



SDASFAA EXECUTIVE COUNCIL MEETING AGENDA
Friday, February 3, 2017 * 9:30-11:30 AM Central Time
Phone Conference

Executive

Council Members

- Becky Pribyl (NSU) President
- Beth Vollan (SDSU) President-Elect
- Micah Hansen (SDSU)..... Past-President
- Marlene Seeklander (LATI) Secretary
- Katie Nelson (BHSU) Treasurer
- Jacob Schuring (BHBC) and Carrie Jordanger (LATI) Members at Large through 2017
- Julie Pier (USD) and Maureen Schuchardt (PC)..... Members at Large through 2018
- Lucas Winterberg (BND)..... Associate Member at Large

Call Meeting to Order

Becky called the meeting to order at 9:32 a.m. She went over the documents that had been sent out to the Board.

Approval of Agenda

Beth requested that we add Decentralized Training under New Business as “h” to the agenda.

Marlene made a motion to approve with this addition. Micah seconded. Motion carried.

Approval of December 19, 2016 Executive Council Meeting Minutes

At the NASFAA meeting Becky attended last year, it was stated that the Minutes do not require approval. The minutes are approved as corrected.

Officer Reports – Consent Agenda

Micah made a motion to approve. Katie seconded. Motion carried.

Discussion was held. Beth is interested in any feedback on the Hill visits and would welcome any general feedback to prepare for the trip to Washington DC. Becky stated the Republicans are interested in anything that will reduce regulations so anything in that area would be of interest to them.

Secretary (Marlene Seeklander)

There was no additional information to report aside from the draft minutes that were sent to the Board.

Past-President (Micah Hansen)

Past President Report: Micah Hansen

For my duties as Past-President my focus is on the areas of HS Counselor Workshop, the 2017 Spring Conference, and the Recognition Committee. I have reports on each of these committees to follow.

- Micah

2016 HS Counselor Workshop: Micah Hansen

This year we were pleased to partner with CCASD and their Fall Counselor Workshops. Part of the change was due to the implementation of PPY and the board feeling that we may need to get to the counselors before December, or

potentially lose some participants. There were 6 locations that were scheduled in the beginning of September where we presented in the afternoon after the morning program put on by CCASD and their guests.

Attendees:

Aberdeen- 18
Mitchell- 23
Pierre- 21
Rapid City- 40
Sioux Falls- 57
Watertown -28

So total attendance was 187- up by 66 participants.

Overall the event was well received by both the organizers and attendees. We did see a decrease in our cost (not having to provide meals), and now have folders printed to be used next year. Overall we also saw an increase in income for the event. We will also be highlighting this information, and comments from both participants and presenters during our spring conference, to discuss what future events may hold.

Spring Conference 2017: Micah Hansen

The 2017 Spring conference is set for March 13-15th, 2017 at the Holiday Inn City Centre in Sioux Falls. This year's committee also includes Becky Pribyl, Karrie Morgan, Emily Studenski, Maureen Schuchardt, Cassandra Boyer, and Cheryl Glazier. A draft agenda is attached that will be posted to the web shortly.

This year the committee decided to use the first day of the conference for a NASFAA credentialing training opportunity. Initially we were looking at paying the \$300 to pay for the fee for SDASFAA, but RMASFAA has expressed interest in partnering with our event for the RMASFAA Webinar series. Since they have paid for the entire NASFAA University material set, they essentially allow us to have the material for free. Most attendees could then take the NASFAA credentialing test for the topic (SAP) for free. The one catch would be the non-RMASFAA members at SDASFAA would be charged a \$50 fee for the materials and test access. Discussion would be encouraged as to whether we charge those individuals, or consider covering the cost through SDASFAA as we are saving \$300 on the license fee from NASFAA.

We currently have slated presentations from multiple SDASFAA members as well as a few guests:

- Joe Massman, Training Officer, Region VIII US Dept. of Education
- Paul Turman, System Vice President for Academic Affairs, SDBOR
- Katie Hubbart, SDBOR
- Vicki Kucera, RMASFAA President
- Edd Cole, Office of Inspector General
- Jackie Payne

We are also discussing not printing the full conference booklet and making that program available online. Once we have the JOT forms updated for registration it will go live.

Recognition Committee: Micah

We currently have 2 nominations for the Douglas Steckler Award, and 1 for the Outstanding Service Award. I will be sending a reminder email calling for nominations today, and ask that all submissions be in by Feb. 10th. I will utilize Survey Monkey as appropriate for voting on the awards. I will also be checking on the years of service updates that have been circulating, as well as the list that Ken so kindly sent with templates for Becky and I. (Ken, I may be double checking that I didn't miss anything.)

SDASFAA 2017 Spring Conference Program

MONDAY, March 13, 2017

- 9:00 am SDASFAA Executive Board Meeting
- 12:30 pm Registration
- 1:00 pm NASFAA/RMASFAA Satisfactory Academic Progress Credential Session
- 4:00 pm Vendor Set Up
- 5:00 pm SDASFAA 2017 Committee Meetings
Dinner on Your Own

TUESDAY, March 14, 2017

- 7:30 am Continental Breakfast
- 7:30 am Registration & Vendor Set Up
- 8:00 am Welcome & Introductions
- 8:15 am Federal Update – Joe Massman, Training Officer, Region VIII US Dept. of Education
- 9:45 am Break
- 10:00 am PJ Panel & PPY discussion
- 11:00 am State Scholarships – Paul Turman, System Vice President for Academic Affairs, SDBOR
- 12:00 pm Lunch & SDASFAA Business Meeting
- 1:30 pm State Authorization for Distance Courses – Katie Hubbard, SDBOR
- 2:30 pm RMASFAA:
2017 Update – Vicki Kucera, RMASFAA President
Leadership Pipeline – Beth Vollan & Katie Nelson
- 3:00 pm Break
- 3:15 pm Break Out Sessions:
Academic Calendars, Modules and Title IV – Joe Massman
Fraud Awareness – Edd Cole, Office of Inspector General
- 4:30 pm High School Counselor Workshop Recap – Micah Hansen
- 5:00 pm 2017 High School Counselor Workshop Committee Meeting
- 5:30 pm Social Hour
- 6:30 pm SDASFAA Banquet and Awards Night

