



SDASFAA EXECUTIVE COUNCIL MEETING MINUTES
Monday, April 15, 2019 – 8:30 AM Mountain Time
The Lodge at Deadwood, Deadwood, SD (Roosevelt Room)
Conference Call-in Number: 605-475-4885
Access Code = 163015

Executive Council Members

- Erin Richards (SDSM&T) President
- Carissa Koerner (USF) President-Elect
- Beth Vollan (SDSU) Past-President
- Melinda Fedeler (DSU) Secretary
- Carrie Jordanger (LATI) Treasurer
- Melissa Simpson (BHSU) and Amber Brockel (PC) Members at Large through 2019
- Morgan Huber (MTI) and Tresse Evenson (AU) Members at Large through 2020
- Katie Maley (SDBOR) Associate Member at Large

Call Meeting to Order

President Richards called the meeting to order at 8:30am. Amber Brockel and Melinda Fedeler joined via conference call, all others were present on site at The Lodge at Deadwood.

Approval of Agenda

Motion to approve the meeting agenda was made by Katie and seconded by Beth, motion carried.

Approval of February 20, 2019 Executive Council Meeting Minutes

Motion to approve the November minutes was made by Melissa and seconded by Carrie, motion carried. Melinda sent the minutes to Kristy O’Kief for web posting.

Officer Reports – Consent Agenda

Past President (Beth Vollan)

2019 Spring Conference

The Lodge at Deadwood (Deadwood, SD) will host the 2019 SDASFAA annual conference. The conference will start at 1:00 on Monday April 15 and close late the morning of Wednesday April 17. The conference committee was been meeting regularly and working diligently on the conference logistics. Registration opened on February 22 and closed on March 29 with 47 registrants. Six associate members have requested exhibit space at the conference. A seventh associate member paid for the space but will not exhibit. The Conference Committee includes Sydney Chapman, SDSU; Rachel Hagen, PC; Deb Henriksen, BHSU; Carissa Koerner, USF; Kim Nida, BHSU; Erin Richards, SDSMT; Maria Sevareid, iHELP; and Beth Vollan, SDSU.

2019 Recognition Committee

The Recognition Committee is tasked with recognizing members for service on the SDASFAA Board, for years of service in the profession, and for leading SDASFAA committees. The committee also coordinates the nomination and selection of the Outstanding Service Award and the Douglas Steckler Professional Development Award. This year Brookings Engraving of Brookings, SD created the award plaques and the 16 years of service plaques. Individuals will be recognized during the conference banquet. The committee’s next task will be to fill a slate of candidates for the 2020 Executive Board election. This committee includes Erin Richards, President; Becky Pribyl, Past-Past-President; and Beth Vollan, Past-President.

Thank you for the opportunity to serve as SDASFAA’s Past-President.

President-Elect (Carissa Koerner)

NASFAA's Leadership and Legislative conference took place in Washington DC, February 25th-27th. This was an incredible opportunity for me, and I am so thankful to SDASFAA for sending me. Despite my late start (weather!), I was able to attend many sessions on association governance and topics of leadership. These informative sessions were led by individuals with vast experience in Financial Aid and who have served many leadership roles. Since the conference included attendees from all across the US, there was also the opportunity for networking and sharing ideas with others in a similar leadership role. I especially enjoyed networking with other members of RMASFAA whom I will have the opportunity to work with in the future.

The last day of the conference provided an opportunity to visit Capitol Hill and meet with representatives from South Dakota. Along with Carrie Jordanger (LATI) and Mary Alexander (DWU), I met with staffers from the offices of Dusty Johnson, Mike Rounds, and John Thune.

President (Erin Richards)

I am so excited that our first face-to-face board meeting of 2019 is here! Over the past several months, I have been keeping busy with committee activity, chairing the 2019 High School Counselor Workshop, 2020 Spring Conference, and Membership Committees. Additionally, I am vice chair for the 2019 Spring Conference Committee and a member of the Recognition Committee. We'll have updates on the various committees' activities later in today's meeting. In March, I facilitated an online vote to approve Cognition Financial/SunTrust as a SDASFAA associate member.

