



**SDASFAA EXECUTIVE COUNCIL MEETING AGENDA**

Monday, November 9, 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

**I. Call Meeting to Order**

President Carissa Koerner called the meeting to order at 9:03 AM Central time. All members, except Morgan Huber, were present. Cathy Mueller, the incoming associate member at large and Sydney Chapman and Morgan Stadler, the incoming institutional members at large, were also present.

**II. Approval of Agenda**

Carissa requested to make one change to the agenda before voting. She asked Erin to start the meeting by announcing the SDASFAA election results. Erin agreed. Sharon motioned to approve the agenda as updated. Katie seconded, motioned carried.

**III. 2020 SDASFAA Election**

The election was conducted at the end of October. The following individuals were elected to the Executive Council and will take office on January 1, 2021.

Associate Member-at-Large: Cathy Mueller, Mapping Your Future  
Institutional Members-at-Large: Sydney Chapman, SDSU and Morgan Stadler, NSU

Thank you to all who volunteered to be on the ballot, and congratulations to the winners!

For this election, we were unable to secure a candidate for the President-Elect position. After discussion with the Recognition Committee, it has been recommended for the current President, President-Elect, and Past President to serve in their current roles for another year. This will be discussed with the Executive Council at the November 9<sup>th</sup> meeting.

The Recognition Committee members responsible for coordinating the election are myself (Past President), Beth Vollan (Past Past President), and Carissa Koerner (President).

Thank you to the Executive Council and SDASFAA members for all of their support, guidance, and encouragement over the past three years. It has been a privilege to serve SDASFAA.

In discussion, the President-Elect position will be considered a vacancy. The Board votes to replace any vacancy. Tresse motioned to fill the President-Elect vacancy as recommended by the Recognition committee. Sharon seconded – motion carried.

**IV. Approval of July 22, 2020 Executive Council Meeting Minutes**

Melissa sent out the July meeting minutes prior to this meeting. These minutes included the corrections Carissa suggested. No other corrections were proposed. Mary motioned to approve the July meeting minutes as sent. Katie seconded, motioned carried.

**a. Review of minutes from April 22, 2020 Business Meeting**

Melissa requested the Board to review the annual business minutes and respond with any corrections via email. No corrections were made by email. Carrie mentioned that she will send Melissa updated Treasurer reports that will include the corrections made at the suggestion of the Review committee. After Melissa makes these revisions, the annual business meeting minutes will be posted to the SDASFAA website as a draft until they are

approved at the next business meeting in 2021.

**V. Officer Reports – Consent Agenda**

Carissa explained to the incoming Board members how the consent works and the expectation that the officer reports are to be reviewed prior to each Board meeting. No comments were made regarding the consent agenda. Motioned to approve was made by Katie and seconded by Amber. Motioned carried.

- a. Past President ..... Erin Richards  
The report submitted by Erin was discussed prior to the consent agenda.
- b. President-Elect ..... Amber Brockel  
No report from Amber at this time.
- c. President ..... Carissa Koerner  
The end of 2020 is in sight and what a year it has been. Challenges that I never expected to encounter as SDASF AA president were numerous. I was heartened and encouraged over and over again by the warmth of this association and the willingness of our members to reach out and share ideas and information. Thank-you all for the opportunity to be your president.

2020 High School Counselor Workshops

Workshops were held virtually on September 9, 10, 14, and 15. Further updates will be provided under Old Business.

2021 SDASF AA Spring Conference

Committee meetings for planning our spring conference have begun. We are making plans so that we can be flexible and switch to a virtual format again if needed. Our current plan is to hold an in-person conference on April 12-14 at the Hilton Downtown in Sioux Falls, SD. Our 50<sup>th</sup> Anniversary banquet will be held on the second evening along with our annual awards ceremony.

2020 RMA SF AA Fall Board Meeting

The RMA SF AA transitional board meeting has not yet been held for this fall.

**VI. Officer Reports**

- a. Treasurer ..... Carrie Jordanger  
Carrie commended SDASF AA in our ability to adapt and remain financially sound during these times of uncertainty. Expenses for 2020 have been relatively low. Carrie noted the Spring conference expense was from the banquet invitations sent to the retirees. The Executive board expense is the cost of the Zoom membership. Carissa mentioned she will be submitting reimbursement for more a couple more months' worth of memberships. Prior to the COVID shutdowns, Amber was able to attend the Leadership conference. This was the biggest expense SDASF AA had for the year. The Committee of Record expense was the security for the SDASF AA website through GoDaddy for 2 years. The Recognition Committee expense was for the Douglas Steckler award. The cost for the new name badges and the state reporting fee are recorded as miscellaneous expenses.