WEDNESDAY, March 15, 2017

- 7:00 am Breakfast Buffet
- 8:00 am Hot Topics – Joe Massman
- 9:30 am Break
- 10:00 am PACE Palette – Jackie Payne
- 11:30 am Adjourn

President-Elect (Beth Vollan)

2017 NASFAA Leadership and Legislative Conference

I am excited about the opportunity represent SDASFAA at the NASFAA Leadership and Legislative Conference in Washington, D.C. February 26 through March 1. I am registered for the Association Management Pathway track, and am

looking forward to sessions that will help me build my leadership skills and learn about association management. I want to thank SDASFAA for making this a priority and allocating resources to make this experience possible.

As part of the conference, Katie Nelson and I are participating in the Hill visits on the morning of March 1st. We have visits scheduled with Senator Thune's office and Senator Round's office. So far, Representative Noem and her staff are not available that morning, but we will make another attempt to schedule something with her office. Please let me know if you have any advice or discussion topics that you would like me to include in these meetings.

Fall Training Conference

With the Board's approval, I would like to start planning the fall 2017 training conference. Recently, I contacted the AmericInn in Chamberlain (where this event has been held in the past) to discuss options for a fall training, but I have not heard back from them. I am wondering if there are any dates that are better than others and any dates that won't work. I also wanted to verify that I am ok to set something up with AmericInn without contacting other venues?

President (Becky Pribyl)

2017 Committee Assignments

The list was emailed to the Association 1/20/17 and is posted to the website. Thank you to everyone who volunteered!

RMASFAA Training Committee

RMASFAA purchased all of the NASFAA Self-Study Guides for Summer Institute. The Training Committee is hosting a webinar series to provide this training to all RMASFAA members at no charge. Participants can then take the credential test for free.

- Brenda Hicks, February 2, 2017, Administrative Capability
- James Broscheit, February 9, 2017, Campus-Based Programs
- Linda Butcher and Janet Dodson, February 14, 2017, Student Eligibility
- Myra Pfannenstiel, February 16, 2017, Cash Management
- Mary Sommers, February 28, 2017, Cost of Attendance
- Vicki Kucera and Carolyn Halgerson, March 14, 2017, Satisfactory Academic Progress (presented at the SDASFAA Spring Conference)
- Justin Brown, March 21, 2017, Need Analysis/Federal Methodology

2017 High School Counselor Workshops

Last year's partnership with CCASD was considered successful and is scheduled to continue for 2017. The folders that we ordered during 2016 but that arrived too late for the event will be used in 2017. Below are the proposed dates and locations from CCASD. The program will likely run from 8:30 to 3:00 with lunch on site.

- Sept. 6: Aberdeen, Northern State University
- Sept. 7: Watertown, Lake Area Technical Institute
- Sept. 11: Rapid City, Western Dakota Tech.
- Sept. 12: Pierre, Capitol University Center
- Sept. 13: Mitchell, Mitchell Technical Institute
- Sept. 14: Sioux Falls, Southeast Technical Inst.

2018 Spring Conference

This conference will be held in Huron, SD, at the Huron Event Center and Crossroads Hotel. Based on the poll results from the Executive Board, the dates are April 30 – May 2, 2018. A draft contract is in the works.

Thank you for this opportunity to represent and serve SDASFAA, this chance to learn new skills and work with such excellent colleagues!

Officer Reports

Treasurer (Katie Nelson)

Please refer to the various Treasurer reports at the end of the Board Meeting Minutes. Katie walked us through the various reports.

Becky asked about the RMASFAA Board Meeting line item and the RMASFAA Conference line item. She said they should be combined since RMASFAA now covers the entire cost of the state President to attend the RMASFAA Board meetings that are not held as part of the RMASFAA Conference.

Becky asked about expenses for the Pierre High School Counselor Workshop site of \$623.47 as it seemed a little high compared to other sites. Katie reported that printing costs were \$419 and mileage was \$204.

Becky stated that per NASFAA, the Treasurer report is for informational purposes only and does not need approval. It needs to be included in the minutes for audit purposes.

Old Business

NASFAA/RMASFAA Dallas Martin Scholarship (Becky Pribyl)

RMASFAA recently sent out the scholarship application for the \$2,750 Dallas Martin Scholarship. They were due by February 1 to the state presidents. Becky received 5 applications, although two were for Kansas individuals so she forwarded those to the Kansas President. Two were from work study students and one was from a Financial Aid Professional. Becky will forward one application to RMASFAA for consideration. Becky felt that based on the scholarship criteria, the goal is to advance a current FA Professional.

Becky will submit the application of Theresa Esser of Presentation College.

2017 SDASFAA Spring Conference (Micah Hansen)

The conference will be held on March 13-15, 2017 at the Holiday Inn City Center in Sioux Falls. The Registration should be open soon. Micah outlined details in his earlier report under Past President.

Monday – NASFAA Credentialing session only. Micah wondered if SDASFAA could absorb any cost of \$50 for a non-RMASFAA member who would like to sit through the Credentialing class. Micah estimated 5-6 people might attend who aren't RMASFAA members.

Beth asked if it would be more cost effective to pay the \$300 fee by SDASFAA vs. SDASFAA picking up the \$50 for each non-member.

Discussion was held on whether or not we should invite schools from neighboring states, particularly if SDASFAA paid the \$300 fee for the Credentialing. Micah asked what we would charge someone who wasn't a SDASFAA member if we paid the \$300 charge.