Due to the March winter storm, I was not able to attend the RMASFAA board meeting in Denver in person on March 14th and 15th. However, I was able to remotely participate in the meeting by Zoom session. We viewed demos from 3 website providers that RMASFSAA is considering due to the closure later this year of the current website provider, ATAC. The RMASFAA board selected MemberLeap as the new website provider. Another agenda item was initial discussion of adopting an event conduct policy, similar to a policy that NASFAA has implemented.

Thank you again for allowing me the experience of serving as SDASFAA president this year!

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

Treasurer's Report (Carrie Jordanger)

As of April 5th, membership dues are on track with all institutional members renewing, waiting on 1 payment. Spring Conference income is low on the balance sheet now due to no mail at LATI last week, but more is coming. Sponsorship income is looking good with the new structure. Spring Conference income will be down by about \$1,000 from budgeted amount, but sponsorship income will be up by about the same so the budget should be in good shape. We paid \$500 for the NASFAA training materials for Decentralized, login information should arrive in a few weeks after payment is received. Melissa and Carrie were under budget for their NASFAA Leadership Conference trip due to some great airline deals. The miscellaneous expense is the \$10 annual reporting fee for non-profit status with the SD Secretary of State. Carrie submitted the IRS annual informational return.

SDASFAA
Balance Sheet
January 1, 2019 to April 5, 2019

BEGINNING BALANCE

Checking		5,863.80
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INCOME

Membership Dues		2,700.00
Sponsorship Income		3,623.00

Workshop Income		2,595.00
Spring Conference	2,595.00	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	

Miscellaneous Income		0.00
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TOTAL INCOME		8,918.00
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EXPENSES

Workshops		738.75
Spring Conference	738.75	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	

Executive Board		0.00
Travel		3,892.20

NASFAA Leadership Conference	3,892.20	
RNASFAA Board Meeting	0.00	
RNASFAA Conference	0.00	

Education Activities		413.01
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	10.44	
Recognition Committee	402.57	

General Postage		0.00
General Printing		0.00
Memorials		0.00
Miscellaneous Expenses		10.00

TOTAL EXPENSES		5,053.96
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TOTAL TRANSFERS		0.00
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Savings		0.00
CD's		

ENDING BALANCE -- Checking		\$9,727.84
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SDASFAA Asset Statement

January 1, 2019 to April 5, 2019

Savings -- Balance Sheet

Beginning Balance	\$ 22,947.59
Interest Income	\$ -
Transfers	\$ -
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Ending Balance	\$ 22,947.59
(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)	

CD's -- Balance Sheet

<u>CD - US Bank</u>	
Beginning Balance	\$ 32,193.61
Interest Income	\$ -
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Ending Balance	\$ 32,193.61
(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)	

Balance Sheet Summary

Checking Account	\$ 9,727.84
Savings Account	\$ 22,947.59
CD - US Bank	\$ 32,193.61
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Total Available Assets	\$ 64,869.04
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Old Business**2019 SDASFAA Spring Conference (Beth Vollan)**

There are 48 attendees registered and 6 associate members sponsoring for the conference at The Lodge of Deadwood. Looking forward to a great conference!

US Bank CD (Board Discussion)

The CD is maturing in 15 days with a current balance of \$32,193.61. The 59-month CD was purchased in 2014 with a 1.73% interest rate. We need to take action to renew or cash out during the 10-day grace period commencing April 30th. CD options were discussed at the last meeting and the 19-month CD at 2.5% was recommended by the bank. Our savings account balance is currently \$22,952.

Discussion regarding splitting our funds into a long-term CD and a short-term CD and adding some funds from savings to the funds in the current CD. Analyzed past budgets to make sure we have funds immediately available to cover one year of expenses as a general business practice.

It was decided to invest \$40,000 in CDs, taking \$7,806.39 from savings to add to the current CD maturity value. \$25,000 will go into a 19-month CD at 2.5% interest and \$15,000 will go into a 59-month CD at 2.9% interest. When the 19-month CD matures, it was suggested to split the funds into 2 different maturity levels again so there is a CD maturing every 18-24 months to make sure funds are always available. Carrie will call US Bank with our decision.

