



**SDASFAA Executive Council Meeting Agenda**  
Monday, December 19, 2016 – 10 a.m. Central Time  
Conference Call

**2016 Executive Council Members**

Micah Hansen (SDSU).....	President
Becky Pribyl (NSU) .....	President-Elect
Ken Kocer, (Mount Marty) .....	Past-President
Marlene Seeklander, (LATI) .....	Secretary
Katie Nelson (BHSU) .....	Treasurer
Julie Hamer, (SDSU) and Kim Nida, (BHSU) .....	Members at Large through 2016
Jacob Schuring (BHBC) and Carrie Jordanger (LATI) .....	Members at Large through 2017
Laura Schultz, (Wells Fargo).....	Associate Member at Large

\*Jacob Schuring and Laura Schultz were absent.

**Call Meeting to Order**

The meeting was called to order by President Micah Hansen at 10:03 a.m. This was our “transitional” board meeting that is normally held in November prior to Decentralized Training.

**Welcome to Transitional Board Members**

Micah welcomed the new members to the Board: Beth Vollan of SDSU as President-Elect; Julie Pier of USD as Member at Large (replaces Julie Hamer); Maureen Schuchardt of Presentation College as Member at Large (replaces Kim Nida); and Lucas Winterberg of Bank of North Dakota as Associate Member at Large (replaces Laura Schultz).

**Approval of Agenda and Consent Agenda**

Ken requested that the topic of Policy and Procedure Manual be added under “Other” on the agenda.

Ken made a motion to approve with this addition. Kim seconded. Motion carried.

**Approval of July 26, 2016 Executive Council Meeting Minutes**

Micah outlined that Marlene had sent out the draft minutes, received updates, and sent out an e-mail to the Board outlining the changes.

Becky made a motion to approve. Ken seconded. Motion carried.

**Officer Reports – Consent Agenda**

President (Micah Hansen)

This year was an exciting year in SDASFAA with the changes that we made to our HSCW and in hosting the annual RMASFAA Conference in Rapid City. Our state did an amazing job of showing what a fantastic group of people we have in our state association. We thoroughly impressed our regional colleagues that came to the conference, and I must say “Thank You” to all that helped make the conference a success.

I was very grateful for having the opportunity to visit Washington, D.C. again this year for the NASFAA conference. It was a great conference with many great speakers, and it was a great time to hang out in the nation’s capital with a few of our state and regional association colleagues.

In addition to the “Newsletter” that I sent out, here are additional notes to be submitted in my report.

**RMASFAA Board**

The RMASFAA board (several variations of it) met in Rapid City and spent several days finalizing action items for the outgoing board, and discussing new items for the incoming board. Some items cleaned up language in our governing documents, and a few that created new items.

Conference Committee: The treasurer and past-president were added to the Conference Planning and Evaluation Committees to provide board support and guidance. The change is to make sure the board has stronger positions for input that impacts decisions on financial needs, and content.

In addition to the changes above, the Conference Planning Committee was given the added requirement to report to the board for input prior to making any decisions in the following areas:

- Theme
- Program
- Any element(s) that significantly depart from past conferences

Tippling: The board discussed that during travel there are often times people that have provided a service that can be an expense item reimbursable by RMASFAA, but tipping for those services does not show on most receipts (drivers, hotel staff, etc.). To make sure that RMASFAA is keeping financial responsibilities to our members, an item was added to the P&P to allow a reasonable number of tips (not exceeding \$3) without receipts for those tips.

Treasurer-Elect: This suggested position was brought forward to reduce the amount of work for the Treasurer for RMASFAA as the multi-year term requires a large amount of time and work. The new position will train with the current treasurer for 1 year, then automatically become treasurer at the commencement of that time period.

Other RMASFAA News: Congratulations to Ken Kocer as the new RMASFAA President Elect! Congratulations to Erin Richards as the new RMASFAA Secretary! Congratulations to SDASFAA, Carolyn Halgerson and Laura Schultz (Co-Chairs), for receiving the RMASFAA Committee of the year! Congrats to our friend Robb Cummings for the RMASFAA Hall of Fame!

**High School Counselor Workshop:**

This year the partnership with CCASD moved the workshop significantly ahead, but I do believe it was successful enough to continue working with this agreement in the future. All of the sites submitted their feedback (attached) and overall I feel the site coordinators did a wonderful job! We saw 187 participants, and to this point received a check for all but 15 not yet paid. I am working with Tom on those and hope to have that wrapped up soon. Unfortunately our folders for this year did not print in time, but we will have them ready for next year now!

**Membership:**

As you are aware this year we lost Globe University, Kilian Community College, Great Lakes College Access, and SLND. We also know that our former colleague Caleen Jandel moved over to a new career path. Not yet announced formally to SDASFAA is the loss of our current Wells Fargo associate member Laura Schultz. Laura informed me that the position that she works in for Wells Fargo was being eliminated from the company structure. We greatly appreciate all of the hard work and dedication Laura showed in her involvement with SDASFAA.

