



**SDASFAA EXECUTIVE COUNCIL MEETING AGENDA**

Monday, April 4, 2016 – 9:00 AM Mountain Time

Holiday Inn – Rapid City

**Executive**

**Council Members**

- ..... Micah Hansen, (SDSU) President
- Becky Pribyl (NSU) ..... President-Elect
- Ken Kocer, (Mount Marty) ..... Past-President
- Marlene Seeklander, (LATI) ..... Secretary
- Caleen Jandel, (NSU) ..... Treasurer
- Julie Hamer, (SDSU) and Kim Nida, (BHSU) ..... Members at Large through 2016
- Jacob Schuring (BHBC) and Carrie Jordanger (LATI) ..... Members at Large through 2017
- Laura Schultz, (Wells Fargo) ..... Associate Member at Large

**Call Meeting to Order** – The meeting was called to order to President Micah Hansen at 9:05 a.m. Joe Donlay, RMASFAA President, joined the Executive Board Meeting.

**Approval of Agenda and Consent Agenda Addition** – Review of Historical Documents. Ken made a motion to accept. Kim seconded, motion carried.

**Approval of February 25, 2016 Executive Council Meeting Minutes** – Becky provided a copy with corrections (typographical/spelling) that Marlene will update. Julie made a motion to accept with those changes. Caleen seconded, motion carried.

**Officer Reports – Consent Agenda** – No additional information.

**Officer Reports**

President (Micah Hansen)

**President’s Report**

I would like to extend sincerest gratitude to the SDASFAA organization and its members for allowing me the opportunity to serve as president this year. This year we are experiencing a number of changes and challenges: FSA ID, Perkins or No, Prior Prior Year, budget cuts, and software upgrades just to name a few. Our membership has taken these challenges in stride and I know will continue to find creative ways to continue to provide top notch customer service. I am also excited for SDASFAA to host the 2016 RMASFAA conference this fall.

This year we have had members active at the 2015 NASFAA, RMASFAA, and FSA conferences. We also have members serving on committees or boards for both NASFAA and RMASFAA.

We are also excited to have our High School Counselor workshop slated to be held in partnership with CCASD at the beginning of September this year (see registration form). This is an opportunity that the board knew needed to be seized this year as to not lose our chance to be the experts on the topic for our counselors, and we felt if we declined this year that we may lose our chance in the future. Even though at this time we are still learning about how prior-prior year is going to run, we are confident that our friends with NASFAA and the Dept. of Education will have our answers in plenty of time.

RMASFAA Activities:

RMASFAA presented a new Strategic Long-Range Plan developed for 2015-2018:

**Build on our Strengths** - RMASFAA will seek ways to structure committees and committee planning in order to provide consistency of effort, committee empowerment and inclusiveness. In all work, RMASFAA will leverage existing resources to avoid duplication of effort while providing timely training and “Best Practices” opportunities for its membership.

- Provide empowerment and latitude in all committee work so creativity flourishes and all committee members discover ownership in their committee work.
- Leverage resources, such as NASFAA materials, to provide relevant training and “Best Practices” opportunities for our members.

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.

- Maximize networking opportunities in all RMASFAA-hosted events.
- Emulate the continuity in structure that has been established with the Summer Institute Committee:
  - o Create three-year chair structure within each committee, where possible.
  - o All committees should include broad base in state representation and diverse backgrounds.
  - o All sub-committee structure should include a chair and vice-chair with vice-chair assuming chair role in the next year, where possible.
  - o Include vendor participation in all committee work, where possible.
  - o Branch out to invite non-RMASFAA members to sponsored events.
- All committees should update committee handbooks on a yearly basis to create continuity.
- All committees need to follow established guidelines to facilitate strong, solid and consistent training opportunities. Committees should collaborate with one another to build synergy and reduce duplication of effort

**Build our Relationships with States and Members** - RMASFAA will review its website, practices and training to ensure that they are focused on strengthening the relationship between RMASFAA and its member states. RMASFAA will seek ways to develop and enhance leadership training for the board and committee chairs in order to create a strong leadership base for the organization and its member states. Finally, RMASFAA will find ways to maximize networking opportunities at all of its hosted events to foster grass roots communication efforts and collegiality.

- The Association will provide training resources to the states to reduce duplication of effort.
- The Association will facilitate training of incoming officers at the state and regional level.
- The Association will facilitate additional planning to strengthen state conference planning efforts and eliminate overlap of dates.
- The Association will revamp our website to encourage volunteerism, create more awareness of committee work and develop transparency.

**Review Financial Policies** - RMASFAA will review financial policies in order to define the purpose for reserve funding and with an eye toward reducing the administrative burden on the position of Treasurer. RMASFAA will also conduct a thorough review of the budgeting process for the purpose of standardization, transparency and timing.

- Define purpose of our reserve funds.
- Reduce burden of business transactions so that additional oversight can be incorporated into the Treasurer position.
- Explore option of separating duties of the Treasurer from writing checks and overseeing investments.
- Examine membership dues to determine fair share and benefit for each membership institution.
- Conduct a comprehensive evaluation of our current budgeting process.
  - o Include in-kind contributions.
  - o Evaluate timing of approval process.
  - o Include who prepares and submits budget.
  - o Standardize the budget process to provide continuity.

**Review Governance and Committee Structure** - RMASFAA will review the purpose and duties of all elected and appointed positions on the board and suggest improvements that will assist the organization in leveraging resources and enhancing board loyalty.

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.

- Review of all elected positions and the responsibilities of each position.
  - Most urgent would be Treasurer and Vice President roles.
- Substantive and thorough review of all committees to leverage resources.

