



SDASFAA EXECUTIVE COUNCIL MEETING AGENDA

Wednesday, July 22, 2020 – 12:30 PM 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

**I. Call Meeting to Order**

President Carissa Koerner called the meeting to order at 12:34 PM. All members were present. Katie Maley joined the meeting a few minutes late.

**II. Approval of Agenda**

No additions to the agenda were suggested. Motion to approve the agenda was made by Sharon Martin and seconded by Amber Brockel, motion carried.

**III. Approval of April 21, 2020 Executive Council Meeting Minutes**

No corrections brought forward. Motion to approve the April minutes was made by Erin Richards and seconded by Mary Alexander, motion carried. Melissa will send meeting minutes from the winter and spring board meetings to Kristy O’Kief to post to the website.

**IV. Officer Reports – Consent Agenda**

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

- a. Past President ..... Erin Richards

2020 SDASFAA Spring Conference

The decision was made to cancel the 2020 SDASFAA Spring Conference due to the COVID-19 pandemic. Registration fees and associate member sponsorship payments were refunded. A huge thank you to the conference committee members who spent much time and energy on planning this conference: Diane Borchardt, Amber Brockel, Sydney Chapman, Carissa Koerner, Kelly Lang, Karrie Morgan, Kim Nida, and Morgan Stadler. I am looking forward to the 2021 Spring Conference and 50<sup>th</sup> anniversary celebration, which will be held April 12 - 14, 2021.

- b. President-Elect ..... Amber Brockel

No report from Amber at this time.

- c. President ..... Carissa Koerner

Since mid-April, I have hosted several meetings on Zoom for the SDASFAA membership. The meetings started out weekly for members to discuss the ongoing issues around COVID-19 and the distribution of CARES Act funds. The meetings went to bi-weekly in June and just one so far in July. As chair of the High School Counselor Workshop, I have been in contact with Tom Cool about plans for August and how the workshops may be conducted. As SDASFAA’s state delegate on the RMASFAA board, I have provided two blog posts for the RMASFAA newsletter. I am also looking forward to attending the final board meeting in October, which I am hoping will be in person in Omaha. Additionally, I am planning to send out a second newsletter to the SDASFAA membership in August and start the planning process for the 2021 spring conference with my conference committee. Though I am so thankful for the technology that allows us to meet digitally during this time, I can’t wait to see you all in person again!

**V. Officer Reports**

- a. Treasurer ..... Carrie Jordanger

Carrie shared that there has been very little change since April. The Spring Conference expense includes the cost of the RSVP’s that were sent for the 50<sup>th</sup> anniversary banquet and the NASFAA credential material. Carissa

has been corresponding with NASFAA and the \$500 refund should be coming through soon. RMASFAA conference expense is the registration fees for Carissa (as President) and Melissa (as a Leadership Pipeline graduate) to attend the RMASFAA conference in Omaha. This expense may increase depending on travel approval for Amber (as President-Elect). Carissa added that she will be submitting reimbursement for the Zoom membership.

There has only been a slight increase in interest on the CD's on the asset statement.

SDASFAA Balance Sheet  
January 1, 2020 to July 21, 2020

<b>BEGINNING BALANCE</b>		
Checking		<b>5,054.79</b>
 <b>INCOME</b>		
Membership Dues	2,700.00	
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>2,700.00</b>
 <b>EXPENSES</b>		
Workshops		633.81
Spring Conference	633.81	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	
Executive Board		31.92
Travel		2,738.57
NASFAA Leadership Conference	2,188.57	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	550.00	
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>3,862.25</b>
<b>TOTAL TRANSFERS</b>		<b>0.00</b>
Savings		0.00
CD's		
 <b>ENDING BALANCE -- Checking</b>		 <b>\$3,892.54</b>

## Savings -- Balance Sheet

Beginning Balance	\$ 15,663.44
Interest Income	\$ 1.15
Transferred from CD to savings	
Transferred to new CD	
Ending Balance	<u>\$ 15,664.59</u>

(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	\$ 405.09
Transferred to savings	
Ending Balance	<u>\$ 15,405.09</u>

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

### CD - US Bank 19 Month

Beginning Balance	\$25,364.66
Interest Income	\$ 367.34
Transfer from savings	
Ending Balance	<u>\$ 25,732.00</u>

