



SDASFAA EXECUTIVE COUNCIL MEETING MINUTES
Thursday, February 8, 2018 – 8:00 AM Central Time
Phone Conference

Executive Council Members

- Beth Vollan (SDSU) President
- Erin Richards (SDSMT) President-Elect
- Becky Pribyl (NSU) Past-President
- Melinda Fedeler (DSU) Secretary
- Katie Nelson (BHSU) Treasurer
- Marlene Seeklander (LATI) and Julie Pier (USD) Members at Large through 2018
- Melissa Simpson (BHSU) and Kassandra Boyer (SDSU) Members at Large through 2019
- Lucas Winterberg (BND) Associate Member at Large

Call Meeting to Order

Beth called the meeting to order at 8:05am. Attendees introduced themselves and a quorum was present. Julie Pier was absent. We welcomed Marlene back to the Council.

Approval of Agenda

Motion to approve the agenda by Erin, second by Marlene. Motion carried.

Approval of November 14, 2017 Executive Council Meeting Minutes

One correction, Melissa Simpson is listed twice in the list of transitional Board Members. Becky motioned to approve November minutes as corrected, second by Kassandra. Motion carried. Melinda will forward to Web Site committee for posting.

Officer Reports – Consent Agenda

Secretary (Melinda Fedeler)

Thank you to Marlene Seeklander for being such a great predecessor and mentor to me for this position. I am glad she is still on the Council so I won't feel so bad if I have to bug her! Marlene has provided the draft minutes from the November 2017 Council meeting.

Past-President (Becky Pribyl)

Thank you for this opportunity to represent and serve SDASFAA. This is a tremendous learning experience and I'm working with such wonderful people!

2018 Spring Conference Committee – report below

Recognition Committee – report below

President-Elect (Erin Richards)

2018 NASFAA Leadership and Legislative Conference

I am looking forward to participating in the NASFAA Leadership and Legislative Conference in Washington, D.C. February 26th – 28th. I will be attending sessions in the Association Management Pathway, and am excited for the opportunity to learn about leadership and association governance from colleagues around the country. I'd like to thank SDASFAA for making it possible for me to attend this event and represent our association.

At the conclusion of the conference, I will be participating in Hill visits with our state's Washington, D.C. delegation. I have a meeting scheduled with Senator Thune, and with staff from Senator Rounds' office. I hope to be able to meet with Congresswoman Noem or her staff as well. I have also been invited to attend a constituent coffee event, which will

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.

give me the chance to have a meet and greet with all three legislators. I would welcome any topics or suggestions that you have for me in regards to these meetings.

Membership Committee

I am continuing to chair this committee for 2018. We are taking over the maintenance of the membership spreadsheet from the Committee of Record, so we will be working on cleaning up/updating this document. Please let me know if you have any suggestions or recommendations for activities you may like to see us undertake during this coming year.

2018 Fall Decentralized Training Committee – report below

In addition to the activities above, I am also on the 2018 High School Counselor Workshop and 2019 Spring Conference Committees. It will be a busy year, and one that I also think will be a lot of fun, thanks to the awesome SDASFAA executive council and membership!

President (Beth Vollan)

2018 Committee Assignments

I emailed a list of committee assignments to the membership on January 18, 2018. I am grateful to everyone who volunteered.

2018 High School Counselor Workshops

This year SDASFAA is again planning to partner with CCASD to conduct the high school counselor training. Last year's partnership with CCASD was considered successful and is scheduled to continue for 2018. Tom Cool, Executive Director of CCASD, forwarded me the following dates and locations for the 2018 workshops:

- Sept. 5: Aberdeen, NSU
- Sept. 6: Watertown, LATI
- Sept. 10: Rapid City, SDSMT or WDTI
- Sept. 11: Pierre, Capitol U Center
- Sept. 12: Mitchell, MTI
- Sept. 13: Sioux Falls, STI

Currently, Sharon Martin is listed as the site chair for Rapid City. If the actual site is SDSMT instead of WDTI, then Erin Richards will be the site chair.

2019 Spring Conference – report below

This is my first board meeting as SDASFAA President. I am honored to have the opportunity to lead our great association.

Katie made a motion to approve the officer reports, Lucas second. Motion carried.

Treasurer Report (statements attached)

Katie went over the various spreadsheets and SDASFAA's financial position. She discovered an error that was corrected before entering in the minutes. She noted there are a few members with outstanding dues: Citizens Bank (sending), Inceptia, Sinte Gleska, Cheyenne River (now paid). The NASFAA credentialing fees for training have been paid as well as Erin's expenses for the Leadership Conference.

Unfinished Business

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.

Member-At-Large vacancy appointment (email discussion and vote)

On December 12, 2017, President Becky Pribyl sent an email to the Council notifying them Maureen Schuchardt of Presentation College was leaving her position as Director of Financial Aid and returning to her former position as Registrar, therefore resigning her Member-At-Large position on the SDASFAA Executive Council. It is the responsibility of the Council to fill the vacancy by appointment. Marlene Seeklander agreed to stay on the Council after her term as Secretary expired at the end of the year to finish out Maureen's term thru 2018. Becky included Section II of the SDASFAA Constitution and Section K of the SDASFAA Policy & Procedure Manual to outline the process needed for this action. Beth Vollan made a motion to approve the appointment of Marlene Seeklander of Lake Area Technical Institute to fill the vacant Member-At-Large position. Katie Nelson seconded the motion and there was no discussion. Motion carried after members voted by email. We thank Marlene and Maureen for their service to SDASFAA!

2017 Fall Decentralized Training (Beth Vollan)

Decentralized Training was held Tuesday, November 14 and Wednesday, November 15 at the AmericInn in Chamberlain, SD. 28 members attended. The costs this year were higher than in the recent past due to the \$400 cost to hold a NASFAA Authorized Training Event which allowed attendees to take the credential exam on Consumer Information. The total cost for the event was \$823.71 and the income was \$1,260, which resulted in a profit of \$436.29. 17 of the 28 attendees took the credential exam and are now certified in Consumer Information. Excluding the trainers, who were certified prior to Decentralized, 65 percent of attendees took the exam.

2017 Decentralized Training Expense Report			
Expense	Estimated	Actual	Comments
Space Rental	220	236.5	
Conference Phone	25	0	
NASFAA Training Materials	400	400	
Decorations and Door Prizes	100	100.58	69.16 + 31.42
Food	150	86.63	\$20.36 soda, \$66.27 for water and food
Expense Total	895	823.71	
Revenue	1260	1260	estimate 28 attendees at \$45 per person
Revenue Total	1260	1260	
Income/Loss	365	436.29	

Survey results below. Some really good feedback and suggestions were provided regarding programming and the location. Respondents were unanimously in favor of continuing to offer NASFAA credential materials.