At the RMASFAA Board meeting in March there were several items that we took action on that were a result the directives presented in the SLRP.

**FAC** – Work with chairs for conference planning, Summer Institute, and membership annually to review dues/revenue recommendations to the board. Also suggested to attempt to limit the number of increases to costs to a timeline.

**Corporate Support** - changed the fee structure to eliminate a number of unused options. New structure includes a registration fee, program advertisement, pre-conference/conference recognition, web banner, blog post, and promotional flyer in registration packet. Left an additional ala carte options.

**Ad Hoc Web Committee created** – will work to evaluate our web presence and recommend changes.

**VP and Treasurer Roles** - VP role to chair FAC and more clearly define responsibility of budgeting and review of resources, will also add responsibility of archivist and parliamentarian. Treasurer role to be 2 year term elected on an annual basis. Treasurer elect to work as mentee and focus on accounts receivable, Treasurer to focus on accounts payable as well as mentoring and serving on the board. This would also make the current burden 2 year commitment in the role more manageable.

**Membership Dues** – This for RMASFAA is a board decision and is adjusted as deemed necessary. Upon review the board has found that our basic operational expenses have exceeded membership revenue for multiple years, and project to continue to do so. In order to reduce the amount we need to pull from reserves an increase is necessary. This increase will not meet the full amount of the shortfall, but it is one that was felt acceptable.

- \$150 for institutions with 1-5,000 total students reported in IPEDS (including all campuses in the RMASFAA region)—increase of \$50 over current dues
- \$200 for institutions with 5,001-10,000 total students reported in IPEDS (including all campuses in the RMASFAA region)—increase of \$100 over current dues
- \$250 for institutions with 10,001 or more total students as reported in IPEDS (including all campuses in the RMASFAA region)—increase of \$150 over current dues
- \$250 for associate membership—increase of \$150 over current dues

Summer Institute theme “Winning the Financial Aid Game” will be June 12-17<sup>th</sup>, 2016 at Colorado School of Mines. Changed back to a schedule of starting on Sunday and ending Thursday as they experienced a large attrition on Friday morning session last year. Dan Mann, NASFAA Chair, and Megan McClean, NASFAA, Managing Director of Policy and Federal Relations will be in attendance. They are now using NASFAA Self-Study guides and that has increased size of printed material, so they will work on ways to print minimally and provide easy access to the electronic materials. They will also have several NASFAA credentialed courses that will be offered to CORE and InterVanced groups. After taking the course they can go online to complete the credentialing test for free.

Several other committees are continuing to work on ways to make changes in our outreach to members with Association News, Electronic Initiatives, Leadership Pipeline and Training. There are many exiting ideas being worked on, so keep an eye on your RMASFAA blog and emails to see what is happening.

CASFAA – new membership dues range from \$95 to \$1050, moving to a spring conference and working with their state dept. of ed to support high school counselors to attend conference. Also providing a \$500 scholarship logo re-design contest.

NEASFAA – drop in attendance at Support Staff Workshop prompted change in fall trainings. Will offer 2 days first day is geared toward beginners and second more advanced.

WYASFAA – counselor workshop was delivered as CEU eligible for full-day participants, and a web training was also recorded and made available for those that didn't participate. Working on a "Grow Your Own Mentoring and Professional Development" program to encourage and train the next generation of financial aid leadership. Wyoming has lost 4 directors in the last year and a succession plan is needed. Darry Voigt announced retirement.

At this time SDASFAA, NEASFAA, and KASFAA have conference dates set for 2017. This is an important note as we discussed multiple times the limited availability of regional, national, and federal representation due to overlap of conference dates.

Review of 2015 budget (final)

2016 budget will be discussed in business meeting, but open to questions at this time.

Moving forward I am excited to see how the changes being brought to us from a national, regional, and state level will develop into opportunities to grow our value to our membership. It is hard to believe how quickly the year is already passing, and I look forward to the adventures that 2016 has yet to bring.

-Micah Hansen  
SDASFAA President

President Elect (Becky Pribyl)

**NASFAA Leadership & Legislative Conference & Expo** - Took place in Washington, D.C. on February 22-24, 2016. This was an incredible learning experience and I was very fortunate to be able to attend. The conference featured experienced presenters and helpful discussion. I was able to meet colleagues from across the nation in the Association Management track and got to know some RNASFAA people that I look forward to working with in the coming years. Mary Alexander from DWU joined me for the Hill visits on Wednesday, the 24<sup>th</sup>. We were able to meet each of the SD Delegates (Senator John Thune, Senator Mike Rounds, and Representative Kristi Noem) as well as have approximately 25 minutes with staff members in each office. Thank you for this opportunity!



Past President (Ken Kocer)

**Past President Report**  
**SDASFAA Board Meeting**  
April 4, 2016

As “Past President” I have been busy in my capacity as chair of the 2016 SDASFAA Spring Conference Committee. As chair of the “Recognition Committee” I have sent out the request for nominations for our Douglas Steckler and Outstanding Service Awards, as well as preparing the “years of service” plaques and board/committee chair certificates.

I have been assisting Micah with the joint SDASFAA/CCASD workshop for this fall and will assist the President or Executive Council with any duties they may assign me.

On March 2, 2016 I conducted a cursory review of the Treasurer’s books as required by the SDASFAA Policy and Procedures Manual and found everything in order.

My next project as past president will be to review the constitution and policy and procedures manual and make any recommendations necessary to the Executive Council prior to the Fall Executive Board Meeting.

Respectfully submitted,  
Ken Kocer

Treasurer (Caleen Jandel)

Caleen presented the Treasurer Reports. The information is located at the end of the minutes.