Katie asked if we could add this to the Registration form as it might eliminate some schools that are not RMASFAA members. Micah stated that he is including a question under the meal section of the Registration form asking if they are planning to attend the Monday Credentialing session.

Micah will do some follow-up with Jacob at BHBC as to whether or not clock hour information is covered and if Jacob felt the session would be beneficial.

Micah plans to have the Registration form live as soon as Kristy O’Kief has the JOT form updated.

The Conference Fee will be \$95 for the entire Conference or \$65 for a single day.

2018 SDASFAA Spring Conference (Becky Pribyl)

The 2018 Spring Conference will be held on April 30-May 2, 2018 at the Crossroads Hotel-Huron Event Center in Huron.

Becky has received a draft contract from the hotel and will have more updates for us at the next meeting.

New Business

Committee of Record (Beth Vollan)

Beth recapped the information below.

Becky asked if our site has web hosting capabilities so we could conduct on-line training capabilities. There was discussion about mobile capabilities as well.

Becky thought a 1-2 year renewal of webhosting would be better than a 5-year renewal. Lucas suggested we may want to do some shopping around in the future to find something that would provide enhanced capabilities.

Beth stated it will be time consuming to get the information transferred if we do move to another web site.

Becky asked if this is a situation where Beth would need to use her personal credit card. Beth stated she is okay with doing so. Becky authorized a two-year renewal. She also asked that Beth and her committee research GoDaddy to see if there are other options available through them or through other webhosting companies that we may want to consider.

Beth had asked via her report if we still wanted the yearly report as far as what Grant Uecker used to do that not only highlighted SDASFAA events, but world-wide events. Several people stated they enjoyed that information and felt it was important to include. If anyone has “tidbits” they’d like to share, please send them to Beth.

Webhosting and Domain Name

The GoDaddy webhosting platform expires on March 17, 2017. The Committee is comfortable with continuing to use GoDaddy as the platform, but we can explore other options if the Board wants us to move in that direction. If we decide to move to a new platform, we will want to consider renewing with GoDaddy for just one year to give the committee time to research and move to a new platform. The cost to renew for 2 years including tax is \$204.22.

The domain name expires August 10, 2017. This will be an additional cost. Kristy O’Kief is researching this cost, and it will be included in our next report.

Committee Meeting

The Committee of Record and Website held a meeting via teleconference on December 21, 2016. Please refer to the minutes of that meeting which were included as a separate attachment. The Committee outlined several goals for the year including

- A complete review of the website to identify outdated information
- Creation of a policy and procedures manual
- Cross-training committee members on website updating, managing the listserv, and maintaining the membership spreadsheet
- If directed by the Board, the Committee is also prepared to research new webhosting platforms

Committee members have already made progress towards some of these goals. The Committee plans to hold its next meeting in early February.

SDASFAA Committee of Record and Website 12-21-2016 Meeting Agenda and Minutes

The meeting was held via teleconference at 2:00 pm Central time. Five committee members were in attendance including Kristy O’Kief, Carrie Jordanger, Julie Hamer, Cassandra Boyer, and Beth Vollan.

Agenda

1. Introductions
2. Review of Committee Responsibilities

The committee talked about the primary responsibilities of the committee including updating and maintaining the website, updating the membership lists and the listserv participants, helping with surveys and forms, and taking care of SDASFAA’s records. Kristy referred the group to the *SDASFAA Committee Volunteer Form* which outlines the committee’s responsibilities as follows:

Committee of Record- The committee shall serve as the Association historian by collecting and maintaining official Association documents, memorabilia, and photographs. The Committee will be responsible for maintaining the SDASFAA website. The Committee will be chaired by the Website Webmaster with a Vice Chair and at least one other member.

3. Discussion of 2017 Goals and Tasks

The committee discussed the following goals and tasks for the upcoming year

- Review of the website to update outdated information
- Create policies and procedures for the committee’s functions
- Crosstrain on updating the website, the listserv, and the membership spreadsheet
- Research and make a recommendation about switching webhosting
- Pay for webhosting and domain name
- Discuss possibility of providing more detailed report at the annual meeting held at the spring conference

4. Action Plan

The committee members divided up the 2017 goals and tasks as follows:

- Review of the website to update outdated information
Julie and Cassandra volunteered to review the website and make recommendations for updates
- Create policies and procedures for the committee's functions
Kristy and Beth volunteered to be responsible for creating procedures and policies. As other members become familiar with functions, they may ask other members to help with these.
- Crosstrain on updating the website, the listserv, and the membership spreadsheet
Kassandra volunteered to learn how to update the website. Since she and Beth work in the same office, Beth will work with her on this.

Carrie volunteered to learn how to update the membership spreadsheet and add and remove people from the listserv. Kristy will work with Carrie on these functions.

- Research and make a recommendation about switching webhosting
Beth will bring this up at the February SDSASFAA Board meeting to see if the board is interesting in switching or if the current webhost is acceptable. Since significant resources including time and money may be required to switch to another webhost, the committee wants to make sure the board thinks it is in SDASFAA's best interest to move in that direction.
- Pay for webhosting and domain name
The GoDaddy dues will be due in March. The cost is \$500 for 5 years. It is more expensive to go on a year-by-year basis. If the SDASFAA Board wants to pursue another webhost, then Kristy recommends paying for a single year in March which would allow the committee a year to decide on a new webhost.

The domain name dues are due in August. Kristy was not sure of the amount, but she will find out.

- Discuss possibility of providing more detailed report at the annual meeting held at the spring conference

Kristy mentioned that when Grant Uecker was on this committee, he provided a very detailed report at the spring conference annual meeting. This report included details about the prior year's conferences and other events. Kristy asked Beth to find out if the Board wants the Committee of Record and Website to try to provide detailed reports at the annual meeting.