TOTAL 21

Comments (2)

RESPONSES (2) TEXT ANALYSIS MY CATEGORIES

Categorize as... Filter by Category

Search responses

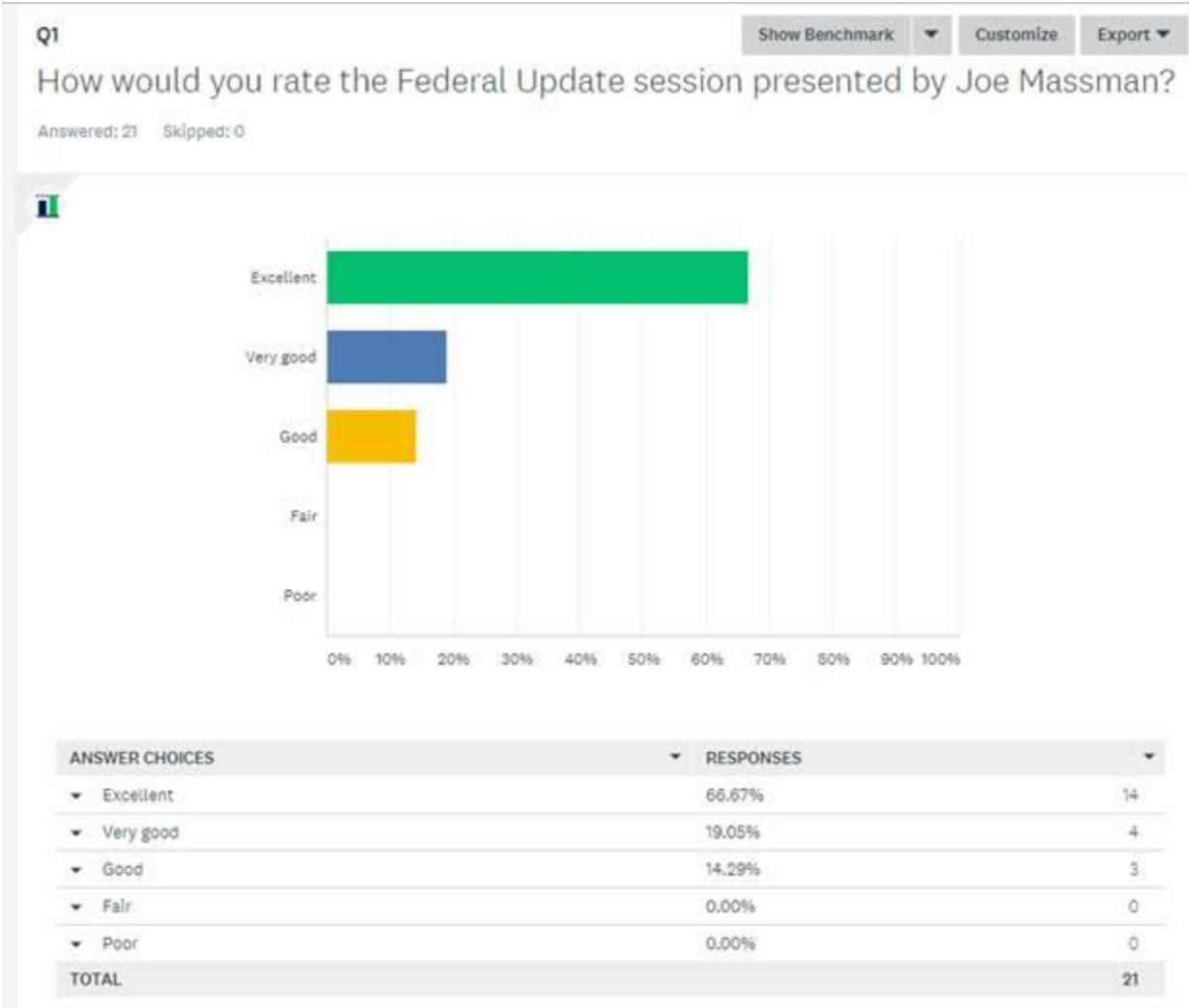
Showing 2 responses

It's always great to have the Federal Update session, even when the Federal Trainer can't be there in person.

11/16/2017 12:23 PM [View respondent's answers](#)

please continue federal updates at Decentralized, even if they are brief

11/16/2017 10:41 AM [View respondent's answers](#)

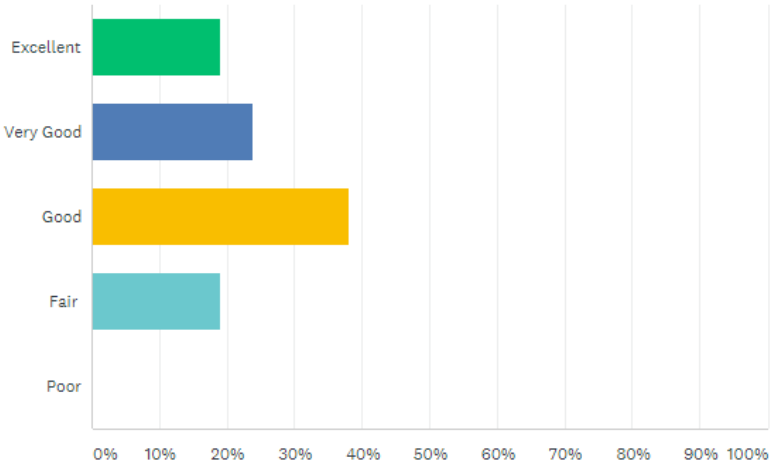


Q2

Show Benchmark Customize Export

How would you rate the Year-Round Pell Grant panel discussion?

Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES
Excellent	19.05% 4
Very Good	23.81% 5
Good	38.10% 8
Fair	19.05% 4
Poor	0.00% 0
TOTAL	21

Comments (3)

Showing 3 responses

It would be good to have an update after a year of processing.

11/17/2017 10:50 AM

[View respondent's answers](#)

Almost too early for this session. Next year might be better when more of us have processed it.

11/16/2017 4:37 PM

[View respondent's answers](#)

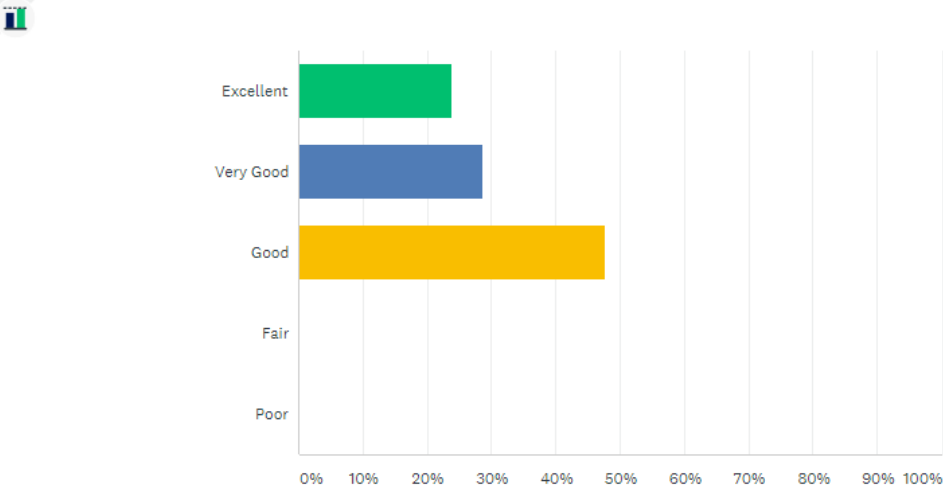
For our institution, summer is always a trailer so this information was informative, but more simple for us.

