planning process of each conference/training so it isn't as overwhelming for committees. It was suggested that notes from the 2013 planning process will be kept and passed on each year. Kristy will update the committee information on the webform and then get the information out to the membership. Kristy will also make the volunteer form very specific to the year of the event so when people volunteer they know exactly what event/year they are committing to. Becky suggested also listing the location of the conference so people know the location they will be working with.

Committee of Record – there was talk about what this committee's role is. It is good to have the documents and history, but we don't do anything with it. If we have space on our website we could store scanned documents there, if we can get them scanned in. Committee of Record is part of our constitution so we can't just get rid of it. It was suggested to ask Deb to make this a part of the 2013 Spring conference so we can get the input of the association as to what to do with the documents that have accumulated. It was also suggested that in place of entertainment after the banquet at the spring conference that we ask people to look through pictures and identify who is in them.

2013 Membership Dues:

2013 notice will go out to the Association after Decentralized training. Membership dues will not be increased for 2013. \$75 is the membership due for 2013. During the February board meeting we will discuss an increase in dues for 2014.

2013 Corporate Sponsorship Structure:

Currently Sponsors pay for a membership and special rights at events such as a booth at the conference, lender update, space in the program for Spring conference, Decentralized and Support Staff conference. The booth at spring conference seems to be the most popular choice and the other options aren't being selected very often. The change to this method went into effect in 2008. We will keep Sponsorship as is for 2013 and discuss in February at our board meeting any need for changes to this structure. Kristy suggested having the new Associate member be tasked with this in January to bring to the board meeting in February. Kristy will talk to the new Associate member when the election is done so they know of this task being assigned to them.

2014 SDASFAA Spring Conference location:

It was decided to have our 2014 Spring Conference in Sioux Falls. Emily volunteered to research locations and bring information to the February board meeting.

Discuss CDs coming due in January:

SDASFAA currently has \$30,000+ coming due in CD's in January. We talked about how long should we renew these CD's for, should we consider long term or short term options? Emily mentioned moving everything to one bank and one that has locations around the state so that it is easy for the Treasurer and changing signatures as people move positions within the board. It was decided that Becky will cash out the CD's in January when they come due and place the funds into our savings account. Between now and the next board meeting Becky will look at US Bank and Wells Fargo to see what options we have for these funds. We need to decide if it will be another CD or some other form of investment. With investments we need to make sure we keep our non-profit status in mind.

2013 DRAFT Budget Proposals:

Kristy will work with 2013 committees to have their budgets submitted to her so she can present a tentative 2013 budget to the board for approval at the February board meeting.

2013 Electronic Election Ballots:

2013 Election results will be sent out next week.

Added agenda item: 2013 Support Staff Location:

Cheryl isn't sure on her budget if she could send her staff to the conference until next April when her budget is finalized. She said not to plan on them just in case there isn't room in her budget for the additional training expense. We have had this training West River the last two years so we will explore Sioux Falls or Brookings as the location for 2013. It is also important for schools and the Support Staff Committee to ask the Support Staff what agenda items would be important to them in order to keep participation numbers up.

ANNOUNCEMENTS

Janel thanked everyone for her time on the board and will look forward to helping out, as she is able, going forward.

Cheryl asked if there is something that SDASFAA can put together to 'train' new college Presidents on what SDASFAA is and the importance to step out into the community. Ken mentioned that it could be something like what NASFAA sends out to college Presidents to understand the importance of these associations. Ken will look into how we could word this letter.

Next Meeting – watch for a notice from Kristy for a February board meeting date and location.

ADJOURN

Cheryl made a motion to adjourn the meeting and it was seconded by Janel. No further discussion followed. The motion was passed and Kristy adjourned the meeting at 11:55am.

Respectfully submitted,

Emily A. Studenski
Secretary