



SDASFAA EXECUTIVE COUNCIL MEETING AGENDA

Tuesday, July 27, 2021 – 2:30 PM Central Time
Zoom 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
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 2:34 PM Central time. All members present.

II. Approval of Agenda

No additions were made to the agenda. Carissa noted that she will switch the order of new business to discuss the committee structure after the committee/officer manuals. Amber motioned to approve the agenda and Sharon seconded. Motioned carried.

III. Approval of April 12, 2021 Executive Council Meeting Minutes

Carissa requested to make the discussion and vote regarding the Earnest membership its own bullet point. No other corrections. Kathy motioned to approve the April meeting minutes as updated and Morgan seconded. Motion carried.

IV. Officer Reports – Consent Agenda

Carissa's president report will be discussed with the New Business agenda items. No consent agenda items for Past President and President Elect.

V. Officer Reports

- a. Treasurer Carrie Jordanger
Carrie reported that since the April Board meeting, two members paid their SDASFAA membership dues, and the spring conference has been paid. The NASFAA credentialing has been purchased for the Decentralized training. Only one RMASFAA conference registration has been paid for. Carrie will pay for the others as those registrations are confirmed. Wells Fargo, the South Dakota National Guard, and CommonBond have not paid their membership dues therefore they will be removed from the membership.

Reviewing the asset statement, Carrie noted that SDASFAA's assets are still healthy. The CD ending in 3037 has earned \$414.48 of interest income. The CD ending in 4018 has earned \$15.11 of interest income. This CD will mature on 11/8/21. The Board will need to discuss what to do with this CD now since it will mature before the November Board meeting at Decentralized. Carrie researched current interest rates that US Bank is offering, but they are not much better than they were a year ago. US Bank is not offering a better interest rate for longer term CDs (like they did when SDASFAA invested in the 59-month CD ending in 3037). Carrie recommends renewing the CD ending in 4018 as another 11-month CD. This would then come to maturity in October of 2022 and the CD ending in 3037 would mature in March of 2024 (approximately 17 months later). In October of 2022, the CD ending in 4018 could then be split into two CDs - with one maturing in about four years and the other maturing in six years. This would achieve SDASFAA's original goal of having a CD mature about every two years.

Carissa called for a vote on renewing the CD ending 4018 into another 11-month CD. Erin motioned to approve this renewal and Sydney seconded. Motion carried.

****Carrie sent an update regarding PayPal in her email containing the treasure reports. On 8/2/2021 PayPal charge for charities will change to 1.99% of the transaction and a per transaction fee of .49 cents. The previous charges were 2.20% of the transaction and .30 cents per transaction. This was not discussed during the Board meeting and is only noted for record.****

SDASFAA
Balance Sheet
January 1, 2021 - July 24, 2021

BEGINNING BALANCE		<u><u>5,967.60</u></u>
Checking		
INCOME		
Membership Dues	2,616.67	
Sponsorship Income	3,200.00	
Workshop Income	3,129.70	
Spring Conference	3,129.70	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	
Miscellaneous Income	0.00	
TOTAL INCOME		<u><u>8,946.37</u></u>
EXPENSES		
Workshops	7,824.89	
Spring Conference	7,324.89	
Support Staff Workshop	0.00	
Decentralized Training	500.00	
High School Counselor Workshop	0.00	
Executive Board	239.69	
Travel	125.00	
NASFAA Leadership Conference	0.00	
RMAASFAA Board Meeting	0.00	
RMAASFAA Conference	125.00	
Education Activities	927.91	
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	159.65	
Recognition Committee	768.26	
General Postage	0.00	
General Printing	0.00	
Memorials	0.00	
Miscellaneous Expenses	10.00	
TOTAL EXPENSES		<u><u>9,127.49</u></u>
TOTAL TRANSFERS		<u><u>0.00</u></u>
Savings	0.00	
CD's	0.00	
ENDING BALANCE -- Checking		<u><u>\$5,786.48</u></u>

SDASFAA
 Asset Statement
 January 1, 2021 - July 24, 2021

Savings -- Balance Sheet

Beginning Balance	\$ 15,665.37
Interest Income	\$ 0.77
Transferred from CD to savings	
Transferred to new CD	
	\$ 15,666.14
Ending Balance	\$ 15,666.14
<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	\$ 414.48
Transferred to savings	
	\$ 15,819.57
Ending Balance	\$ 15,819.57
<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	\$ 15.11
Transfer from savings	
	\$ 26,014.17
Ending Balance	\$ 26,014.17
<small>(renewed 12/8/2020, matures 11/08/2021, 11 months, .10%)</small>	