A few membership dues are still outstanding. Caleen will check with Morgan/MTI. Navient and Nelnet are still outstanding. Nelnet is not sure on SDASFAA (only RMASFAA).

One spring conference payment had not yet been deposited. The HS Counselor Workshop from 2015 – no change.

Expenses – This trip was for Becky Pribyl to go to DC and for travel expenses that came in after our last meeting.

The Recognition Committee expenses are for plaques, certificates for years of service, etc.

Memorials – These have been split out starting in 2016. 2016 Memorials to date include: Sharon Martin/WDT for her Mother and to the family of Bill Hay, Director of Financial Aid from Sinte Gleska University.

Caleen reviewed the balances with the Board.

Asset Statement – There has not been much activity.

We have a balance of \$67,233.71 (total checking/savings/CDs).

The Review Committee had asked about payment on “stop checks”. The Bank said there is a charge of \$35/per check and no specific dollar amount. If we have consecutive check numbers, they could be under one fee. Caleen said possibly once per year this may happen. Micah stated he felt we didn’t need a policy. Becky suggested we document it in the Treasurer’s Report so we have official documentation.

Becky made a motion to approve the Treasurer’s Report as presented. Julie seconded, motion carried.

## Old Business

### 2016 SDASFAA Conference - Ken Kocer/Board Discussion

#### **2016 SDASFAA Spring Conference Committee Report SDASFAA Board Meeting April 4, 2016**

The 2016 SDASFAA Spring Conference Committee met via phone meeting on March 3, 2016 to finalize plans for the upcoming conference. The meeting detailed the following:

#### **Site Update from Carolyn & Laura**

Carolyn said site is in good shape. She is contacting hotel for final details. Checking on Joe Donaly and Stephen Paine to see how many nights they will need. Carolyn will need to give the hotel the food selections and sleeping rooms needed for speakers. Laura asked the number of vendors for table spaces. Micah said we have 3 vendors that will have booths. Carolyn stated she has asked the hotel to leave the continental breakfast food through the first break on Tuesday and Wednesday so attendees can still go back if they like. There will be no cash bar. We will use the hotel bar.

#### **Program Update from Micah, Erin and Morgan**

Micah said program is pretty solid now. We had a change where Sid Goss will not be presenting. A speaker from BHSU Dr. Lois Flagstad, VP of enrollment and student life will be in this slot. Micah will get banquet menu from Carolyn for awards night brochure. He plans on getting the program and awards night information out to Starla next week for the layout and then on to NAU for printing. We currently have 8 speakers. Stephen Paine will be doing the prior prior and Perkins. RMASFAA Committee sub groups will meet at 5:30 pm Monday evening. The core RMASFAA Conference group will meet at 7:30 am on Tuesday. Stephen Paine did not feel comfortable doing the 150%, so group decided to go away from breakouts and have just Joe Massman's session at 3:45 pm and an open forum at 4:45 pm. Micah went through membership listing and felt possibly having 40-45 members at the conference. We will figure out a rate to charge Joe Massman for the meals he attends during the conference.

#### **Registration Update from Sharon & Monica**

No update at this time. Micah will find the template for name tags and he has name tag holders. Micah will forward on to Sharon and Monica. Monica will check into getting Rapid City information for packets. The agenda will be in the program and there will not be a separate agenda sheet.

#### **Decorations/Door Prizes Update from Deb**

Deb has candy bought for tables, decorations are being made, part of presenter gifts purchased, part of door prizes purchased. Deb and Sharon working on a slide presentation with theme of "Don't Stop Believ'n" showing different stages in financial aid over the years.

Respectfully submitted,  
Ken Kocer

Ken asked that we have a moment of silence for Bill Hay on Tuesday.

Micah said we have 55 registered and Paula Carlson is unable to attend. She will be invoiced since she wasn't able to notify Micah until last week. Starla is unable to attend on Tuesday. She requested that another staff person attend in her place on Tuesday. Micah said he felt it was okay for WDT to send someone in her place.

Becky asked if there was a historical list of Spring Conference location/attendance, etc. Ken said there is historical information in the archives. Kim thought Deb had it. Becky said there have been questions about the rotation schedule and exceptions made due to RMASFAA 2016. The rotation has been West River, East River (SE corner) and East River (NE corner). Micah thought it was a good idea and we'd have other members who could fill in the blanks.

Two members from the SD Board of Regents office will join us. The South Dakota Board of Regents was added as a member for 2016. Micah doesn't know if they will continue as a member as they had registered as a non-member.

#### 2017 SDASFAA Spring Conference (Micah Hansen)

The 2017 SDASFAA Spring Conference will be held March 13-15, 2017 in Sioux Falls at the Holiday Inn City Centre

We are one of 3 RMASFAA organizations that have our 2017 dates set.

Ken asked Joe if RMASFAA has made the calendar more prominent. Nothing has been done yet, but is on the docket.

Micah reported that the Holiday Inn City Centre doesn't charge for audio visual items. They are very flexible in working with us. Downtown Sioux Falls has added restaurants and shopping, so it should be appealing to attendees.

#### 2017 Membership Dues Increase (Micah Hansen)

This had been discussed in November with a decision for no increase for 2016, but an increase of \$10 per institutional membership for 2017. This will be presented to the membership at the Spring Conference with a vote by the membership. We do not profit on the Spring Conference and usually take a loss. Decentralized Training and HS Counselor Workshop are our primary money makers. We will have two people attend the Leadership Conference so we will have an additional \$1700 in expenses that will need to be budgeted.

Ken said our attendance at the HS Counselor Workshop will increase our numbers by 200. Our workshop fee will go from \$25 to \$20 since we're not providing breakfast. This will generate approximately \$4,000 in additional revenue.