I also had multiple discussions with some of our associate members about their dues and other costs. While the SD is higher in many areas the overall consensus was "we don't know what will happen" as to if we made changes. We have several association members that have and are committed to remaining steady by our side as long as possible regardless of our costs. Those things considered, as with the unknown of how our HSCW change would affect us, I did not pursue looking at any changes to the fee structure for this year. I think that we need to review several other areas of our finances that will be changing in the coming years to determine a course of action.

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.

President-Elect (Becky Pribyl)

**2016-17 RMASFAA Incoming Board and Annual Conference** – I was honored to represent SDASFAA at the RMASFAA Annual Conference in Rapid City Oct. 23-26 and to serve as the incoming state delegate for the 2016-17 RMASFAA Board of Directors. This was an incredible opportunity to learn, network, and connect with colleagues. Highlights from the transitional board meeting:

- NASFAA Dallas Martin Scholarship Program. Each region will get \$2,750 to award in one-time funds to financial aid professionals in their region pursuing college credits during the 2017-18 year. RMASFAA created a scholarship application form, which has been posted on the SDASFAA website. Each state should collect applications; candidate applications will be presented at the RMASFAA Winter Board meeting for selection. Amount and number of scholarships TBD.
- RMASFAA Training Committee. RMASFAA purchased all of the NASFAA Self-Study Guides for Summer Institute. The Training Committee is planning to start a webinar series to provide this training to all members at no charge. Participants would then get to take the credential test for free.

**2016 Decentralized Training** – Decentralized Training is not generally held in years when the RMASFAA Annual Conference is hosted by SDASFAA. The committee reached out to Joe Massman, US Dept. of Education trainer, for his thoughts on alternative options. After much discussion, the committee has decided not to host this event for 2016.

**2017 Proposed Budget** – see SDASFAA 2017 Budget spreadsheet.

**2017 Committee Assignments** – an email was sent out to the listserv 11/4 to request members complete a survey to volunteer for SDASFAA positions. Reminders were sent 12/8. I hope to have names finalized later this month.

<https://www.surveymonkey.com/r/YKKCLC3>

**2018 Spring Conference** – see 2018 Conference Choices spreadsheet. As chair of this committee, I've put together 3 options for the board to consider and select. Historical reference on past conferences:

Site	Hotel	Dates
Sioux Falls		March 15-17, 2004
Lead	Spearfish Canyon Lodge	April 4-6, 2005
Watertown	Best Western Ramkota & Watertown Event Center	March 27-29, 2006
Spearfish	Northern Hills Holiday Inn	March 26-28, 2007
Sioux Falls	Sheraton Inn and Convention Center	March 31-April 2, 2008
Keystone	K Bar S Lodge	March 30-April 1, 2009
Huron	Crossroads Hotel and Events Center, 40 <sup>th</sup> Anniversary	March 22-24, 2010
Chamberlain	AmericInn	April 4-6, 2011
Deadwood	The Lodge	April 2-4, 2012
Aberdeen	Best Western Ramkota	April 15-17, 2013
Sioux Falls	Downtown City Centre Holiday Inn	March 30-April 2, 2014
Deadwood	The Lodge	March 23-25, 2015
Rapid City	Rushmore Plaza Holiday Inn	April 4-6, 2016
Sioux Falls	Holiday Inn City Centre	March 13-15, 2017

Thank you for this opportunity to represent SDASFAA and to serve with such fantastic people!

Past-President (Ken Kocer)

SDASFAA Executive Board Meeting – December 19, 2016  
Conference Call

I reviewed the "SDASFAA Governing Documents". One item which the board may wish to update in the Policy and Procedures is under the "Conference Sub-Committee where it states "The President shall chair this committee" and change this to "The Past President shall chair this committee", as in practice we have been having the past president chair the conference committee with the president as vice chair. The "Refund Policy" in the Policies and Procedures does not seem to have been updated to match the refund policy provided on the "Spring Conference" site. I found no other corrections/revisions to bring before the board. I would recommend that each board member review the "Executive Council and Committee Calendar" on the website to be appraised of their responsibilities for the upcoming year and update any areas needed. I also recommend each member read the "Policies and Procedures" to gain a good understanding of the association goals and objectives as we begin a new year. I put the board "Meetings and Responsibilities" from the policies and procedures below as a good fresher for current board members and good information for new board members coming on in preparation for our upcoming meeting. Finally, I would like express what a privilege and honor it has been serving this great association. It has been an absolutely tremendous experience.

Respectfully submitted,  
Ken Kocer

Treasurer (Katie Nelson)

The Treasurer documents are included at the end of the Minutes. Katie highlighted various pieces of the information for the Board.

Micah requested that Katie prepare a cost breakdown for each High School Counselor Workshop site and send it to the Board.

Marlene made a motion to approve. Julie seconded. Motion carried.