11/16/2017 2:15 PM

[View respondent's answers](#)

How would you rate the NASFAA Authorized Consumer Information presentation?

Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES
Excellent	23.81% 5
Very Good	28.57% 6
Good	47.62% 10
Fair	0.00% 0
Poor	0.00% 0
TOTAL	21

Comments (4)

Showing 4 responses

Would love to see more of these offered.

11/17/2017 10:50 AM

[View respondent's answers](#)

Thanks Karrie and Carotyn!

11/16/2017 4:37 PM

[View respondent's answers](#)

Carolyn & Karrie both did a very nice job presenting! I was, however, somewhat disappointed in the credentialing session. I didn't feel we were taught very much information compared to other credentialing sessions I have taken. I felt it was more of an overview of various parts of the study guide. I went into it with the expectation that we were going to go over the "meat and potatoes" of the required consumer information and have more discussion on what other schools provide, etc

11/16/2017 12:23 PM

[View respondent's answers](#)

would have liked them to cover more material

11/16/2017 10:41 AM

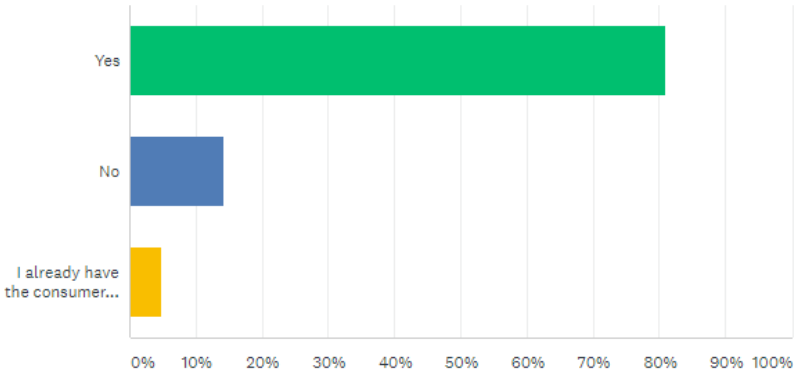
[View respondent's answers](#)

Q4

Customize Export

Do you plan to take the exam to receive a NASFAA credential in Consumer Information?

Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	80.95% 17
No	14.29% 3
I already have the consumer information credential	4.76% 1
TOTAL	21

Comments (1)

Showing 1 response

I am very new to Financial Aid, I will be waiting a little while before completing credentials.

11/16/2017 2:15 PM

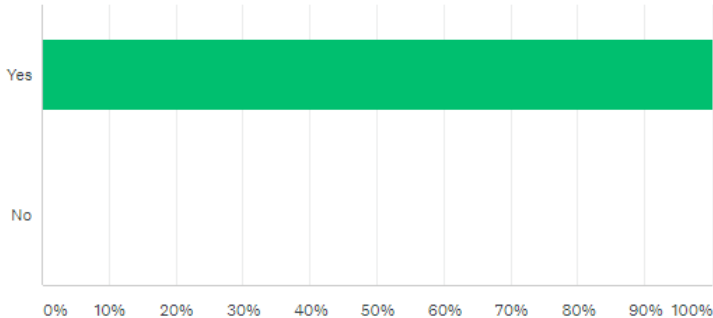
[View respo](#)

Q5

Customize Export

Do you think SDASF AA should continue to offer NASF AA credential training at Decentralized?

Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	100.00% 21
No	0.00% 0
TOTAL	21

Comments (2)

TOTAL 21

Comments (2)

RESPONSES (2) TEXT ANALYSIS MY CATEGORIES

Categorize as... Filter by Category

Search responses

Showing 2 responses

most definitely!

11/21/2017 5:13 PM

View respondent's answers

At some point, there will become a point when many SDASF AA members are already credentialed, and not as many members will find value in it.

11/16/2017 10:40 AM

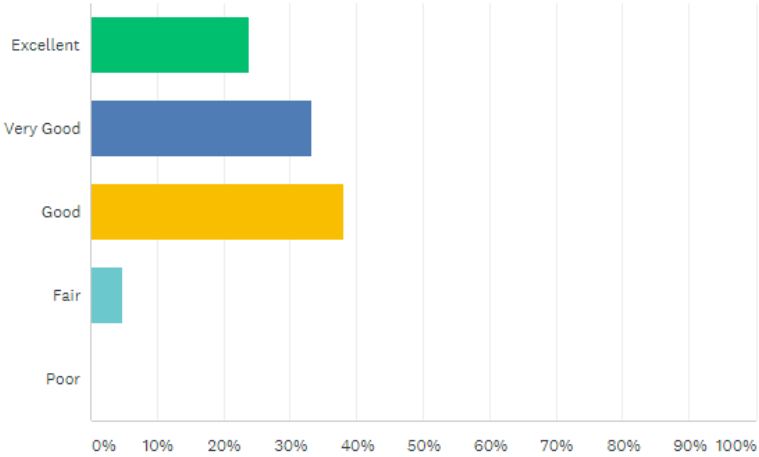
View respondent's answers

Q6

Show Benchmark ▼ Customize Export ▼

How would you rate the location of the event?

Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES
▼ Excellent	23.81% 5
▼ Very Good	33.33% 7
▼ Good	38.10% 8
▼ Fair	4.76% 1
▼ Poor	0.00% 0
TOTAL	21

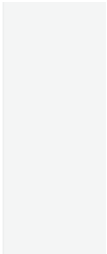
Comments (1)

Showing 1 response

The Americnn is a nice location and they are very accomodating to SDASFAA.

11/16/2017 12:23 PM

[View respondent's answers](#)

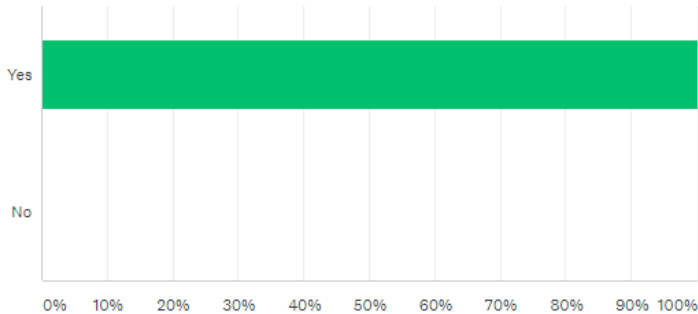


Q7

Customize Export

Did the food and drink items provided meet your needs?

Answered: 21 Skipped: 0



ANSWER CHOICES	RESPONSES
Yes	100.00% 21
No	0.00% 0
TOTAL	21

[Comments \(5\)](#)

Showing 5 responses

great snacks!

