



SDASFAA EXECUTIVE COUNCIL MEETING AGENDA
Tuesday, November 15, 2022 – 10:00 AM Central Time
Arrowwood Resort, Oacoma, SD

Executive Council Members

- Kristy O’Kief (WDTC) President
- Kristy O’Kief (WDTC) President-Elect
- Carissa Koerner (USF) Past President
- Tracey Buisker (SDSU) Secretary
- Carrie Jordanger (LATI) Treasurer
- Morgan Stadler (NSU) and Sydney Chapman (SDSU) Members at Large through 2022
- Karrie Morgan (USF) and Laura Reed (DSU) Members at Large through 2023
- Cathy Mueller (MYF) Associate Member at Large

2023 Board members invited to attend: Stephanie Jones, NAU; Hayli De Jong, SDSU; Sarah Selzler, NSU; Carin, Carstens-ScholarNet

I. Call Meeting to Order

Meeting called to order - 10:10 CST.

II. Approval of Agenda

Morgan motioned and Carissa seconded.

III. Approval of July 6, 2022 Executive Council Meeting Minutes

Karrie motioned to approve, and Tracey seconded.

IV. Officer Reports – Consent Agenda

Sydney motioned and Carissa seconded.

- a. Past President Carissa Koerner

See Attached

- b. President-Elect Kristy O’Kief

See Attached

- c. President Kristy O’Kief

See Attached

V. Officer Reports

- a. Treasurer Carrie Jordanger

Kristy went through the Asset Statement and the Financial Statement. At the winter board meeting we would want to decide on the CD that is maturing in April 2023. Potentially split the other CD into two, so we have a CD maturing every year then.

Cathy Mueller is going to check if the SSL was already renewed for us. There will be a few other adjustments to the Financial Statement as well.

Carrie noted a few different miscellaneous expenses that she is following up on. Money was transferred out of our checking into our savings, so we would not have as much liquid cash in our checking account.

SDASFAA
Asset Statement

January 1, 2022 - November 8, 2022

Savings -- Balance Sheet

Beginning Balance	\$ 15,666.92
Interest Income	\$ 7,501.26
Transferred from CD to savings	
Transferred to new CD	
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Ending Balance	\$ 23,168.18
<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	\$15,819.57
Interest Income	\$ 426.43
Transferred to savings	
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Ending Balance	\$ 16,246.00
<small>(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)</small>	

CD ending 4018 - US Bank 17 Month

Beginning Balance	\$26,026.14
Interest Income	\$ 32.54
Transfer from savings	
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Ending Balance	\$ 26,058.68
<small>(renewed 12/8/2021, matures 4/8/2023, 17 months, .15%)</small>	

Balance Sheet Summary

Checking Account	\$ 5,257.72
Savings Account	\$ 23,168.18
CD - US Bank- 59 Months CD ending 3037	\$ 16,246.00
CD - US Bank 17 Month CD ending 4018	\$ 26,058.68
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Total Available Assets	\$ 70,730.58

SDASFAA
 Financial Statement
 January 1, 2022 - November 8, 2022

BEGINNING BALANCE

Checking		8,116.80
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INCOME

Membership Dues		2,838.12
Sponsorship Income		4,469.66
Workshop Income		7,706.08
Spring Conference	3,889.44	
Fall Training	476.64	
High School Counselor Workshop	3,340.00	
Miscellaneous Income		0.00

TOTAL INCOME		15,013.86
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EXPENSES

Workshops		6,828.00
Spring Conference	6,328.00	
Fall Training	500.00	
High School Counselor Workshop	0.00	
Executive Board		381.83
Travel		1,324.12
NASFAA Leadership Conference	0.00	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	1,324.12	
Education Activities		1,793.99
Review Committee	0.00	
Membership and Records Committee	0.00	
Training Committee	700.00	
Recognition Committee	934.34	
Communication and Website Committe	159.65	
General Postage		0.00
General Printing		0.00
Memorials		0.00
Miscellaneous Expenses		45.00

TOTAL EXPENSES		10,372.94
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TOTAL TRANSFERS		-7,500.00
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Savings		-7,500.00
CD's		

ENDING BALANCE -- Checking		\$5,257.72
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VI. Old Business

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.