#### **Executive Council Policy --- Meetings**

1. The Executive Council may meet up to four times per year. Two of these meetings will be held in conjunction with the Fall Decentralized Training and the annual SDASFAA Spring Conference. The remaining two meetings will be held at a time that is most convenient for the Executive Council members. The location and times of these meetings will be the decision of the President. Notification of meetings will be given to all members in accordance with the Bylaws of the Association
2. Meeting agendas will be prepared and distributed within fourteen days of each meeting.
3. Regular reports are to be provided by standing committee chairpersons. The President or a committee representative can perform these reports.
4. The Executive Council may choose to conduct meetings through use of conference calls.
5. Committee Chairpersons shall be invited to meetings as determined by the President.
6. Board members shall not be reimbursed by the Association for travel or lodging expenses incurred while attendance at Executive Council meetings, when these meetings are held in conjunction with the Fall Decentralized Training or Spring Conference. However; expenses will be reimbursed for other Executive Council meetings, subject to the approval of the President.
7. Meals may be provided to Executive Council members during meetings, subject to the approval of the President.

**Executive Council Policy --- Primary Executive Council Responsibilities.** The Executive Council, including those duties outlined in the by-laws shall:

1. Review and adhere to the mission of SDASFAA. The Executive Council is charged with ensuring that the activities of the association remain true to its mission and purpose.
2. Continually review the actions and plans of the officers of the association and other council members to ensure the goals and objectives of the association are being met.
3. Develop and review the long range planning process to ensure association objectives are accomplished.

4. Periodically review the association's revenue raising rationale, assets, expenses, and expected expenditures to ensure that adequate resources are available to the association.
5. Manage association resources wisely. The Executive Council shall properly protect accumulated assets and manage current income.
6. Enter into any contracts authorized by the membership.
7. Monitor proposed legislation and regulations and help coordinate SDASFAA responses and encourage individual membership responses.
8. Assist the membership with clarification of proposed legislative and/or regulatory changes.
9. Update the Policy and Procedures Manual as needed.

## Old Business

### 2016 High School Counselor's Workshop

Micah reported that the High School Counselor Workshop went well. However, we need to know what is being presented during the morning session, such as scholarship information covered by the Board of Regents, so we can eliminate that information from our presentation.

Ken asked if CCASD wants to partner with us again in 2017. Micah stated he talked to Tom after the workshops and CCASD is interested in continuing the partnership and the Board will need to make a decision after the first of the year. Even though the timing is during a very busy time of the year, having it with CCASD does have many advantages.

Becky stated she has also reached out to Tom and they are planning to move forward with a combined workshop. Becky talked about the rotations that we traditionally have had. For example: Rapid City – The workshop might be held at the University Center. Sioux Falls – The workshop may still be held at STI; however, Kerry Morgan of USF has agreed to be the site coordinator for 2017. Watertown – LATI would be the site even though we historically have had a rotation with SDSU and DSU. That doesn't mean that we can't still rotate someone to take the lead on the workshop.

Micah asked if there would be an advantage to having materials printed at a "central printer" and then ship the materials to the sites vs. having each site print its own materials. Ken emphasized that a "central printer" would have an advantage as everyone would have the same resources.

Becky stated that she would like to see the materials printed in the summer and brought to the Summer Board meeting for dissemination to the various sites.

### 2016 RMASFAA Conference

Micah stated that the feedback received was great and our conference was extremely well received. The few negative comments were out of our control such as hotel logistics, etc.

### 2017 SDASFAA Spring Conference

Micah reported that the 2017 Spring Conference is slated for March 13-15, 2017 in Sioux Falls at the Holiday Inn City Centre. The hotel contract has been signed. More information will be posted to the SDASFAA web when it is available.

Joe Massman (Department of Education) will be joining us, along with Vicki Kucera (RMASFAA President). Also, an individual from the Office of Inspector General with the Kansas City Office has expressed an interest in presenting. He has a previous background in financial aid so he would undoubtedly provide some excellent insight for us.

The committee has received numerous topic suggestions for presentations. The Spring Conference Committee will meet on Wednesday, December 21.

Ken asked if NASFAA will commit someone to presenting at our conference. Micah stated that in July he had reported they would not be able to send someone as their policy is to send someone to each state every three years.

### Vendor Sponsorship Notification

Micah will work with Katie on any new notices received from associate members expressing an interest in having a booth and/or advertising in the Spring Conference program.

Micah thought letters would go out in early January to Associate Members. Becky stated that they usually are sent out in late November after the fall board meeting. Katie asked if it is her responsibility to send the letters. She will send them out immediately.

#### 2016 Budget Review

Micah will send the numbers out to the Board once Katie receives the final expense information from the Sioux Falls High School Counselor site.

We had a savings on expenses with the High School Counselor Workshop due to partnering with CCASD and also Decentralized Training since we did not hold the training this year.

Micah said overall we did a good job with the budget.

#### Signatories on SDASFAA Accounts

Currently Micah and Katie are listed on the accounts. Micah said as we move forward, at least one individual will need to stop at a US Bank location to sign the paperwork. In order to do so, that person will need copies of the meeting minutes and election results so they have documentation. The signature pages for the other person on the account could then be mailed.

Becky felt that since Micah is still on the Board for another year, she does not have to be on the account. Ken asked what our Policy & Procedure manual states on this topic. Becky said it is not defined. Micah said he is okay with Becky's suggestion, but he will review the Policy & Procedure manual to make sure we are following it correctly.

Beth stated that it doesn't matter to her if she is on the account right away.

