



## SDASFAA EXECUTIVE COUNCIL MEETING AGENDA

Tuesday, April 21, 2020 – 10:00 AM Central Time  
Conference Call

### **Executive Council Members**

Carissa Koerner (USF)	.....	President
Amber Brockel (PC)	.....	President-Elect
Erin Richards (SDSM&T)	.....	Past President
Melissa Simpson (BHSU)	.....	Secretary
Carrie Jordanger (LATI)	.....	Treasurer
Morgan Huber (MTI) and Tresse Evenson (AU)	.....	Members at Large through 2020
Mary Alexander (DWU) and Sharon Martin (WDTI)	.....	Members at Large through 2021
Katie Maley (BOR)	.....	Associate Member at Large

### **Call Meeting to Order**

President Carissa Koerner called the meeting to order at 10:04 AM (central). All members except Katie Maley - were present.

### **Approval of Agenda**

Motion to approve the agenda was made by Erin and seconded by Sharon, motion carried. Carissa disclosed that this Zoom meeting is being recorded and will be forwarded to Melissa for the sole purpose of making the meeting minutes easier. The recordings will be deleted once the minutes are completed.

### **Approval of March 11, 2020 Executive Council Meeting Minutes**

Carissa suggested to change the word “agreeance” to “agreement” under the Mapping Your Future section by email.

Motion to approve the March meeting minutes was made by Amber and seconded by Mary, motion carried.

### **Officer Reports – Consent Agenda**

Secretary has been removed from the officer report consent agenda. Based on previous Executive Council meetings, secretary only submits prior meeting minutes and those are approved as a separate order of business. Motion to approve the consent agenda was made by Melissa and seconded by Carrie, motion carried.

### **Past President (Erin Richards)**

#### **2020 SDASFAA Spring Conference**

In light of COVID-19, on March 16<sup>th</sup> the decision was made to cancel the 2020 Spring Conference which had been scheduled for April 21<sup>st</sup> – 23<sup>rd</sup> at the Hilton Garden Inn Downtown in Sioux Falls. This was a disappointing but necessary decision. The conference committee spent many hours planning this conference and 50<sup>th</sup> anniversary celebration. Conference registration fees that already been paid were refunded. Associate members who had paid for corporate sponsorship were also issued refunds. The committee discussed options for holding some conference sessions online but ultimately decided against this. The annual business meeting of the association will be held on April 22<sup>nd</sup> via Zoom. We were able to work with the Hilton Garden Inn to schedule the 2021 Spring Conference and 50<sup>th</sup> anniversary celebration for April 12 -14, 2021 at the same site. This resulted in no financial penalty for SDASFAA.

### **Recognition Committee**

At the conclusion of the annual business meeting (via Zoom) on April 22<sup>nd</sup>, I will announce the years-of-service milestone awards. I will also announce the Douglas Steckler Professional Development Award and the Outstanding Service Award. I will plan to present all recipients with their plaques at the 2021 Spring Conference awards banquet. This summer, I will be working to put 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.

Thank you for the privilege of continuing to serve SDASFAA as Past President!

### President-Elect (Amber Brockel)

I attended the NASFAA Leadership and Legislative Conference in Washington, DC, February 2-5, 2020, and completed the Association Management pathway. I attended sessions on association leadership and governance. The sessions were very informative and the conference gave me ample opportunities to network 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 continue to function smoothly, facilitate cooperation and participation, and take our vision and long-range plan of SDASFAA into the future. I am so thankful for 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.

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 am looking forward to chairing the Membership Committee and to helping with the High School Counselor’s Workshop in the fall as well as serving on the Fall Decentralized and Spring conference committees.

### President (Carissa Koerner)

In the midst of pandemic, upheaval, and working from home, this board meeting is looking very different from what I expected just a month ago. However, I am so grateful for the support and patience that you all have shown. On a recent NASFAA podcast a financial director said that “financial aid doesn’t compete we cooperate”. That is truer than ever in this current environment.

Since our last board meeting, I have worked with Erin, our past-president, and the rest of the 2020 spring conference committee to make decisions in regards to cancelling the conference and the communications necessary from that decision. As chair of the 2021 spring conference committee, I have asked Erin to join our committee and assist with next year’s conference, which will now be our 50<sup>th</sup> Anniversary celebration.

Following a suggestion from Brad Riebel with Sallie Mae, SDASFAA has begun hosting a weekly Zoom meeting for all SDASFAA members. This has been a good opportunity to share best practices, discuss the ever-changing reports out of Washington and to stay connected while working from home. We will continue to host these meetings as long as there is interest.

Thank-you again for your support and willingness to serve SDASFAA. I look forward to the remainder of 2020 and the many things we can accomplish together.

### Officer Reports

#### Treasurer (Carrie Jordanger)

Carrie began with presenting the balance sheet. Special notation was made to the following items: sponsorship income has been returned to the relative parties and miscellaneous expenses includes the name holders that were purchased for Spring conference and the \$10 reporting fee for SDASFAA’s nonprofit status. Also all spring conference registration fees have been refunded and SDASFAA has not been reimbursed for the NASFAA credentialing material at this time. Most expenses had not been paid for the Spring conference prior to the decision to cancel had been made so there was only a minimal loss.