5. Next Meeting

Beth reported that the next SDSASFAA Board meeting would be in early February, but a specific date had not been set. Once that date has been set, Beth will schedule the next committee meeting to take place within the week or two following the Board meeting.

Recognition Committee (Micah Hansen)

Micah had sent out an e-mail previously. So far he has received two nominations for the Douglas Steckler award and one for the Outstanding Service. He will send out a reminder e-mail and then send out a Survey Monkey for voting purposes.

The "Years of Service" is being worked on and updated. In the near future, information will be sent to the engraver for plaques that will be presented at the Spring Conference.

P&P Updates/Corrections (Board Discussion)

Becky referred us to the document she sent out prior to the meeting. This was discussed at the December meeting. Ken had made some recommendations and Becky had made some updates.

Katie stated she likes the new format and the changes and commended Becky on her hard work in revamping the P&P Manual.

Becky asked for a motion to approve the updated P&P manual.

Micah made a motion to approve. Beth seconded. Motion carried.

Beth will add this document to the web site.

2017 RMASFAA Board Nominations (Board Discussion)

Ken had sent out a recent e-mail asking for nominations. Becky asked for discussion. She said some of the positions are less intimidating than others and it is a great way to obtain experience at the leadership level. The expenses are paid by RMASFAA to the Board Meetings.

Becky said if any names are proposed she will reach out to that individual before forwarding a name to RMASFAA.

Katie stated that some of the people who would be good are also very involved in SDASFAA. Several names were mentioned and Becky will contact these individuals.

Committee Liaisons (Board Discussion)

Becky wanted to bring this topic to the table for discussion. The "at large members" who are serving as Liaisons do serve as a full member of that Committee and are then responsible for reporting back to the Board.

Goal – Communication (Becky Pribyl)

Becky said that in reading the P&P Manual, it does state that the President should have a goal. Becky's goal is "Communication" - both coming from Becky and also coming back to her. She'd like to raise the visibility of SDASFAA for those who might not be as involved. Becky would like to send one e-mail per month to the Membership.

She'd like to tell the Membership what the Board does. After the conference and before the election, she will ask some of us to write an e-mail update of what the SDASFAA Board does and what serving on the Board does for people. This might help people as they then consider whether or not they want to serve on the Board.

Committee Handbook – Becky likes to have things written down, along with outlining the expectations of those Committees. She'd like to have a Committee Handbook created so information is documented. This would help improve communication.

Becky said she is also concerned with the number of long-time members who are approaching retirement age and the potential loss of historical knowledge unless we have it documented.

Review SDASFAA Calendar (Board Discussion)

Becky encouraged members to review the calendar. It is under:

About SDASFAA

History & Governing Documents

Executive Council & Committee Calendar

Becky mentioned that the High School Counselor Workshop (HSCW) is still listed in December and could possibly be moved to September if we continue to partner with CCASD.

Lucas asked about the HSCW and any feedback received. Micah stated they haven't gotten feedback from the Counselors other than Tom Cool stated the Counselors liked only being out of the office for one full day vs. two days. The concerns of SDASFAA members were the time of the year and how busy our offices are in September.

Micah stated we need to get information out early with the Early FAFSA. Will we be able to be more flexible in when we host the workshop in the future after we've had Early FAFSA and PPY for a couple of years?

Marlene mentioned the missing "A" in NASFAA Scholarship heading. Since scholarship deadline has passed, they will remove that information.

Becky found a typo in the calendar in cell A27. Beth will make the update to the spreadsheet. Becky said if anyone else finds any updates, to pass those along.

Micah suggested that as part of the P&P Review, the calendar should also be reviewed by the Past President.

Katie also provided us with the IRS Mileage Rate of 53.5 cents/mile as we will need that for travel reimbursement for some of our future Board Meetings.

Katie sent documents to the Review Committee. She notes that sales tax was not charged in a couple of instances in 2016. Katie asked how it should be corrected.

Becky stated her personal opinion is to let it go and not go back and request a new bill. Katie was fine with that as well. Katie was concerned about any possible tax implications, however there should not be any as the amounts would be minimal.

Katie asked if the Registration Form will include the Refund Policy and that an e-mail should automatically be sent to Katie as Treasurer. Micah stated he will double check.

Fall Decentralized Training – Beth

Beth wanted to make sure the Board still wanted to go ahead with the 2017 Fall Decentralized Training. She has already contacted the AmericInn at Chamberlain. She's left one voicemail and will follow up again today as she has not received a return call.

Micah had looked at a couple of different sites a year or two ago. AmericInn was the least expensive and did allow us to bring in our own food and snacks.

Becky stated it has been mentioned that we could have another NASFAA Credentialing at Fall Decentralized Training.

Beth asked about possible dates and anything else she should know. It is usually held in mid-November. Typically hosting it earlier in the week is better as then we are not in competition with hunting season guests.

Other

Announcements

NASFAA Leadership Conference: February 27 – March 1, 2017

Beth and Katie will attend.

RNASFAA Winter Board Meeting: March 10, 2017

Becky will attend the meeting in Denver. It will be a one-day meeting.

Micah stated that on February 22nd, several SDASFAA members will attend the RNASFAA Summer Institute Planning Meeting.

Next meeting: March 13, 2017

Becky has it tentatively scheduled for 9:30 a.m., although it is subject to change.

Adjourn

The meeting was adjourned at 11:12 a.m. by Becky.

ADDENDUM TO MINUTES

On February 9, 2017 President Becky Pribyl sent an e-mail to the SDASFAA Executive Board regarding a membership application from Mapping Your Future. The e-mail is included below:

Hi All,

Katie forwarded me a membership application from Mapping Your Future (see attached). Per our Constitution:

SECTION IV -- MEMBERSHIP APPLICATION

Application for membership in the Association shall be made to the Executive Council for processing. Application for first-time membership in the Association must be approved by an affirmative vote of a majority of the Executive Council.

