



## SDASFAA EXECUTIVE COUNCIL MEETING MINUTES

Wednesday, August 1, 2018 -- 10:30 AM CST  
AmericInn, Chamberlain, SD

### ***Executive Council Members***

Beth Vollan (SDSU) .....	President
Erin Richards (SDSM&T) .....	President-Elect
Becky Pribyl (NSU) .....	Past-President
Melinda Fedeler (DSU) .....	Secretary
Carrie Jordanger (LATI) .....	Treasurer
Julie Pier (USD) and Marlene Seeklander (LATI) .....	Members at Large through 2018
Melissa Simpson (BHSU) and Amber Brockel (PC) .....	Members at Large through 2019
Lucas Winterberg (BND) .....	Associate Member at Large

### **Call Meeting to Order**

Present: Beth, Becky, Melissa, Amber, Carrie, Marlene, Melinda, Erin, Lucas (by phone); quorum present

Absent: Julie

Beth called the meeting to order at 10:30am.

### **Approval of Agenda**

Marlene made a motion to approve the meeting agenda, second by Carrie. Motion carried.

### **Approval of April 30, 2018 Executive Council Meeting Minutes**

Becky sent revisions to Melinda of the April 30<sup>th</sup> Executive Council (EC) meeting minutes. Melinda will send the revised minutes to EC for approval at the next meeting (emailed 10/29).

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

Melinda made a motion to approve the consent agenda officer reports, second by Amber. Motion carried.

### **Past-President (Becky Pribyl)**

#### **2018 Spring Conference**

The conference was held in Huron, SD, at the Huron Event Center and Crossroads Hotel, April 30 – May 2, 2018. It had been 8 years since we were in Huron and we had 44 people registered for the conference. The Spring Conference Committee put together a fantastic agenda and brought in a really terrific group of speakers. With the Return to Title IV session, SDASFAA offered our 3rd NASFAA credential topic while we tried something different by offering a meal and laser tag Monday night. The theme was spring. The committee held conference calls every few weeks from February through April to keep everything on track. Registration opened 6 weeks prior to the conference and the full program was posted online 4 weeks prior. Materials were made available to registrants electronically the week prior, with a few more sent following the conference. Feedback from the conference survey was very positive. The outstanding Conference Committee included Lindsay Miller, USD; Denise Grayson, DSU; Katie Nelson, BHSU; Morgan Huber, MTI; Kim Nida, BHSU; Beth Vollan, SDSU; and myself.



## 2018 Recognition Committee

At the 2018 SDASFAA Spring Conference, the Recognition Committee honored the following SDASFAA members:

### 2017 Executive Council Members received certificates —

Beth Vollan (SDSU)	President-Elect
Micah Hansen (SDSU)	Past-President
Katie Nelson (BHSU)	Treasurer
Marlene Seeklander (LATI)	Secretary
Lucas Winterberg (BND)	Associate Member at Large
Carrie Jordanger (LATI)	Members at Large through 2017
Jacob Schuring (BHBC)	Members at Large through 2017
Julie Pier (USD)	Members at Large through 2018
Maureen Schuchardt (PC)	Members at Large through 2018

### 2017 Committee Chairs received certificates —

Membership:	Erin Richards
Review Committee:	Kim Nida
Committee of Record and Website:	Kristy O’Kief and Beth Vollan
Decentralized Training:	Beth Vollan
Spring Conference Committee:	Micah Hansen
Recognition Committee:	Micah Hansen

### Years of Service to SDASFAA and the Financial Aid Profession received plaques —

Abbey Larson	Reunion Student Loan Finance Corporation	10 years
Jill Corbin	Dakota State University	10 years
Lynn Myron	University of South Dakota	10 years
Kari Neal	University of South Dakota	10 years
Jon Muhs	Southeast Technical Institute	15 years
Linda Shumaker	Enrollment Service Center	15 years
Kim Nida	Black Hills State University	20 years
Corey Rabenberg	South Dakota Army National Guard--Platte	20 years
Midas Gunhammer	Sinte Gleska University	25 years
Lynn Murphy	Great Lakes Higher Education Corporation	30 years
Deb Henriksen	Black Hills State University	35 years
Meg Thomas	South Dakota State University	35 years

### Recent or Upcoming Retirees received flower seed packets —

Paula Carlson  
Carolyn Halgerson  
Julie Hamer  
Vikki Van Hull  
Lynn Murphy

### Douglas Steckler Professional Development Award plaque with \$100 voucher —

Kim Nida, Black Hills State University

### Outstanding Service Award —

Paula Carlson, Great Lakes/SDEAF

### President’s Plaque —

Becky Pribyl, Northern State University

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.

