



SDASFAA EXECUTIVE COUNCIL MEETING AGENDA

Wednesday, February 10, 2021 – 1:30 PM Central Time
Conference Call

Executive Council Members

Carissa Koerner (USF) President
Amber Brockel (PC)..... President-Elect
Erin Richards (SDSM&T)..... Past President
Melissa Simpson (BHSU) Secretary
Carrie Jordanger (LATI)..... Treasurer
Mary Alexander (DWU) and Sharon Martin (WDTI) Members at Large through 2021
Morgan Stadler (NSU) and Sydney Chapman (SDSU) Members at Large through 2022
Cathy Mueller (MYF) Associate Member at Large

I. Call Meeting to Order

Carissa called the meeting to order at 1:32 PM Central time. All members present.

II. Approval of Agenda

No additions to the agenda were made. Mary motioned to approve the agenda and Amber seconded. Motioned carried.

III. Approval of November 9, 2020 Executive Council Meeting Minutes

No corrections were suggested. Erin motioned to approve the November meeting minutes and Sharon seconded. Motion carried.

IV. Officer Reports – Consent Agenda

Morgan motioned to approve the consent agenda and Mary seconded. Motion carried.

- a. Past President Erin Richards
As chair of the Recognition Committee, I will be soliciting nominations for the Douglas Steckler Professional Development and Outstanding Service Awards. Please send me the names of those who you wish to nominate! I will also be reviewing SDASFAA members' years of service for recognition at the upcoming conference. I would like thank Carissa for continuing on as President in 2021 and chairing the 2021 Spring Conference Committee. Thank you for the privilege of serving as SDASFAA President for another year!
- b. President-Elect Amber Brockel
There is not much new to report. As mentioned previously, I will be keeping my role as President Elect for the 2021 year. The past year, I have been taking in all of the information and general know how about being President and I am very thankful for our current and past officers as they have been tremendously helpful in providing guidance and setting great examples of leadership. For 2021, I am serving on the spring 2021 Conference Committee, Chairing the Membership Committee and Chairing/Co-Chairing the High School Counselor Workshop Committee. I am looking forward to continuing to chair the Membership Committee and to helping with the High School Counselor's Workshop in the fall. Thank you again to all of our current and past SDASFAA board members. I am looking forward to seeing many of you and connecting in person this year!
- c. President Carissa Koerner
In January, the Executive Council voted to approve SDASFAA's 2021 budget via email.
I am still working through SDASFAA 2021 Committee assignments. I am having difficulties in soliciting volunteers, due to a combination of offices being overwhelmed with additional COVID-19 and HEERF regulations and not having any in-person opportunities last year to hand out volunteer forms. I will continue to reach out during the next few months to complete the roster.
The RMASFAA winter board meeting is scheduled for March 5th, to be held virtually. I will be attending as the SD state delegate.
Preparations and planning for the 2021 spring conference continue and I am hopeful for our first in-person even since November 2019! I have also begun preliminary planning for the 2022 conference in Rapid City.
Thank you for agreeing to serve on the 2021 SDASFA board with me, I look forward to the work we will do together.

V. Officer Reports

- a. Treasurer Carrie Jordanger
Carrie reviewed the balance sheet for 2020 first. SDASFAA fared okay considering that the 2020 Decentralized training and the 2020 Spring conference were both cancelled. Expenses were reasonable for 2020. Moving to the asset statement for 2020, Carrie noted the CD ending in 4018 matured on 12/8/2020 and was renewed for another 11 months in hopes the interest rates will be better in 2021. Next, Carrie drew attention to the membership dues on the balance sheet for 2021. It was noted that 13 associate members have not renewed their memberships for 2021. She will be reaching out to them again. Expenses for 2021 include the NASFAA credentialing material for the Spring conference and the yearly Zoom subscription. There has been very minimal changes on the 2021 asset statement. The historical financial record was shared for the Board view but there was no discussion pertaining to it.