Becky said that either Micah or Katie could initiate. Micah will reach out to his contact with US Bank in Sioux Falls.

#### Destruction of 2015 Electronic Election Ballot Motion

Ken said since our elections are held electronically, the only thing that will need to occur is for the information to be cleaned out of the electronic system. Micah will work with Beth to do so.

### **New Business**

#### 2017 Committee Assignments

Becky previously discussed the High School Counselor Workshop.

Becky noted that some committees could use more members. The Spring Conference Committee could use a couple of additional members. The Decentralized Training Committee could use another member.

Also, there needs to be a Board Member liaison for each Committee. Liaisons are still needed for the following committees: Membership, Review, and Committee of Record.

Becky reminded the Board that a Site Coordinator still needs to be appointed for the 2017 Rapid City High School Counselor Workshop.

#### 2017 Membership Dues

The Board discussed any potential change to the amount of the yearly membership dues, which is currently \$75 per year per institutional or associate member organization. Ken stated we should try to keep our cost down and keep it reasonable so that we don't lose any members. We have lost a few schools due to recent school closures.

Micah agreed and stated that our dues are low compared to other states.

Ken said if we would want to raise it, we need to have a plan in place to explain "why" to our membership.

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Micah asked if we wanted to vote on the amount of the 2017 Membership dues. The Board members agreed to vote.

Ken made a motion to leave the dues at \$75 per year. Becky seconded. Motion carried.

#### 2018 SDASFAA Spring Conference Location

The Board discussed the two proposed locations of Mitchell and Huron. Becky stated that due to costs, the Ramada Inn at Mitchell probably will not be considered. Thus it is between the Highland Conference Center at Mitchell and the Huron Event Center.

Ken asked if either site has airline service as that is important as we bring in speakers. Becky stated that neither does. Ken said airline service is his biggest reservation about hosting the conference in either of these cities as a SDASFAA member would have to pick them up at the Sioux Falls airport and drive them to the conference.

Becky also outlined that the June dates probably would not work due to RMASFAA Summer Institute. Dates in May will probably be selected, but we can always look at April. We probably will have a date conflict with another state hosting their conference during the same dates, which can then complicate obtaining speakers.

Micah checked the RMASFAA Calendar and stated for 2017, only one state currently has their conference scheduled for May.

Marlene mentioned the May dates would conflict with the start of Summer School at LATI. SDSU and MTMC mentioned the same conflict. Becky asked if the dates of April 30-May 2 would be better for the schools. LATI, SDSU, and MTMC all responded that it would.

Becky asked if the Board members had any preference of Mitchell vs. Huron. Beth asked if the airport distance would make a difference.

Becky also stated that the Mitchell hotel is currently not offering state rates. She has reached out to them to see if they would reconsider. Becky also asked them to reconsider their meeting room price and sent them the rates proposed by Huron to see if they can meet or beat those rates. She went on to state that if they don't come down with their prices we probably cannot go with them.

Micah said for the 2017 Spring Conference we are getting three meeting rooms for \$450.

Micah said he likes the Huron option because the cost is lower. However, there are enough hotels in close proximity to the proposed conference hotel in Mitchell that would accommodate those needing state rates. Ken said Mitchell might be more convenient.

Carrie said that LATI could offer to drive any speakers to Huron if they opted to fly into Watertown.

Becky requested the committee doing speaker assignments should keep in mind travel arrangements for speakers.

Becky will check with the hotels to find out if the May dates are still available and if April 30-May 2 is available.

#### 2017 Draft Budget Proposal

The draft Budget information is included at the end of the Minutes. Becky stated the budget doesn't balance and it isn't going to as that is the reality of things.

We have two Board members who will attend the NASFAA Leadership Conference; Beth Vollan and Katie Nelson will attend.

RMASFAA Leadership Pipeline – We had two individuals participate in Leadership Pipeline (Beth Vollan and Katie Nelson). In order to pay the next disbursement of their scholarship, they have to attend the RMASFAA Conference in Wichita. Becky will also attend RMASFAA. Katie's RMASFAA registration fee will be covered by her scholarship. The registration fee and travel expenses for Becky and Beth will be covered by SDASFAA since they will attend as President and President Elect.

Kim made a motion to approve the draft budget proposal. Ken seconded. Motion carried.

#### Committee Activity from Liaisons

##### *Committee of Record and Website (Julie Hamer)*

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.

We need to report that March 14, 2017 our web hosting will need to be renewed with godaddy.com and our SDASFAA.ORG domain expires 8/10/2017 so these would be additional expenses. For the webhosting we will probably be looking at over \$500 for 5 years. Not sure how much the domain will cost to renew. When we initially signed up for both the webhosting and the domain Kristy used her corporate credit card which is not an option this time. So we need to discuss how to pay for these expenses. The other discussion is if we want to look at other routes for the website.

Becky asked what the Board would like to do since our Domain will soon expire. Beth said the committee is meeting on Wednesday to look at options. Beth said she could pay for it with her personal credit card and request reimbursement from SDASFAA.

Micah will forward to Beth information he received from a gal who hosts the Connecticut state association web site as another option to consider.

Beth stated they will also do a Policy & Procedure document for their committee. They also plan to divide up the duties of the Committee.