11/21/2017 5:13 PM

[View respondent's answers](#)

Great snacks

11/17/2017 10:50 AM

[View respondent's answers](#)

I thought the snack choices were fabulous.

11/16/2017 10:44 AM

[View respondent's answers](#)

Excellent snacks this year!

11/16/2017 10:40 AM

[View respondent's answers](#)

I really think you can quit providing food:)

11/16/2017 10:27 AM

[View respondent's answers](#)

Q8

Export ▼

Are there any improvements you would recommend for the next event?

Answered: 9 Skipped: 12

RESPONSES (9) TEXT ANALYSIS MY CATEGORIES

Categorize as... ▼ Filter by Category ▼

Search responses 🔍 ?

Showing 9 responses

11/16/2017 2:15 PM	View respondent's answers
none 11/16/2017 10:58 AM	View respondent's answers
The second day didn't seem to be worth it. Maybe add one more topic 11/16/2017 10:44 AM	View respondent's answers
Have the event at a location with an elevator. I was put on the 2nd floor and I travel with an oxygen condenser. 11/16/2017 10:39 AM	View respondent's answers
na 11/16/2017 10:31 AM	View respondent's answers
None 11/16/2017 10:02 AM	View respondent's answers

Showing 9 responses

none 11/21/2017 5:13 PM	View respondent's answers
Adding an open forum for discussion topics may be interesting. Also, could the event be moved to a Thursday and Friday timeframe? 11/17/2017 10:50 AM	View respondent's answers
More content. Session time should be equal to or greater than my travel time! 11/16/2017 4:37 PM	View respondent's answers
I would like a little more time to just discuss various practices and approaches with the other Financial Aid officers. We had the ability to do this on specific subjects, but I'd like the ability to do so at a broader level. 11/16/2017 2:15 PM	View respondent's answers
none 11/16/2017 10:58 AM	View respondent's answers

2018 SDASFAA Spring Conference (Becky Pribyl)

The conference will be held in Huron, SD, at the Huron Event Center and Crossroads Hotel, April 30 – May 2, 2018. The committee met via conference call on 12/21/17 and 2/5/18. We worked on narrowing the list of potential topics, identifying speakers, deciding how to provide electronic access to information, setting the registration fee, and choosing entertainment options. The Crossroads Hotel offers a free basic breakfast with the hotel stay so SDASFAA will not be purchasing breakfast either Tuesday or Wednesday. As a result, we will be offering a meal Monday night as well as Tuesday night. The conference logo is below, going with a spring/May Day theme. The NASFAA credential topic will be Return to Title IV offered Monday afternoon. A draft agenda is in progress and we plan to post it to the website in February, with registration to open the end of February/beginning of March. The Conference Committee includes Lindsay Miller, USD; Denise Grayson, DSU; Katie Nelson, BHSU; Morgan Huber, MTI; Kim Nida, BHSU; Beth Vollan, SDSU; and myself.

2019 SDASFAA Spring Conference (Beth Vollan)

Spring 2019 conference will be held in Deadwood at the Lodge. The dates are Monday, April 15 through Wednesday, April 17, 2019. I anticipate holding a board meeting on Monday morning before the conference starts. The contract has been signed and approved. No deposit was required. The hotel has guaranteed the prices from the 2017 catering menu. In early January, I contacted Joe Massman to invite him to present at our conference. Although it is too early for him to confirm that he can attend, he put the event on his calendar. The committee will meet next at 2018 spring conference in Huron.

January 4, 2018, Becky made a motion to approve the 2019 SDASFAA Spring Conference contract with The Lodge of Deadwood, second by Cassandra. Motion carried by email vote.



Group Sales Agreement
The Lodge at Deadwood
100 Pine Crest Ln, Deadwood, SD 57732
Phone: 605-584-4800 Fax: 605-671-2100

Group Name: SDASFAA

Arrival Date: 04/14/2019 Contract Due: 12/30/2017

Group Contact: Beth Vollen
Address:

Phone: - -

Email: beth.vollen@sdstate.edu

Reservations made by: Rooming List or Individuals (circle one)
Block Release Date: 03/15/2019

Table with columns: ROOM TYPE, RATE, 04/14/2019 (Sunday), 04/15/2019 (Monday), 04/16/2019 (Tuesday). Rows include DBL QN, KING STD, and Total Rooms/Nights.

Payment Instructions (M=Master Account Pays; I=Individual Pays) check one

Room/Tax [M] [I] Incidentals [M] [I] Gratuities [M] [I] Other [M] [I] (Please Specify)

TERMS AND CONDITIONS

- 1 comp room per 45 booked.
1 upgrade to suite.
Up to 25 rooms at current state rate.
2017 menu prices to be honored.

Option Date
The Lodge at Deadwood will hold space until the Contract/Deposit Due Date 12/30/2017. If a signed contract is not received by the option date indicated, this contract will be deemed cancelled and The Lodge at Deadwood may release all space without further notice and/or negotiate a new contract.

Change of hotel ownership
The hotel shall promptly notify SDASFAA if there is a change in ownership of the company of the Hotel prior to the meeting, and the SDASFAA shall have the right to cancel the Agreement without liability upon written notice to the hotel.

Force Majeure
The parties' performance under the Agreement is subject to acts of God, war, government regulation, terrorism, disaster, strikes (except those involving the hotel's employees or agents), civil disorder, curtailment of transportation facilities, fuel shortages or a 50% or more increase in the price of oil, gasoline or standard airfare during the period from the execution of the contract to the date of the event or any other emergency beyond their obligations under the Agreement.

Financial difficulties

Hotel strikes/labor dispute clause

In the event of any strikes, work stoppages or other labor disputes, actual or threatened, involving the Hotel employees, the Hotel shall promptly notify SDASFAA and the SDASFAA shall have the right to cancel the Agreement without any liability upon written notice to the Hotel, if the SDASFAA reasonable judgment, such as labor dispute may tend to materially disrupt or interfere with the use of the facilities or quality of service to be provided under the agreement.

Construction or renovation

In the event the hotel will be undergoing any construction or renovation during the Meeting dates, the Hotel shall promptly notify SDASFAA and SDASFAA shall have, with the mutual agreement of the Hotel, the right to cancel the Agreement without liability upon written notice of such intent to the Hotel and receipt of the Hotel's agreement to this action if, in SDASFAA's reasonable judgment, such construction or renovation may tend to unreasonably affect the use of the facilities or the quality of service to be provided under the Agreement.

Deterioration in Quality

Should the Hotel suffer a substantial deterioration in the quality of its facilities as evidenced by a change in the AAA rating of the Hotel, the Group shall notify the Hotel of its concerns in writing. The parties agree to negotiate in good faith to resolve any concerns raised and to enter into such amendments of the agreement as may be necessary to reasonably accommodate both parties' interests. A change in the Hotel's AAA rating will not constitute grounds for termination of this agreement unless mutually agreed upon by both parties.