Ken asked if we should raise the membership fee when we will be bringing in this additional revenue. Becky said some may feel that with our \$60,000 in assets, we do not need an increase.

Kim asked about the fee for the joint workshop. Tom Cool had said there will be one fee. The counselors will have no choice if they don't attend the afternoon session. CCAC will take in the money and write a check to SDASFAA for the number of attendees x \$20. This will alleviate a lot of work collecting fees by our Treasurer.

Micah feels we need to push the Leadership Pipeline, utilize our assets, etc. We have more than enough to cover several years of expenses. We are a non-profit so we shouldn't carry a large balance that we aren't spending.

We are moving forward by providing more membership conference fees that we will draw for during conference. Ken asked Joe about Leadership Pipeline. Joe said registration, travel, and lodging, - \$500 will help defray, but it won't cover entirely. \$500 might cover a flight.

Joe said RMASFAA is also sitting on a lot of money. RMASFAA is looking at operating expenses and using reserves to help cover. Could they be more strategic in planning? They are taking baby steps in incorporating. They haven't made any decisions yet.

RMASFAA is trying to make it more meaningful during the conference and host some special sessions afterward for Leadership Pipeline attendees.

Micah recommended that, based on discussion, we don't increase our dues. Ken suggested it be presented during the Business Meeting and explain we have discussed based on our upcoming changes with CCASD. Caleen stated we are making more interest from CDs. Ken made a motion to table. Marlene seconded, motion carried.

## New Business

### RMASFAA Board Update (Micah Hansen)

Micah highlighted some points from his President's Report, which is included earlier in the minutes.

#### *Long Range Plan*

- Build on our Strengths
- Build our Relationships with States and Members
- Review Financial Policies.
- Review of Governance and Committee Structure

#### *Corporate Support*

Joe discussed with us the increase in RMASFAA dues as outlined in Micah's report. RMASFAA is still not meeting general operating expenses. They will put it out for comment for 30 days and then RMASFAA Board will make a final decision.

### 2016 RMASFAA Fall Conference Update (Laura Schultz)

RMASFAA is 202 days away!! Carolyn and Laura are using this conference as a dry run for RMASFAA. The Sub-Committee meetings will be held tonight after the conference. The Conference Committee meeting will be held at 8 a.m. on Tuesday during Breakfast.

Laura is confident we will be well prepared for October and RMASFAA.

### 2015 Review Committee Update (Becky Pribyl)

#### **2015 SDASFAA REVIEW COMMITTEE REPORT**

February 1, 2016

Committee Members:

Karrie Morgan (USF), Ken Wallace (Great Lakes),  
Kim Nida (BHSU), and Becky Pribyl (NSU)

The SDASFAA Review Committee has reviewed the 2015 financial paperwork and found the documentation and procedures of the Treasurer, Caleen Jandel, to be accurate and in order. Excel spreadsheets were provided by the Treasurer to the committee via email. Upon review, further documents were requested as a random spot-check and procedural inquiries were also made. After review of the supplemental items provided by Caleen, the committee met with her on Thursday, January 28, 2016, via conference call. The Online Meeting function of freeconferencecall.com was also utilized which allowed Caleen to share the items displayed on her computer screen with all of the committee members.

#### Items reviewed:

- Income and Expense spreadsheet
- HS Counselor Workshop spreadsheet
- Spring Conference spreadsheet
- Historical Record spreadsheet
- 2014 Tax Return
- Receipt for the Executive Board lunch in November
- Receipt for the SDASFAA state gift at RMASFAA
- Documentation for check #1524
- Check numbers 1495, 1502, and 1541
- 2014 Review Committee Report



## Processes reviewed:

- Sales tax – SDASFAA is not sales tax exempt but reimbursement requests and bills run through a financial aid office expense account are received without sales tax included. Caleen will continue to send reminders and request adjusted bills where possible.
- Reimbursement requests – The committee chair approves all committee expense forms; the Treasurer approves President's expenses; for direct bill, Caleen contacts the appropriate party for confirmation before paying.
- Same-day deposits – The Income & Expense spreadsheet shows multiple deposits in one day because money for different events is recorded by event and copied together to the spreadsheet's check register.
- Voided checks – When recipients report not receiving them, checks are voided without using the bank's stop payment option. Caleen asked and even checks marked "void after 120 days" may be processed by a bank after expiration.
- Miscellaneous Expense Category – Based on last year's Review Committee Report, Caleen will split out memorials from this category and give them their own line item for better tracking.

## Treasurer highlights:

- National Guard wanted to pay for 2014 and 2015 membership in April 2015, so instead we gave them 2015 and 2016.
- There was no Support Staff Workshop in 2015 but we did receive sponsorship income for it. Caleen credited \$75 to 2016 membership and has \$25 still to carry forward to 2016.
- SDASFAA President approves any exceptions that are made to the refund policy.
- The 2014 tax return was filed late due to a mix-up of dates, but it has been filed and there was no penalty.

## Recommendations:

- Voided checks should be reflected on the Income and Expense spreadsheet as they are in the checkbook register so that the two match and all check numbers are accounted for. The Executive Board should consider the merits of implementing a policy of using the bank's stop payment option when a missing check is for a large amount.
- When the Treasurer provides the Balance Sheet and Asset Statement as a report, a narrative should also be included to make these reports more descriptive for recipients. However, we still recommend that the Treasurer's Report be excluded from the consent agenda.
- After reviewing the alternative option, we recommend continuing with the current bank reconciliation method.
- Additional descriptive content should be added to the spreadsheets. For example, on the Income and Expense spreadsheet, add the Policy & Procedure explanations on the NASFAA/RMASFAA tabs for what expenses SDASFAA reimburses; add a screenshot of the event registration information on a separate tab of the event spreadsheets for historical reference.
- The Executive Board should consider modifying the Policy & Procedure Manual to specify that SDASFAA pays for the President-Elect/Treasurer to attend the Leadership Conference, rather than just stating that they will "represent" SDASFAA.