SDASFAA
 Balance Sheet
 January 1, 2020 to December 31, 2020

BEGINNING BALANCE

Checking	5,054.79
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INCOME

Membership Dues	2,700.00
Sponsorship Income	0.00
Workshop Income	1,440.00
Spring Conference	40.00
Support Staff Workshop	0.00
Decentralized Training	0.00
High School Counselor Workshop	1,400.00
Miscellaneous Income	0.00

TOTAL INCOME	4,140.00
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EXPENSES

Workshops	133.81
Spring Conference	133.81
Support Staff Workshop	0.00
Decentralized Training	0.00
High School Counselor Workshop	0.00
Executive Board	129.68
Travel	2,238.57
NASFAA Leadership Conference	2,188.57
RMASFAA Board Meeting	0.00
RMASFAA Conference	50.00
Education Activities	267.18
Review Committee	0.00
Membership Committee	0.00
Committee of Record	167.18
Recognition Committee	100.00
General Postage	55.00
General Printing	0.00
Memorials	0.00
Miscellaneous Expenses	402.95

TOTAL EXPENSES	3,227.19
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TOTAL TRANSFERS	0.00
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Savings	0.00
CD's	

ENDING BALANCE -- Checking	\$5,967.60
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SDASFAA
Asset Statement

January 1, 2020 to December 31, 2020

Savings -- Balance Sheet

Beginning Balance	\$ 15,663.83
Interest Income	\$ 1.54
Transferred from CD to savings	
Transferred to new CD	
	<hr/>
Ending Balance	\$ 15,665.37
<small>(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)</small>	

CD's -- Balance Sheet

CD ending 3037 - US Bank 59 Month

Beginning Balance	\$15,000.00
Interest Income	\$ 405.09
Transferred to savings	
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Ending Balance	\$ 15,405.09
<small>(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)</small>	

CD ending 4018 - US Bank 19 Month

Beginning Balance	\$25,364.66
Interest Income	\$ 634.40
Transfer from savings	
	<hr/>
Ending Balance	\$ 25,999.06
<small>(purchased 5/8/2019, matures 12/08/2020, 19 months, 2.47%)</small>	

Balance Sheet Summary

Checking Account	\$ 5,967.60
Savings Account	\$ 15,665.37
CD - US Bank- 59 Months CD ending 3037	\$ 15,405.09
CD - US Bank 19 Month CD ending 4018	\$ 25,999.06
	<hr/>
Total Available Assets	<u><u>\$ 63,037.12</u></u>

SDASFAA
 Balance Sheet
 January 1, 2021-February 3, 2021

BEGINNING BALANCE

Checking		5,967.60
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INCOME

Membership Dues		1,500.00
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		2,500.00
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EXPENSES

Workshops		500.00
Spring Conference	500.00	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	
Executive Board		0.00
Travel		0.00
NASFAA Leadership Conference	0.00	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	0.00	
Education Activities		159.65
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	159.65	
Recognition Committee	0.00	
General Postage		0.00
General Printing		0.00
Memorials		0.00
Miscellaneous Expenses		0.00

TOTAL EXPENSES		659.65
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TOTAL TRANSFERS		0.00
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Savings		0.00
CD's		

ENDING BALANCE -- Checking		\$7,807.95
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SDASFAA
Asset Statement

January 1, 2021 to February 3, 2021

Savings -- Balance Sheet

Beginning Balance	\$ 15,665.37
Interest Income	\$ -
Transferred from CD to savings	
Transferred to new CD	
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Ending Balance	\$ 15,665.37
(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)	

CD's -- Balance Sheet

CD ending 3037 - US Bank 59 Month

Beginning Balance	\$15,405.09
Interest Income	\$ -
Transferred to savings	
	<hr/>
Ending Balance	\$ 15,405.09
(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)	

CD ending 4018 - US Bank 11 Month

Beginning Balance	\$25,999.06
Interest Income	\$ 2.21
Transfer from savings	
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Ending Balance	\$ 26,001.27
(renewed 12/8/2020, matures 11/08/2021, 11 months, .10%)	

Balance Sheet Summary

Checking Account	\$ 7,807.95
Savings Account	\$ 15,665.37
CD - US Bank- 59 Months CD ending 3037	\$ 15,405.09
CD - US Bank 19 Month CD ending 4018	\$ 26,001.27
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Total Available Assets	<u><u>\$ 64,879.68</u></u>

