



SDASFAA EXECUTIVE COUNCIL MEETING MINUTES

March 11, 2020 – 9:00 AM Central Time

Via Zoom

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
- Morgan Huber (MTI) and Tresse Evenson (AU) Members at Large through 2020
- Mary Alexander (DWU) and Sharon Martin (WDT) Members at Large through 2021
- Katie Maley (SDBOR) Associate Member at Large

Call Meeting to Order

President Carissa Koerner called the meeting to order at 9:02 AM. All members were present.

Approval of Agenda

Motion to approve the agenda was made by Carrie and seconded by Sharon, motion carried.

Approval of November 13, 2019 Executive Council Meeting Minutes

Out-going secretary Melinda Fedeler emailed minutes from the November Executive Council meeting. 2 corrections brought forward by Carissa through email. Melissa made these corrections prior to March’s Executive Council meeting. Motion to approve the November minutes was made by Amber and seconded by Tresse, motion carried. Melissa will send these minutes to Kristy O’Kief for posting to the website.

Officer Reports – Consent Agenda

Motion to approve the consent agenda was made by Mary and seconded by Katie, motion carried.

Past-President (Erin Richards)

2020 SDASFAA Spring Conference

The Spring Conference Committee is busy planning the 2020 conference, which will be held April 21st – 23rd at the Hilton Garden Inn Downtown in Sioux Falls. We are celebrating SDASFAA’s 50th anniversary! The committee has been holding regular conference call meetings. A draft agenda is in place, with expected sessions including The State of Higher Education, Generational Differences in the Workplace, Campus-Based Programs (NASFAA Credential), Making Financial Aid FUN, Department of Education sessions, and more. SDASFAA retirees and past members have been invited to join us for the awards banquet on April 22nd. I am looking forward to a great conference!

President-Elect (Amber Brockel)

First, I would like to thank everyone for his or her support and encouragement as I take on the role of President-Elect for the 2020 year. For 2020, I am serving on the spring 2020 Conference Committee, 2020 Fall Decentralized Committee, Chairing the Membership Committee and Co-Chairing the High School Counselor Workshop Committee. I am also Co-Chair of the spring 2021 Conference Committee. I have served on the Fall Decentralized committee for a few years and always enjoy putting that conference together. I am looking forward to chairing the Membership Committee and to helping with the High School Counselor’s Workshop in the fall.

2020 NASFAA Leadership and Legislative Conference

I attended the NASFAA Leadership and Legislative Conference in Washington, DC, February 2-5, 2020, and completed the Association Management pathway. The conference was thought provoking and very resourceful and gave me many opportunities to network with other colleagues taking on leadership roles in

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their state and or regional associations. It was good to connect with other “newbies” to share our anxieties about taking on a new role. I came away with some great ideas about how to make our association function smoothly, facilitate cooperation and participation, and take our vision and long-range plan of SDASFAA into the future. I genuinely appreciate the Association’s commitment to the education of our volunteers and leaders, and I look forward to continuing to be a valuable member and volunteer of SDASFAA.

President (Carissa Koerner)

In January, the Executive Council voted to approve SDASFAA’s 2020 budget via email.

In addition to the budget vote, the Executive Council has also held two additional votes to approve the membership applications for SOFI and Iowa Student Loans.

Thank you to all who participated via email and for your quick responses!

SDASFAA 2020 Committee assignments have been completed and posted on the website. Thank-you to all who volunteered especially to those who are serving for the first time. We have a great group of people and I am excited to work with you all!

The RMASFAA winter board meeting was held February 20-21st in Denver, CO. I was honored to attend as the SD state delegate. As part of the board meeting, state delegates met separately to work on creating a handbook to be used for future state delegates.

Thank you for a great start to 2020, I am excited to serve as your president this year!

