

**SDASF AA ANNUAL BUSINESS MEETING  
Wednesday, April 2, 2014 - 9:30 AM Central Time  
Holiday Inn City Centre, Sioux Falls, SD**

**2014 Executive Council Members**

Ken Kocer (MMC) .....President  
Deb Henriksen (BHSU) .....President-Elect  
Kristy O’Kief (DWU) .....Past-President  
Monica Gannon (NAU).....Secretary  
Caleen Jandel (NSU) ..... Treasurer  
Carolyn Halgerson (SDSU) and Micah Hansen (Kilian) ..... Members at Large (thru 2014)  
Melinda Fedeler (DSU) and Carmen Neugebauer (MTI)..... Members at Large (thru 2015)

**2014 Committee Chairs**

HS Counselor Committee .....Ken Kocer (MMC)      Committee of Record and Website ..... Kristy O’Kief (DWU)  
2014 Conference Committee..... Kristy O’Kief (DWU)      Recognition Committee..... Kristy O’Kief (DWU)  
Review Committee .....Denise Grayson (DSU)      Fall Decentralized Training ..... Deb Henriksen (BHSU)  
Membership Committee.....Melinda Fedeler (DSU)      Support Staff Workshop Committee .....Erin Richards (SDSMT)

**CALL TO ORDER:** Ken Kocer called the meeting to order at 9:42 am. Introduced the board members. 14 voting members were present. He noted that the new electronic logo was displayed on the screen and thanked WDTI for taking care of this for us.

**APPROVAL OF AGENDA:** Kristy O’Kief motioned that the agenda be approved. Carolyn Halgerson seconded the motion. All approved the motion, the motion passed.

**APPROVAL OF THE MINUTES FROM April 17, 2013 BUSINESS MEETING:** The minutes from the last business meeting were posted to the website. No corrections were suggested. Brenda Murtha made the motion to approve the meeting minutes as posted. Cheryl Bullinger seconded the motion. All approved the motion, the motion passed.

**OFFICER REPORTS**

**SECRETARY:** No report.

**TREASURER:** Caleen Jandel handed out the Balance Sheet and Asset Statement (Attached to the end of the minutes.). The HS Counselors Workshop still has 3 payments outstanding from the Rapid City site. All of the HS Counselors Workshop expenses have been received. For the Pierre site, Carolyn Halgerson’s travel expenses will need to be added to the Balance Sheet. A historical record Balance Sheet was included comparing the income and expenses for several years to the present.

The Balance Sheet the information from the past year (2013) and a separate sheet for year to date (2014) was presented. We currently have all membership dues and sponsorship income that has been received as of this week. We will have some refunds for the current Spring 2014 workshop due to the weather.

Asset statement shows the current savings to date and we will be switching our Wells Fargo CD to a longer term CD with a higher interest rate as we do not anticipate dipping into this. Deb Henriksen motioned to approve the balance sheet and asset statements as presented. Melinda Fedeler seconded the motion. All approved the motion, the motion passed.

**PAST-PRESIDENT:** Kristy O’Kief-The duties of the past president are as follows:

- a. Remain on the Executive Council for one-year to assist in carrying out continuing council matters.
- b. Perform such other duties from time to time that may be assigned by the President or the Executive Council.
- c. Serve as the Chairperson of the Recognition Committee.
- d. Serve as Chair of the Spring Conference Committee.
- e. Review constitution and policy and procedure manual, and make recommendations when necessary to the Executive Council prior to the fall Executive Board meeting. Certify that any by-law changes are in accordance with state and or federal regulations governing the Associations corporate status.

# SDASF<sup>AA</sup> ANNUAL BUSINESS MEETING

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1. I have not reviewed constitution or policy and procedure manual except for RMA<sup>S</sup>F<sup>AA</sup> state delegate and will provide my recommendation to updating this section during our discussion at our board meeting.
- f. Conduct a cursory review of the Treasurer's books and report findings to the Executive Council at the winter board meeting.