SDASFAA  
Balance Sheet  
January 1, 2020 to April 18, 2020

**BEGINNING BALANCE**

Checking		<b>5,054.79</b>
----------	--	-----------------

**INCOME**

Membership Dues		2,625.00
Sponsorship Income		0.00
Workshop Income		0.00
Spring Conference	0.00	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	
Miscellaneous Income		0.00

<b>TOTAL INCOME</b>		<b>2,625.00</b>
---------------------	--	-----------------

**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		31.92
Travel		2,188.57
NASFAA Leadership Conference	2,188.57	
RMAFAA Board Meeting	0.00	
RMAFAA 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		55.00
General Printing		0.00
Memorials		0.00
Miscellaneous Expenses		402.95

<b>TOTAL EXPENSES</b>		<b>3,178.44</b>
-----------------------	--	-----------------

<b>TOTAL TRANSFERS</b>		<b>0.00</b>
------------------------	--	-------------

Savings		0.00
CD's		

<b>ENDING BALANCE -- Checking</b>		<b>\$4,501.35</b>
-----------------------------------	--	-------------------

SDASFAA Asset Statement  
January 1, 2020 to April 18, 2020

**Savings -- Balance Sheet**

Beginning Balance	\$ 15,663.44
Interest Income	\$ 0.39
Transferred from CD to savings	
Transferred to new CD	
Ending Balance	<b>\$ 15,663.83</b>
(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	
Ending Balance	<b>\$ 15,000.00</b>
(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)	

**CD - US Bank 19 Month**

Beginning Balance	\$25,364.66
Interest Income	\$ 209.80
Transfer from savings	
Ending Balance	<b>\$ 25,574.46</b>
(purchased 5/8/2019, matures 12/08/2020, 19 months, 2.47%)	

**Balance Sheet Summary**

Checking Account	\$ 4,501.35
Savings Account	\$ 15,663.83
CD - US Bank- 59 Months	\$ 15,000.00
CD - US Bank 19 month	\$ 25,574.46
<b>Total Available Assets</b>	<b><u><u>\$ 60,739.64</u></u></b>

## **Old Business**

### 2020 Spring Conference (Erin Richards)

Erin recapped the decision to cancel the spring conference. On March 16<sup>th</sup> the disappointing but necessary decision to cancel the conference was made. Revising the contract with the Hilton Garden Inn, instead of terminating the contract, resulted in no financial penalty. The revised contract includes the April 12-14, 2021 dates.

The conference committee considered offering some sessions online. In communication with NASFAA, holding the authorizing training event online brought more restrictions than flexibility. Being reimbursed the \$500, seemed to be the best option.

Erin thanked Carrie for her hard work refunding all registration fees and sponsorships.

### Credit Card Payments (Carrie Jordanger)

Carrie does not have an updated at this time. Hopefully progress will be made to report at the summer board meeting.

### 2021 Spring Conference (Carissa Koerner)

2021 Spring conference will be 2020 take two! As mentioned, this conference will be held April 12-14, 2021 at the Hilton Garden Inn downtown Sioux Falls. The 50<sup>th</sup> anniversary celebration will take place. Erin and a few other 2020 committee members will also be on the 2021 conference committee.

### 2020 High School Counselor Workshop (Carissa Koerner)

Carissa has no new information on the HS counselor workshop but she is hopeful that the workshops will be able to be held in person. The committee will start meeting this summer to move forward with planning. Carrie suggested to get a count for folders in case more need to be ordered.

### 2020 Decentralized Training (Morgan Huber/Tresse Evenson)

Morgan did request for training and heard back from Arrowwood with the banquet menu but has not heard back from AmericInn yet. The Arrowwood does have November 9 and 10 open, state rate would be \$92.95, and it would be about \$200 for the conference room. Tresse and Morgan raised concerns about institutions' travel budgets would be restricted. Carissa suggested to proceed slowly with planning so that we can keep options (such as moving the conference online) open. Carissa also suggested to reach out to Sarah Vancil, our region's new fed trainer, if remote training is needed for Decentralized.

### Committee/Officer Manuals (Board Discussion)

Carissa would like to make these manuals a project for the summer Board meeting. The Board agrees.

## **New Business**

### Impact of COVID-19 to SDASFAA (Board Discussion)

Carissa drew attention to the impacts that COVID-19 has had on SDASFAA. The biggest impact have been on SDASFAA's budget and having to cancel the spring conference. Carissa would like to at least try to hold future trainings such as Decentralized since the main purpose of SDASFAA is to provide trainings.

Carissa has started weekly round-table discussions via Zoom at the suggestion of Brad Riebel at Sallie Mae. Carissa asked for opinions on keeping the Zoom subscription which would be a \$15/month expense. The Board is in favor of keeping the subscription as a benefit for all of SDASFAA, not just the Board.