Balance Sheet Summary

Checking Account	\$ 5,786.48
Savings Account	\$ 15,666.14
CD - US Bank- 59 Months CD ending 3037	\$ 15,819.57
CD - US Bank 19 Month CD ending 4018	\$ 26,014.17
	\$ 63,286.36
Total Available Assets	\$ 63,286.36

VI. Old Business

- a. 2021 Budget Review Carissa Koerner
 Income for 2021 is \$8,946.37 and expenses are \$9,127.49. Carissa noted that although the annual conference expenses were expected to be high, she was hoping the expenses would have been a little less. The AV equipment costs for the conference ended up being much higher than anticipated which in turn made the expenses higher. The expenses for the Recognition committee were higher than proposed because more awards were mailed this year which is not the norm. The July Board meeting will not have any expenses since the meeting is being held via Zoom. Not having this expense will help the overall budget.

2021 SDASFAA Budget										
Budget Items	2021 Actual (7/27/21)		2021 Proposed		2020 Actual		2020 Approved		2019 Actual	
	Income	Expenses	Income	Expenses	Income	Expenses	Income	Expenses	Income	Expenses
Annual Sponsorships	\$3,200.00		\$3,600.00		\$0.00		\$3,600.00		\$3,623.00	
Annual Memberships	\$2,616.67				\$2,700.00					
Associate members			\$1,425.00				\$1,425.00		\$1,425.00	
Institutional members			\$1,350.00				\$1,350.00		\$1,350.00	
General Operation										
FA Awareness				\$0.00				\$0.00		
Recognition Committee		\$768.26		\$750.00		\$100.00		\$450.00		\$502.57
Review Committee				\$0.00				\$0.00		
Committee of Record & Web		\$159.65		\$300.00		\$167.18		\$250.00		\$121.05
Professional Development Schols				\$825.00		\$0.00		\$825.00		\$825.00
Miscellaneous (memorials, postage, etc.)		\$10.00		\$200.00		\$457.95		\$200.00		\$44.05
Conference and Workshops										
Annual Conference	\$3,129.70	\$7,324.89	\$3,600.00	\$7,500.00	\$40.00	\$133.81	\$5,000.00	\$6,185.00	\$3,670.00	\$4,472.42
Decentralized Training		\$500.00	\$1,000.00	\$1,200.00			\$1,500.00	\$1,200.00	\$1,500.00	\$1,008.27
HS Counselor Workshop			\$2,000.00	\$250.00	\$1,400.00		\$3,330.00	\$300.00	\$3,160.00	
Travel										
NASFAA Leadership										
President Elect		\$0.00		\$0.00		\$2,188.57		\$2,300.00		\$1,811.75
Treasurer		\$0.00		\$0.00				\$0.00		\$2,080.45
RMASFAA Conference										
President		\$125.00		\$1,250.00				\$1,250.00		\$1,239.95
President Elect				\$1,500.00		\$50.00		\$1,500.00		\$1,583.81
State Gift				\$75.00				\$75.00		\$66.23
SDASFAA Board Meetings										
February		\$0.00		\$0.00		\$15.96		\$0.00		\$0.00
April		\$239.69		\$175.00		\$15.96		\$175.00		\$202.20
July				\$2,000.00				\$1,500.00		\$1,454.24
November				\$150.00		\$97.76		\$150.00		\$125.02
Total	\$8,946.37	\$9,127.49	\$12,975.00	\$16,175.00	\$4,140.00	\$3,227.19	\$16,205.00	\$16,360.00	\$14,728.00	\$15,537.01
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.										

- b. 2022 Spring Conference Carissa Koerner
 Carissa announced that the contract with Rushmore Hotel in Rapid City has been signed. Dates for the conference will be April 19-21, 2022. Carissa is working on forming her committee and is looking for one more volunteer. The committee will be working on themes and session topics soon.

- c. 2021 Decentralized Training Mary Alexander/Sharon Martin

Dates for the Decentralized training will be November 9-10, 2021, at the Arrowwood Resort in Chamberlain. Intentions are to hold this event as an in-person training. Tentative agenda will include the Professional Judgement credentialing. Sharon and Mary will be working on finalizing the agenda in the next few months.