	2022 Actual (11/2/2022)		2022 Proposed	
	Income	Expenses	Income	Expenses
Annual Sponsorships	\$4,469.66		\$3,400.00	
Annual Memberships	\$2,838.12			
Associate members			\$1,425.00	
Institutional members			\$1,350.00	
General Operation				
Recognition Committee		\$934.34		\$500.00
Review Committee		\$0.00		\$0.00
Communications & Web Committee		\$159.65		\$300.00
Professional Development Schols		\$700.00		\$1,100.00
Miscellaneous (memorials, postage, etc.)		\$45.00		\$200.00
Conference and Workshops				
2022 Spring Conference	\$3,889.44	\$6,328.00	\$5,460.00	\$8,310.00
2022 Fall Training	\$476.64	\$500.00	\$1,000.00	\$1,500.00
HS Counselor Workshop	\$3,340.00	\$0.00	\$2,500.00	\$0.00
Travel				
NASFAA Leadership				
President Elect		\$0.00		\$0.00
Treasurer		\$0.00		\$0.00
RMASFAA Conference				
President		\$1,324.12		\$2,500.00
President Elect		\$0.00		\$2,500.00
SDASFAA Board Meetings				
February		\$0.00		\$0.00
April		\$381.83		\$250.00
July		\$0.00		\$0.00
November		\$0.00		\$150.00
Total	\$15,013.86	\$10,372.94	\$15,135.00	\$17,310.00
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. Policy and Procedures Manual Updates Board Discussion

Kristy, Carissa and Kerri met this morning to go through the P&P updates. Discussed awards and who gets them for years of service. Do we need to keep giving associate members plaques? We would still recognize them at the conference and send out an email to make SDASFAA aware. Carin said it would be fine to not get them a plaque.

Board members do not get reimbursed for a board meeting when in conjunction with training. This will stay the same except for the President position. Also, want to recommend having the fall board meeting via Zoom. The 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.

Spring Conference would be the only required in person board meeting.

- c. 2022 High School Counselor Workshop Carissa Koerner

Having this under the Training committee worked well. We did not get the NASFAA Power Point in time to add it to our slides. SDSU requested that the Pierre Workshop be via Zoom. Pierre was fine with this. In 2023 it will be done via Zoom in Pierre.

- d. 2022 Fall Training Sydney Chapman & Morgan Stadler

The 2022 SDSASFAA Fall training is being held November 15th and 16th at Arrowhead Resort in Oacoma, SD. Program includes NASFAA credential topic of Cost of Attendance as well as a round table discussion on COA as well as other topics including loan repayment, SD freedom Scholarship, and Support of American Indian Students. There are 30 attendees registered as of 11/4/22.

- e. RMASFAA State Swap Board Discussion

They want someone that is apart of the board to swap with another state. This gives us the opportunity to see how other states run their board meetings and conferences. They would also like us to present at the conference. States can opt out of this if they choose. Do we have someone willing to go to another state to do this? Karrie and Tracey expressed interest in doing it. Kristy will let RMASFAA know we are interested.

- f. Officer Insurance Carrie Jordanger

Carrie reached out to North Dakota, and they do not have officer insurance. Hub International estimated it would be \$750 - \$1000. He would quote us in December to start in January. Carissa had a conversation to see if we could be covered under RMASFAA. Is there a way we can combine policies to make it more affordable?

VII. New Business

- a. Constitution Updates recommendations (Member/Records Committee)..... Kristy O’Kief

1. Recommendations for changes to the constitution

- a. Article III - Section III –Dues
 - i. Annual dues for institution and associate members shall be recommended by the Executive Council and approved by a majority of the institutional voting members. (recommend to add “voting”)
- b. Article V -Section V—The Treasurer
 - i. Recommend moving “Shall prepare an annual budget in consultation with Executive Council” to Section II - - President-Elect
- c. Article VIII – Standing Committees
 - i. Do we need to update Section II – name to Membership and Records Committee
 - ii. Going to add a section to the Constitution about standing committees.
- d. Article IX Quorum
 - i. A majority of institutional voting members shall constitute a quorum at any regularly announced meeting of the Association. (recommend to add “voting”)
 - ii. Will also add wording about voting member being present or virtual.

- b. Election and Recap of meeting with Institutional Voting Members Carissa Koerner and Kristy O’Kief

Institutional Voting members in attendance: Tresse Evenson, Augustana, Denise Grayson, DSU; Mary

Alexander, DWU; Marlene Seeklander, LATC; Ken Kocer, MMU; Stephanie Jones, NAU; Becky Pribyl, NSU; Beth Vollan, SDSU; Micah Hansen, SETC; Sharon Martin, WDTC

Below are the items discussed with Institutional Voting members

- I will add a line item to the budget so we can offer to cover the President's expenses for the spring conference, if needed.
- I didn't mention this during the meeting, but I plan to recommend if needed, to hold the fall board meeting via zoom instead of the morning before the Fall training. If we did this, it would save some funds for those that would have to travel the night before making it a two-night stay to a one-night stay.
- When asking for volunteerism, I plan to develop a form asking members if they are interested in participating on a certain committee, if they would also be willing to chair the committee. Hopefully, this would lessen the burden for the board members which might make it more enticing for members to serve on the board. A board member would still be on the committee as the board liaison.
- We discussed maybe having the Fall training every other year but decided that this was a good opportunity for members to come to the training and network with other institutions.
- It was brought up about a Fall Zoom training instead of in person
- Potentially doing a session on volunteerism at the Spring conference
- How an institution can get their members more involved in SDASFAA

Feedback from Marlene Seeklander on meeting:


I like the idea of the fall Board Meeting being held via Zoom to shorten the stay for those who have to travel the day before and have that extra night's stay. However, knowing that the Board already meets via Zoom two meetings/year and two in person, if the Board wants to retain that meeting as an in-person meeting, I certainly understand.