In June and July, the slate of candidates was finalized for the election of SDASFAA Executive Board open positions. We are electing a President-Elect, two Members at Large, and one Associate Member at Large. Many thanks to those members who volunteered to serve. The candidates are listed below:

**PRESIDENT-ELECT (one position):**

Carissa Koerner, University of Sioux Falls

**ASSOCIATE MEMBER AT LARGE (one position):**

Katie Maley, South Dakota Board of Regents

Maria Sevareid, Reunion Student Loan Finance Corporation

**MEMBER AT LARGE (two positions):**

Mary Alexander, Dakota Wesleyan University

Tresse Evenson, Augustana University

Morgan Huber, Mitchell Technical Institute

Sharon Martin, Western Dakota Tech

Institutional voting members decide the President-Elect and Members at Large. Associate voting members decide the Associate Member at Large. The election opened on July 19<sup>th</sup> and will close when all have voted, or July 31<sup>st</sup>. The results will be shared with the membership once the candidates have been notified. This committee is composed of Beth Vollan, President; Micah Hansen, Past Past President; and myself, Past President.

Thank you for this opportunity to represent and serve SDASFAA! This is a very rewarding experience and I am grateful for the support of my colleagues.

President-Elect (Erin Richards)

Since our last executive council meeting in April, I have been working with the committees I am involved with: Fall Decentralized Training, Membership, 2019 Spring Conference, and High School Counselors Workshop. The planning for Decentralized Training, scheduled for November 14<sup>th</sup> and 15<sup>th</sup> at the AmericInn in Chamberlain is going well. I will report further on this later on the agenda under Old Business. I have also been working with US Bank to have my name added to our accounts. Additionally, I will soon begin planning for the 2020 Spring Conference.

Thank you for the opportunity to serve as SDASFAA President-Elect!

President (Beth Vollan)

**SDASFAA Notice on Information Sharing**

In June, I mailed copies of SDAFAA's Information Sharing document to all SD Department of Labor and Human Services Offices. This document provides a brief explanation of the U.S. Department of Education's Privacy and Technical Assistance Center's guidance that limits a school's ability to share FAFSA information directly with third-party scholarship/grant providers. A copy of the document can also be found at [https://www.sdstate.edu/sites/default/files/2018-06/sdasfaa\\_information\\_sharing.pdf](https://www.sdstate.edu/sites/default/files/2018-06/sdasfaa_information_sharing.pdf). SDASFAA schools received a link to the document in the June *Hello SDASFAA* newsletter and are encouraged to provide paper or electronic copies of the document to third-party scholarship partners when they need assistance explaining the policy change.

**Ad Hoc Long-Range Plan Committee**

The committee met on June 25<sup>th</sup> to discuss the plan and to update the document with suggestions provided at the April 30<sup>th</sup> Board meeting. A copy of the updated plan is attached.

**2018 High School Counselor Workshop Committee**

Dates and locations for this year's workshops are

Sept. 5: Aberdeen, NSU

Sept. 10: Rapid City, SDSMT or WDT

Sept. 12: Mitchell, MTI

Sept. 6: Watertown, LATI

Sept. 11: Pierre, Capitol U Center

Sept. 13: Sioux Falls, STI

The workshops are scheduled to run from 8:30 to 2:30 with SDASFAA scheduled to present in the afternoon. The Committee agreed that last year's decision to not print all of the materials was a success. Consequently, this year SDASFAA will again provide minimal printed materials and a URL to a SDASFAA webpage that includes links to the

documents. Thank you to the Committee of Record and website for all of their help in creating the URL and updating the links. The Kahoot game that committee members used as part of their presentations has been updated and will be available to use again this year. The Committee is in the process of updating the workshop survey.