Micah said he reached out to other Committees, but no reports were submitted. He will forward any he might receive.

## Other

Ken provided an update of the changes that need to be made to the Policy & Procedure manual. Any changes need to be approved. Becky also provided updates.

- Page 2, UPDATING THE MANUAL – SDASFAA is spelled incorrectly
- Page 9, Review Committee – I think the last sentence should just read: This committee will be responsible for reviewing the books of the current year, though the review will not occur until the first quarter of the following year.
- There is an identical phrase that is incorrect in 3 separate places. Please remove the first listing of “, vendor display area, and guest room availability” from each section. It should then read “...equipment availability (securing all supportive audio-visual equipment needed by the speakers and presenters), vendor display area, and guest room availability, ...”.
  - Page 10, Spring Conference Committee, section v.
  - Page 11, Support Staff Workshop Committee, section v.
  - Page 12, Fall Decentralized Training Committee, section v.
- Page 12, Fall Decentralized Training Committee, section vi – The second sentence should be bulleted as item vii to match the other references.
- And then as I mentioned when we spoke, all 4 appendices should be updated with new versions that refer to Katie as the Treasurer.

Micah asked Ken for a summary of the changes so they can be highlighted and distributed to the Board members. An electronic vote could then take place.

Our by-laws state that a thorough review of the Policy & Procedures Manual shall take place every 5 years. Ken said it has been 3-4 years since the last review. Becky thought it was July 2013 as they met at DWU. Ken said it should probably happen in 2018. Beth will make note of this as she will be President in 2018.

In January Micah will send an e-mail requesting nominations for awards to be given at the Spring Conference.

Micah mentioned he has Metro cards that can be used or refilled for those traveling to Washington, DC.

Katie asked about the Membership Invoices and that it states, “Please remit no later than January 15<sup>th</sup>”, and asked if the date should be changed due to the late notification. Becky stated it is in our bylaws that they are due by January 15<sup>th</sup>, thus we cannot change it without a vote of the Membership. Becky stated we will accommodate anyone who pays after that date.

## Announcements



Becky stated the next meeting will be held in early February since our Spring Conference is in mid-March and we will have a Board Meeting prior to the conference.

Becky also updated the Board that Katie and she did a review of the Treasurer books and all looks good.

## **Adjourn**

Micah asked for a motion to adjourn the meeting since there was no further business to discuss.

Marlene made a motion to adjourn. Ken seconded. Motion carried.

The meeting was adjourned at 11:25 a.m.

## 2107 PROPOSED BUDGET



## 2017 SDASFAA Budget

last updated 11/15/16 bp

Budget Items	2017 Proposed		2016 Actual		2016 Proposed	
	Income	Expenses	Income	Expenses	Income	Expenses
<b>Annual Sponsorships</b>	\$3,250.00		\$3,250.00		\$3,050.00	
<b>Annual Memberships</b>						
Associate members	\$975.00		\$975.00		\$1,125.00	
Institutional members	\$1,425.00		\$1,425.00		\$1,500.00	
<b>General Operation</b>						
FA Awareness		\$0.00		\$0.00		\$0.00
Recognition Committee		\$500.00		\$492.32		\$500.00
Review Committee		\$0.00		\$0.00		\$0.00
Committee of Record		\$0.00		\$0.00		\$50.00
Professional Development Schols		\$500.00		\$500.00		\$500.00
Miscellaneous		\$150.00		\$213.64		\$150.00
<b>Conference and Workshops</b>						
Annual Conference	\$4,750.00	\$6,000.00	\$4,697.32	\$7,124.48	\$4,750.00	\$6,000.00
Decentralized Training	\$1,400.00	\$700.00	\$0.00	\$0.00	\$1,400.00	\$600.00
HS Counselor Workshop	\$3,400.00	\$1,200.00	\$3,390.00	\$1,793.19	\$3,100.00	\$2,000.00
Support Staff Workshop	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Travel</b>						
NASFAA Leadership						
President Elect		\$2,100.00		\$1,737.72		\$1,800.00
Treasurer		\$2,100.00		\$0.00		\$0.00
RMASFAA Conference						
President		\$1,400.00		\$757.61		\$1,250.00
President Elect		\$1,350.00		\$910.38		\$1,250.00
State Gift		\$75.00		\$73.80		\$75.00
SDASFAA Board Meetings						
February		\$0.00		\$0.00		\$0.00
April		\$150.00		\$188.13		\$150.00
July		\$1,300.00		\$1,170.70		\$1,300.00
November		\$150.00		\$0.00		\$150.00
<b>Total</b>	<b>\$15,200.00</b>	<b>\$17,675.00</b>	<b>\$13,737.32</b>	<b>\$14,961.97</b>	<b>\$14,925.00</b>	<b>\$15,775.00</b>

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2017  
Notes

2017: 13 @ \$75; 2016: 13 @ \$75; 2015: 15 @ \$75  
2017: 19 @ \$75; 2016: 19 @ \$75; 2015: 20 @ \$75

Meeting done remotely

RMASFAA Leadership Pipeline; conference registration fees; 2017: Katie Nelson's 2nd 1/2 + 1 new Memorials, website, etc.