Treasurer's Report

SDASFAA Balance Sheet
January 1, 2020 to March 10, 2020

BEGINNING BALANCE		
Checking		<u>5,054.79</u>
INCOME		
Membership Dues	2,475.00	
Sponsorship Income	4,000.00	
Workshop Income	280.00	
Spring Conference	280.00	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	
Miscellaneous Income	0.00	
TOTAL INCOME		<u>6,755.00</u>
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	2,188.57	
NASFAA Leadership Conference	2,188.57	
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	
Miscellaneous Expenses	0.00	
TOTAL EXPENSES		<u>2,688.57</u>
TOTAL TRANSFERS		<u>0.00</u>
Savings	0.00	
CD's		
ENDING BALANCE -- Checking		<u>9,121.22</u>

SDASFAA Asset Statement
January 1, 2020 to March 10, 2020

Savings -- Balance Sheet

Beginning Balance	\$ 15,663.44
Interest Income	\$ 0.39
Transferred from CD to savings	
Transferred to new CD	
	<hr/>
Ending Balance	\$ 15,663.83
(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)	

CD's -- Balance Sheet

CD - US Bank 59 Month

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

CD - US Bank 19 Month

Beginning Balance	\$25,364.66
Interest Income	\$ 156.36
Transfer from savings	
	<hr/>
Ending Balance	\$ 25,521.02
(purchased 5/8/2019, matures 12/08/2020, 19 months, 2.47%)	

Balance Sheet Summary

Checking Account	\$ 9,121.22
Savings Account	\$ 15,663.83
CD - US Bank- 59 Months	\$ 15,000.00
CD - US Bank 19 month	\$ 25,521.02
	<hr/>
Total Available Assets	\$ 65,306.07
	<hr/>

SDASFAA Balance Sheet
January 1, 2019 to December 31, 2019

BEGINNING BALANCE		5,863.80
Checking		
INCOME		
Membership Dues	2,775.00 *	
Sponsorship Income	3,623.00 *	
Workshop Income	8,330.00	
Spring Conference	3,670.00 *	
Support Staff Workshop	0.00	
Decentralized Training	1,500.00	
High School Counselor Workshop	3,160.00	
Miscellaneous Income	0.00	
TOTAL INCOME		14,728.00
EXPENSES		
Workshops	5,480.69	
Spring Conference	4,472.42 *	
Support Staff Workshop	0.00	
Decentralized Training	1,008.27 ^	
High School Counselor Workshop	0.00	
Executive Board	1,781.46	
Travel	7,607.19	
NASFAA Leadership Conference	3,892.20	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	3,714.99	
Education Activities	623.62	
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	121.05	
Recognition Committee	502.57	
General Postage	0.00	
General Printing	0.00	
Memorials	0.00	
Miscellaneous Expenses	44.05 **	
TOTAL EXPENSES		15,537.01
TOTAL TRANSFERS		0.00
Savings	0.00	
CD's		
ENDING BALANCE -- Checking		\$5,054.79

* See note on next page

SDASFAA
Balance Sheet
January 1, 2019 to December 31, 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

^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
Total \$223.31

Committee of record: 5 years for domain name

NASFAA Leadership was for 2 attendees

****Misc. Expense:**
\$10 SD Secretary of State reporting fee
\$34.05 US Bank for box of checks

SDASFAA Asset Statement
January 1, 2019 to December 31, 2019

Savings -- Balance Sheet

Beginning Balance	\$ 22,947.59
Interest Income	\$ 7.00
Transferred from CD to savings	\$ 17,708.85
Transferred to new CD	\$ (25,000.00)
Ending Balance	<u>\$ 15,663.44</u>

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

CD's -- Balance Sheet

CD - US Bank 59 Month

Beginning Balance	\$32,193.61
Interest Income	\$ 515.24
Transferred to savings	\$ (17,708.85)
Ending Balance	<u>\$ 15,000.00</u>

(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)

CD - US Bank 19 Month

Beginning Balance	\$0.00
Interest Income	\$ 364.66
Transfer from savings	\$ 25,000.00
Ending Balance	<u>\$ 25,364.66</u>

(purchased 5/8/2019, matures 12/08/2020, 19 months, 2.47%)

Balance Sheet Summary

Checking Account	\$ 5,054.79
Savings Account	\$ 15,663.44
CD - US Bank- 59 Months	\$ 15,000.00
CD - US Bank 19 month	\$ 25,364.66
Total Available Assets	<u><u>\$ 61,082.89</u></u>

5.8.2019 Invested \$7,291.15 from savings into a new CD.

Renewed 59 month CD \$15,000 beginning balance at 2.66% interest added annually. Will mature 3/31/2024.