**2019 Spring Conference Committee**

The 2019 conference will be held in Deadwood at the Lodge at Deadwood April 15 through 17. The contract was approved in December 2017. The committee met April 30<sup>th</sup> in conjunction with the 2018 SDASFAA Conference and via conference call on June 21. The committee already has a long list of potential topics for the program and agreed they would like to continue with the NASFAA credential training. Joe Massman has been contacted to present. Beth is planning to contact NASFAA to see if 2019 is a year when we will have a NASFAA presenter in person. The committee would like to find one person to take on the master-of-ceremonies duties but will divide up the responsibilities if no one volunteers. The committee plans to print the awards program and a one-page agenda but will again refrain from printing the presentations. If possible, attendees will have access to electronic copies of the presentations before the conference. The committee is working on a theme for the conference and has started discussing entertainment, AV, menu, vendors, registration, and the survey. The committee will meet again via conference call at 2:00 Central Time August 13<sup>th</sup>.

Thank you for this tremendous opportunity to serve as SDASFAA President. I am grateful for all of the help that I have received from so many members.

**Treasurer’s Report** (Carrie Jordanger)

Beth will email Tom Cool about changing the Treasurer for HSCW registration. There have been some issues getting Carrie, Beth and Erin added as signers on the US Bank account, Erin is working on it with the Rapid City branch. Our CD matures in 2019.

<b>2018 SDASFAA Assets YTD</b>							
7/31/2018							
<b>Savings – Balance Sheet</b>							
Beginning Balance			\$ 22,929.26		The Savings Account accrues interest quarterly, and has accrued March 30, and June 29 of this year.		
Interest Income		\$ 9.09					
Transfers		\$ -					
Ending Balance		<b>\$ 22,938.35</b>					
(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)							
<b>CD's – Balance Sheet</b>							
<b>CD - US Bank</b>							
Beginning Balance			\$ 31,641.46				
Interest Income			\$ 552.15				
Ending Balance			<b>\$ 32,193.61</b>				
(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)							
<b>Balance Sheet Summary</b>							
Checking Account			\$ 6,230.49				
Savings Account			\$ 22,938.35				
CD - US Bank			\$ 32,193.61				
<b>Total Available Assets</b>			<b>\$ 61,362.45</b>				

2018 SDASFAA Balance Sheet YTD			
<b>BEGINNING BALANCE</b>			
	Checking		<b>3,765.81</b>
<b>INCOME</b>			
	Membership Dues		2,625.00
	Sponsorship Income		2,950.00
	Workshop Income		4,046.00
	Spring Conference	4,046.00	
	Support Staff Workshop	0.00	
	Decentralized Training	0.00	
	High School Counselor Workshop	0.00	
	Miscellaneous Income		0.00
<b>TOTAL INCOME</b>			<b>9,621.00</b>
<b>EXPENSES</b>			
	Workshops		3,863.67
	Spring Conference	3,363.67	
	Support Staff Workshop	0.00	
	Decentralized Training	500.00	
	High School Counselor Workshop	0.00	
	Executive Board		0.00
	Travel		2,892.75
	NASFAA Leadership Conference	2,342.75	
	RMASFAA Board Meeting	0.00	
	RMASFAA Conference	550.00	
	Education Activities		366.25
	Review Committee	0.00	
	Membership Committee	0.00	
	Committee of Record	0.00	
	Recognition Committee	366.25	
	General Postage		0.00
	General Printing		0.00
	Memorials		0.00
	Miscellaneous Expenses		33.65
<b>TOTAL EXPENSES</b>			<b>7,156.32</b>
<b>TOTAL TRANSFERS</b>			<b>0.00</b>
	Savings		0.00
	CD's		
<b>ENDING BALANCE -- Checking</b>			<b>\$6,230.49</b>

### **Old Business**

#### Archive Ad Hoc Committee Update (Melinda Fedeler)

There has been no activity with this committee. There are 2 boxes of SDASFAA items at BHSU. Melinda will continue to work on this project.