2017: 50 @ \$95; 2016: 50 @ \$95; 2015: 50 @ \$95  
2017: 35 @ \$40; 2016: 35 @ \$40; 2015: 35 @ \$40; 2014: 30 @ \$50; 2013: 30 @ \$50  
2017: 170 @ \$20; 2016: 155 @ \$20; 2015: 121 @ \$25; 2014: 150 @ \$25; 2013: 150 @ \$25

2016 includes bulk folder order

			Meals	Reg Fee
March	Hotel	Trans. to D.C.		
Full bill	\$235+tax a night	\$356+tax/fees flight; 120 miles at .54	150	650
Full bill	\$235+tax a night	\$356+tax/fees flight; 120 miles at .54	150	650
October	Hotel	Trans. to Wichita		
Full bill	\$130 a night	\$463+tax/fees flight	100	250
Full bill	\$130 a night	\$361+tax/fees flight; 120 miles at .54	100	250

Phone conference  
Lunch only  
Lunch and mileage  
Lunch only

## SDASF AA 2018 Spring Conference

<b>Site</b>	Highland Conference Center - Mitchell	Ramada Inn - Mitchell
<b>Location</b>	Just off I-90, Exit 332	Exit 330 of I-90, 1 mile N
<b>Available Dates</b>	May 21-22-23 June 11-12-13	Any dates available
<b>Room Rate</b>	Comfort Inn = May \$89.99 and June \$109.99. Hampton Inn = \$111	\$79
<b>State Rates</b>	No. Possibly w/earlier dates or at nearby hotels.	Yes
<b>Minimum req'd for block</b>	No	No
<b>Comped rooms</b>	1 per 25 rooms per hotel per night	1 per 15 rooms booked
<b>Free room for president/chair</b>	No, room upgrade	
<b>Suitable Conf Rooms</b>	Yes	Yes
<b>Charge for Conf Rooms</b>	\$300 per day	\$300 per day
<b>Vendor Space avail./charge</b>	Included in conf room charge	Included in conf room charge
<b>AV cost</b>	Screens/microphones no charge Per item, per day price list available	Per item, per day price list available
<b>Bring own AV equip</b>	Projectors yes; not screens/mics	Yes
<b>Food (meal/break) Price Est</b>	\$3,246.98	\$4,333.50
<b>Food per Person (est. 60)</b>	\$54	\$72
<b>Minimum on food/bev.</b>	No	
<b>Restaurant on site</b>	No, walking distance to Ruby Tuesday	Yes, Shays
<b>Entertainment</b>	Happy to help us arrange something	
<b>Total Est.</b>	\$4,209.98	\$5,296.50
<b>Total per Person (est. 60)</b>	\$70	\$88

Last updated 11/9

Last updated 11/10

Huron Event Center  
Downtown Huron  
May 14-16 or 21-23  
June 11-13 or 18-20

\$80.99

Yes

1 per 25 rooms guaranteed

Yes

\$100 per day

Included in conf room charge

Complimentary

Yes

\$2,776.82

\$46

prefer one meal per day to be provided

Yes, Ryan's Hangar

they have some suggestions; CVB too

\$3,099.32

\$52

Last updated 11/10

Deb Henriksen 11/1/16 - Main questions I ask – see spreadsheet; I left in the answers so you could see approx. what I got for answers.

You can delete the info and use the spreadsheet, maybe add more to it, if needed. The main thing for SDASFAA is the overall cost for the rent of the conf rooms and AV—we just don't have the budget for that since we usually make our registration fee what it costs for the total food costs (including tax, gratuity, and tax on gratuity). Of course, nice if we could have some entertainment like Lodge at Deadwood would have, but not necessary. Offering state rates for us state folks, if in a hotel, what they would do for comp rooms.

**TREASURER REPORTS****2016 YTD Balance Sheet****BEGINNING BALANCE**

Checking	<u>7,664.11</u>
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**INCOME**

Membership Dues	2,250.00
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\* \$75 credited from 2015 sponsorship (counted in both years)

Sponsorship Income	3,250.00
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Workshop Income	8,237.32
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Spring Conference	4,697.32
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Support Staff Workshop	0.00
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Decentralized Training	0.00
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High School Counselor Workshop	3,540.00
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\* 2015 H.S. Counselor Workshop (\$150)

Miscellaneous Income	0.43
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**TOTAL INCOME**

<u>13,737.75</u>
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**EXPENSES**

Workshops	9,266.18
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Spring Conference	7,124.48
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Support Staff Workshop	0.00
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Decentralized Training	308.55
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\*2015 Decentralized Training (\$308.55)

High School Counselor Workshop	1,833.15
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\*2015 H.S. Counselor Workshop (\$39.96)

Executive Board	1,358.83
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Travel	3,979.51
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NASFAA Leadership Conference	1,737.72
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RMASFAA Board Meeting	1,241.79
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RMASFAA Conference	1,000.00
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Education Activities	492.32
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Review Committee	0.00
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Membership Committee	0.00
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Committee of Record	0.00
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Recognition Committee	492.32
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General Postage	0.00
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General Printing	0.00
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Memorials	150.00
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Miscellaneous Expenses	63.64	
<b>TOTAL EXPENSES</b>		<b>15,310.48</b>
<b>TOTAL TRANSFERS</b>		<b>0.00</b>
Savings	0.00	
CD's	0.00	
<b>ENDING BALANCE -- Checking</b>		<b>\$6,091.38</b>

The sponsorship income includes the \$75 credited from 2015 for National Guard, who paid for 2015 and 2016 in April 2015. The HS Counselor Workshop has \$150 of late registration fees from 2015 included in that total. The Miscellaneous Income is a correction to an error made on a mileage calculation on check #1559 from the July board meeting.