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

## Balance Sheet Summary

Checking Account	\$ 3,892.54
Savings Account	\$ 15,664.59
CD - US Bank- 59 Months	\$ 15,405.09
CD - US Bank 19 month	\$ 25,732.00
<b>Total Available Assets</b>	<u><u>\$ 60,694.22</u></u>

**VI. Old Business**

- a. Credit Card Payments .....Carrie Jordange  
Late last week Carrie was able to set up the PayPal account however it was created as a business account. This will need to be corrected to be a non-profit account. Carrie believes this will be an easy fix as soon as she is able to reach out to PayPal. A question of how a member can make a payment was raised. Carrie explained that she could set up a payment “button”. For example a payment button could be set up for conference registration fee (that is one set dollar amount) that a member could select to take them to where they can put in credit card information on PayPal. The other option would be to have the member contact Carrie and she would forward them a link to PayPal. Using the credit card method for membership dues is a little trickier since there are different levels of sponsorships to choose from but with a little experimenting these details could be ironed out.
  
- b. 2020 Budget Review ..... Board Discussion  
Carissa commented that income as well as expenses will be lower this year. July’s Board meeting expense was highlighted as it will be very different from the projected expense. This Board meeting will only have the cost of the Zoom membership instead of the project travel cost to hold the meeting in person. Despite having to cancel events and not bringing in income, 2020 should be pretty close to a break-even year.



## 2020 SDASFAA Budget

updated 7/21/20 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	\$2,700.00							
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		\$275.00		\$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		\$633.81	\$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>RMASFAA Conference</b>								
President		\$275.00		\$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>\$2,700.00</b>	<b>\$3,862.25</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.

- c. 2021 Spring Conference ..... Carissa Koerner  
Carissa did not report any new information regarding the 2021 Spring Conference. Carissa is hoping to have a committee meeting sometime soon to start working on getting speakers, decorations/theme, etc.
- d. 2020 High School Counselor Workshop ..... Carissa Koerner  
Carissa has been discussing with Tom Cool about the HSCW. Next week Tom will be meeting with some of the Admission counselors and directors across the state to make a decision on how to hold the workshop, in person or digital. The committee will also meet late next week to decide how to go from here. Holding the workshop digitally may be a fun opportunity to shake things up in presentation of materials. The plan is to keep the agenda the same but maybe spark collaborations between different institutions and bring some new faces to the counselors. Tom did mention there would still be a fee associated with the workshop just less than in the past. Carissa does not anticipate any expenses to SDASFAA.
- e. 2020 Decentralized Training ..... Morgan Huber/Tresse Evenson

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.

Tresse and Morgan have not proceeded making any arrangements for Decentralized training due to the uncertainty of whether the training can be held or not. The Board considered travel restrictions members may have, budget restrictions of institutions, and potential workloads caused by COVID-19. Holding Decentralized training virtually was discussed but ultimately it may not hold much value considering the FSA conference and the RMASFAA fall conference will be virtual and much more accessible to the institutions. Carissa brought up that part of SDASFAA's strategic plan is to provide trainings to the membership. With the strategic plan re-evaluation coming up soon, the Board might want to consider surveying the membership to see if there is something else that SDASFAA can provide rather than solely focusing on providing trainings. After this discussion, the suggestion to cancel the 2020 Decentralized training was brought to a Board vote. Tresse made the motion to cancel Decentralized training and Morgan seconded. Motion carried.