SDNG is a sponsor that will be paying their sponsorship directly to The Lodge at Deadwood instead of sending funds to SDASFAA as they only have a credit card to use for payments and SDASFAA does not process card payments. Our Spring Conference expenses will be lower as well as sponsorship income due to this accommodation.

2019 High School Counselor Workshop (Erin Richards)

We will be partnering with CCASD (DACAC) again and most locations and dates have been set:

9/4 (Wed) at NSU in Aberdeen, Site Coordinator – Sharon Kienow

9/5 (Thu) at LATI in Watertown, Site Coordinator – Julie Forman

9/9 (Mon) in Rapid city at either SDSMT (SC Erin Richards) or WDT (SC Sharon Martin) or BHSU-RC (SC BHSU staff)

9/10 (Tue) at CUC in Pierre, Site Coordinator – SDSU staff

9/11 (Wed) at MTI in Mitchell, Site Coordinator – Morgan Kruger

9/12 (Thu) at STI in Sioux Falls, Site Coordinator – Micah Hansen

Committee members are Erin – Chair, Carissa – Vice Chair, site coordinators, Cathy Mueller – MYF, and Karrie Morgan – USF.

We are partnering with MYF providing a quarterly article for their email newsletter to meet the request of counselors to get periodic information over the course of a year. Carissa wrote the first article and the HSCW Committee will be charged with providing articles in the future. The committee's first conference call will be in June. Tom Cool with CCASD does most of registration and organization work, but he is not as diligent with collecting payments as SDASFAA.

2019 Decentralized Training (Amber Brockel/Melissa Simpson)

Will be held November 13-14, 2019 (Wed and Thurs). The Arrowwood Resort & Conference Center at Cedar Shore will offer rooms at the state rate and their conference room rate is comparable to the AmericInn. The committee is still working on the site but leaning toward Arrowwood. Will offer the "Packaging and Notification of Awards" NASFAA credential session. The committee is trying to keep the cost down to keep the registration fee reasonable.

Website Upgrade (Carrie Jordanger)

The new <https://www.sdasfaa.org/> website is live. Thanks to Kristy for her work with MYF! Kristy is going to demo the site Tuesday afternoon at the conference. Micah and Kristy both have access to update the site but they are wondering if more people should have update access, such as the Membership Committee and the rest of the Committee of Record and Website. Discussed who should have access. There shouldn't be a large number of people with access as committees change annually and we don't want a bunch of people out messing with the site.

SDASFAA would like to thank MYF for redesigning our website. Cathy and Lora at MYF have been working with the committee. We will send a thank you card and recognize them at the conference as this was a major undertaking that we appreciate them doing. Most SDASFAA members would not have the time or expertise to take on this project.

2020 Spring Conference (Erin Richards)

The next conference will be held April 21-23, 2020 in Sioux Falls at the Hilton Garden Inn SF Downtown. The committee received 3 proposals and the Holiday Inn SF-City Centre was the cheapest but we have used them the last 2 times the conference has been in Sioux Falls and members wanted a change. Erin has received the contract but needs to review it with the committee before bringing it to the Executive Council for approval and signature. She will be asking federal trainer Dave Bartlett to pencil us in on his calendar for next year. Erin will get the conference dates on the RMASFAA calendar. It is nice to have the RMASFAA President join us where there is not a conflicting conference.

New Business

RMASFAA Board Update (Erin Richards)

The latest RMASFAA Board meeting was held March 14-15 in Denver and Erin was not able to attend in person due to weather, but she was not alone. There were 5 people attending in person and 20 by phone on the first day. A few more people travelled to Denver for the second day. They viewed website demos as their current web site provider is closing in November. Set up costs ranged from \$1,500 to \$20,000 and then there are annual costs of \$3,600 to \$6,300. They chose a vendor with the lowest set up costs and a mid-range annual fee. The 2018-19 Leadership Pipeline has 2 mentees and 1 mentor from South Dakota. They would like SD to get 3 mentees and 3 mentors to apply for 2019-20. Erin is looking for names of people she can contact to encourage them to apply. RMASFAA Summer Institute will be held June 2-7, 2019 in Colorado Springs. 2 SD members are involved in this training opportunity. The RMASFAA election this summer is looking to fill the President-Elect, Vice President-Elect, Secretary, Treasurer-Elect, and Associate member positions. Erin was asked to encourage SD members to put their hat in the ring and run for a RMASFAA seat. The RMASFAA Board has also asked her to submit 2 blog articles this year.