At the Group's request, Hotel's in-house guest list will be compared with Group's registration list. Any guest room occupied by an individual on Group's registration list, but not coded to Group within Hotel's system, will be credited to Group's pickup only. Hotel may compare the lists itself. Hotel must retain its list.

For attrition & history purposes of this agreement, "attendee" means an individual associated with SDASFAA including SDASFAA & its affiliated organizations' directors, employees, representatives, agents, speakers, exhibitors, members, delegates, guests, invitees, contractors, and subcontractors, with guest room accommodations at the hotel, regardless of how the guest room reservations were made or accepted by the hotel, including any web sites and e-commerce sites on the Internet/World Wide Web, travel agents & corporate travel departments or any other reservation portals.

The omission of a clause regarding any room revenue attrition being owed by SDASFAA means that Hotel expressly waives its right to collect at any time, now or in the future, on SDASFAA's room revenue attrition and/or any other purported losses related to room occupancy in the Hotel not otherwise specifically outlined herein, & whether from liquidated damages, liability issues, penalties, and/or fees related in any way to attrition.

Reservation Method

Once a signed contract has been received by The Lodge at Deadwood, all reservations can be made by calling 1-877-393-5634. If you have rooming concerns or a rooming list please contact Sean Berreth, Assistant General Manager at 605-571-2109 or sberreth@deadwoodlodge.com.

a. Individual:

It is The Lodge at Deadwood's understanding that reservations will be telephoned directly to The Lodge at Deadwood Reservations Department at 605-584-4800 by the Release Date listed on your contract. In order to receive your Group's contracted group rate, telephone requests must identify affiliation with your Group. Reservations can be confirmed through The Lodge at Deadwood Reservations Department as well.

Rates cannot be changed at check-in or checkout for guest who fail to identify their affiliation at the time the reservation is requested. Reservation requests received after the cut-off date will be accepted on a room and rate availability basis.

All reservations must be guaranteed with a major credit card or by your Group.

The Lodge at Deadwood cancellation policy requires rooms cancelled by 4:00 p.m. on the day prior to arrival in order to avoid a cancellation penalty. Failure to give proper notification will result in the first night's room rate being charged to the guest. A valid cancellation number is necessary to avoid a no-show charge.

b. Rooming List:

Your Group will provide us with a complete rooming list no later than the Release Date, listed on your contract. If the rooming list is not received by this date, The Lodge at Deadwood may release the unused portion of the rooms for resale.

All reservations made by rooming list will be automatically guaranteed for late arrival by your organization. If guests identified on the rooming list do not check-in, your Group will be charged one night room rate.

Reservation Cut-Off Date and Room No-Show Policy:

Reservations will be accepted until the cut-off date 03/15/2019. After this date, any unused portion of the guest room block will be released back into general inventory. Any additional reservation requests received after this date will be subject to room availability.

Method of Payment for Guest Sleeping Rooms

a. The method of payment of the Master Account will be established upon approval of your Group's Direct Billing Application by The Lodge at Deadwoods' Accounting Department.

b. Full prepayment in the form of a cashier's check, certified check, or credit card must be received seven (7) days prior to the scheduled event. The Lodge at Deadwood reserves the right to review the payment procedure if payment is within less than seven (7) days.

Arrival and Departure

Check-in time is after 4:00 p.m. Monday thru Sunday. Please note we cannot always ensure guestrooms will be available for those checking in before that time, however, every attempt will be made to assign guestrooms to early arrivals as rooms become available.

Checkout time is 11:00 a.m. We ask that attendees of this event checkout prior to the commencement of any meetings or functions being held on departure day. For the convenience of our guests, luggage storage is available at our Bell Stand located in the Hotel Lobby.

Smoking Policy

Due to South Dakota State Law smoking is prohibited in all indoor public area and guest sleeping rooms.

Tax Exemptions

If your Group maintains Occupancy Tax, or other tax exempt status', your Account must provide The Lodge at Deadwood with a South Dakota Tax Exemption certificate(s) by the Contract/Deposit Due Date in order to be exempt from tax charges.

Credit Approval

a. Please complete and return the enclosed credit application along with your signed letter of agreement. In order to be considered for direct billing privileges, your completed credit application must be received at least 60 days prior to arrival. Upon approval from The Lodge at Deadwood Credit Manager, a Master Account will be created toward which the charges for your event will be applied. These charges will then be billed to your attention following your event. Should credit application be denied full prepayment in the form of a cashier's check, certified check, or credit card must be received seven (7) days prior to the scheduled event.

b. All charges specified with your group function will be placed on one Master Account. Since you have previously established credit with The Lodge at Deadwood, we will be pleased to arrange direct billing for your Master Account.

Master Account

Charges - Charges may be made to your Group's Master Account only by those individuals specifically authorized in writing by your authorized representative(s). All fees, costs, and other expenses, unless specifically authorized by your Account in writing or as otherwise provided in the Agreement, shall be paid by the party incurring the charge.

Billing - The Master Account shall be billed to: The Billing Contact on your Contract.

Payment - Upon receipt of the Master Account statement, your Group shall promptly advise The Lodge at Deadwood of any discrepancies or errors so that The Lodge at Deadwood may review and, if necessary, make

proper adjustments. The balance, exclusive of disputed charges, shall be payable upon receipt of the Master Account statement and no interest charges shall be assessed provided payment is made within thirty (30) days of receipt. Upon resolution of any disputed charges, The Lodge at Deadwood shall re-bill the remaining charges to Group. Payment of these charges shall be payable upon receipt of the statement, and no interest charges shall be assessed provided payment is made within thirty (30) days of receipt.

Promotional Materials/Signage

All signage and decorations must be displayed in a professional manner, and as such are subject to the approval of The Lodge at Deadwood. The Lodge at Deadwood's Convention Services Department will assist your Group with these needs. Any banners, posters, and/or flags to be hung, must be arranged through The Lodge at Deadwood Convention Service Department prior to your Group's arrival. Nothing shall be posted on, nailed, screwed or otherwise attached to columns, walls, floors or other parts of the building or furniture.

Shipping of Packages

In the event it is necessary for your Group to send materials and/or equipment to The Lodge at Deadwood prior to your arrival, please coordinate the delivery of such items with the catering department. All shipments (materials, packages, equipment, etc.) must be coordinated in advance with the Convention Services Department. Shipments that arrive prior to two weeks of the event will be subject to storage fees. All shipments must have proper The Lodge at Deadwood shipping labels.

The Lodge at Deadwood will not be liable for a lost, theft, damage, destruction or the like of said packages. Your Group shall be solely responsible for the risk of loss.

The Lodge at Deadwood will only accept prepaid packages. The Lodge at Deadwood will refuse any package coming C.O.D. and The Lodge at Deadwood will make no notification to the shipper.

Security

Guests acknowledge that The Lodge at Deadwood is not responsible for the safekeeping of equipment, displays, supplies, written material and any other valuable items left in rooms, conference areas, or exhibit areas. In the event your Group requires security, it must be coordinated through the Convention Services Department in advance. There is a charge for security services provided by The Lodge at Deadwood.