The Review Committee would like to thank Caleen for her hard work throughout the year. Her dedication of time and energy is greatly appreciated and the SDASFAA financial records are well-maintained in her care. My thanks to the committee for their thorough and careful work, their time, and their support.

Respectfully submitted,

Becky Pribyl  
Review Committee Chair

2017 SDASFAA Board Nominations (Ken Kocer)

Ken will put in a plug for nominations during the Business Meeting.

Recognition Committee (Ken Kocer)

**Recognition Committee Report, SDASFAA Board Meeting  
SDASFAA Board Meeting  
April 4, 2016**

“Years of Service Awards” plaques are all prepared and ready for presentation at the “Awards Banquet”. A special “thank you” to Kristy O’Kief for all her work in keeping the SDASFAA members “years of service document” up to date.

For the Douglas Steckler and Outstanding Service Awards, a request for nominations was sent out to the membership on February 8, 2016. Three nominations were submitted for the Douglas Steckler Award and three nominations were submitted for the Outstanding Service Award.

The SDASFAA Executive Council voted via “surveymonkey” on the Outstanding Service Award and the Recognition Committee voted via “surveymonkey” on the Douglas Steckler Professional Development Award. The results will be announced during the Awards Banquet on Tuesday evening.

Certificates for the 2015 SDASFAA Executive Board and Committee Chairs are also ready for presentation.

Respectfully submitted,  
Ken Kocer

Ken reiterated that the awards are in place. Ken asked why the Board votes on the Outstanding Service award and the Recognition Committee votes for the Douglas Steckler award. Micah said this is how it is written in the Policy and Procedure Manual and there is no explanation.

2016 Fall Decentralized Training (Becky Pribyl)

Decentralized Training is not generally held in years when the RMAFAA Annual Conference is hosted by SDASFAA. However, before cancelling the event, the committee decided to do some research to learn what the members would like. Below are some of the results of a survey that was sent to the membership on 3/10/16. 31 responses were received.

- Knowing that RMAFAA’s Annual Conference will be held in Rapid City in October 2016, should SDASFAA host Decentralized Training in November 2016?      Yes 35.48%      No 64.52%
- Do you plan to attend SDASFAA’s Decentralized Training if it is held in Chamberlain in November 2016?  
    Yes 30%      No 13.33%      I do not know 56.67%
- If SDASFAA provided the 2016 Decentralized Training via a webinar instead of an in-person event, would you participate?      Yes 63.33%      No 6.67%      It depends 30%
- Training topics top picks: Prior-Prior Year and Federal Update
- SDASFAA should:
  - Host an in-person event 32.14%
  - Host a webinar 32.14%
  - Not hold a fall training 32.14%
  - Other
    - Not hold an event this year, but continue to do it in future years
    - not sure my feelings one way or the other at this time

- I believe, that for 2016, we should step back and not do a fall training. An option would be to have a 'fall meeting' at the RMASFAA conference. I'm afraid institutional budgets will force people to choose one....but not both this year.

At this time, the Decentralized Training Committee does not plan to host an in-person event in the fall. Hosting a webinar is still a possibility. We'll see how the year develops and what further information becomes available. A final decision should be made by late summer. A big thank you to committee members Deb Henriksen and Marlene Seeklander!

Thank you for this opportunity to represent SDASFAA and to serve with such fantastic people!

Becky recapped her report by stating that we are pretty evenly split on hosting in person, hosting a webinar, and not hosting. There is much uncertainty. It is a great opportunity to get together after RMASFAA, but it is an added cost. We can push it or let people know there won't be an event.

We discussed the webinar option. It would be less than \$100 to host a webinar.

We don't have a clear path and we'll wait and see what the Department of ED comes out with later in summer, along with RMASFAA attendance, and try to make a decision by the end of the summer. Prior Prior Year and Early FAFSA Implementation are hot topics.

The survey was sent to 128 members on the SDASFAA listserv.

#### High School Counselor Workshop (Micah Hansen/Board Discussion)

Micah provided copy of the registration form from Tom Cool and CCAD. Ken and Micah met with Tom Cool in Sioux Falls. Tom is confident that every counselor will attend. There will be a Break between the Noon and 12:30 timeframe. Great Lakes will do a 10-minute presentation, probably at the start of the workshop.

The Committee will decide about presentation materials. The site and related arrangements will be taken care of for us. The fee was lowered to \$20 since we're not covering food.

Caleen asked if Associate Members can still provide materials. Ken stated he saw no problem with them providing materials.

At this time, it is unknown about materials, but we're confident the NASFAA Toolkit will provide us with opportunities.

Kim provided an example of a folder they can get via their Bookstore for 60 cents/each with a SDASFAA logo. Ken agreed that we need to get our logo out there. Micah said he'd also check on SDSU cost as SDSU might be able to print them on campus. Kim said she didn't think theirs would be printed on campus. Becky asked if a folder would be large enough. Micah will check on binder cost.

Becky asked if folders and materials could be stuffed at one site and possibly Great Lakes or Tom could deliver to each site. Ken emphasized that it is very important to have standard materials at each site.

#### Associate Membership Dues (Micah Hansen/Board Discussion)

Micah referred us to the November 2015 minutes and the information Laura Schultz had provided at that meeting. Great Lakes and SLFC have utilized options. Wells Fargo is limited on what they can do. We will charge \$350 for each exhibit space.