The Decentralized Training expense is for the 2015 training that was paid in January 2016. HSCW expenses include \$39.96 from 2015 for breakfast at the Mitchell site. Other HSCW expenses include \$600 for folders to be used over the next several years, and printing for the Aberdeen, RC, and Pierre sites. I have not received a request for reimbursement for the SF site. Executive Board expenses are for the July meeting. Travel expenses include Becky's trip to the Leadership conference, Becky and Micah's expenses at the RMASFAA Annual Conference, and registration fees for 4 people (Micah, Becky, Beth, and Katie) for the RMASFAA Conference. 3 memorials were sent to date (Sharon Martin's mother, Bill Hay, and Sharon Kienow's mother). Misc. Expenses is the annual state report, boxes, and a box of checks.



**2016 YTD Asset Statement**

**Savings -- Balance Sheet**

Beginning Balance	\$22,892.73
Interest Income	\$ 13.70
Transfers	<hr/>
 Ending Balance	 <b>\$22,906.43</b>
<small>(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)</small>	

**CD's -- Balance Sheet**

**CD - US Bank**

Beginning Balance	\$30,565.42
Interest Income	\$ 534.24
	<hr/>
 Ending Balance	 <b>\$31,099.66</b>
<small>(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)</small>	

**Balance Sheet Summary**

Checking Account	\$ 6,091.38
Savings Account	\$22,906.43
CD - US Bank	\$31,099.66
	<hr/>
<b>Total Available Assets</b>	<b><u><u>\$60,097.47</u></u></b>

## High School Counselor Workshop Feedback

### Did you think you had enough time to cover what was important?

**Sharon** - Yes

**Marlene** - Yes - Well, in reality, we could spend DAYS talking about financial aid!

**Melinda** - Yes

**Erin** - Yes

### Did you have any issues with the site?

**Sharon** - No, it was nice to have the site set up and ready for us – we didn't have to order AV equipment, reserve room, order food, etc. Made it a lot easier logistically.

**Marlene** - No

**Melinda** - No

**Erin** - No, I agree with Sharon's comments above.

### Did the counselors seem to be as engaged as much as in the past?

**Sharon** - At the start they were. But, I think it was a very long day for them and hard to keep them energized for the last 30 minutes or so.

**Marlene** - We had a larger group with 29 than we typically had when we did our DSU/SDSU/LATI rotation. We had some good questions, but I don't know if we had as much comments from the group as when we have had smaller groups. The one thing I realized after it was over was that we never went around and had them introduce themselves and tell us their years of experience as I think that is helpful. I didn't even think of it since they'd all been together all morning, Great Lakes did their presentation, and we started our presentation. I think by the time we wrapped up, they were ready to go as they had A LOT of info thrown at them that day!

**Melinda** - I thought they were engaged but ready to go when the clock was winding down. They did not want to play Jeopardy! I agree that we need to coordinate our information with Tom so we make sure we are not duplicating information, as I felt there may have been a little of that this year.

**Erin** - Being in the afternoon after lunch, it seemed that they were perhaps not as engaged as compared to our previous format. Between the CCASD information and our presentation, it is a lot of information for them. Looking back, we should have maybe done something a bit more interactive to start with to get the counselors engaged and kick-start the brains after lunch

### What feedback did you hear?

**Sharon** - From what I heard, they liked having the combined workshop. However, it is a lot of information and by the time they got to us, they were on overload. Most of our counselors have been around for a long time so it's just a refresher and what's new for them. One of them did comment to me that if they were a newbie, they would have felt overwhelmed before the morning session was even done.

**Marlene** - I didn't hear a lot of feedback other than the usual "Thanks – great info for us!" comments as they were leaving. I did have one counselor contact me and ask if I'd share the PPT so she could use it for when she does her own FA Night. I asked her if she felt it was necessary to have all of the handouts or if we would ever consider providing a jump drive with all of the files (or electronically provide files via e-mail, etc.) and only print handouts of the presentation for note taking purposes and any other handouts that we wanted to bring to their attention. She is a counselor with many years of experience and her response is she would like that and could then view the other handouts on her computer and decide which ones she'd like to print to give to her students and parents.

**Melinda** - I like Marlene's jump drive idea, I think it would save time and be a better resource for the counselors. I did not hear any feedback other than thank yous as they were leaving.