In order to maintain adequate security measures, due to the size and/or nature of your function, The Lodge at Deadwood Catering Department will be responsible for scheduling of all security personnel. Security **will be required** for all dance functions with alcohol. If required, these additional charges will be added to your bill.

Noise

If loudness from orchestras, entertainment or public address system, disturb any other guests or become a problem, our property reserves the right to ask the patron or the band leader to lessen the loudness, and if necessary, to perform without amplification. It is requested that your entertainment program be reviewed with the Catering Department prior to contracting for entertainment.

Damage

The Lodge at Deadwood is not responsible for items lost or stolen in any area of the hotel including the parking lot area. All guest items returned will be kept in the lost and found for no more than 30 days after the event. No staples, nails, tack can be used in the banquet space. Due to fire restrictions, open flamed candles cannot be used.

Damages to banquet space resulting in professional services will be charged back to the person signing the contract.

Indemnification

The Group will indemnify and hold harmless the Hotel, its officers, agents, employees, and representatives from and against all claims for bodily injury (personal injury) and property damage resulting from the performance of its obligations under this contract, except to the extent caused by the negligent act or omission of The Lodge at Deadwood, its officers, agents, employees and representatives.

The Lodge at Deadwood will indemnify and hold harmless the Group, its officers, agents, employees, students and representatives from and against all claims for bodily injury (personal injury) and property damage resulting from

the performance of its obligations under this contract, except to the extent caused by the negligent act or omission of the Group, its officers, agents, employees, and representatives.

The Group is responsible for any and all damages and/or losses to the meeting and function rooms, and other areas set aside for Group's use for the event while Group is in control of such rooms and areas which are caused by the Group or any of the Group's employees, agents, guests or other persons attending the function.

Americans with Disabilities Act:

The Lodge at Deadwood represents that its facilities are in compliance with the regulations of the American With Disabilities Act ("ADA") and will defend and hold the Group harmless from any and all claims arising from charges of non-compliance by The Lodge at Deadwood with the regulations of the ADA, including specifically those applicable to public accommodations.

The Group agrees it will furnish to The Lodge at Deadwood a list of any auxiliary aids needed in any meeting rooms or function space by its attendees. Should such auxiliary aids be required, the Group shall pay all charges associated with acquisition, rental or provision of such aids.

Cancellation Policy

The Group agrees that should it cancel its commitment the actual damages would be difficult to determine. Prior to 45 days of the event, no penalty will apply. However should the group cancel within 45 days, the resort would collect 50% of the anticipated room revenue. If the group cancels within 48 hours of the event, the group would be assessed 100% of the group revenue.

The maximum cancellation fee that may be charged shall be based on the number of rooms blocked at The Lodge at Deadwood request as of the date of cancellation and the contract room rate for the block.

Date of Cancellation

Once notice of cancellation is given, The Lodge at Deadwood shall immediately return the blocked sleeping rooms and reserved meeting rooms to its inventory and make good faith, commercially reasonable (based on standards of first class hotels in the Black Hills area) efforts to resell the rooms, which would be taken into account when assessing the cancellation fee.

Cancellation charges are not commissionable.

Cancellations of all event arrangements need to be directed to the attention of the Director of Sales and Catering Office only. All functions are subject to this policy. All advanced deposits and prepayments are non-refundable. The following cancellations fees will be incurred if a cancellation is received less than 30 days prior to the event.

Cancellations/Conferences and Conventions

<u>Cancellation Notice:</u>	<u>Cancellation Charge:</u>
Up to 6 Months Notice	\$
6-12 Months Notice	\$
Over 12 Months Notice	No Penalty

Cancellations/Day Meetings

<u>Cancellation Notice</u>	<u>Cancellation Charge</u>
0-21 days	100% penalty of the total estimated charges
22-30 days	50% penalty of the total estimated charges

All attempts will be made to rebook cancelled space. If space is rebooked at the same revenue generated figures, cancellations charges will not apply.

Cancellations charges will be billed at the discretion of the Hotel.

Changes, Additions, Modifications

All changes, additions, deletions, or stipulations including corrective lining out by either The Lodge at Deadwood or your Group will not be considered agreed to or binding to the other unless such modifications have been initialed or otherwise approved in writing by both parties.

Casino Events

Special events and casino promotions may limit the availability of the group packages. Scheduling of all group packages needs to be approved by casino management and confirmed 2 (two) weeks prior to the event.

Food and Beverage

To ensure the safety of our guests and to comply with local health regulations, food or beverages of any kind (except wedding cakes) may not be permitted within meeting or banquet rooms by any guests. Local health regulations also prevent food prepared by the property that remains uneaten after a function, be taken out of the Banquet facility.

Due to health regulations, any food on buffets will not be out for a period longer than 2 hours.

Tax Exempt Policy

Groups requesting a state sales tax exemption need to meet all state regulations and submit their tax exempt number and necessary paper work to the Catering Department prior to the function. In compliance with South Dakota State Law any tax exempt entities, with the exception of government entities, will be charged taxes on any alcohol purchased.

Food and Beverage Guarantee

The exact number of guests need to be guaranteed to the Catering Office by noon at least (3) business days prior to the function. Guarantees for Monday and Tuesday need to be received by 12:00 pm the proceeding Wednesday. All arrangements are final and not subject to change after the (3) business day final guarantee is made. The Lodge at Deadwood's Banquet Department cannot guarantee service to more than 5% above the guaranteed number. You will be charged for your guaranteed number, or the actual number served, whichever is greater.

Menu Selection

Menu selection and estimated attendance are required at least six weeks prior to the date of the function. When selecting a menu, it is recommended one or two entrees be chosen. All food and beverage needs to be purchased through The Lodge at Deadwood's Catering Department.

There is a 12 person minimum guarantee for all meals served in a private room. When fewer than 12 people, add \$2.00 per person. All buffets have a 35 person minimum. When fewer than 35 people, add \$1.50 per person.

Prices

The catering prices listed on our banquet menus are valid for 90 days. Due to market conditions, all prices are subject to change. A price can be confirmed to you 30 days prior to your event. All prices are subject to an 20% service charge plus applicable taxes.

Audio/Visual Equipment

Audio/Visual equipment may be ordered through the Catering Office. We ask that requests be made at least two days prior to the event. Our Lodge will not handle, transport, store or be responsible for audio/visual equipment not rented through our Sales/Catering Office.