I have mixed feelings about holding the fall training every other year. Our group only has the two opportunities (fall training and spring conference) each year to get together, so I agree that it is a good opportunity for training and networking.

In the past two years we've grown very accustomed to attending conferences via Zoom. There are some aspects that I enjoy of these virtual conferences (not being out of the office for a week for FSA Conference and the hassle of airlines!), but I also find it hard to concentrate on the sessions when we all feel like we should multi-task and continue to do our other work at the same time! Although we have tried to watch NASFAA and FSA Conferences in a conference room where we don't have access to email, files on our desks, etc.

Since RMASFAA 2024 will be held in South Dakota, I presume that the Fall Training 2024 will be a Zoom Training or no training held as I believe that is how SDASFAA has handled Fall Training when we host RMASFAA. I may be thinking of something else, but in 2016 we had some virtual sessions in lieu of skipping the Fall Training.

c. 2023 Budget Proposal Kristy O’Kief



Budget Items	2023 Actual		2023 Proposed	
	Income	Expenses	Income	Expenses
Annual Sponsorships	\$0.00		\$4,000.00	
Annual Memberships	\$0.00			
Associate members			\$1,425.00	
Institutional members			\$1,200.00	
Tribal Members			\$225.00	
General Operation				
Recognition Committee		\$0.00		\$500.00
Review Committee		\$0.00		\$0.00
Communications & Web Committee		\$0.00		\$500.00
Professional Development Schols		\$0.00		\$1,100.00
Miscellaneous (memorials, postage, etc.)		\$0.00		\$200.00
Conference and Workshops				
2023 Spring Conference	\$0.00	\$0.00	\$4,000.00	\$7,000.00
2023 Spring Conference—President’s expenses as needed			\$0.00	\$500.00
2023 Fall Training			\$1,500.00	\$1,500.00
HS Counselor Workshop			\$3,000.00	\$0.00
Travel				
NASFAA Leadership				
President Elect		\$0.00		\$2,500.00
Treasurer		\$0.00		\$2,500.00
RMASFAA Conference				
President		\$0.00		\$2,500.00
President Elect		\$0.00		\$2,500.00
SDASFAA Board Meetings				
February		\$0.00		\$0.00
April		\$0.00		\$250.00
July		\$0.00		\$0.00
November		\$0.00		\$150.00
Total	\$0.00	\$0.00	\$15,350.00	\$21,700.00

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d. Round Table Zoom meetings (Communication Committee) Tracey Buisker

We put a survey out in August with the newsletter and received very little response. We had 13 people respond and only 8 were interested in a round table discussion. As a committee we decided it wasn’t the right time for additional training but wanted to bring it to the committee for discussion.

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VIII. Committee Activity from Liaisons

a. Recognition Carissa Koerner

Elections already covered in earlier reports.

b. Membership/Records Kristy O’Kief

Committee Met on 9/28/22: Kristy O’Kief, Carrie Jordanger, Stephanie Jones and Melinda Fedeler.

2. Adding the following responsibility to the committee duties at <https://sdasfaa.org/committees.cfm> since it was listed in the P&P.
 - a. The committee shall be responsible for development and sending out information to colleges and other higher education entities via email (example: Tribal education funding organizations; tribal colleges).
 - b. We then also need to determine how often: once annually every other year, regarding SDASFAA and membership. Follow up with any member that has not renewed their annual membership
3. In the P&P it states the following: The committee will also make recommendations to the Executive Council regarding corporate support levels and membership fees.
 - a. This committee feels this more the Executive Council that would discuss whether to increase fees and such and not actually this committee so recommending us to remove this.
4. Maintain membership list – send email out at least 3 times a year to voting members to provide updates to membership list, years of services and google email group (webmaster currently handles this)
5. Maintain historical records and documents
 - a. Determine what documents should be archived electronically (timeframe to keep documents)
 - b. Determine what to do with things that cannot be archived electronically
 - i. Sharon Martin (not on committee) mentioned that maybe these items are brought to Spring conference for members to take and what is not, can be tossed
 - c. SDASFAA has 15 GB that can be stored on Google Docs and can upgrade to 100 GB (current yearly rate is \$19.99) or 200 GB (current yearly rate is \$29.99)

c. Review Cathy Mueller

Nothing to report.