**Erin** - I think the jump drive idea is a great one!

**What were the most common questions you received?**

**Sharon** - They were probably most interested to find out how the schools were going to handle the early FAFSA filing. Will they change their priority deadlines? When would they start sending award letters, etc? If they weren't changing their priority deadlines, would they have enough money to fund all students who met the deadline with the new expanded filing timeframe? They also had questions about PPY and how we would handle PJs for income changes. The same type of questions we are struggling to answer as well...

**Marlene** - We had some questions on dependency status if student was expecting a child and one or two questions about Early FAFSA and prior-prior year info as it relates to special circumstances. (That's all I'm remembering right now...it seems like it was so long ago already!)

**Melinda** - Same as Sharon and Marlene, PPY affecting PJs and awarding timeframe. We explained why state schools would have a hard time awarding any earlier and that we are all anxiously waiting to see how PPY will affect PJs.

**Erin** - Similar comments as the others expressed, they especially wanted to know if schools are changing their priority dates/deadlines and when we'll be awarding.

**Additional comments or recommendations?**

**Sharon** - If the counselors provide positive feedback, I think we should try this timeframe again. It was crazy busy trying to prepare at the start of the semester, but maybe that was just me not being organized this year. Unfortunately, NASFAA's materials came out a few days too late to have an updated ppt from them. Maybe we need to suggest to NASFAA to have those materials ready by August 1 if possible in the future? We also should find out specifically what they are covering in the morning session so we don't overlap on things such as the state programs. There could be time saved either in the AM or the PM depending on who will cover SDOS, DCS, Build Dakota, etc. In addition, I don't think there is consistency from one site to the next as to what materials we provide to the counselors in printed form. Micah, the handouts you sent were very helpful, but does every one distribute them to the counselors? We do, and also a few more that we think are important. Maybe we should have a brainstorming session at the spring conference to talk about our outreach to the high schools and how best to provide this from a state association perspective. Should we be feeding them information periodically as opposed to all at once? Provide a boot camp in-depth training for new counselors at a couple of sites (or via webinar?) and then have the workshop in the fall be more for updates only? I believe our current process works ok, but now would be a great time with all the timeline changes to see if there is a better model to use.

**Marlene** - Having the Financial Aid workshop in conjunction with the Fall Counselor Workshop is a good thing as I'm sure it is easier for those counselors to be out of the office one entire day vs. a couple of days/partial days as they did in the past. Is it an "ideal" time in our offices - No...but we always make it work! With that being said, the one recommendation I have for SDASFAA is, if we continue to team up with CCASD, we really need to make a point of having the materials finalized and ready by July 1<sup>st</sup> or 15<sup>th</sup> so that the site coordinators can get handouts printed and packets made over the summer. For the most part, our handouts stay relatively the same each year with updates of year references only. If there is something "up in the air" that we have in the PowerPoint, I don't think people would mind having to print it closer to when the workshop is held. (This recommendation is coming from comments I heard from other site coordinators I've talked to earlier this month who said they were scrambling to make copies and packets the last few days before workshop and they just felt unorganized about the workshop.)

Micah, you and I can visit about this off-line, but I also think we (SDASFAA) need to make sure that each site has more than one school assisting with the presentation if there are other colleges in the area. I'm fortunate that DSU and SDSU have always been willing to co-present with LATI! I feel we need to make sure that others have that additional assistance as well.

**Melinda** – I like having the combined workshop. I don't like September, but that is what works for the other players so I think we need to go with it. I believe that as NASFAA and DoE adjust to the new FAFSA filing timeline, information will be disseminated earlier and will help SDASFAA prepare earlier. I also felt unorganized and unprepared (because I didn't prepare until the day before), but I think that will change as we get a few more years under our belts and it becomes habit as December did. I agree with Sharon that site coordinators need to provide the same information at each site, I assumed we were. Either we have to hand out all information provided by the committee, or the site coordinators need to have a discussion before the workshop to talk about handouts. Marlene handed out everything provided by Micah. I think the counselors like hearing more "real world" examples and best practices sort of information versus just reading from the slides.

**Erin** – I agree with the other comments that overall I like the idea of combining the events. With the two big changes this year – combined with CCASD and the early FAFSA – it's a good learning experience to determine what adjustments we can make for future years. I think that perhaps the presentation could be reduced, but still provide the full presentation for new counselors or for counselors who want to use it to host their own FAIN for their students and families. Hopefully in the future the NASFAA materials will be available earlier.

Carolyn:

Did you think you had enough time to cover what was important? **Yes – we'll go with whatever timeframe they give us, and talk THAT long☺**

Did you have any issues with the site? **None**

Did the counselors seem to be as engaged as much as in the past? **Oh yes**

What feedback did you hear? **Appreciation for combining this session with their fall training.**

What were the most common questions you received? **How are we going to deal with income changes.....using 2-year old income data.**

Additional comments or recommendations?

Morgan:

Did you think you had enough time to cover what was important? **Yes**

Did you have any issues with the site? **No**

Did the counselors seem to be as engaged as much as in the past? **Yes, for the most part, being the last one of the day I do think some were tired, and some left early.**

What feedback did you hear? **They would like to have the material on a CD or jump drive to take home. They did like having this all in one day.**

What were the most common questions you received?

Additional comments or recommendations?