DAY	DATE	START	END	FUNCTION	ROOM	SETUP	ATTD	RENTAL
Monday	4/15/2019	07:00 AM	11:59 PM	Meal Service	Pine Crest D	Banquet Rounds	50	\$0.00
Monday	4/15/2019	08:00 AM	05:00 PM	Exhibits	Foyer Area	Exhibitors	50	
Monday	4/15/2019	08:00 AM	05:00 PM	Meeting	Pine Crest A	Classroom	50	
Tuesday	4/16/2019	07:00 AM	11:59 PM	Meal Service	Pine Crest D	Banquet Rounds	50	
Tuesday	4/16/2019	08:00 AM	05:00 PM	Exhibits	Foyer Area	Exhibitors	50	
Tuesday	4/16/2019	08:00 AM	05:00 PM	Meeting	Pine Crest A	Classroom	50	
Wednesday	4/17/2019	07:00 AM	08:00 AM	Breakfast	Pine Crest D	Banquet Rounds	50	
Wednesday	4/17/2019	08:00 AM	11:00 AM	Exhibits	Foyer Area	Exhibitors	50	
Wednesday	4/17/2019	08:00 AM	11:00 AM	Meeting	Pine Crest A	Classroom	50	

Meeting/Banquet Room Space

We reserve the right to reassign meeting rooms, especially, but not limited to, fluctuating attendance figures. We also reserve the right to charge a service fee for setting up the meeting rooms with extraordinary requirements or for changing setup within 48 hours of the function.

Contract/Deposit/Payment

The hotel requires a signed contract at the time of the booking to secure space.

Acceptance

Please sign and return a copy of this Agreement in its entirety by 12/30/2017. This Agreement will constitute a binding contract between the parties. The individuals signing below represent that each is authorized to bind his or her party to this Agreement. If this Agreement is not received by the Decision Date on your contract, this contract will be deemed cancelled and all rooms and spaces referred to herein will be released, and neither party will have any further obligations under this Agreement.

Carmella Biesiot

Director of Sales

Date:

Signature

SDASFAA

Date:

Signature

Archive Ad Hoc Committee (Becky Pribyl)

Melinda, Katie and Cassandra volunteered to serve on this committee (with Cassandra acting as Web Committee liaison) to go through electronic and physical archives to see what needs to be purged and how to organize and store the items we keep. We would like a couple more volunteers for this committee. A few names were discussed, and Becky will contact them. We need to itemize current documents, decide what to archive electronically (web, thumb drive), decide what to organize or remove from Yahoo Groups, and update web site. We should use NASFAA P&P Archive policy as the framework for this project. Cassandra suggested organizing Yahoo Groups first and then web space. She will check on how much storage we have on the web. Beth suggested we break down duties of the Web committee to have different positions, such as an Archivist. This committee has a long-term time horizon.

New Business

Treasurer Role (Beth Vollan)

On January 24, 2018, Katie Nelson informed the Council her family would be relocating to Minneapolis within the next 6 months, so she will be resigning as SDASFAA Treasurer. Katie's term runs thru 2019 so the Council needs to appoint a replacement to fill the soon-to-be-vacant Treasurer position. Carrie Jordanger of Lake Area Technical Institute has agreed to finish out Katie's term. Erin made a motion to approve the appointment of Carrie Jordanger as Treasurer, second by Melissa. Motion carried by email vote. Carrie will be invited to attend Spring Conference to work with Katie on transitioning the Treasurer duties and documents. THANK YOU, Carrie, and best wishes to Katie and her family on their new endeavor! Thank you for your service to SDASFAA!!

Recognition Committee (Becky Pribyl)

This committee is composed of Beth Vollan, President; Micah Hansen, Past Past President; and myself, Past President. It is responsible for recognizing individual member's service at the SDASFAA Spring Conference and for putting together the slate of candidates for the election later this year.

Kristy O'Kief emailed me the updated years of service spreadsheet on 1/25/18, which will be used to create the years of service plaques awarded at the banquet. There are approximately 12 people reaching milestones this year. I will email the association in February to ask for nominations for SDASFAA's two awards, the Outstanding Service Award and the Douglas Steckler Professional Development Award. Voting for both awards will be conducted via email once nominations are received, with recipients announced at the banquet when their plaques will be presented.

Outstanding Service Award – To recognize a member for service to the association over a considerable time through professional contributions and leadership. Awarded to one member annually who is nominated from the membership-at-large. The final selection will be made by the Executive Council by secret ballot. If no one is nominated by the membership, the Executive Council may select the recipient.

Douglas Steckler Professional Development Award - To recognize one member for service to the association. The Douglas Steckler Professional Development Award will be presented at the annual meeting by the Recognition Committee from nominations solicited from the membership-at-large. It will include a plaque and a \$100 voucher to be used for professional development at the recipient's discretion during the following year. Voted on by Recognition committee.

The Council should be thinking about potential candidates for the 2019 election. Erin brought up retiree awards, no decision has been made on how to recognize, who, or when. 2018 retirees that we are aware of are Paula Carlson from Great Lakes, Carolyn Halgerson from SDSU, and Julie Hamer from SDSU.

2018 Decentralized Training (Erin Richards)

I'm looking forward to working with the fantastic committee members who volunteered to help plan this event! Penciled in at AmericInn, November 14 – 15, 2018 (Wed & Thurs) in Chamberlain. The committee has been meeting and wants to offer another credential session, possibly Direct Loans, but that one is a longer session (NASFAA says 8 hours). Still want to have Federal update from Joe Massman so the committee will contact NASFAA to see if they are ok with us

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.

holding a shorter session. Need to wait to purchase the training credential materials until after the 2018-19 materials are available. WDT staff that have credentials are not able to attend Decentralized to train. Becky noted that the SD BOR schools are tentatively scheduled to have Banner testing in Sioux Falls that week, subject to change.

5 Year Review of Policy and Procedures Manual (Beth Vollan)

Will discuss more at Spring Conference and work on this project over the summer. Last review was done at DWU in conjunction with the summer Board meeting and included an overnight stay. Can also be done by conference call, WebEx or DDN. Council needs to look at SDASFAA P&P for the next meeting.

RMAFAA Board Nominations (Beth Vollan)

Beth has contacted 8 or 9 people who have declined to run this year but would be interested in the future. Council members should send any prospective names to Beth and she will contact.

Long Range Plan (Beth Vollan)

Would like to create a 5-10-year plan to guide the organization in the future and help newer members understand the vision of SDASFAA. RMAFAA has a plan that is about a page long. Discussion on how to accomplish this goal and what to include. Cassandra asked that Beth send the RMAFAA plan to the Council for review.

Committee Liaisons Reminder (Beth Vollan)

Look at committee list for the star denoting committee liaison and then report at each meeting. Please send committee reports to Council by email at least 1 week before each meeting.

*Committee of Record and Website report (Kassandra Boyer and Kristy O’Kief) – did not renew SDASFAA.mobi site that will expire on 2/10/18.

*Review Committee report (Kim Nida) – The 2017 Review Committee met via conference call on Monday, January 29, 2018. Members present included Ken Kocer (MMC), Lucas Winterberg (BND), and Kim Nida (BHSU-chair); Katie Nelson (BHSU), treasurer, was also present. Katie provided the committee with the spreadsheets used by SDASFAA to maintain the organization’s financial records. Our review of the SDASFAA 2017 financial records showed all to be in excellent order.

A new procedure this year was on-line check deposit. Katie went over the steps necessary to start this process along with providing the committee with the procedures used to make on-line deposits.