- d. 2021 High School Counselor Workshop Carissa Koerner
Carissa confirmed with Joann Huber (the director of the Council on College Admission in South Dakota) that the workshops will be in-person. Dates are as followed:

- September 8, 2021 – Aberdeen (presented by Becky Pribyl)
- September 9, 2021 – Watertown (presented by Marlene Seeklander)
- September 13, 2021 – Rapid City (presented by Sharon Martin at WDTI)
- September 14, 2021 – Pierre (presented by Liz Augustine from SDSU)
- September 15, 2021 – Mitchell (presented by Morgan Huber at MTI)
- September 16, 2021 – Sioux Falls (presented by Carissa Koerner and Micah Hansen)

- e. SDASFAA Strategic Plan 2022-2025 Board Discussion
Carissa continued the discussion from the April Board meeting regarding the revision of the strategic plan. There are four main sections of the strategic plan so she would like to assign 2-3 Board members to a section. Each group will work together to bring ideas for revisions to the next Board meeting. Assignments are as follows:

Section 1: Support and promote training

- Amber Brockel
- Sharon Martin
- Morgan Stadler

Section 2: Facilitate communication to and amongst the membership

- Carissa Koerner
- Sydney Chapman
- Cathy Mueller

Section 3: Ensure that SDASFAA has a competent volunteer base

- Erin Richards
- Melissa Simpson
- Mary Alexander

Section 4: Ensure that SDASFAA remains financially strong

- Carrie Jordanger
- Morgan Stadler
- Carissa Koerner

- f. Committee/Officer ManualsBoard Discussion
Carissa intended to have this project done last year but COVID did not allow for such. She would like to continue working toward getting manuals created for committees and officer positions. Treasurer report is mostly in place. A few other committees have been put together and the President reports are in progress. A manual for how to put on a conference would be helpful as well.

VII. New Business

- a. Committee StructureBoard Discussion
Carissa brought the proposal for a committee restructure to the Board and the SDASFAA membership at the Spring conference. The current committee structure and brief listing of duties are below.

Current Committee Structure

- High School Counselor Workshop
 - Preps presentation material
 - Gives presentations
- Spring Conference
 - Plans the spring conference including location, theme, program, and training
- Decentralized Training Conference
 - Plans the training conference including program and location
- Membership
 - Updates member list
 - Assists with collecting annual dues
- Recognition
 - Annual awards
- Review
 - Annual audit of financial records
- Record & website
 - Maintains website
 - Maintains historical records

Committees that are written into the Constitution are the education committee, the committee of record, the recognition committee, and the review committee. The restructure that Carissa is proposing would not require an amendment to the Constitution, only an update to the policies and procedures. Below is the proposed committee structure.

New Committee Structure

- Training Committee
 - Prep materials for HSCW presentation
 - Choose credentialing for conferences
 - Recruit presenters
 - Host 2-3 Zoom training throughout the year
- Spring Conference Committee
 - Choose location and theme
 - Plan program
- Decentralized Training Committee
 - Plan program
- Membership and Records
 - Maintain membership list
 - Maintain historical documents
- Communication and Website
 - Maintain website
 - Publish quarterly newsletter
 - Host 2-3 Zoom round-tables throughout the year
- Recognition
 - Annual awards
 - Elections
- Review
 - Annual audit of financial records

The Board discussed possible setup for chair/co-chairs to these new committees. Erin requested that the discussion of a restructure be continued with the incoming Board members at the November Board meeting. They are being recruited based on the current committee structure and it would be unfair to “bait-and-switch” them with the new structure.

- b. 2024 RMASFAA Conference – SDASFAA Hosting Carissa Koerner
 Carissa wanted to give a heads up on the RMASFAA conference. It seems like a long way away, but it will come fast! Per the RMASFAA policies and procedures, Amber will have to propose a possible location to the RMASFAA Board this fall. Next year, we will have to start putting together the conference committee.

VIII. Committee Activity from Liaisons

- a. Recognition Erin Richards
 Erin shared a quick overview of the recognition committee. Awards from 2020 and 2021 were presented at the spring conference. Years of service awards ranged from 10-40 years. The Douglas Steckler Professional Development Award was presented to Melissa Simpson and the Outstanding Service Award was presented to Carrie Jordanger. Next on the docket for the committee is soliciting nominations for the upcoming election for President-Elect, secretary, and the two member-at-large positions.

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.

- b. Record/WebsiteCarrie Jordanger
No report at this time.
- c. ReviewCathy Mueller
No report at this time.
- d. MembershipAmber Brockel
Amber reported that Kristy O’Kief sent a request for updates from the membership. Amber will have Kristy remove Wells Fargo, SD National Guard, and CommonBond from the website.

IX. Announcements

- a. Next meeting: November 9-10, 2021
- b. 2021 High School Counselor Workshops: September 8-9, & 13-16, 2021
- c. RMASFAA Annual Conference: October 10th – 13th, 2021, Embassy Suites, Omaha, NE
- d. SDASFAA Fall Decentralized Training: November 9-10, 2021

X. Adjourn

Motion to adjourn was made by Mary and seconded by Sharon. Motion carried – meeting adjourned at 3:47 PM Central time.