Purchased new 19 month CD, \$25,000 beginning balance at 2.47% interest added monthly. Will mature 12/8/2020.

Old Business

2019 Fall Decentralized Training (Melissa Simpson/Mary Alexander)

Melissa and Mary reported that they felt the overall training went well. A survey was conducted following the training. Results included that Cedar Shore adequately met the needs of the conference and that the timeliness of the break snacks/breakfast and offering more health-conscious food options have room for improvement. Melissa noted that the catering menu was set based on the assumption that SDASFAA would cover this expense since the National Guard sponsorship had not been set. Food choices were made with the goal to not increase the registration fee. Recommended for future training committees to evaluate registration fees if the site remains at Cedar Shore.

2020 SDASFAA Spring Conference (Erin Richards)

Erin is very excited about the upcoming Spring conference being held April 21st – 23rd at the Hilton Garden Inn-Downtown Sioux Falls! The original room deadline was March 20th. This contract had been filled so more rooms have been added to the block since the hotel still has some vacancies. Registration fee is \$110 and registration deadline is April 3rd. 31 members have registered, including 8 sponsors (may have the National Guard yet). 15 past members will be attending the banquet. The committee has been keeping themselves abreast with the current coronavirus situation. They have had some discussion on worst case scenarios and will have a conference call next week to make a contingency plan.

Credit Card Payments (Carrie Jordanger)

Carrie researched a few different online payment providers but is leaning toward PayPal as the best option. PayPal offers a discounted membership for non-profit organizations. After proving non-profit status (by providing PayPal with a copy of the 501-3c documentation) there would be a 2.2% + \$0.30 fee/transaction. SD law states that SDASFAA can either absorb the fee or pass it to our “customer”. One large benefit to using this provider is that PayPal holds the responsibility for protecting the confidential encrypted information (such as credit card numbers). Mapping Your Future supports the decision to use PayPal and can assist with adding a link to our website. Registration fees could be paid with credit cards. Membership dues or sponsorships could be available but may have to work on providing links or making changes to the website to make that possible. There was very positive discussion on this topic. Some considerations were how to handle the transaction fee, what payments should member be able to use credit cards, how much will the total fees be annually, should SDASFAA charge a flat fee instead of a percentage, and if SDASFAA should absorb the fees for a certain timeframe and then assess how to proceed. Carissa agrees absorbing the transaction fee for a year with future assessment and instructed Carrie to proceed with the setup of the PayPal account.

Mapping Your Future Article (Board Discussion)

Carissa opened a discussion regarding the Mapping Your Future article. SDASFAA has been submitting a Q&A-type segment to be included in the newsletter Mapping Your Future sends to the SD high school guidance counselors. The intention was to encourage the counselors to submit their own questions and SDASFAA would answer them. The intention was good but there has been no feedback from the counselors. Carissa posed the question of what we should do with the newsletter. Discussion included stopping the newsletter completely, continuing the newsletter but less frequently, and who should write the article. Upon conclusion, the Board is in agreement that the High School Counselors Workshop committee will submit an article to Mapping Your Future twice a year.

2021 SDASFAA Spring Conference (Carissa Koerner)

Carissa collected proposals from the Hilton Garden Inn (Rapid City), the Rushmore Inn (Rapid City), the Lodge at Deadwood (Deadwood), and the Holiday Inn and Convention Center (Spearfish). The spring conference committee voted to have Rapid City as the location. Carissa provided the Board with a spreadsheet for comparison of the two Rapid City sites that included room rates, conference room amenities, and estimated catering cost. The Board noted these comparison points and additionally discussed the location of both hotels in regards to proximity to restaurants, airport, etc. The Board did not have a strong preference for either site

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but a suggestion was made to not make a decision until after the 2020 Spring Conference as to not enter into another contract with the Hilton Garden Inn just in case SDASFAA is not satisfied. Carissa will follow up with both the Hilton Garden Inn and Rushmore Inn to check dates.