The committee discussed checks written to the treasurer by the treasurer to determine if more or different oversight was needed in this area. Due to our small association size, president approval before being written, and the quarterly review of SDASFAA financial records, we concluded that the current process is satisfactory.

There was discussion as to why the 2016 High School Counselor Workshop expenses were so much greater than 2017 expenses when we were utilizing the same format in conjunction with DACAC for both years. Katie explained that, while we will continue to have travel expenses for the Pierre site, the other expenses in 2016 included printing of materials and the folders that were purchased to be used at the HSCW. In 2017, the training materials were made available online so counselors could access them at their convenience, either for the workshop or other purposes. The folders will be used for additional information made available to the counselors, such as items from our associate members, and as a promotional item from SDASFAA.

A few comments were made in regard to the spreadsheets utilized by the treasurer to keep the financial records of SDASFAA in order. For the HSCW, we will continue to track the income, expenses, and number of attendees, but is it necessary to track the cost per attendee in our current setup? We offer this as a suggestion for board

discussion. In regard to the spring conference spreadsheet listing the attendees and cost, we recommend always including an explanation if the rate charged is different than the regular rate (ex: one-day rate).

The 2017 Review Committee would like to thank Katie for the work she does on SDASFAA's behalf. I would like to thank the members of this committee for the time dedicated to this review and for being involved members of SDASFAA and the financial aid profession.

Announcements

Erin attending the NASFAA Leadership Conference: February 26-28, 2018

RMASFAA Winter Board meeting: March 15-16, 2018

Next meeting: April 30, 2018 in conjunction with the Spring Conference in Huron, SD

Adjourn

Motion by Marlene to adjourn the meeting, second by Erin. Motion carried.

2017 BALANCE SHEET
BEGINNING BALANCE

Checking	<u>\$ 5,956.38</u>
----------	--------------------

INCOME

Membership Dues	2,625.00
-----------------	----------

Sponsorship Income	3,000.00
--------------------	----------

Workshop Income	9,066.80
-----------------	----------

Spring Conference	4,476.80
-------------------	----------

Support Staff Workshop	0
------------------------	---

Decentralized Training	1,260.00
------------------------	----------

High School Counselor Workshop	3,330.00
--------------------------------	----------

Miscellaneous Income	0
----------------------	---

TOTAL INCOME

<u>\$ 14,691.80</u>

EXPENSES

Workshops	7,406.02
-----------	----------

Spring Conference	6,375.80
-------------------	----------

Support Staff Workshop	0
------------------------	---

Decentralized Training	823.71
------------------------	--------

High School Counselor Workshop	206.51
--------------------------------	--------

Executive Board	1,214.28
-----------------	----------

Travel	7,590.69
--------	----------

NASFAA Leadership Conference	4,585.71
------------------------------	----------

RMASFAA Board Meeting	0
-----------------------	---

RMASFAA Conference	3,004.98
--------------------	----------

Education Activities	552.38
----------------------	--------

Review Committee	0
------------------	---

Membership Committee	0
----------------------	---

Committee of Record	254.82
---------------------	--------

Recognition Committee	297.56
-----------------------	--------

General Postage	49
-----------------	----

General Printing	0
------------------	---

Memorials	50
-----------	----

Miscellaneous Expenses	20	
TOTAL EXPENSES		<u>\$ 16,882.37</u>
TOTAL TRANSFERS		<u>\$ -</u>
Savings	0	
CD's		
ENDING BALANCE -- Checking		<u>\$ 3,765.81</u>

Membership Dues and Sponsorship Income is funds received by our members at the first of the year. Workshop income consists of the 3 events SDASF AA holds throughout the year.

Workshop Expenses includes the costs of hosting the events of SDASF AA. The Spring Conference expenses includes a \$250 deposit for the 2018 Spring Conference. Executive Board Expenses are the cost for board members to travel to the July meeting, and meals for the Fall meeting. The NASFAA Leadership Conference includes costs for Beth and Katie to attend in 2017. The RMA SF AA Conference expenses are Becky and Beth's expenses for 2017. The Miscellaneous expense was to the SD Sec. of State for the filing of our non-profit report.

2017 ASSET STATEMENT

Savings -- Balance Sheet

Beginning Balance	\$22,911.03
Interest Income	\$18.23
Transfers	\$ -

Ending Balance **\$22,929.26**

(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	\$541.80

Ending Balance **\$31,641.46**

(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)

Balance Sheet Summary

Checking Account	\$3,765.81
Savings Account	\$22,929.26
CD - US Bank	\$31,641.46

Total Available Assets \$58,336.53

The Savings Account accrues interest quarterly.

2018 YTD BALANCE SHEET**BEGINNING BALANCE**

Checking		<u>\$ 3,765.81</u>
----------	--	--------------------

INCOME

Membership Dues	2,250.00	
-----------------	----------	--

Sponsorship Income	2,950.00	
--------------------	----------	--

Workshop Income	0	
-----------------	---	--

Spring Conference	0	
-------------------	---	--

Support Staff Workshop	0	
------------------------	---	--

Decentralized Training	0	
------------------------	---	--

High School Counselor Workshop	0	
--------------------------------	---	--

Miscellaneous Income	0	
----------------------	---	--

TOTAL INCOME

<u>\$ 5,200.00</u>

EXPENSES

Workshops		400
-----------	--	-----

Spring Conference	400	
-------------------	-----	--

Support Staff Workshop	0	
------------------------	---	--

Decentralized Training	0	
------------------------	---	--

High School Counselor Workshop	0	
--------------------------------	---	--

Executive Board		0
-----------------	--	---

Travel		1,189.00
--------	--	----------

NASFAA Leadership Conference	1,189.00	
------------------------------	----------	--

RMASFAA Board Meeting	0	
-----------------------	---	--

RMASFAA Conference	0	
--------------------	---	--

Education Activities		0
----------------------	--	---

Review Committee	0	
------------------	---	--

Membership Committee	0	
----------------------	---	--

Committee of Record	0	
---------------------	---	--

Recognition Committee	0	
-----------------------	---	--

General Postage		0
-----------------	--	---

General Printing		0
------------------	--	---

Memorials		0
-----------	--	---

Miscellaneous Expenses	0
TOTAL EXPENSES	<u>\$ 1,589.00</u>
TOTAL TRANSFERS	<u>\$ -</u>
Savings	0
CD's	
ENDING BALANCE -- Checking	<u>\$ 7,376.81</u>

2018 YTD ASSETS

Savings -- Balance Sheet

Beginning Balance	\$ 22,929.26
Interest Income	\$ -
Transfers	<u>\$ -</u>
Ending Balance	\$ 22,929.26

(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)

CD's -- Balance Sheet

<u>CD - US Bank</u>	
Beginning Balance	\$ 31,641.46
Interest Income	<u>\$ -</u>
Ending Balance	\$ 31,641.46

(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)

Balance Sheet Summary

Checking Account	\$ 7,376.81
Savings Account	\$ 22,929.26
CD - US Bank	\$ 31,641.46
Total Available Assets	<u><u>\$ 61,947.53</u></u>