



SDASF AA EXECUTIVE COUNCIL MEETING AGENDA

Monday, April 12, 2021 – 10:00 AM Central Time

Downtown Hilton Garden Inn, Sioux Falls, SD

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 10:02 AM Central time. Sharon, Morgan, and Sydney were present via Zoom. All other members were in person.

II. Approval of Agenda

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

III. Approval of February 10, 2021 Executive Council Meeting Minutes

No corrections were brought forward. Carrie motioned to approve the February meeting minutes and Morgan seconded. Motion carried.

IV. Officer Reports – Consent Agenda

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

- a. Past President Erin Richards
 As chair of the Recognition Committee, I solicited nominations for the 2020 Douglas Steckler Professional Development and Outstanding Service Awards. I am excited for the award recipients to be announced at tomorrow evening’s awards banquet. Both the 2020 and 2019 awards will be presented at the banquet. Also, SDASF AA members who reached years-of-service milestones in 2020 and 2021 will be recognized. Thank you to Carissa for presenting the awards since I am not able to attend the conference in-person.

Thank you for the privilege of serving as SDASF AA Past President for another year! I look forward to hopefully seeing everyone on the board in-person at our summer meeting!

- b. President-Elect Amber Brockel
 I am so excited to finally meet in person-mostly! As president-elect, I have been spending the last year observing and taking part in many activities to get ready to lead the charge next year. During the last year, I observed the planning of the High School Counselor’s workshop in the fall, chaired the Membership Committee and have been involved with the planning of our upcoming Spring Conference. I am looking forward to working with the Board, SDASF AA members, and with our President, Carissa, on continuing SDASF AA’s mission.

For 2021, I am serving on the spring 2021 Conference Committee, 2021 Fall Decentralized Committee, Chairing the Membership Committee and Co-Chairing the High School Counselor Workshop Committee. I am also Co-Chair of the spring 2022 Conference Committee. I am looking forward to working with everyone in the upcoming year and all of the great things that we will accomplish.

Thank you for the privilege of being your president-elect for the 2021 year.

- c. President Carissa Koerner
 After more than 16 months, we are finally meeting (mostly) in-person for a board meeting!

Preparations for the SDASF AA spring conference have been my main focus for the past few months. And I am excited to see the result of all the hard work of the committee!

The RMAF AA Winter board meeting took place via Zoom this year on March 5th. We were able to review plans for the upcoming Summer Institute and the fall conference to be held in Omaha in October.

I am looking forward to the work we can accomplish this year, hopefully continuing work on various committee handbooks and the next Strategic Long-range plan for SDASF AA.

Thank-you all for serving with me on the SDASF AA board!

V. Officer Reports

- a. Treasurer Carrie Jordanger

Carrie began by reviewing the balance sheet. Carrie noted that the sponsorship income consists of 6 partner-level sponsors and 1 colleague-level sponsor. Income reported from membership dues and Spring conference are not an even dollar amount due to the PayPal fee (2.2% + \$0.30 per transaction). At this time, SDASF AA will absorb the fees associated with using PayPal. Carissa asked Carrie to track the fees that SDASF AA pays for PayPal so at the end of the year the Board can discuss whether to continue absorbing the fees or not. Spring conference expense includes the NASFAA credential material and 75% of the hotel expenses for the event. Committee of Record expense is the yearly Zoom membership. Recognition Committee expense is for two years' worth of plaques. The Douglas Steckler award has not yet been accounted for. The state of South Dakota reporting fee has been paid for 2021. There has been very minimal changes to the asset statement. The Board will need to discuss what to do with the 11-month CD at the summer meeting because it will come to maturity before the fall meeting at the Decentralized training.

SDASFAA
Asset Statement
January 1, 2021 - April 10, 2021

Savings -- Balance Sheet

Beginning Balance	\$ 15,665.37
Interest Income	\$ 0.38
Transferred from CD to savings	
Transferred to new CD	
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Ending Balance	\$ 15,665.75
<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	\$15,405.09
Interest Income	\$ -
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 11 Month

Beginning Balance	\$25,999.06
Interest Income	\$ 8.62
Transfer from savings	
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Ending Balance	\$ 26,007.68
<small>(renewed 12/8/2020, matures 11/08/2021, 11 months, .10%)</small>	

Balance Sheet Summary

Checking Account	\$ 9,104.54
Savings Account	\$ 15,665.75
CD - US Bank- 59 Months CD ending 3037	\$ 15,405.09
CD - US Bank 19 Month CD ending 4018	\$ 26,007.68
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Total Available Assets	\$ 66,183.06

SDASFAA Balance Sheet
January 1, 2021 - April 10, 2021

BEGINNING BALANCE		<u>5,967.60</u>
Checking		
INCOME		
Membership Dues	2,318.62	
Sponsorship Income	3,200.00	
Workshop Income	2,473.30	
Spring Conference	2,473.30	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	
Miscellaneous Income	0.00	
TOTAL INCOME		<u>7,991.92</u>
EXPENSES		
Workshops	4,219.29	
Spring Conference	4,219.29	
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	625.69	
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	159.65	
Recognition Committee	466.04	
General Postage	0.00	
General Printing	0.00	
Memorials	0.00	
Miscellaneous Expenses	10.00	
TOTAL EXPENSES		<u>4,854.98</u>
TOTAL TRANSFERS		<u>0.00</u>
Savings	0.00	
CD's		
ENDING BALANCE -- Checking		<u><u>\$9,104.54</u></u>