Micah stated he feels we need to lower our cost. Caleen reported that there are 12 paid Associate Members and 2 that are in limbo. Three typically are vendors. We have lost SLND. Wells Fargo is shifting to sending people to earlier in the process (College Access). By lowering the cost, it probably would not allow Wells Fargo to do more.

Sallie Mae, Wells Fargo, SLFC/iHELP, Great Lakes are all in attendance at SDASF AA Conference.

Laura asked if we ever have any Federal Servicers at our conference. She said the Nebraska conference only had three vendors. Laura suggested we look at ways to add value for associate members such as a free conference registration to the vendor.

Micah asked if we should have the Membership Committee reach out to Associate members and visit with them as to why they are or are not attending.

Ken asked if Micah should try to get the Associate Members together during the conference to visit/brainstorm. Micah will have a report at the next Board meeting.

#### Committee Activity Updates (Board Discussion)

Ken stated that by keeping some continuity on our committees, it will make the transition earlier. The Decentralized Training committee only 3 members, but we can add more if needed.

#### Committee of Record and Website (Julie Hamer)

No written report was submitted. The Website Committee will review the SDASF AA Yahoo Group to try to clean up e-mails, etc.

### **Other**

#### Review Archive/Historical Documents

Ken passed the "traveling tote" on to Micah. Ken also has some historical data (two boxes) stored at Mt. Marty. Ken wanted others to know that he has this information. Laura asked if we should be scanning some of this information. There is some information in there that should probably be moved to historical information archives.

Becky suggested that we organize the information and documents on the SDASF AA web site where we have this information.

Micah suggested we send an e-mail to the membership and start a catalog of who is in possession of materials and where they are located.

There was no other new business.

### **Announcements**

Micah stated he is not ready to set next the Board Meeting; he will try to schedule via a Doodle Poll for early July before Caleen goes on maternity leave.

### **Adjourn**

Ken made a motion to approve. Caleen seconded, motion approved. Meeting adjourned at 11:00 a.m.

**Addendum to April 4<sup>th</sup>, 2016 Minutes**Other Executive Actions

On May 2, 2016 Caleen Jandel, SDASFAA Treasurer, announced her resignation from Northern State University and as SDASFAA Treasurer. Caleen is pursuing other employment opportunities that will eliminate her daily commute and allow her to spend more time with her family.

Via e-mail, President Micah Hansen notified the Board of this news and made the recommendation that Katie Nelson from Black Hills State University be appointed to fill out Caleen's term as Treasurer.

In order to capture the discussion in the Minutes, the pertinent e-mails from Micah regarding this action are included below:

May 2, 2016

Hello friends,

I am emailing with news of changes to our SDASFAA Executive Council. Caleen Jandel will be leaving her position at Northern and exiting the financial aid field at the end of next week. She has found a position that would eliminate her need to commute and allow her more time with her family. I know that we will all miss seeing her friendly smile and hard work in our SDASFAA activities, and wish her the best of luck in her new position!

This means that our treasurer position will also be vacant, and calls for the Executive Council appoint someone to fill in until a new treasurer can be elected. After discussions with several parties I am recommending that we appoint Katie Nelson from BHSU to fill the position until such time as a new treasurer is elected. She has expressed interest in running for the position, is excited to get more involved, and has the support of her supervisor. After speaking with her she would be willing to be appointed until the elections have determined the new treasurer. At this point she is the only member that has expressed interest, but understands that she may not be the only one on the ballot come July.

What we need to do: I need a motion and a second to appoint Katie Nelson as the treasurer until a new treasurer is elected to the post. Once we have a motion and a second we will have the topic open for discussion for a period of two days, after which I will call for a vote. Please use the "Reply All" function when making any motions or discussions.

Thank you.

Micah Hansen

- Via e-mail, Ken Kocer made a motion to appoint Katie Nelson as SDASFAA Treasurer through the remainder of the term.
- Via e-mail, Kim Nida seconded the motion.
- Via e-mail, all SDASFAA Board Members responded Yes to this motion.

May 11, 2016

The Executive Council has voted unanimously to appoint Katie Nelson as our interim treasurer. Motion passes and I will inform the membership of the change through the listserv and ask that the website be updated to reflect the change soon. Thank you all for your response, and Thank You Caleen for your time and service to SDASFAA!

Thank you.

Micah Hansen

SDASFAA President

**2015 Balance Sheet****BEGINNING BALANCE**

Checking	<u>6,895.54</u>
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**INCOME**

Membership Dues	2,625.00
Sponsorship Income	3,550.00
* \$75 credited to 2016 dues (counted in both years)	
Workshop Income	8,280.00
Spring Conference	3,855.00
Support Staff Workshop	0.00
Decentralized Training	1,400.00
High School Counselor Workshop	3,025.00
* 2014 H.S.Counselor Workshop (\$75)	
Miscellaneous Income	0.00

**TOTAL INCOME**14,455.00**EXPENSES**

Workshops	7,265.25
Spring Conference	4,793.02
Support Staff Workshop	0.00
Decentralized Training	145.13
High School Counselor Workshop	2,327.10
*2014 H.S. Counselor Workshop (\$367.95)	
Executive Board	1,387.97
Travel	4,518.84
NASFAA Leadership Conference	1,624.58
RMASFAA Board Meeting	0.00
RMASFAA Conference	2,894.26
Education Activities	386.20
Review Committee	0.00
Membership Committee	0.00
Committee of Record	0.00
Recognition Committee	386.20
General Postage	0.00
General Printing	0.00
Miscellaneous Expenses	128.17

**TOTAL EXPENSES**13,686.43**TOTAL TRANSFERS**0.00

SDASFAA is committed to the belief that no one should be denied access to post-secondary education because of a lack of family resources or knowledge of the financial aid delivery system or application process. SDASFAA's goal is to assist those seeking assistance through all Title IV regulations.