	2019	2018	2017	2016	2015	2014	2013	2012
Income:	\$14,728.00	\$14,556.00	\$14,691.80	\$13,737.75	\$14,455.00	\$15,627.50	\$16,405.00	\$17,970.00
Membership Dues Income	2775	2700.00	2625.00	2250.00	2625.00	2550.00	2325.00	2775.00
Sponsorship Income	3623	2950.00	3000.00	3250.00	3550.00	4050.00	4550.00	4550.00
Spring Conference Income	3670	4046.00	4476.80	4697.32	3855.00	3972.50	3955.00	4495.00
Decentralized Training Income	1500	1350.00	1260.00	0.00	1400.00	1480.00	1650.00	1100.00
Support Staff Workshop Income	0	0.00	0.00	0.00	0.00	0.00	225.00	1145.00
Interest Income	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous Income	0	0.00	0.00	0.43	0.00	0.00	300.00	0.00
High School Counselor Workshop Income	3160	3510.00	3330.00	3540.00	3025.00	3575.00	3400.00	3905.00
EAC Leadership Development Schol. Income	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
College Goal Sunday Income	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Expenses:	\$15,537.01	\$12,458.01	\$16,882.37	\$15,445.48	\$13,686.43	\$13,041.53	\$13,819.18	\$16,188.96
Printing and Copying Expense	0	0.00		0	0.00	0.00	27.95	0.00
Executive Board Expense	1781.46	1712.94	1214.28	1358.83	1387.97	1188.65	1855.58	3147.40
Spring Conference Expense	4472.42	3267.42	6375.80	7124.48	4793.02	5827.25	4489.35	6206.72
Decentralized Training Expense	1008.27	1044.72	823.71	308.55	145.13	728.48	922.44	697.69
Support Staff Workshop Expense		0.00	0.00	0.00	0.00	0.00	909.28	1632.83
RMAFSA Conference Expense	3714.99	3273.48	3004.98	2241.79	2894.26	2036.89	1688.27	63.60
RMAFSA Board Meeting Expense	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
NASFAA Leadership Conference Expense	3892.2	2342.75	4585.71	1737.72	1624.58	1517.23	1769.46	1665.77
NASFAA Conference Travel Expense	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General Postage Expense	0	0.00	49.00	0.00	0.00	0.00	45.00	0.00
High School Counselor Workshop Expense	0	207.10	206.51	1968.15	2327.10	963.92	1395.54	1647.89
Miscellaneous Expense	44.05	33.65	20.00	63.64	28.17	244.15	19.95	289.50
Memorials Expense	0	100.00	50.00	150.00	100.00	100.00	100.00	50.00
EAC Leadership Development Schol. Expense	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Activities Committees Expense	623.62	475.95	552.38	492.32	386.20	434.96	596.36	787.56
College Goal Sunday Expense	0	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Assets:	\$61,082.89	\$61,005.00	\$58,336.53	\$59,962.47	\$61,122.26	\$59,807.05	\$57,154.95	\$54,323.33
Checking Account Balance	5054.79	\$5,863.80	\$3,765.81	\$5,956.38	7664.11	6895.54	4309.57	7723.75
Savings Account Balance	15663.44	\$22,947.59	\$22,929.26	\$22,906.43	22892.73	22870.31	22845.38	15975.52
Balance of CD Holdings	40364.66	\$32,193.61	\$31,641.46	\$31,099.66	30565.42	30041.20	30000.00	30624.06
Total Assets from Asset Statement	\$61,082.89	\$61,005.00	\$58,336.53	\$59,962.47	\$61,122.26	\$59,807.05	\$57,154.95	\$54,323.33

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.