**SDASFAA**  
 Balance Sheet  
 January 1, 2020 to November 3, 2020

**BEGINNING BALANCE**

Checking		5,054.79
----------	--	----------

**INCOME**

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>		2,700.00
---------------------	--	----------

**EXPENSES**

Workshops		133.81
Spring Conference	133.81	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	
Executive Board		31.92
Travel		2,238.57
NASFAA Leadership Conference	2,188.57	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	50.00	
Education Activities		267.18
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	167.18	
Recognition Committee	100.00	
General Postage		55.00
General Printing		0.00
Memorials		0.00
Miscellaneous Expenses		402.95

<b>TOTAL EXPENSES</b>		3,129.43
-----------------------	--	----------

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

Savings		0.00
CD's		

<b>ENDING BALANCE -- Checking</b>		\$4,625.36
-----------------------------------	--	------------

Erin commented that she will be submitting reimbursement forms for the cost of the 2020 plaques to be included in the Recognition committee expense. Carrie inquired about payment from CCASD for the high school counselor workshop. Carissa stated that she had contacted Tom Cool and he said that the payment will be sent soon. Carissa also advised that the payment will be less than in the past since SDASF AA did not charge as much per attendee as in the past and attendance was also down.

Looking at the asset sheet, Carrie noted the savings account has had little change. Carrie also drew attention to the CD's. The CD numbers were added at the suggestion of the Review committee for tracking purposes.

**SDASFAA**  
**Asset Statement**

January 1, 2020 to November 3, 2020

**Savings -- Balance Sheet**

Beginning Balance	\$ 15,663.83
Interest Income	\$ 1.15
Transferred from CD to savings	
Transferred to new CD	
 Ending Balance	 <b>\$ 15,664.98</b>
<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	\$15,000.00
Interest Income	\$ 405.09
Transferred to savings	
 Ending Balance	 <b>\$ 15,405.09</b>
<small>(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)</small>	

**CD ending 4018 - US Bank 19 Month**

Beginning Balance	\$25,364.66
Interest Income	\$ 527.59
Transfer from savings	
 Ending Balance	 <b>\$ 25,892.25</b>
<small>(purchased 5/8/2019, matures 12/08/2020, 19 months, 2.47%)</small>	

**Balance Sheet Summary**

Checking Account	\$ 4,625.36
Savings Account	\$ 15,664.98
CD - US Bank- 59 Months CD ending 3037	\$ 15,405.09
CD - US Bank 19 Month CD ending 4018	\$ 25,892.25
 <b>Total Available Assets</b>	 <b><u><u>\$ 61,587.68</u></u></b>

There was no further discussion regarding the Treasurer reports.

**VII. Old Business**

- a. Credit Card Payments ..... Carrie Jordanger  
Carrie announced that SDASF AA is officially non-profit with Paypal! The goal of this new payment option is to be able to accept credit card payments for the 2021 memberships that are due in January. Carrie will be working with Kristy O'Keif to make sure that option is available. Carissa thanked Carrie for all her hard work getting the Paypal account set up and expressed her excitement to offer this payment option especially for SDASF AA's associate members.
  
- b. 2020 Budget Review ..... Board Discussion  
The budget for 2020 looks very different from the proposed budget that was proposed at the beginning of the year. COVID caused a great variation in the actual income and expenses from the proposed amounts. Carissa noted that she is expecting \$1,160 of income from the high school counselor workshop to come in. There will be approximately \$100 for the Zoom membership and approximately \$500 for the Recognition committee expense to be recorded yet. Carissa is expecting our budget to be "in the black" for 2020, though not by much.