#### Five Year Review of Policy and Procedures Manual (Beth Vollan)

EC will discuss at the end of this meeting.

### Long Range Plan (Beth Vollan)

Beth, Melissa, Kim Nida and Kristy O’Kief met to review the SDASFAA Long Range Plan. Beth and Melissa edited and presented the revised draft to the Board (attached below). EC discussed the proposed plan. Lucas suggested a social media presence, such as a closed Facebook group for sharing information and asking questions. It was decided to add communication options to the 3<sup>rd</sup> bullet of “Support and promote training” and change “leadership” to “Executive Council” in 4<sup>th</sup> bullet of “Facilitate communication to and amongst the membership”. Changes will be made and vote at next meeting.

### 2018 SDASFAA Spring Conference (Becky Pribyl)

Held April 30 – May 2 at the Huron Event Center/Crossroads Hotel in Huron. Everyone enjoyed the conference, especially laser tag. Success!

### 2018 Fall Decentralized Training (Erin Richards)

To be held November 14-15 at the AmericInn Hotel in Chamberlain. Purchased the NASFAA Direct Loan materials and planning is going well. Asked Joe Massman to give federal update via call, he can only pencil us in for now. Hoping to have 3 trainers for the 7 lessons; Sharon Martin agreed to instruct so working on 2 more. WDT and Carolyn Halgerson are the only ones who have the credential so they are looking for volunteers to complete the credential test and then train. May increase the registration fee to \$50 from \$45.

### 2019 SDASFAA Spring Conference (Beth Vollan)

To be held April 15-17, 2019 at The Lodge at Deadwood in Deadwood. Committee has been meeting and will continue to meet to work out details. Deb Henriksen and Kim Nida will be working on site coordination. The committee has a long list of potential topics to consider.

### New Business

#### Webhost change to Mapping Your Future (Carrie Jordanger)

Beth and Carrie shared information from the Committee of Website and Record and MYF (sample contract and notes from meetings). We will still use JotForms for event registrations as the MYF platform will not support eCommerce. We will continue to pay GoDaddy for the SDASFAA.org domain name. EC should research web sites for ideas to give to the committee. It was decided to have the committee move forward with MYF and bring a formal final contract to EC for approval.

#### Election Update (Becky Pribyl)

2019 online election is complete! Becky is still working on confirming with those who were elected before sending out results to the membership. She will send voting results to the Recognition Committee.

#### 2020 Conference Location (Erin Richards)

Erin asked for ideas on locations for her to request for proposals. She received an email from Ken Kocer from a conference planner offering her services. Probably don’t need her services as her clients may be higher end and not as affordable as we need. EC offered some location suggestions.

#### 2018 Budget Review (Board Discussion)

Discussed several items. 2019 budget will need to include expenses for Treasurer and President-Elect to attend NASFAA Leadership conference. We have 2 RMASFAA Leadership Pipeline participants who will receive SDASFAA scholarships for their RMASFAA fall conference registration fees. Need to correct spring board meeting lunch expenses. Kudos to the Spring Conference committee for expenses under budget!

#### Membership Dues (Board Discussion)

Current membership dues are \$75 annually for all members, plus options for associate members to sponsor events: \$500 for booth at spring conference, \$200 to present, options for program ad space (\$250 to \$1,000), \$200 to present at Decentralized, and \$250 to distribute materials at HSCW.

Lucas shared the NDASFAA dues structure ([www.ndasfaa.org/CorpSupport.htm](http://www.ndasfaa.org/CorpSupport.htm)). They have 3 membership levels: **Gold** = \$1,200 fee (includes conference exhibit table, verbal conference update, program ad, logo on promotional materials, free conference registration for 2 people, free membership, list of conference attendees prior to event); **Silver** = \$500 fee (includes conference exhibit table, logo on promotional materials, free conference registration for 1 person, free membership), **Bronze** = \$75 (membership fee only); a \$300 training and leadership opportunity package; and allow donations in any amount.

It was decided to keep the membership dues at \$75

The Membership Committee will look at the associate fee structure and bring any recommendations back to the EC.