We need to vote on approval. Here is the process:

- 1: Someone will need to respond to this email with a motion to approve Mapping Your Future as a SDASFAA member.*
- 2: Following the motion, someone else will need to respond with a "second". Please respond with a declarative statement such as "I second".*
- 3: Upon receipt of a formal motion and a second, I will then open the topic for discussion for 48 hours.*
- 4: Discussion will close after 48 hours. At that point, I will call for a vote via email; voting will begin and be open for a period of 24 hours.*
- 5: When a majority of the votes are reached OR after 24 hours, I will announce the results of the vote.*

Reminder, everyone has the ability to make motions, second, and vote. Please reply all when doing so.

At this time, I call for a motion to approve Mapping Your Future for membership to SDASFAA.

*Thank you,
Becky*

On February 10, 2017 via e-mail, Marlene Seeklander made a motion to approve Mapping Your Future as a SDASFAA member. Carrie Jordanger seconded the motion.

On February 13, 2017 via e-mail, Lucas Winterberg and Marlene Seeklander provided their personal input on Mapping Your Future as an organization and recommended their approval.

On February 13, 2017 via e-mail, Becky provided the following:

Thank you for sharing your experiences and insight.

At this time, I call for a vote:

Should Mapping Your Future be approved as a member of SDASFAA?

Please reply all with either a positive (yes, aye, affirmative, righty-o, thumbs-up, etc.) or negative (no, nay, absolutely not, not a chance, etc.) vote in the next 24 hours.

*Thank you,
Becky*

On February 14, 2017 via e-mail, Becky sent the following to the Board approving Mapping Your Future as a member of SDASFAA:

Thank you all for responding.

The motion has carried – Mapping Your Future has been approved as a member of SDASFAA.

Marlene, please include the motion and outcome in our next board meeting's minutes for record-keeping purposes.

Katie, please respond to Cathy's email, letting her know that MYF has been approved and answering her \$ question.

Beth, please add Cathy to the membership spreadsheet as well as the Yahoo group.

I'll send a "welcome to SDASFAA" email to Cathy and let her know about the membership spreadsheet and Yahoo group.

Thank you kindly,

Becky

2016 Balance Sheet

Decentralized Training	308.55	
*2015 Decentralized Training (\$308.55)		
High School Counselor Workshop	1,968.15	
*2015 H.S. Counselor Workshop (\$39.96)		
Executive Board		1,358.83
Travel		3,979.51
NASFAA Leadership Conference	1,737.72	
RMASFAA Board Meeting	1,241.79	
RMASFAA Conference	1,000.00	
Education Activities		492.32
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	0.00	
Recognition Committee	492.32	
General Postage		0.00
General Printing		0.00
Memorials		150.00
Miscellaneous Expenses		63.64
TOTAL EXPENSES		<u>15,445.48</u>
TOTAL TRANSFERS		<u>0.00</u>
Savings		0.00
CD's		0.00
ENDING BALANCE -- Checking		<u><u>\$5,956.38</u></u>

Workshop expenses consist of room rental, food costs, printing costs, gifts for presenters, and door prizes. Executive Board expenses include board lunches after executive council meetings and mileage for the July meeting. New President-Elects and Treasurers attend the NASFAA Leadership Conference in Washington D.C. SDASFAA pays for their registration fees, travel expenses, lodging, and food. SDASFAA also covers the travel expenses and registration fees for the President and President-Elect to attend the annual RMASFAA Conference. In 2016, SDASFAA elected to pay for the RMASFAA registration fees for the 2 Leadership Pipeline participants. Review committee met over webinar and a conference call. Both services were free. Recognition Committee expenses include the Douglas Steckler award and Years of Service plaques. Misc. expenses include the payment to the Secretary of State, new boxes, and a new box of checks.

2016 Asset Statement

Savings -- Balance Sheet

Beginning Balance	\$22,892.73
Interest Income	\$ 18.30
Transfers	
	<hr/>
Ending Balance	\$ 22,911.03
(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)	

CD's -- Balance Sheet

<u>CD - US Bank</u>	
Beginning Balance	\$ 30,565.42
Interest Income	\$ 534.24
	<hr/>
Ending Balance	\$ 31,099.66
(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)	

Balance Sheet Summary

Checking Account	\$ 5,956.38
Savings Account	\$ 22,911.03
CD - US Bank	\$ 31,099.66
	<hr/>
Total Available Assets	<u><u>\$ 59,967.07</u></u>

SDASF AA earned a combined \$552.54 in interest during 2016 on its Savings Account and CD.

2017 Balance Sheet YTD

BEGINNING BALANCE

Checking	<u>5,956.38</u>
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INCOME

Membership Dues	1,725.00
Sponsorship Income	1,000.00
Workshop Income	0.00
Spring Conference	0.00
Support Staff Workshop	0.00
Decentralized Training	0.00
High School Counselor Workshop	0.00
Miscellaneous Income	0.00

TOTAL INCOME	<u>2,725.00</u>
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EXPENSES

Workshops	0.00
Spring Conference	0.00
Support Staff Workshop	0.00
Decentralized Training	0.00
High School Counselor Workshop	0.00
Executive Board	0.00
Travel	2,203.90
NASFAA Leadership Conference	2,203.90
RMASFAA Board Meeting	0.00
RMASFAA Conference	0.00
Education Activities	0.00
Review Committee	0.00
Membership Committee	0.00
Committee of Record	0.00
Recognition Committee	0.00
General Postage	0.00
General Printing	0.00
Memorials	0.00

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

Miscellaneous Expenses	0.00
TOTAL EXPENSES	<u>2,203.90</u>
TOTAL TRANSFERS	<u>0.00</u>
Savings	0.00
CD's	0.00
ENDING BALANCE -- Checking	<u><u>\$6,477.48</u></u>

Not all 2017 Membership dues have been received. Sponsorship income consists of 2 booth spaces for the Spring Conference.