### 2020 Budget Review (Board Discussion)

Carissa emailed the 2020 budget to the Board prior to the meeting. A correction to the miscellaneous expense was brought forward by Carrie. The miscellaneous expense was listed in the income column and counted the \$10 reporting fee twice. Carissa noted the expense for the monthly Zoom subscription has been listed as a Board meeting expense for February and April. If the SDASFAA continues to pay this monthly subscription, Carissa would like to consider classify that expense under a different category. An updated budget will be sent after the conclusion of the meeting.



## 2020 SDASFAA Budget Proposal

updated 4/20/20 by Carissa Koerner

Budget Items	2020 Actual		2020 Proposed		2019 Actual		2019 Approved	
	Income	Expenses	Income	Expenses	Income	Expenses	Income	Expenses
Annual Sponsorships	\$0.00		\$3,000.00		\$3,623.00		\$3,000.00	
Annual Memberships	\$2,625.00							
Associate members			\$1,575.00		\$1,425.00		\$1,425.00	
Institutional members			\$1,350.00		\$1,350.00		\$1,350.00	
<b>General Operation</b>								
FA Awareness				\$0.00				\$0.00
Recognition Committee				\$500.00		\$502.57		\$350.00
Review Committee				\$0.00				\$0.00
Committee of Record & Web				\$110.00		\$121.05		\$250.00
Professional Development Schols				\$825.00		\$825.00		\$1,200.00
Miscellaneous (memorials, postage, etc.)		\$457.95		\$450.00		\$44.05		\$200.00
<b>Conference and Workshops</b>								
Annual Conference	\$0.00	\$500.00	\$5,300.00	\$9,675.00	\$3,670.00	\$4,472.42	\$5,000.00	\$6,185.00
Decentralized Training			\$1,500.00	\$1,200.00	\$1,500.00	\$1,008.27	\$1,500.00	\$1,200.00
HS Counselor Workshop			\$3,330.00	\$300.00	\$3,160.00		\$3,330.00	\$300.00
Support Staff Workshop			\$0.00	\$0.00			\$0.00	\$0.00
<b>Travel</b>								
<b>NASFAA Leadership</b>								
President Elect		\$2,188.57		\$2,300.00		\$1,811.75		\$2,300.00
Treasurer				\$0.00		\$2,080.45		\$2,500.00
<b>RNASFAA Conference</b>								
President				\$1,250.00		\$1,239.95		\$1,250.00
President Elect				\$1,500.00		\$1,583.81		\$1,500.00
State Gift				\$75.00		\$66.23		\$75.00
<b>SDASFAA Board Meetings</b>								
February	15.96			\$15.00		\$0.00		\$0.00
April	15.96			\$175.00		\$202.20		\$175.00
July				\$1,800.00		\$1,454.24		\$2,000.00
November				\$175.00		\$125.02		\$200.00
<b>Total</b>	<b>\$2,656.92</b>	<b>\$3,146.52</b>	<b>\$16,055.00</b>	<b>\$20,350.00</b>	<b>\$14,728.00</b>	<b>\$15,537.01</b>	<b>\$15,605.00</b>	<b>\$19,685.00</b>

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 federal, state and other resources.

### **Committee Activity from Liaisons**

#### **Recognition** (Erin Richards)

Erin plans to give a short presentation to recognize years of service awards, Douglas Steckler Professional Development Award, and Outstanding Service Award. Plaques for these awards will be presented at the 2021 awards banquet in conjunction with the 2021 awards.

Next up for the Recognition committee is to collect nominations for open officer positions. The committee will be seeking nominations for the President Elect, Associate member-at-large and the two Institutional member-at-large.

#### **Record/Website** (Carrie Jordanger)

Carrie has no report for the Committee of Record and Website. Kristy will give a report for the annual business meeting.

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 (Katie Maley)

Katie was not present for the Board meeting. It does not seem as though the annual audit has been done or it has been completed but not shared. Since a yearly audit is required, Carissa will follow up with Katie, Tracy Buisker, and Becky Pribyl and will reassign the task if needed necessary.

### Membership (Amber Brockel)

Amber reminded the Board of the two newest SDASF AA members – SoFi and Iowa Student Loans. Amber also noted that Becky Hubbard of Cognition Financial has left so that membership has been waived.

Amber plans have the committee meet and work on updates by June. Dues from Black Hills Beauty College, Sinte Gleska University, Southeast Technical Institute, and the National Guard have not been paid. Carrie stated that dues from STI and the NG are pending and suggested termination of SGU and BHBC memberships. Amber intends to reach out one final time. Erin added that Tom Poloncic of BHBC has sold their school in March and have retired. When she inquired about updated contact information for BHBC, Tom did not respond. Amber agreed to reach out to BHBC.

### Announcements

Next meeting: TBD – Late July hopefully in person in Mitchell

2020 High School Counselor Workshops: September 9-10, 14-17

RMA SFAA Annual Conference: October 18-21, 2020 at Embassy Suites, Omaha, NE

SDASF AA Fall Decentralized Training – TBD November 9-10, 2020 tentative

SDASF AA Spring Conference: April 12-14, 2021 at Downtown Hilton Garden in Sioux Falls, SD

### Adjourn

Motion to adjourn was made by Mary and seconded by Erin, motion carried. Meeting adjourned at 10:57 AM (central).