Committee Activity from Liaisons (Board Discussion)

**Erin Richards – Membership Committee**

Missed sending an invoice to Citizens Bank so they did not renew their membership for 2018, but they have been contacted now and are renewing. Overall, 2018 SDASFAA membership is down 1 associate member; Inceptia.

High School Counselor Workshop Update (Beth Vollan)

Committee has met 3 times and will be meeting again next month. They will use last year's presentation as NASFAA's materials won't be available until November. Sharon Kienow is going to update the 2017 presentation with 2018 dates and any new info. Kristy O'Kief is taking care of the web site. They will contact WDT to see if they have any folders left, BHSU has 200, SDSU has 100, LATI has approximately 100 folders, and Mitchell has enough for this year. May need to order more folders and they can get them from the BHSU bookstore for \$.65 each with an order of 1,000.

**Announcements**

- a. 2018 High School Counselor Workshops: September 5, 6, 10, 11, 12, 13
- b. RMASFAA Annual Conference: October 7-10 – Fargo, ND
- c. SDASFAA Fall Decentralized Training: Nov. 14-15 – Chamberlain, SD
- d. Fall Board Meeting: November 14 – Chamberlain, SD

**Adjourn**

The meeting was adjourned at 12:30pm by President Vollan. Pizza was ordered and the EC had a working lunch to update the policy and procedures manual.

## **SDASFAA Strategic Plan 2018 to 2021**

With the goal of remaining an effective organization, the SDASFAA Board has adopted a strategic plan for the remainder of 2018 through 2021. The plan is designed to serve as a guide for SDASFAA Board members and committees. SDASFAA will use this plan to ensure the needs of its members are being met while focusing on initiatives that align with SDASFAA's purpose. Recognizing the need to remain financially strong and promote volunteerism and leadership development, the plan focuses on these four areas.

**1. Support and promote training** – One of SDASFAA's primary purposes is "to promote standards of professional preparation". SDASFAA will provide quality training opportunities to enhance the financial aid knowledge of its members and others who work in financial aid. To support and promote training, SDASFAA will

- Continue holding annual conferences/training events with sessions presented by U.S. Department of Education officials, NASFAA representatives, members, and others as appropriate
- Offer NASFAA Authorized Training in conjunction with SDASFAA conference/training events
- By the end of 2018, survey members to determine if conference locations, dates, and training topics are meeting members' needs, and which communication options they prefer (Ex: social media, email, etc)
- Continue to provide financial aid training at High School Counselor Workshops

**2. Facilitate communication to and amongst the membership** – SDASFAA recognizes the value of open exchange of ideas, information, and best practices. To encourage communication, SDASFAA will

- Continue to support a listserv to facilitate questions and discussion amongst members
- Update the SDASFAA website platform and content before the end of 2021
- Continue providing networking opportunities in conjunction with conferences and events
- Provide communications from Executive Council on at least a quarterly basis and more often as needed.

**3. Ensure that SDASFAA has a competent volunteer base** – SDASFAA recognizes the importance of having members who are willing and able to serve on committees and the Board and to take on leadership roles. To develop a competent volunteer base, SDASFAA will

- Provide scholarships to members who participate as mentees in RNASFAA's Leadership Pipeline
- Provide funding for SDASFAA President-Elect and Treasurer-Elect to attend the Association Management track at the NASFAA Leadership Conference
- Work with the Membership Committee and Committee of Record and Website to develop a procedure to welcome new members and advise them of volunteer opportunities and a procedure to regularly notify the membership of individuals who are new to the association
- Encourage both new and experienced members to run for Board positions and to volunteer for committees

**4. Ensure that SDASFAA remains financially strong** – SDASFAA recognizes that sound financial management is needed to keep the association viable. To encourage a financially stable organization, the Board will

- Analyze SDASFAA's expenses, income, and reserves to recommend the amount or percentage of expenses SDASFAA should maintain in its reserves
- Develop annual budgets that seek to maintain reserves at recommended levels
- Review conference fees to ensure that the expense of holding events is not outpacing the income generated from the events.
- Review and adjust membership fees for institutional and associate members as appropriate

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.