New Business

2020 High School Counselor Workshop (Carissa Koerner)

High school counselor workshop will continue to be held in partnership with the Council on College Admission in South Dakota (CCASD). Dates have been set as the following: September 4 – Aberdeen (Sharon Kienow, NSU), September 5 – Watertown (Julie Foreman, LATI), September 9 – Rapid City, (Sharon Martin, WDTI or Erin Richards, SDSM&T), September 10 – Pierre (Liz Augustine, SDSU), September 12 – Mitchell (Morgan Huber, MTI), and September 13 – Sioux Falls (STI).

2020 Decentralized Training (Morgan Huber/Tresse Evenson)

Morgan and Tresse are in the brainstorming process for Decentralized training. Dates have not been set but the week of Veteran's day (November 9-10 or November 12-13) is being considered. Tresse discussed offering a NASFAA authorized training with student eligibility being a possibility. Potential site was discussed. Amber and Melissa mentioned that the Howard Johnson and Quality Inn do not have conference space to accommodate a group of this size.

Manuals for Various Committees (Board Discussion)

As President, Carissa would like manual for each Board position and each SDASFAA committee. The objective of this project would be to assist future Board members and committee chairs in their duties and responsibilities. Manuals for high school counselor workshop committee, spring conference committee, and recognition committee have been completed by President, Past President, and President Elect. A manual was not shared for secretary but Melissa will check with past secretaries and create one if needed. There is a manual for treasurer but Carrie will work on making necessary updates. Tresse and Melissa will create a manual for the Decentralized training committee as the second-year Members at Large. Amber and Erin will create a manual for the Membership committee. Katie will work with Lucas Winterberg (past associate member at large) to create a manual for the Review committee. As a member of the Committee of Record and Website, Carrie will work with Kristy O'Kief (webmaster) to put a manual together. Mapping Your Future may already have instructions for the web space in place. The Board agreed to begin working on these manuals by summer board meeting with drafts by the end of the year.

Committee Activity from Liaisons (Board Discussion)

Recognition Committee (Erin Richards)

We are seeking nominations for two SDASFAA awards: the Douglas Steckler Professional Development Award and the Outstanding Service Award. I have requested that SDASFAA members send me their nominations by March 20. Kristy O'Kief sent an updated years-of-service listing to me in February. I will use this listing to create awards for those who will be recognized during the awards banquet for years-of-service milestones. After the conference, I will move my attention to putting together a slate of candidates to run for open positions on the 2021 SDASFAA Executive Council. I will be seeking nominations for President-Elect, Associate Member-at-Large, and two Institutional Members-at-Large.

Committee of Record and Website (Carrie Jordanger)

Carrie commented that the SDASFAA website has been updated for spring conference registration. There is nothing else to report at this time.

Review Committee (Katie Maley)

Katie has nothing to report at this time but should something for spring conference.

Membership Committee (Amber Brockel)

We have added 2 new members in the last few months: SoFi and Iowa Student Loans. Carissa sent a welcome email to these new members. Amber has updated our SDASFAA membership directory information to add the new members and with the help of Kristie O’Kief, has posted the updated information to the website. Amber emailed the 2 new members to let them know they were added to the SDASFAA membership directory and removed Becky Hubbard with Cognition Financial, as she left the organization and they wished to waive their membership.

So far, Scholarnet, Ascendium, BND, College Ave, Sallie Mae and SDBOR have signed up for booth space at the spring 20 conference in Sioux Falls.

We will continue to keep the membership directory up to date and will be emailing out a request for any updates in the next couple of months.

Amber brought forward concerns regarding memberships for Wells Fargo, Black Hills Beauty College, and Sinte Gleska University. Membership dues have not been paid and attempts to contact these members have been unsuccessful. After discussion, Amber will attempt to contact Whitney Barbush (WF), Tom Poloncic (BHBC), and Midas Gunhammer (SGU) from the membership committee rather than having Carrie contact them from the treasurer side.

Announcements

NASFAA Leadership Conference: February 3-5, 2020

RMASFAA Winter Board Meeting: February 20-22, 2020

Next meeting: April 21, 2020 (in conjunction with SDASFAA Spring Conference)

Annual business meeting

2020 Spring Conference: April 21-23, Hilton Garden Inn-Downtown, Sioux Falls

RMASFAA Summer Institute June 7th – June 11th, 2020

Adjourn

Motion to adjourn was made by Erin and seconded by Sharon, motion carried.