VI. Old Business

- a. 2021 Spring Conference Carissa Koerner
29 members are registered to attend the conference in-person. The institutions that have registered to attend virtually have listed a total of 49 members that intend to participate. The annual business meeting that takes place on Tuesday will also have the option to attend virtually. SDASF AA members will not be required to pay the conference fee to participate in the business meeting. Carissa expects to come in under budget with expenses. The six corporate sponsors are a crucial part in that.
- b. 2022 Spring Conference Carissa Koerner
Carissa received quotes from two hotels in Rapid City, the Hilton Garden Inn and the Rushmore Plaza. Last year when Carissa received quotes to host the 2021 spring conference, the Hilton Garden Inn seemed to be the better site option expense-wise but their costs have since increased. Comparing the updated quotes, both hotel's food costs are relatively the same but the cost for room rental would be less at Rushmore Plaza and the AV equipment would be comped. The location of the Rushmore Plaza is more ideal. Dates for consideration April 19-21 or April 25-27. The Board agrees with the April 19-21 dates and Rushmore Plaza as the site. Carissa will check other state conference dates to avoid conflicting dates.
- c. 2021 Decentralized Training Mary Alexander/Sharon Martin
No report on the Decentralized training at this time. Sharon and Mary will begin planning very soon.
- d. SDASF AA Strategic Plan 2022-2025 Board Discussion
Carissa plans to have a panel discussion as part of a session here at the spring conference. The intent is to get feedback from the membership in regards to whether SDASF AA has met its goals and what can it do better. One major topic Carissa would like to discuss is to reorganize SDASF AA's current committee structure. The reorganization could include, but not limited to, shifting responsibilities around and adding new committees (such as a communications committee, a diversity committee, and an advocacy committee). The envisioned outcome of the reorganization would be facilitating more volunteering from the membership. Erin cautioned that certain changes to the committee structure may require an amendment to SDASF AA's constitution. Overall, the Board supports reorganizing the committees.

VII. New Business

- a. 2021 High School Counselor Workshops Carissa Koerner
Carissa just received an email from Joann Huber (the new director of the Council on College Admission in South Dakota) confirming that the workshops will be in-person. Dates are as followed:
 - September 8, 2021 – Aberdeen
 - September 9, 2021 – Watertown
 - September 13, 2021 – Rapid City (WDTI)
 - September 14, 2021 – Pierre
 - September 15, 2021 – Mitchell (MTI)
 - September 16, 2021 – Sioux Falls
- b. Earnest membership application Carissa Koerner
Carissa informed the Board that Earnest (student loan refinance company) submitted a new membership application. Motion to approve Earnest as a member was made by Amber and seconded by Sharon. Motion carried.
- c. Committee/Officer Manuals Board Discussion
Carissa would like to continue working toward getting manuals put together for officer positions and committees. Review committee has a manual in place and Carissa has been working on one for president-elect, president, and past president. In junction with the manuals, Carissa proposed to make the summer board meeting up to President to have the meeting in person or virtual. The President could change how they want to host the meeting from year to year. Hosting the summer board meeting virtually instead of in person would save SDASF AA the expense of mileage and lodging.
Branching off the creating of manuals, Carissa would also like to make an effort to gather the archived documents and historical data and store them in a more accessible manner. Erin volunteered to work with Carissa on this.

VIII. Committee Activity from Liaisons

- a. RecognitionErin Richards
Erin reported that the recipients of the Douglas Steckler Professional Development and Outstanding Service awards have been chosen and will be announced at the banquet on Tuesday. There will also be 13 awards handed out for years-of service milestones reached in 2020. Since the 2020 Spring conference was cancelled, the Douglas Steckler Professional Development award recipient, the Outstanding Service award recipient and the 17 recipients of years-of-service awards reached in 2019 will also be recognized. Erin will be soliciting nominations for the upcoming election soon.

- b. Record/WebsiteCarrie Jordanger
PayPal works!

- c. ReviewCathy Mueller
Cathy reported that the committee has conducted their review on March 31st. A sum formula error was the only correction needed which has now been resolved.

- d. MembershipAmber Brockel
Amber stated there has not been much activity for the membership committee. They will continue to keep the membership spreadsheet updated to include the new members (including Earnest). Carrie added that nine associate members have not paid their membership dues. She has been in contact with two of those associate members but is concerned the other members may not be receiving her emails. Carrie and Amber will work together to contact the members who have not paid their membership dues.

IX. Announcements

- a. Next meeting: June or July in Mitchell (or via Zoom)
- b. SDASF AA Spring Conference: April 12-14, 2021 at Downtown Hilton Garden Inn, Sioux Falls, SD
- c. RMA SFAA Summer Institute June 6th – June 10th, 2021
- d. RMA SFAA Annual Conference: October 10th – 13th, 2021, Embassy Suites, Omaha, NE
- e. SDASF AA Fall Decentralized Training - TBD

X. Adjourn

Motion to adjourn the meeting was made by Mary and seconded by Melissa. Motion carried. Meeting adjourned at 11:05 AM Central time.