	2011	2010	2009	2008	2007	2006	2005
Income:	\$15,745.90	\$18,290.54	\$18,038.45	\$25,046.13	\$28,325.70	\$30,563.07	\$18,550.50
Membership Dues Income	3075.00	3075.00	3375.00	4275.00	3525.00	3375.00	3675.00
Sponsorship Income	3400.00	4925.00	9150.00	13375.00	16225.00	15150.00	8851.00
Spring Conference Income	3640.00	3427.02	3312.95	4410.00	3039.17	3320.00	0.00
Decentralized Training Income	1600.00	2140.00	0.00	0.00	0.00	0.00	0.00
Support Staff Workshop Income	361.00	0.00	0.00	0.00	0.00	147.50	815.00
Interest Income	0.52	0.54	0.50	1.23	6.09	8.81	4.50
Miscellaneous Income	144.38	1712.98	0.00	186.00	0.00	0.00	0.00
High School Counselor Workshop Income	3525.00	3010.00	2200.00	2310.00	3085.00	2250.00	3705.00
EAC Leadership Development Schol. Income	0.00	0.00	0.00	0.00	1500.00	1500.00	1500.00
College Goal Sunday Income	0.00	0.00	0.00	488.90	945.44	4811.76	0.00
Expenses:	\$13,538.00	\$11,166.63	\$15,921.56	\$18,269.76	\$19,638.16	\$22,210.11	\$22,400.71
Printing and Copying Expense	0.00	25.00	79.95	0.00	0.00	0.00	0.00
Executive Board Expense	2695.19	2458.71	3889.45	2438.59	1920.21	1236.53	1246.98
Spring Conference Expense	2957.00	3479.97	5508.12	6653.28	6421.54	4735.58	6320.53
Decentralized Training Expense	651.92	646.19	0.00	100.00	487.32	677.04	453.95
Support Staff Workshop Expense	1034.97	984.48	1369.11	789.50	683.55	1117.87	878.09
RNASFAA Conference Expense	1830.46	1480.91	1254.68	1795.12	3146.08	2399.10	1514.00
RNASFAA Board Meeting Expense	742.88	0.00	103.82	284.98	222.68	342.28	1260.41
NASFAA Leadership Conference Expense	1686.12	250.00	1462.98	2917.19	1109.12	1220.96	2910.07
NASFAA Conference Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00	1894.56
General Postage Expense	44.00	4.90	0.00	82.14	41.00	39.32	37.00
High School Counselor Workshop Expense	963.60	1040.11	1430.95	1488.31	1679.62	2153.94	3159.91
Miscellaneous Expense	98.40	10.00	381.00	598.73	29.21	56.37	87.27
Memorials Expense	200.00	150.00	50.00	0.00	200.00	100.00	50.00
EAC Leadership Development Schol. Expense	0.00	0.00	0.00	0.00	1800.00	1900.00	500.00
Activities Committees Expense	633.46	636.36	391.50	634.36	793.80	1578.44	2087.94
College Goal Sunday Expense	0.00	0.00	0.00	487.56	1104.03	4652.68	0.00
Assets:	\$52,322.54	\$49,694.30	\$42,293.17	\$39,707.70	\$32,425.72	\$23,513.34	\$14,985.37
Checking Account Balance	5942.71	8913.47	5066.93	3950.04	21173.67	12486.13	4133.17
Savings Account Balance	15968.55	10959.49	8446.61	7435.02	1425.02	1422.83	1421.24
Balance of CD Holdings	30411.28	29821.34	28779.63	28322.64	9827.03	9604.38	9430.96
Total Assets from Asset Statement	\$52,322.54	\$49,694.30	\$42,293.17	\$39,707.70	\$32,425.72	\$23,513.34	\$14,985.37

2019
*Note:
The National Guard: \$800 was paid directly to the Lodge at Deadwood since we are unable to accept credit card payments of which Membership dues \$75, 1 Conference Registration \$95, Partner Level Sponsorship \$500 and an extra \$130 donation to SDASFAA.
Reducing the bill from The Lodge at Deadwood from \$4,438.92 - \$800 = \$3,638.92

2019
^The National Guard covered the food expense for Decentralized Training. Arrowwood billed the National Guard directly. Not reflected in income or expense.

Snack \$88.80
Breakfast \$134.52

VI. Old Business

- a. 2021 Spring Conference Carissa Koerner
The 2021 Spring Conference will be held April 12-14 at the Hilton Garden Inn-Downtown in Sioux Falls. Preparations are coming along great. Attendees will have the option to attend in-person or virtually. There will be two different registration fees for each attendance option. Carrie is working with the Committee of Record to set up the PayPal “button” for registration fees. Registration is set open March 1st. All sessions, except for the Federal update, NASFAA update, and RMASFAA update, will have in-person presenters. The credentialing materials and exam voucher will only be available to the in-person attendees. The 50th anniversary celebration has been moved to virtually. A link will be sent to past members to record a short video that will be compiled into a tribute.

- b. 2022 Spring Conference Carissa Koerner
Carissa had started planning for the 2021 conference to be on west side of the state before COVID-19 forced the 2020 Spring conference to be pushed back. Carissa will continue putting these preliminary plans in place for the 2022 Spring conference. Carissa had reached out to several hotels to begin choosing a site. The Hilton Garden Inn, in Rapid City, was the forerunner. Choosing the Hilton Garden Inn would mean working with the same hospitality people as the Hilton in Sioux Falls. More information regarding dates will come at the next Board meeting.

Something to keep in mind – in 2016, the RMASFAA Fall conference was held in Rapid City. It will be SDASFAA’s turn to host again in 2024. Planning, such as site contracts and committee assignments, will need to begin relatively soon.

- c. SDASFAA Strategic Plan 2022-2025 Board Discussion
The strategic plan that was created in 2018 is due to expire at the end of 2021 (included as Attachment 1). Some areas can be carried forward to a new strategic plan but others will need to be discussed and revised. There will be a session at the Spring conference that will be dedicated to getting feedback on how SDASFAA is doing from the membership. A goal would be to create survey at the summer Board meeting to construct a framework of the new draft of the strategic plan.