Savings	0.00
CD's	0.00

**ENDING BALANCE -- Checking**

\$7,664.11

The 2015 year-end balance sheet shows total income and expenses for the year. Sponsorship income is paid by associate members to support SDASFAA's training events throughout the year (Sping Conference booths, ads, HSCW materials, etc.) Workshop income consists of registration fees paid by attendees at the respective events. Some of the 2014 HSCW workshop registration fees weren't paid until 2015 \*see note.

Workshop expenses consist of room rental, food costs, printing costs, gifts for presenters, and door prizes. Executive Board expenses include board lunches after executive council meetings and mileage for the July meeting. New President-Elects and Treasurers attend the NASFAA Leadership Conference in Washington D.C. SDASFAA pays for their registration fees, travel expenses, lodging, and food. SDASFAA also covers the travel expenses and registration fees for the President and President-Elect to attend the annual RMAFSA Conference. Review committee met over webinar and a conference call. Both services were free. Recognition Committee expenses include the Douglas Steckler award and Years of Service plaques. The miscellaneous expenses were memorials and the state annual report.

**2015 Asset Statement**

**Savings -- Balance Sheet**

Beginning Balance	\$22,870.31
Interest Income	\$ 22.42
Transfers	<hr/>
Ending Balance	<b>\$22,892.73</b>

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

**CD's -- Balance Sheet**

<b><u>CD - US Bank</u></b>	
Beginning Balance	\$30,041.20
Interest Income	\$ 524.22
Ending Balance	<b>\$30,565.42</b>

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

**Balance Sheet Summary**

Checking Account	\$ 7,664.11
Savings Account	\$22,892.73
CD - US Bank	\$30,565.42
<b>Total Available Assets</b>	<b><u><u>\$61,122.26</u></u></b>

SDASFAA earned a combined \$546.64 in interest during 2015 on its Savings Account and CD.



**SDASFAA Balance Sheet**  
**January 1, 2016 to March 29, 2016**

**BEGINNING BALANCE**

Checking	<u><u>7,664.11</u></u>
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**INCOME**

Membership Dues	2,100.00	
Sponsorship Income	3,250.00	
* \$75 credited from 2015 sponsorship (counted in both years)		
Workshop Income	3,350.00	
Spring Conference	3,200.00	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	150.00	
* 2015 H.S.Counselor Workshop (\$150)		
Miscellaneous Income	0.00	
<b>TOTAL INCOME</b>		<u><u>8,700.00</u></u>

**EXPENSES**

Workshops		348.51
Spring Conference	0.00	
Support Staff Workshop	0.00	
Decentralized Training	308.55	
*2015 Decentrzlied Training (\$308.55)		
High School Counselor Workshop	39.96	
*2015 H.S. Counselor Workshop (\$39.96)		
Executive Board		0.00
Travel		1,737.72
NASFAA Leadership Conference	1,737.72	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	0.00	
Education Activities		392.32
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	0.00	
Recognition Committee	392.32	
General Postage		0.00

General Printing	0.00
Memorials	100.00
Miscellaneous Expenses	10.00
<b>TOTAL EXPENSES</b>	<u><b>2,588.55</b></u>
<b>TOTAL TRANSFERS</b>	<u><b>0.00</b></u>
Savings	0.00
CD's	0.00
<b>ENDING BALANCE -- Checking</b>	<u><u><b>\$13,775.56</b></u></u>

Not all 2016 Membership dues have been received. To date, all HSCW income is registration fees from the 2015 workshop.

The bill from AmericInn for meeting space and speaker phone for 2015 Decentralized Training wasn't received until January 2016. Bills for the 2015 HSCW were still coming in after the first of the year. The recognition committee purchased years of service & awards plaques. Two memorials have been sent to date (Sharon Martin's mother & Bill Hay).

**2016 Asset Statement**

**Savings -- Balance Sheet**

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

**CD's -- Balance Sheet**

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

**Balance Sheet Summary**

Checking Account	\$ 13,775.56
Savings Account	\$ 22,892.73
CD - US Bank	\$ 30,565.42
	<hr/>
<b>Total Available Assets</b>	<b><u><u>\$ 67,233.71</u></u></b>