## 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
<b>Annual Sponsorships</b>	\$0.00		\$3,000.00		\$3,623.00		\$3,000.00	
<b>Annual Memberships</b>	\$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		\$100.00		\$500.00		\$502.57		\$350.00
Review Committee				\$0.00				\$0.00
Committee of Record & Web		\$167.18		\$110.00		\$121.05		\$250.00
Professional Development Schols		\$0.00		\$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		\$133.81	\$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>								
NASFAA Leadership								
President Elect		\$2,188.57		\$2,300.00		\$1,811.75		\$2,300.00
Treasurer				\$0.00		\$2,080.45		\$2,500.00
RMASFAA Conference								
President				\$1,250.00		\$1,239.95		\$1,250.00
President Elect		\$50.00		\$1,500.00		\$1,583.81		\$1,500.00
State Gift				\$75.00		\$66.23		\$75.00
SDASFAA Board Meetings								
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>\$3,129.43</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  
 The conference committee has met and plans to meet again next week. There aren't many updates at this time since the site has already decided. The committee is currently working on options for in-person or virtual conference. Carissa has reached out to the hotel. The Hilton is holding conferences and events and therefore won't discuss the cancellation of an event until 6 weeks prior to the scheduled start date. Cancellation fees will be pretty substantial – 75% fee now, 90% fee after January 11<sup>th</sup>. The committee will be sending a survey to the institutions' directors and associate members to get a sense of how many people will be able to come or not considering their travel and budget restrictions. Planning this conference is being done with the possibility of switching to a virtual platform in mind. One choice that may need to be discussed with the Board is charging a subsidized registration fee for the conference. Doing so may encourage more people to come.

The Board shared their thoughts on whether to cancel the conference now or wait. The general consensus is to hold off on cancelling for now. In regards to the 50<sup>th</sup> anniversary banquet, we will wait to make any decision until

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.

at least February. Even if the conference is being held in-person, we may just hold the award ceremony and not hold the anniversary banquet.

- d. 2020 High School Counselor Workshop ..... Carissa Koerner  
SDASF AA held 4 high school counselor workshops virtually for 2020 as opposed to the historical 6 in-person workshops. There were approximately 145 attendees. Overall, holding the workshops virtually seemed to work well. It was also a unique opportunity for presenters to collaborate in different teams as compared to the in-person workshops. There were no expenses associated with these workshops since there was no printing or travel involved. Income should be approximately \$8 per attendee.
- e. US Bank CD ..... Board Discussion  
The CD that is holding \$25,892.25 will be maturing on December 8, 2020.

Current interest rates:

CD Maturity	Yield
11 months	0.15%
19 months	0.20%
27 months	0.25%
59 months	0.50%

Carrie recommends that the Board renew these funds in the 11-month CD. The goal would be to put the funds in a CD with the shortest maturity so it can be renewed at a higher yield relatively quickly. After discussion, the Board agrees.

- f. ListServ Policies ..... Carissa Koerner  
SDASF AA has had no previous issues with inappropriate use of the email listserv but it would be good to have one in place for pre-emptive measures. Carissa reached out to Micah Hansen. He confirmed that RMA SFAA does not have a policy regarding their listserv. Carissa will be passing this task to the Committee of Record and Website as part of the implementation of the new listserv provider (to be discussed in new business).

**VIII. New Business**

- a. SDASF AA Strategic Plan 2022-2025 ..... Board Discussion  
The last strategic plan was drafted in 2018 and will be effective through 2021. The strategic plan will need to be updated/revised over the next year. Even though Carissa will still be President of the 2021 Board she may still hand this project to Amber. Carissa suggested to do a round-table or panel discussion with the membership at the spring conference for feedback on how SDASF AA is meeting their needs and brainstorming ideas for new focal points. Carissa’s intention was to bring simply bring this topic up for future discussion.
- b. 2021 Budget Proposal ..... Carissa Koerner  
The proposed 2021 budget will be voted on January with the incoming Board. Carissa noted that this budget was created similar to the 2020 proposed budget in hopes that things will begin to go back to “normal”.