Event Conduct Policy (Erin Richards)

NASFAA has implemented an event conduct policy, which RMASFAA has discussed as well. Should SDASFAA have a policy? Erin researched NASFAA's policy. They do not have anything in their Constitution regarding event conduct but they do have this policy published:

NASFAA Event Conduct Policy

NASFAA is committed to providing a safe, productive and harassment-free environment at its conferences, trainings, board and committee meetings, and other NASFAA-sponsored events. NASFAA prohibits harassment or discrimination based on race, religion, gender, sexual orientation, gender identity, gender expression, disability, ethnicity, national origin, or other protected status. It also prohibits sexual harassment or intimidation, including unwelcome sexual attention, stalking (physical or virtual), or unsolicited physical contact; and threatening behavior.

These conduct rules apply to all attendees and participants at any NASFAA-sponsored event, including in online events. Any violations should be reported immediately to a member of the NASFAA staff; we also expect participants to alert staff or security of any dangerous situations, or of anyone in distress.

NASFAA reserves the right to remove any individual from attendance or other participation in any NASFAA-sponsored event without prior warning or refund, and to take additional action as determined necessary, up to and including expulsion from participation in NASFAA.

Publication Date: 2/7/2018

SDASFAA does have a member conduct policy in the Constitution, but not an event policy (ours addresses their membership). RNASFAA did have an incident recently that they weren't sure how to handle. SDASFAA has not had any issues, but the consensus was to be proactive with a policy now. Council discussed revising the NASFAA policy to suit our needs. Erin will prepare an event conduct policy and send to the Council for approval to be added to the policy and procedures manual.

Committee Activity from Liaisons (Board Discussion)

Recognition Committee (Beth Vollan)

The certificates have been printed and she has the plaques for the conference awards. Beth has been contacting members to run for open offices (President-Elect, Secretary, 2 members at large) for 2020.

Committee of Record and Website (Carrie Jordanger)

Current 2019 committee members: Kristy O'Kief, Co-Chair WDT; Micah Hansen, Co-Chair STI; Carrie Jordanger, LATI

The committee continues to work with Mapping Your Future and the new website will be up and running by the time spring conference is here. GoDaddy webhosting was extended for one month for \$10.44 and expires April 14, 2019. Kristy is meeting with Carrie Jordanger the week before the conference to review the new website so Carrie can present at the board meeting.

SDASFAA will still be using the following products:

- GoDaddy: Domain (sdasfaa.org) and the SSL certification (https)
- Yahoo Groups for SDASFAA listserv
- JotForm (registration form)

Membership Committee (Amber Brockel)


Committee members: Diane Borchardt, Amber Brockel, Tracey Buisker, Kim Nida, Erin Richards

In February, committee members contacted institutional and associate members who had not submitted their renewals for 2019. We had a good response from that outreach, and we now only have two membership dues that have not been paid; both of these members are planning to pay by the beginning of the conference. ELM Resources reactivated their membership in March; they have been a SDASFAA member previously, so they did not have to go through the full, new member approval process. Cognition Financial/SunTrust submitted an associate member application in March, and the board approved their membership. With these memberships, we are currently at 20 associate members and 18 institutional members for 2019. We received great corporate support from associate members for the spring conference: SD National Guard, ELM Resources, Sallie Mae, ScholarNet, Bank of ND, and iHELP will be sponsoring booths at the conference; SD Board of Regents has paid support but will not be hosting a booth; and College Ave will be sending materials for the registration packets. Additionally, one break during the conference will be sponsored by College Ave. All of these members will receive recognition as sponsors during the conference. An updated SDASFAA membership list was posted to the

website as of March 20th. We lost one associate member – First Premier, who is no longer doing private education loans.