**Historical Information 2010-2015**

	2015	2014	2013	2012	2011	2010
<b>Income:</b>	<b>\$14,455.00</b>	<b>\$15,627.50</b>	<b>\$16,405.00</b>	<b>\$17,970.00</b>	<b>\$15,745.90</b>	<b>\$18,290.54</b>
Membership Dues Income	2625.00	2550.00	2325.00	2775.00	3075.00	3075.00
Sponsorship Income	3550.00	4050.00	4550.00	4550.00	3400.00	4925.00
Spring Conference Income	3855.00	3972.50	3955.00	4495.00	3640.00	3427.02
Decentralized Training Income	1400.00	1480.00	1650.00	1100.00	1600.00	2140.00
Support Staff Workshop Income	0.00	0.00	225.00	1145.00	361.00	0.00
Interest Income	0.00	0.00	0.00	0.00	0.52	0.54
Miscellaneous Income	0.00	0.00	300.00	0.00	144.38	1712.98
High School Counselor Workshop Income	3025.00	3575.00	3400.00	3905.00	3525.00	3010.00
EAC Leadership Development Schol. Income	0.00	0.00	0.00	0.00	0.00	0.00
College Goal Sunday Income	0.00	0.00	0.00	0.00	0.00	0.00
<b>Expenses:</b>	<b>\$13,686.43</b>	<b>\$13,041.53</b>	<b>\$13,819.18</b>	<b>\$16,188.96</b>	<b>\$13,538.00</b>	<b>\$11,166.63</b>
Printing and Copying Expense	0.00	0.00	27.95	0.00	0.00	25.00
Executive Board Expense	1387.97	1188.65	1855.58	3147.40	2695.19	2458.71
Spring Conference Expense	4793.02	5827.25	4489.35	6206.72	2957.00	3479.97
Decentralized Training Expense	145.13	728.48	922.44	697.69	651.92	646.19
Support Staff Workshop Expense	0.00	0.00	909.28	1632.83	1034.97	984.48
RMASFAA Conference Expense	2894.26	2036.89	1688.27	63.60	1830.46	1480.91
RMASFAA Board Meeting Expense	0.00	0.00	0.00	0.00	742.88	0.00
NASFAA Leadership Conference Expense	1624.58	1517.23	1769.46	1665.77	1686.12	250.00
NASFAA Conference Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00
General Postage Expense	0.00	0.00	45.00	0.00	44.00	4.90
High School Counselor Workshop Expense	2327.10	963.92	1395.54	1647.89	963.60	1040.11
Miscellaneous Expense	128.17	344.15	119.95	339.50	298.40	160.00
EAC Leadership Development Schol. Expense	0.00	0.00	0.00	0.00	0.00	0.00
Activities Committees Expense	386.20	434.96	596.36	787.56	633.46	636.36
College Goal Sunday Expense	0.00	0.00	0.00	0.00	0.00	0.00
<b>Assets:</b>	<b>\$61,122.26</b>	<b>\$59,807.05</b>	<b>\$57,154.95</b>	<b>\$54,323.33</b>	<b>\$52,322.54</b>	<b>\$49,694.30</b>
Checking Account Balance	7664.11	6895.54	4309.57	7723.75	5942.71	8913.47
Savings Account Balance	22892.73	22870.31	22845.38	15975.52	15968.55	10959.49
Balance of CD Holdings	30565.42	30041.20	30000.00	30624.06	30411.28	29821.34
<b>Total Assets from Asset Statement</b>	<b>\$61,122.26</b>	<b>\$59,807.05</b>	<b>\$57,154.95</b>	<b>\$54,323.33</b>	<b>\$52,322.54</b>	<b>\$49,694.30</b>

**Historical Information 2005-2009**

	2009	2008	2007	2006	2005
<b>Income:</b>	<b>\$18,038.45</b>	<b>\$25,046.13</b>	<b>\$28,325.70</b>	<b>\$30,563.07</b>	<b>\$18,550.50</b>
Membership Dues Income	3375.00	4275.00	3525.00	3375.00	3675.00
Sponsorship Income	9150.00	13375.00	16225.00	15150.00	8851.00
Spring Conference Income	3312.95	4410.00	3039.17	3320.00	0.00
Decentralized Training Income	0.00	0.00	0.00	0.00	0.00
Support Staff Workshop Income	0.00	0.00	0.00	147.50	815.00
Interest Income	0.50	1.23	6.09	8.81	4.50
Miscellaneous Income	0.00	186.00	0.00	0.00	0.00
High School Counselor Workshop Income	2200.00	2310.00	3085.00	2250.00	3705.00
EAC Leadership Development Schol. Income	0.00	0.00	1500.00	1500.00	1500.00
College Goal Sunday Income	0.00	488.90	945.44	4811.76	0.00
<b>Expenses:</b>	<b>\$15,921.56</b>	<b>\$18,269.76</b>	<b>\$19,638.16</b>	<b>\$22,210.11</b>	<b>\$22,400.71</b>
Printing and Copying Expense	79.95	0.00	0.00	0.00	0.00
Executive Board Expense	3889.45	2438.59	1920.21	1236.53	1246.98
Spring Conference Expense	5508.12	6653.28	6421.54	4735.58	6320.53
Decentralized Training Expense	0.00	100.00	487.32	677.04	453.95
Support Staff Workshop Expense	1369.11	789.50	683.55	1117.87	878.09
RMAFSAA Conference Expense	1254.68	1795.12	3146.08	2399.10	1514.00
RMAFSAA Board Meeting Expense	103.82	284.98	222.68	342.28	1260.41
NASFSAA Leadership Conference Expense	1462.98	2917.19	1109.12	1220.96	2910.07
NASFSAA Conference Travel Expense	0.00	0.00	0.00	0.00	1894.56
General Postage Expense	0.00	82.14	41.00	39.32	37.00
High School Counselor Workshop Expense	1430.95	1488.31	1679.62	2153.94	3159.91
Miscellaneous Expense	431.00	598.73	229.21	156.37	137.27
EAC Leadership Development Schol. Expense	0.00	0.00	1800.00	1900.00	500.00
Activities Committees Expense	391.50	634.36	793.80	1578.44	2087.94
College Goal Sunday Expense	0.00	487.56	1104.03	4652.68	0.00
<b>Assets:</b>	<b>\$42,293.17</b>	<b>\$39,707.70</b>	<b>\$32,425.72</b>	<b>\$23,513.34</b>	<b>\$14,985.37</b>
Checking Account Balance	5066.93	3950.04	21173.67	12486.13	4133.17
Savings Account Balance	8446.61	7435.02	1425.02	1422.83	1421.24
Balance of CD Holdings	28779.63	28322.64	9827.03	9604.38	9430.96
<b>Total Assets from Asset Statement</b>	<b>\$42,293.17</b>	<b>\$39,707.70</b>	<b>\$32,425.72</b>	<b>\$23,513.34</b>	<b>\$14,985.37</b>