NASFAA Leadership Conference expenses to date include reimbursements for the President Elect and Treasurer's trip to Washington DC in February.

2017 Assets YTD

Savings -- Balance Sheet

Beginning Balance	\$ 22,911.03
Interest Income	\$ -
Transfers	
	<hr/>
Ending Balance	\$ 22,911.03
(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)	

CD's -- Balance Sheet

CD - US Bank

Beginning Balance	\$ 31,099.66
Interest Income	\$ -
	<hr/>
Ending Balance	\$ 31,099.66
(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)	

Balance Sheet Summary

Checking Account	\$ 6,477.48
Savings Account	\$ 22,911.03
CD - US Bank	\$ 31,099.66
	<hr/>
Total Available Assets	<u><u>\$ 60,488.17</u></u>

2016 HSCW Totals

2016 HSCW Totals

Income:	\$3,390.00
Aberdeen	360.00
Mitchell	420.00
Pierre	340.00
Rapid City	660.00
Sioux Falls	1090.00
Watertown	520.00

Expenses:	\$1,928.19
Aberdeen	146.97
Mitchell	0.00
Pierre	623.47
Rapid City	422.75
Sioux Falls	135.00
Watertown	0.00
Materials	600.00

NSU/Sharon
Kienow

Carolyn Halgerson
SDSMT/Erin
Richards
STI/Jim Rokusek

Attendees:	187
Aberdeen	18
Mitchell	23
Pierre	21
Rapid City	40
Sioux Falls	57
Watertown	28

Cost per Attendee per Site:	
Aberdeen	\$8.17
Mitchell	\$0.00
Pierre	\$29.69
Rapid City	\$10.57
Sioux Falls	\$2.37
Watertown	\$0.00

Average cost per Attendee: \$8.47

Total cost per Attendee: \$10.31

Historical Information (2012 – 2016)

	2016	2015	2014	2013	2012
Income:	\$13,737.75	\$14,455.00	\$15,627.50	\$16,405.00	\$17,970.00
Membership Dues Income	2250.00	2625.00	2550.00	2325.00	2775.00
Sponsorship Income	3250.00	3550.00	4050.00	4550.00	4550.00
Spring Conference Income	4697.32	3855.00	3972.50	3955.00	4495.00
Decentralized Training Income	0.00	1400.00	1480.00	1650.00	1100.00
Support Staff Workshop Income	0.00	0.00	0.00	225.00	1145.00
Interest Income	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0.43	0.00	0.00	300.00	0.00
High School Counselor Workshop Income	3540.00	3025.00	3575.00	3400.00	3905.00
EAC Leadership Development Schol. Income	0.00	0.00	0.00	0.00	0.00
College Goal Sunday Income	0.00	0.00	0.00	0.00	0.00
Expenses:	\$15,445.48	\$13,686.43	\$13,041.53	\$13,819.18	\$16,188.96
Printing and Copying Expense	0	0.00	0.00	27.95	0.00
Executive Board Expense	1358.83	1387.97	1188.65	1855.58	3147.40
Spring Conference Expense	7124.48	4793.02	5827.25	4489.35	6206.72
Decentralized Training Expense	308.55	145.13	728.48	922.44	697.69
Support Staff Workshop Expense	0.00	0.00	0.00	909.28	1632.83
RMAFSAA Conference Expense	1000.00	2894.26	2036.89	1688.27	63.60
RMAFSAA Board Meeting Expense	1241.79	0.00	0.00	0.00	0.00
NASFSAA Leadership Conference Expense	1737.72	1624.58	1517.23	1769.46	1665.77
NASFSAA Conference Travel Expense	0.00	0.00	0.00	0.00	0.00
General Postage Expense	0.00	0.00	0.00	45.00	0.00
High School Counselor Workshop Expense	1968.15	2327.10	963.92	1395.54	1647.89
Miscellaneous Expense	63.64	28.17	244.15	19.95	289.50
Memorials Expense	150.00	100.00	100.00	100.00	50.00
EAC Leadership Development Schol. Expense	0.00	0.00	0.00	0.00	0.00
Activities Committees Expense	492.32	386.20	434.96	596.36	787.56
College Goal Sunday Expense	0.00	0.00	0.00	0.00	0.00
Assets:	\$59,962.47	\$61,122.26	\$59,807.05	\$57,154.95	\$54,323.33
Checking Account Balance	\$5,956.38	7664.11	6895.54	4309.57	7723.75
Savings Account Balance	\$22,906.43	22892.73	22870.31	22845.38	15975.52
Balance of CD Holdings	\$31,099.66	30565.42	30041.20	30000.00	30624.06
Total Assets from Asset Statement	59962.47	\$61,122.26	\$59,807.05	\$57,154.95	\$54,323.33

Historical Information (2007-2011)