2019 Budget Review (Board Discussion)

Erin went over the line items to give an update of where we sit year-to-date.

	2019 Actual		2019 Approved		2018 Actual		2018 Approved	
	Income	Expenses	Income	Expenses	Income	Expenses	Income	Expenses
								
2019 SDASFAA Budget								
Approved 1/17/2019; Last Updated 4/5/19 ER								
Annual Sponsorships	\$3,623.00		\$3,000.00		\$2,950.00		\$3,000.00	
Annual Memberships								
Associate members	\$1,425.00		\$1,425.00		\$1,275.00		\$1,275.00	
Institutional members	\$1,275.00		\$1,350.00		\$1,425.00		\$1,350.00	
General Operation								
FA Awareness				\$0.00				\$0.00
Recognition Committee		\$402.57		\$350.00		\$366.25		\$500.00
Review Committee				\$0.00				\$0.00
Committee of Record & Web		\$10.44		\$250.00		\$109.70		\$250.00
Professional Development Schols				\$1,200.00		\$1,100.00		\$1,200.00
Miscellaneous (memorials, postage, etc.)		\$10.00		\$200.00		\$133.65		\$210.00
Conference and Workshops								
Annual Conference	\$2,595.00	\$738.75	\$5,000.00	\$6,185.00	\$4,046.00	\$3,267.42	\$4,250.00	\$4,500.00
Decentralized Training			\$1,500.00	\$1,200.00	\$1,350.00	\$1,044.72	\$1,500.00	\$1,100.00
HS Counselor Workshop			\$3,330.00	\$300.00	\$3,510.00	\$207.10	\$3,330.00	\$300.00
Support Staff Workshop			\$0.00	\$0.00			\$0.00	\$0.00
Travel								
NASFAA Leadership								
President Elect		\$1,811.75		\$2,300.00		\$2,342.75		\$2,300.00
Treasurer		\$2,080.45		\$2,500.00		\$0.00		\$0.00
RMAFAA Conference								
President				\$1,250.00		\$843.01		\$1,175.00
President Elect				\$1,500.00		\$1,277.79		\$1,500.00
State Gift				\$75.00		\$52.68		\$75.00
SDASFAA Board Meetings								
February		\$0.00		\$0.00		\$0.00		\$0.00
April				\$175.00		\$96.25		\$165.00
July				\$2,000.00		\$1,545.29		\$2,800.00
November				\$200.00		\$71.40		\$165.00
Total	\$8,918.00	\$5,053.96	\$15,605.00	\$19,685.00	\$14,556.00	\$12,458.01	\$14,705.00	\$16,240.00

Member at Large Appointment (Board Discussion)

Amber is leaving Presentation College and the financial aid industry effective April 23rd. She is grateful for her time with SDASFAA and we thank Amber for serving us so willingly! We wish her well in her new career. The Executive Council needs to fill her member at large position through the end of her term expiring in 2019. We will ask this person if they would be willing to run for election for next year. Suggested we ask someone from the Decentralized Committee to serve as member at large as Amber was on that committee and someone new would not have to get up to speed. Erin will reach out to Mary Alexander from DWU at the conference. EC will need to do an official appointment if she agrees.

Other – Board action by email prior to the meeting

Cognition Financial/SunTrust in San Diego submitted a membership application in March. The application was reviewed and discussed by the EC. On March 18th Beth made a motion to approve Cognition Financial/SunTrust's application for associate membership. Amber seconded the motion, motion carried by email vote.

Announcements

SDASFAA Spring Conference: April 15-17, 2019 at The Lodge at Deadwood, Deadwood, SD

RMASFAA Summer Institute: June 2-7, 2019 Colorado Springs, CO

SDASFAA Summer Executive Council Meeting: Date and Location TBD

Looking at Mitchell in July, Erin will send a survey

2019 High School Counselor Workshops: September 4-5, 9-11

RMASFAA Conference: October 20-23, 2019 in Billings, MT

SDASFAA 2019 Fall Decentralized Training: November 13-14, 2019 in Chamberlain

Adjourn

Adjourned at 10:55 MT for lunch at the Deadwood Grille.