

**SDASFAA BOARD MEETING**  
**Wednesday, April 4, 2012**  
**The Lodge at Deadwood, Deadwood SD**

**CALL TO ORDER:** Kristy O’Kief, President called the meeting to order and at 7:07AM

**MEMBERS PRESENT:** Kristy O’Kief, President; Starla Russell, Past-President; Mary Anne Whitman, President-elect Becky Pribyl, Treasurer; Emily Studenski, Secretary; Erin Richards, Members at Large 2011 board; Cheryl Bullinger and Cindy Ostert, Members at Large 2012 board.

Members absent: Janel Wagner Member at Large 2011 board.

**APPROVAL OF AGENDA:** Kristy handed out copies of the agenda. Mary Anne made a motion to approve the agenda as presented. It was seconded by Becky and the motion passed.

**APPROVAL OF MINUTES FROM FEBRUARY 27, 2012, BOARD MEETING:** No changes were noted. Erin made a motion to approve the minutes with revisions. Cindy seconded the motion and the motion passed.

**OFFICER REPORTS**

**SECRETARY:** No report.

**TREASURER:** Becky talked to US Bank about our account and we switched to a Business account. No interest accrues, so Becky will move funds to savings when she can. Mary Anne is now on the account and Denise has been removed.

Three and a half refunds were issued for the spring conference. Two cancelled without receiving a refund. We are currently missing one registration fee; Becky will follow up with that person.

Our SDASFAA savings account is a personal savings account and US Bank said that was fine, there are no fees on the account and a \$300 minimum balance.

We are still missing two HS Counselor Workshop payments: Pierre and Sioux Falls. Starla will follow up with Pierre and Emily will follow up with Sioux Falls.

Our current account balances as of March 31, 2012; Checking \$12,863.12, Great Plains CD \$15,210.74, Plains Commerce CD \$15,307.14, Savings Account \$15,970.53.

**PAST-PRESIDENT:** Starla reported that recognition committee presented awards at the banquet. Starla asked a past committee member to vote on the Douglas Steckler award since her employee was nominated. She is looking at a slate of candidates to be set by June 2012 for our 2013 board.

We had a brief discussion on how we recognize years of service. Is there consistency in how we define an active SDASFAA member versus someone who is in the profession? We also discussed how we track years of service and involvement. Could we send out a form for all SDASFAA members to complete and record years of service and involvement?

Member Information Sub-Committee – will look at this through the strategic planning process. There is a lot of vagueness of what this committee does, so the goal is to look at this and clarify it.

Strategic Planning Ad Hoc Committee – a document was prepared for committees to use when they meet to review that committee and if the duties are appropriate. These documents are to be turned into Starla after committee meetings with the intention of taking the results to a special board meeting to discuss the committees and our actual needs.

Recognition Committee 2011 awards presented at the 2012 SDASF AA Banquet:

- Outgoing Executive Board members: Denise Grayson, Past President; Laura Olson, Secretary; Marlene Seeklander and Greg Binstock, Members at Large; and Brad Riebel, Associate Member.
- Service Plaques: 10-year: Lynette Grabowska, Emily Studenski, and Laura Entzel. 20-year: Ken Kocer. 25-year: Cheryl Bullinger and David Martin. 30-year: Carmen Neugebauer.
- Retirement Plaque – Grant Uecker
- Douglas Steckler Award– Sharon Martin
- Outstanding Service Award – Carolyn Halgerson

Starla reported that this summer she hopes to look at the SDASF AA P&P and review for any changes or updates. The 2013 slate of candidates are scheduled to be prepared by June 2012; voting before Summer 2012 Board meeting.

**PRESIDENT-ELECT:** Mary Anne will be working on HS Counselor workshop; no dates are set at this time.

**PRESIDENT:** Recent focus was our spring conference, which was very successful. Next focus is on Decentralized Training and getting others involved as a committee and how to get more involved in committees. Kristy will also try to get more involved in Membership and the website update. It is essential that there is someone trained on the website if something were to happen that Kristy was unable to continue that task for SDASF AA.

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

## OLD BUSINESS

**2013 SDASF AA SPRING CONFERENCE:** Will be held in Aberdeen March 31-April 3<sup>rd</sup>, at the Ramkota. State rates will be available for 15 rooms. It was discovered that this was Easter Sunday so we will try to reschedule to a different date. March 25-27 or April 14-17, 2013. It was decided that the Past President will Chair the 2013 conference.

**2012 DECENTRALIZED TRAINING:** Kristy will call AmericInn for dates in November for Decentralized training. November 7/8 or 14/15.

**2011 HS COUNSELOR WORKSHOP – not finalized due to missing payments:** See Treasure’s notes from Officer Reports concerning who is missing payments for 2011 HSCW. Also we need to figure out how to get payments in a more timely fashion. Can we withhold training materials from them? Sometimes attendees are told that the business office sent a check and the attendee has no way to know if they did or not. Moving registration and

payment deadlines to an earlier date may helpful. Becky sends out reports weekly to sites and then daily as it gets closer to the event so the Site Coordinator knows who is missing payments. Cindy recommended the Site Coordinator notify attendees that payment is still missing prior to the date of the event. Another option would be to have the participant pay when they show up and then have them get reimbursed from their school. It was suggested that on the registration form it states that payment is due by XX date or personal payment will be required at the site.

**SDASFAA DEBIT CARD/CREDIT CARD:** Discussion centered around when someone travels on behalf of SDASFAA that for larger events such as RMASFAA and Leadership Conference it is a lot of financial responsibility for one person to put on their own credit card. It seems that there is no one good option. By having a credit card it is one more responsibility on the Treasurer to track and check the purchases. It is also something that would have to be watched and added/changed/deleted as people enter positions and leave positions.

Cheryl presented the option of a cash advance. A SDASFAA representative can request a cash advance and then turn in receipts and any remaining funds. Receipts must match or a check would have to be written to SDASFAA. It was agreed to try the cash advance option for one year and we can review how this worked before making any additional decisions. Mary Anne will develop a policy for the Board to review at our July Board Meeting. Becky made a motion for a policy to be created, Cindy seconded. The motion passed.

**RMASFAA LEADERSHIP SCHOLARSHIP:** Mary Anne will prepare this and get it to Kristy for her to distribute to the group and have available on the website.

## NEW BUSINESS

**PROPOSED POLICY AND PROCEDURE DISCUSSION:** Tabled until our July Board Meeting to discuss if meeting minutes need to be approved, or just reviewed.

**2012 ASSOCIATE MEMBER AT LARGE VACANCY:** Kristy has made some asks to our Associate members to give them a heads up that we may be asking them to consider this position. Laura Schutlz from Wells Fargo seemed to express some interest. The Board can appoint a person to fill the vacancy through the remainder of that term and then they could be added to the ballot for the next term.

**YEARS OF SERVICE:** see discussion from above

## ANNOUNCEMENTS

**NEXT MEETING:** will be set for a date in July

## ADJOURN

Cindy made a motion to adjourn the meeting and it was seconded by Becky. No further discussion followed. The motion was passed and Kristy adjourned the meeting at 9:40 am.

Respectfully submitted,

Emily A. Studenski  
Secretary