	2011	2010	2009	2008	2007
Income:	\$15,745.90	\$18,290.54	\$18,038.45	\$25,046.13	\$28,325.70
Membership Dues Income	3075.00	3075.00	3375.00	4275.00	3525.00
Sponsorship Income	3400.00	4925.00	9150.00	13375.00	16225.00
Spring Conference Income	3640.00	3427.02	3312.95	4410.00	3039.17
Decentralized Training Income	1600.00	2140.00	0.00	0.00	0.00
Support Staff Workshop Income	361.00	0.00	0.00	0.00	0.00
Interest Income	0.52	0.54	0.50	1.23	6.09
Miscellaneous Income	144.38	1712.98	0.00	186.00	0.00
High School Counselor Workshop Income	3525.00	3010.00	2200.00	2310.00	3085.00
EAC Leadership Development Schol. Income	0.00	0.00	0.00	0.00	1500.00
College Goal Sunday Income	0.00	0.00	0.00	488.90	945.44
Expenses:	\$13,538.00	\$11,166.63	\$15,921.56	\$18,269.76	\$19,638.16
Printing and Copying Expense	0.00	25.00	79.95	0.00	0.00
Executive Board Expense	2695.19	2458.71	3889.45	2438.59	1920.21
Spring Conference Expense	2957.00	3479.97	5508.12	6653.28	6421.54
Decentralized Training Expense	651.92	646.19	0.00	100.00	487.32
Support Staff Workshop Expense	1034.97	984.48	1369.11	789.50	683.55
RMAFAA Conference Expense	1830.46	1480.91	1254.68	1795.12	3146.08
RMAFAA Board Meeting Expense	742.88	0.00	103.82	284.98	222.68
NASFAA Leadership Conference Expense	1686.12	250.00	1462.98	2917.19	1109.12
NASFAA Conference Travel Expense	0.00	0.00	0.00	0.00	0.00
General Postage Expense	44.00	4.90	0.00	82.14	41.00
High School Counselor Workshop Expense	963.60	1040.11	1430.95	1488.31	1679.62
Miscellaneous Expense	98.40	10.00	381.00	598.73	29.21
Memorials Expense	200.00	150.00	50.00	0.00	200.00
EAC Leadership Development Schol. Expense	0.00	0.00	0.00	0.00	1800.00
Activities Committees Expense	633.46	636.36	391.50	634.36	793.80
College Goal Sunday Expense	0.00	0.00	0.00	487.56	1104.03
Assets:	\$52,322.54	\$49,694.30	\$42,293.17	\$39,707.70	\$32,425.72
Checking Account Balance	5942.71	8913.47	5066.93	3950.04	21173.67
Savings Account Balance	15968.55	10959.49	8446.61	7435.02	1425.02
Balance of CD Holdings	30411.28	29821.34	28779.63	28322.64	9827.03
Total Assets from Asset Statement	\$52,322.54	\$49,694.30	\$42,293.17	\$39,707.70	\$32,425.72

Historical Information (2005-2006)

	2006	2005
Income:	\$30,563.07	\$18,550.50
Membership Dues Income	3375.00	3675.00
Sponsorship Income	15150.00	8851.00
Spring Conference Income	3320.00	0.00
Decentralized Training Income	0.00	0.00
Support Staff Workshop Income	147.50	815.00
Interest Income	8.81	4.50
Miscellaneous Income	0.00	0.00
High School Counselor Workshop Income	2250.00	3705.00
EAC Leadership Development Schol. Income	1500.00	1500.00
College Goal Sunday Income	4811.76	0.00
Expenses:	\$22,210.11	\$22,400.71
Printing and Copying Expense	0.00	0.00
Executive Board Expense	1236.53	1246.98
Spring Conference Expense	4735.58	6320.53
Decentralized Training Expense	677.04	453.95
Support Staff Workshop Expense	1117.87	878.09
RMAFAA Conference Expense	2399.10	1514.00
RMAFAA Board Meeting Expense	342.28	1260.41
NASFAA Leadership Conference Expense	1220.96	2910.07
NASFAA Conference Travel Expense	0.00	1894.56
General Postage Expense	39.32	37.00
High School Counselor Workshop Expense	2153.94	3159.91
Miscellaneous Expense	56.37	87.27
Memorials Expense	100.00	50.00
EAC Leadership Development Schol. Expense	1900.00	500.00
Activities Committees Expense	1578.44	2087.94
College Goal Sunday Expense	4652.68	0.00
Assets:	\$23,513.34	\$14,985.37
Checking Account Balance	12486.13	4133.17
Savings Account Balance	1422.83	1421.24
Balance of CD Holdings	9604.38	9430.96
Total Assets from Asset Statement	\$23,513.34	\$14,985.37

Did you think you had enough time to cover what was important?

Sharon - Yes

Marlene - Yes - Well, in reality, we could spend DAYS talking about financial aid!

Melinda - Yes

Erin - Yes

Did you have any issues with the site?

Sharon - No, it was nice to have the site set up and ready for us – we didn't have to order AV equipment, reserve room, order food, etc. Made it a lot easier logistically.

Marlene - No

Melinda - No

Erin - No, I agree with Sharon's comments above.

Did the counselors seem to be as engaged as much as in the past?

Sharon - At the start they were. But, I think it was a very long day for them and hard to keep them energized for the last 30 minutes or so.

Marlene - We had a larger group with 29 than we typically had when we did our DSU/SDSU/LATI rotation. We had some good questions, but I don't know if we had as much comments from the group as when we have had smaller groups. The one thing I realized after it was over was that we never went around and had them introduce themselves and tell us their years of experience as I think that is helpful. I didn't even think of it since they'd all been together all morning, Great Lakes did their presentation, and we started our presentation. I think by the time we wrapped up, they were ready to go as they had A LOT of info thrown at them that day!

Melinda - I thought they were engaged but ready to go when the clock was winding down. They did not want to play Jeopardy! I agree that we need to coordinate our information with Tom so we make sure we are not duplicating information, as I felt there may have been a little of that this year.

Erin - Being in the afternoon after lunch, it seemed that they were perhaps not as engaged as compared to our previous format. Between the CCASD information and our presentation, it is a lot of information for them. Looking back, we should have maybe done something a bit more interactive to start with to get the counselors engaged and kick-start the brains after lunch

What feedback did you hear?

Sharon - From what I heard, they liked having the combined workshop. However, it is a lot of information and by the time they got to us, they were on overload. Most of our counselors have been around for a long time so it's just a refresher and what's new for them. One of them did comment to me that if they were a newbie, they would have felt overwhelmed before the morning session was even done.