**VII. New Business**

- a. Impact of COVID-19 to SDASFAA ..... Board Discussion  
Carissa's intent of having a Board discussion on the impacts of COVID-19 has on SDASFAA is to think about how the association should move forward. What does SDASFAA do best and can we do something different with a digital/virtual platform. While discussing the Decentralized training the idea of holding monthly round-table discussions on specific topics via Zoom was brought up. This topic is something to keep talking about and to consider with the new strategic plan that will be created next year with Amber as President. Amber suggested getting feedback from the rest of the membership before starting the strategic plan.
- b. US Bank CD ..... Board Discussion  
Carrie informed the Board that SDASFAA's 15-month CD will come to maturity on December 8, 2020. The Board will need to decide what to do with those funds. Carrie reached out to Susan with US Bank to see what their promotional rates are.  
11-month CD – 0.15%  
59-month CD – 0.65%  
A suggestion of putting the money in the shortest CD with hopes that we could reinvest them at a higher interest rate sooner. The Board will also need to decide how to reinvest these funds. Initially, the plan for these CD's is to invest the \$25,000 with the intent that when it matured we would pull \$5,000 from SDASFAA's savings account and create two separate \$15,000 CD's. Carrie advised the Board to consider the possibility of having to rely on the savings account should more events be cancelled or SDASFAA's corporate memberships decrease in the next year. Carrie will get updated interest rate and this discussion will carry over to the November Board meeting.
- c. SDASFAA ListServ policies ..... Board Discussion  
Carissa mentioned that she has had a couple situations arise in regards to the SDASFAA listserv. Everyone in SDASFAA is a member of the listserv and anybody can use the email address to post something. There are no regulations as to what can be posted. Some vendors/sponsor members have reached out to Carissa requesting to have advertisements posted to SDASFAA's listserv. Carissa does not feel that we should open our listserv to postings of this nature but SDASFAA does not have a policy to prevent such. Under the SDASFAA ListServ page of our website, there is link to RMASFAA's listserv but it is a broken link. Carissa suggested to use RMASFAA's listserv policy to make our own to have posted on our website. Amber and Mary volunteered to assist Carissa in drafting a listserv policy to bring to the next Board meeting to be voted on.

**VIII. Committee Activity from Liaisons**

- a. Recognition ..... Erin Richards  
At the conclusion of the annual business meeting, held via Zoom on April 22<sup>nd</sup>, I announced the years-of-service milestone awards.  
10 Years  
Nathan Buseman, Southeast Technical Institute  
Melissa Simpson, Black Hills State University  
15 Years  
Stephanie Jones, National American University  
20 Years  
Melinda Fedeler, Dakota State University  
Denise Grayson, Dakota State University  
Shelly Husby, University of South Dakota  
Lindsay Miller, University of South Dakota  
Kristy O'Kief, Western Dakota Technical Institute

Noreen Pulling, Great Lakes  
Jeff Recker, CommonBond  
Amanda Stirling, South Dakota State University

25 Years

Cathy Mueller, Mapping Your Future

30 Years

Karen Keller, Bank of North Dakota

Dee Lawrence, Cheyenne River Sioux Tribe Education Services

Tom Poloncic, Black Hills Beauty College

35 Years

Sharon Kienow, Northern State University

50 Years

Paula Carlson, South Dakota Education Access Foundation

Carissa Koerner was announced as the Douglas Steckler Professional Development Award recipient, and Micah Hansen was announced as the Outstanding Service Award recipient.

I plan to present all recipients with their plaques at the 2021 Spring Conference awards banquet.

I have requested nominations for candidates to run for open positions on the 2021 SDASFAA Executive Council. We are seeking to fill the positions of President-Elect, Associate Member-at-Large, and two Institutional Members-at-Large. Once candidates are chosen, we will hold the election later this summer.

Recognition committee members are myself (Past President), Beth Vollan (Past Past President), and Carissa Koerner (President).

- b. Record/Website .....Carrie Jordanger  
No updates at this time.
- c. Review .....Katie Maley  
Katie reported that the committee met last week. The audit document looks like a lot of corrections but most items were just clerical items and suggestions for clarification going forward. One example being to add notes to conferences about when and where the conferences are held to better understand why costs vary from year to year. The committee thanked Carrie for the way the information was provided and they are open to changes Carrie would like to make to improve the audit documents! The committee members also had great discussion on creating a manual for future members. Carissa reminded Amber that when she recruits the Review committee for 2021, this committee will be performing the 2020 audit in the beginning of the year rather than performing an audit after 2021 has ended.
- d. Membership .....Amber Brockel  
Amber stated that the membership committee has not met but she hopes to soon. Carrie reported that Black Hills Beauty College and Sinte Gleska did not renew their membership

**IX. Announcements**

- a. 2020 High School Counselor Workshops: September 9-10, 14-17
- b. RMASFAA Annual Conference: October 18-21, 2020 at Embassy Suites, Omaha, NE
- c. Fall Executive Council Meeting – November 9, 2020
- d. SDASFAA Fall Decentralized Training – November 9 & 10, 2020, Chamberlain, SD
- e. SDASFAA Spring Conference: April 12-14, 2021 at Downtown Hilton Garden in Sioux Falls, SD

**X. Adjourn**

Motion to adjourn the meeting was made by Mary and seconded by Sharon, motion carried.