VII. New Business

- a. 2021 Decentralized Training Mary Alexander/Sharon Martin
No report on the Decentralized training at this time.

- b. Partnership with SD College Admissions.....Board Discussion
After many years of coordinating CCASD, Tom Cool has retired. Joann Huber has taken Tom’s place. Joann has reached out to Carissa asking if CCASD can partner with SDASFAA beyond the high school counselor workshop. Some of Joann’s suggestions may overlap with services that Mapping Your Future already offer. Cathy has already spoken with Joann and had a great conversation about the videos that MYF offer and how MYF can participate in the college fairs put on by CCASD. Another potential opportunity for partnership would be advertisement of financial aid nights that are put on by institutions.

VIII. Committee Activity from Liaisons

- a. RecognitionErin Richards
Erin will be working on years of service awards and will be asking for nominations for the Douglas Steckler Professional Development and the Outstanding Service awards. These awards will be presented at the Spring conference.

- b. Record/WebsiteCarrie Jordanger
Carrie is working with Micah and Kristy to make the Paypal payment link live on the SDASFAA website. Cathy volunteered to offer assistance with setting up Paypal.

- c. ReviewCathy Mueller
No report from the Review committee at this time.

- d. MembershipAmber Brockel
The only activity for the Membership committee is keeping the website updated.

IX. Announcements

- a. RMASFAA Winter Board Meeting: March 5, 2021
- b. Next meeting: April 12, 2021 (in conjunction with SDASFAA Spring Conference)
- c. SDASFAA Spring Conference: April 12-14, 2021 at Downtown Hilton Garden Inn, Sioux Falls, SD
- d. RMASFAA Summer Institute June 6th – June 10th, 2021 in Kearney NE

X. Adjourn

Sydney motioned to adjourn the meeting and Morgan seconded. Motion carried. Meeting adjourned at 2:26 PM Central time.

SDASFAA Strategic Plan 2018 to 2021

With the goal of remaining an effective organization, the SDASFAA Board has adopted a strategic plan for the remainder of 2018 through 2021. The plan is designed to serve as a guide for SDASFAA Board members and committees. SDASFAA will use this plan to ensure the needs of its members are being met while focusing on initiatives that align with SDASFAA's purpose. Recognizing the need to remain financially strong and promote volunteerism and leadership development, the plan focuses on these four areas.

1. Support and promote training – One of SDASFAA's primary purposes is "to promote standards of professional preparation". SDASFAA will provide quality training opportunities to enhance the financial aid knowledge of its members and others who work in financial aid. To support and promote training, SDASFAA will

- Continue holding annual conferences/training events with sessions presented by U.S. Department of Education officials, NASFAA representatives, members, and others as appropriate
- Offer NASFAA Authorized Training in conjunction with SDASFAA conference/training events
- By the end of 2018, survey members to determine if conference locations, dates, and training topics are meeting members' needs, and which communication options they prefer (Ex: social media, email, etc)
- Continue to provide financial aid training at High School Counselor Workshops

2. Facilitate communication to and amongst the membership – SDASFAA recognizes the value of an open exchange of ideas, information, and best practices. To encourage communication, SDASFAA will

- Continue to support a listserv to facilitate questions and discussion amongst members
- Update the SDASFAA website platform and content before the end of 2021
- Continue providing networking opportunities in conjunction with conferences and events
- Provide communications from Executive Council on at least a quarterly basis and more often as needed.

3. Ensure that SDASFAA has a competent volunteer base – SDASFAA recognizes the importance of having members who are willing and able to serve on committees and the Board and to take on leadership roles. To develop a competent volunteer base, SDASFAA will

- Provide scholarships to members who participate as mentees in RNASFAA's Leadership Pipeline
- Provide funding for SDASFAA President-Elect and Treasurer-Elect to attend the Association Management track at the NASFAA Leadership Conference
- Work with the Membership Committee and Committee of Record and Website to develop a procedure to welcome new members and advise them of volunteer opportunities and a procedure to regularly notify the membership of individuals who are new to the association
- Encourage both new and experienced members to run for Board positions and to volunteer for committees

4. Ensure that SDASFAA remains financially strong – SDASFAA recognizes that sound financial management is needed to keep the association viable. To encourage a financially stable organization, the Board will

- Analyze SDASFAA's expenses, income, and reserves to recommend the amount or percentage of expenses SDASFAA should maintain in its reserves
- Develop annual budgets that seek to maintain reserves at recommended levels
- Review conference fees to ensure that the expense of holding events is not outpacing the income generated from the events.
- Review and adjust membership fees for institutional and associate members as appropriate