Marlene - I didn't hear a lot of feedback other than the usual "Thanks – great info for us!" comments as they were leaving. I did have one counselor contact me and ask if I'd share the PPT so she could use it for when she does her own FA Night. I asked her if she felt it was necessary to have all of the handouts or if we would ever consider providing a jump drive with all of the files (or electronically provide files via e-mail, etc.) and only print handouts of the presentation for note taking purposes and any other handouts that we wanted to bring to their attention. She is a counselor with many years of experience and her response is she would like that and could then view the other handouts on her computer and decide which ones she'd like to print to give to her students and parents.

Melinda - I like Marlene's jump drive idea, I think it would save time and be a better resource for the counselors. I did not hear any feedback other than thank yous as they were leaving.

Erin - I think the jump drive idea is a great one!

What were the most common questions you received?

Sharon - They were probably most interested to find out how the schools were going to handle the early FAFSA filing. Will they change their priority deadlines? When would they start sending award letters, etc? If they weren't changing their priority deadlines, would they have enough money to fund all students who met the deadline with the new expanded filing timeframe? They also had questions about PPY and how we would handle PJs for income changes. The same type of questions we are struggling to answer as well...

Marlene - We had some questions on dependency status if student was expecting a child and one or two questions about Early FAFSA and prior-prior year info as it relates to special circumstances. (That's all I'm remembering right now...it seems like it was so long ago already!)

Melinda - Same as Sharon and Marlene, PPY affecting PJs and awarding timeframe. We explained why state schools would have a hard time awarding any earlier and that we are all anxiously waiting to see how PPY will affect PJs.

Erin - Similar comments as the others expressed, they especially wanted to know if schools are changing their priority dates/deadlines and when we'll be awarding.

Additional comments or recommendations?

Sharon - If the counselors provide positive feedback, I think we should try this timeframe again. It was crazy busy trying to prepare at the start of the semester, but maybe that was just me not being organized this year. Unfortunately, NASFAA's materials came out a few days too late to have an updated ppt from them. Maybe we need to suggest to NASFAA to have those materials ready by August 1 if possible in the future? We also should find out specifically what they are covering in the morning session so we don't overlap on things such as the state programs. There could be time saved either in the AM or the PM depending on who will cover SDOS, DCS, Build Dakota, etc. In addition, I don't think there is consistency from one site to the next as to what materials we provide to the counselors in printed form. Micah, the handouts you sent were very helpful, but does every one distribute them to the counselors? We do, and also a few more that we think are important. Maybe we should have a brainstorming session at the spring conference to talk about our outreach to the high schools and how best to provide this from a state association perspective. Should we be feeding them information periodically as opposed to all at once? Provide a boot camp in-depth training for new counselors at a couple of sites (or via webinar?) and then have the workshop in the fall be more for updates only? I believe our current process works ok, but now would be a great time with all the timeline changes to see if there is a better model to use.

Marlene - Having the Financial Aid workshop in conjunction with the Fall Counselor Workshop is a good thing as I'm sure it is easier for those counselors to be out of the office one entire day vs. a couple of days/partial days as they did in the past. Is it an "ideal" time in our offices - No...but we always make it work! With that being said, the one recommendation I have for SDASFEE is, if we continue to team up with CCASD, we really need to make a point of having the materials finalized and ready by July 1st or 15th so that the site coordinators can get handouts printed and packets made over the summer. For the most part, our handouts stay relatively the same each year with updates of year references only. If there is something "up in the air" that we have in the PowerPoint, I don't think people would mind having to print it closer to when the workshop is held. (This recommendation is coming from comments I heard from other site coordinators I've talked to earlier this month who said they were scrambling to make copies and packets the last few days before workshop and they just felt unorganized about the workshop.)

Micah, you and I can visit about this off-line, but I also think we (SDASFEE) need to make sure that each site has more than one school assisting with the presentation if there are other colleges in the area. I'm fortunate that DSU and SDSU have always been willing to co-present with LATI! I feel we need to make sure that others have that additional assistance as well.

Melinda – I like having the combined workshop. I don't like September, but that is what works for the other players so I think we need to go with it. I believe that as NASFAA and DoE adjust to the new FAFSA filing timeline, information will be disseminated earlier and will help SDASFAA prepare earlier. I also felt unorganized and unprepared (because I didn't prepare until the day before), but I think that will change as we get a few more years under our belts and it becomes habit as December did. I agree with Sharon that site coordinators need to provide the same information at each site, I assumed we were. Either we have to hand out all information provided by the committee, or the site coordinators need to have a discussion before the workshop to talk about handouts. Marlene handed out everything provided by Micah. I think the counselors like hearing more "real world" examples and best practices sort of information versus just reading from the slides.

Erin – I agree with the other comments that overall I like the idea of combining the events. With the two big changes this year – combined with CCASD and the early FAFSA – it's a good learning experience to determine what adjustments we can make for future years. I think that perhaps the presentation could be reduced, but still provide the full presentation for new counselors or for counselors who want to use it to host their own FAIN for their students and families. Hopefully in the future the NASFAA materials will be available earlier.

Carolyn:

Did you think you had enough time to cover what was important? **Yes – we'll go with whatever timeframe they give us, and talk THAT long** 😊

Did you have any issues with the site? **None**

Did the counselors seem to be as engaged as much as in the past? **Oh yes**

What feedback did you hear? **Appreciation for combining this session with their fall training.**

What were the most common questions you received? **How are we going to deal with income changes.....using 2-year old income data.**

Additional comments or recommendations?

Morgan:

Did you think you had enough time to cover what was important? **Yes**

Did you have any issues with the site? **No**

Did the counselors seem to be as engaged as much as in the past? **Yes, for the most part, being the last one of the day I do think some were tired, and some left early.**

What feedback did you hear? **They would like to have the material on a CD or jump drive to take home. They did like having this all in one day.**

What were the most common questions you received?

Additional comments or recommendations?