d. Communications/Website Tracey Buisker

Kristy has been updating the website. We have sent out two newsletters this year so far. We are going to get one more out this year if possible. We did try to host a round table but there wasn’t much interest this year.

e. Training Carissa Koerner

COA credentialing, Marlene is hosting a round table and working on getting the Summer Institute Scholarship application.

f. 2022 Fall Training Sydney Chapman/Morgan Stadler

See above in New Business.

g. 2023 Spring Conference Kristy O’Kief

Committee Members: Kristy O’Kief, WDTC (co-chair); Carissa Koerner, USF (co-chair); Liz Augustine, SDSU; Hayli De Jong, SDSU; Ken Kocer, MMU; Sharon Martin, WDTC; Cathy Mueller, MYF; Morgan Stadler, NSU

2023 Spring Conference - Rushmore Hotel, Rapid City - April 4-6, 2023

The committee met to establish who would be on the sub-committees and to discuss the theme.

The following will be assisting with the following sub-committees:

Registration and Site: Sharon Martin and Kristy O’Kief
Program: Carissa Koerner, Hayli De Jong, and Ken Kocer
Decorations, gifts: Liz Augustine, Cathy Mueller, Morgan Stadler

Theme: Financial Aid Twister – It will tie you up in knots

Sub-committees will meet to review what they have been tasked with
Next meeting scheduled: December 6th (9:30 Mountain Time/10:30 Central time)

IX. Announcements

- a. FSA Virtual conference: Nov 29- Dec 2, 2022
- b. 2023 Spring Conference: April 4-6, 2023 - Rapid City, SD

X. Adjourn

Carissa motioned and Morgan Seconded. Meeting adjourned at 12:11pm.

President-Elect Report/President Report- Kristy O’Kief

Thank you to each for serving on the 2022 SDASFAA Executive Council. I look forward to working with those still on the board for the 2023 year and for those that are departing from the board, I look forward to continuing to work with you through committees and at SDASFAA events.

The following are things that I have been working on since the July board meeting.

- 8-8-22 Contacted Lindsey Benson RMAFSAA Treasurer to find out who RMAFSAA is using for their Directors and Officer insurance. Below is the response received from Lindsey that I forwarded on to Carrie
 - *We have an insurance agency we work with in Fargo, ND called HUB International Mountain States Limited. They are who we have our liability insurance through as well as now our Directors and Officers Insurance. The company that took our bid for D&O insurance name is Arch Insurance.*

I think the cost is based on how many board members we have as well as our assets, ect. I am assuming for SDASFAA the cost would be less.

- 9-28, the Membership and Records Committee met to discuss what this committee needs to focus on.
- RMAFSAA Fall 2022 Board meeting - Carissa was in attendance as proxy since I did not attend and provided some recap to the meeting:
 1. *Leadership Pipeline will ask for mentee and mentor nominations at May meeting.*
 2. *Angela will be our RMAFSAA rep at spring conference.*
 3. *The State Swap program was passed by the board. We will need to let them know by December if we plan to participate this year or not. We can choose who to send, the board will discuss which state will go where.*

4. *Lindsey Benson was voted in to stay as treasurer for a second year (Jaquelyn resigned) and Justin Brown was voted to stay as Vice President for a second year (Shannon moved).*
5. *I did bring up in conversation (not during the official board meeting) the idea of being able to piggy-back onto RMASFAA's liability insurance. (I think I was talking to Becca and Angela, can't remember for sure.) They agreed that is probably an expense that smaller associations can't afford. We might want to see if this can be an actual board topic in the future to get the ball rolling.*

- 10-24 Carissa and I held a virtual meeting via Zoom with institutional voting members to discuss volunteering for board positions and committees
- 10-27 Carissa and I met with the 2023 Spring Conference Committee via Zoom to go over sub-committees and theme

Past President Report- Carissa Koerner

Election

The election for the 2023 SDASFAA Board was held in early October. Ballots were sent via Microsoft forms to all voting members. The following candidates were voted into office:

Associate Member-At-Large

Carin Carstens, ScholarNet

Institutional Member-At-Large

Hayli DeJong, South Dakota State University

Sarah Selzler, Northern State University

Treasurer

Morgan Stadler, Northern State University

President-Elect

Stephanie Jones, National American University

Thank-you to all who volunteered to serve.

2022 RMASFAA Board Meeting

I attended the Fall RMASFAA Board meeting in Salt Lake City, UT, October 7-9 as a proxy for Kristy O’Kief. The RMASFAA board voted on a new initiative called “State Swap” that will allow for states to send a representative to another state’s conference. RMASFAA will partner with the states to cover the costs. I always appreciate the opportunity to participate with the region’s board.

2023 SDASFAA Spring Conference

I will be co-chairing the 2023 Spring Conference Committee with Kristy. We have met once via Zoom and chose a theme for the conference.

Thank you for the privilege of serving SDASFAA as your Past President!