## 2021 SDASFAA Budget Proposal

proposed 11/9/20 by Carissa Koerner

Budget Items	2021 Proposed		2020 Actual (7/21/20)		2020 Approved		2019 Actual	
	Income	Expenses	Income	Expenses	Income	Expenses	Income	Expenses
Annual Sponsorships	\$3,600.00		\$0.00		\$3,600.00		\$3,623.00	
Annual Memberships			\$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	
<b>General Operation</b>								
FA Awareness		\$0.00				\$0.00		
Recognition Committee		\$800.00		\$100.00		\$450.00		\$502.57
Review Committee		\$0.00				\$0.00		
Committee of Record & Web		\$400.00		\$167.18		\$250.00		\$121.05
Professional Development Schols		\$825.00		\$0.00		\$825.00		\$825.00
Miscellaneous (memorials, postage, etc.)		\$200.00		\$457.95		\$200.00		\$44.05
<b>Conference and Workshops</b>								
Annual Conference	\$3,600.00	\$7,500.00		\$133.81	\$5,000.00	\$6,185.00	\$3,670.00	\$4,472.42
Decentralized Training	\$1,000.00	\$1,200.00			\$1,500.00	\$1,200.00	\$1,500.00	\$1,008.27
HS Counselor Workshop	\$3,330.00	\$250.00			\$3,330.00	\$300.00	\$3,160.00	
Support Staff Workshop	\$0.00	\$0.00			\$0.00	\$0.00		
<b>Travel</b>								
NASFAA Leadership								
President Elect		\$0.00		\$2,188.57		\$2,300.00		\$1,811.75
Treasurer		\$0.00				\$0.00		\$2,080.45
RMAFSAA Conference								
President		\$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		\$15.96		\$0.00		\$0.00
April		\$175.00		\$15.96		\$175.00		\$202.20
July		\$1,500.00				\$1,500.00		\$1,454.24
November		\$150.00				\$150.00		\$125.02
<b>Total</b>	<b>\$14,305.00</b>	<b>\$15,825.00</b>	<b>\$2,700.00</b>	<b>\$3,129.43</b>	<b>\$16,205.00</b>	<b>\$16,360.00</b>	<b>\$14,728.00</b>	<b>\$15,537.01</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.

Carrie recommended lowering the high school counselor workshop income because even if the workshop is held in-person it may be hard to bring in that much income. Carissa mentioned that she will adjust the Recognition committee expense since Erin will be purchasing plaques for 2021 before the end of 2020. Carissa also mentioned that she increased the Committee of Record/Website expense to include a one-year Zoom membership. She asked for opinions on purchasing a yearly membership (since it is more cost effective than a month-to-month membership) and where to report that in the budget. The Board agrees with that purchase and leaving it as a Committee of Record/Website expense. Other items noted were: the reduced income from the Annual conference and Decentralized, no NASFAA leadership expense since there will be no new Board members to attend, and a suggested increase to the July Board meeting expense for travel costs. Carissa will make the few adjustments before the budget gets voted on in January.

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.

- c. Google Groups / Yahoo Groups ..... Board Discussion  
 Kristy O’Kief joined the meeting inform the Board that Yahoo Groups will be discontinued. Kristy recommends to replace Yahoo Groups with Google Groups. Google Groups seems to be the most comparable to Yahoo groups. Set up of Google Groups should be relatively easy. SDASF AA would need to create an email account with Gmail. [SDASF AA@gmail.com](mailto:SDASF AA@gmail.com) is already taken but this may be an account someone started but has forgotten about. Kristy proposed using [SDASF AA1970@gmail.com](mailto:SDASF AA1970@gmail.com) as the new email address. Using Google Groups would also give SDASF AA access to Google Drive and Google Docs to store archives. Google Groups provides 15 gigabytes of storage for free but it could be upgraded to 100 gigabytes of storage for \$20.00/year. Only members of the Google Group could send emails to the group but they would need the actual login information to access the archive documents. Kristy will move forward getting the Google Group set up. Carissa will notify the SDASF AA listserv of this change so that everyone can join the group.

**IX. Committee Activity from Liaisons**

- a. Recognition .....Erin Richards  
 The report submitted by Erin was discussed prior to consent agenda
- b. Record/Website .....Carrie Jordanger  
 No report at this time.
- c. Review .....Katie Maley  
 No report at this time.
- d. Membership .....Amber Brockel  
 Amber has updated the membership spreadsheet and has sent it to Kristy to post on the website.

**X. Announcements**

- a. SDASF AA Round Tables: November 10 & 11, 2020
- b. SDASF AA Spring Conference: April 12-14, 2021 at Downtown Hilton Garden in Sioux Falls, SD
- c. SDASF AA 2021 Winter Executive Council Meeting: TBD, typically held in February

**XI. Adjourn**

Carissa thanked the all Board members for their hard work and dedication especially outgoing Board members, Tresse, Katie, and Morgan.

Motion to adjourn was made by Erin and seconded by Mary – motion carried. Meeting adjourned at 11:30 AM Central time.