As past president I have worked on the following

1. Spring 2014 conference and we have had great attendance with 57 registered. I especially want to give thanks to the Spring 2014 conference committee. Without their help and dedication this conference would not have been possible.
2. Chair of the Recognition Committee: worked with receiving nominations for the Outstanding Service and Douglas Steckler award and reviewed and updated years of service to financial aid profession.
3. My goal is to begin reviewing the policies and procedures and provide recommendation to the board at the July board meeting on any updates I see that might need to be made.

Unfortunately some were not able to attend for Spring 2014 conference, about 4 institutions. A big thank you to the committee. I will continue to work on the years of service as some are still missing. If I contact you please provide the information I asked for.

**PRESIDENT-ELECT:** Deb Henriksen-I am to step in if the president is not here, I help any of the members that need help. I will be able to help with any committees and am responsible for Fall Decentralized Training and it will be in Chamberlain with the topic that NASFAA chooses. But would also like any suggestions from others as to what they need for training. We all have the opportunity to review the treasurer's books and help with any other committees. I am president elect but will not be continuing.

**PRESIDENT:** Ken Kocer-I would like to start by thanking you for the opportunity to serve as SDASF<sup>AA</sup> President – again. It is an honor, a privilege and an experience I hope all of you will have the chance to encounter. I can't think of a better professional development opportunity to undertake and I encourage you to seriously consider this position in your future.

Many of the items which are on my list of priorities for this year, such as:

- RMA<sup>S</sup>F<sup>AA</sup> 2016
- 2014 SDASF<sup>AA</sup> Budget Review
- 2015 Committee Assignments
- 2015 SDASF<sup>AA</sup> Spring Conference

I will defer discussion on until later on our agenda

I would like to mention an item of discussion from the RMA<sup>S</sup>F<sup>AA</sup> Board Meeting this February 28 and March 1 that could benefit member state budgets.

#### Proposed vote for increased RMA<sup>S</sup>F<sup>AA</sup> reimbursement

It was proposed by the RMA<sup>S</sup>F<sup>AA</sup> Board to begin reimbursing board members more fully and not just providing half the cost of a room for board meetings, but full cost. RMA<sup>S</sup>F<sup>AA</sup> has very high reserves and to encourage participation on the board it was decided to vote for increased financial support for board members. This would put more responsibility on RMA<sup>S</sup>F<sup>AA</sup> to financially support delegates instead of placing this on the institutions. An electronic vote prior to the Fall 2014 RMA<sup>S</sup>F<sup>AA</sup> Board meeting is anticipated so increased RMA<sup>S</sup>F<sup>AA</sup> reimbursement could begin this fall if the vote is approved.

### **2013 COMMITTEE REPORTS**

**SUPPORT STAFF WORKSHOP:** Marlene Seeklander-The Support State Workshop was held Oct 10 & 11, 2013 in Brookings at the McCrory Gardens educational center. This is the first year we did not work with a specific hotel, instead a list of hotels was offered to the participants. We had 14 participants which included 5 committee members. Erin Richards asked Marlene to apologize that she could not be here with us to present this report.

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**2013 HIGH SCHOOL COUNSELOR WORKSHOP:** Kristy O’Kief-The locations of the HSCW and attendees were: Aberdeen – 21; Mitchell – 20; Pierre – 17; Rapid City – 30; Sioux Falls – 39; Watertown – 12. Total attendees 139 and 4 had materials mailed out to them.

There are still 5 payments missing from sites. 1 from Mitchell; 1 from Watertown and 3 from Rapid City. This is now updated to only 3 missing from the Rapid City site.

79 of the 139 attendees responded to the survey. Of those responding 79.22% were high school counselors; 7.79% HS student support service members; 1.3% College Student Support Service Members; 6.49 TRIO/Gear Up; 5.19 College Access Grant Personnel.

Overall the majority of the responses to the survey were between Excellent and Good. 84% stated they had a high likelihood that they would attend this training again. 2 responded that it was very low that they would attend again.

Some of the comments provided:

Still having requests to add Mt. Marty back as a location ☺

Would like to see more information on completing scholarship applications

Not sure why it costs \$25 to attend. It’s an opportunity for the college to promote themselves to a captive audience. I would gladly trade some self-promotion for a free financial aid workshop.

I know I do not do this well and probably during the introductions we may need to stress that this is not a college thing but provided by SDASFEE. Spoke with the current committee and we need to stress at the beginning of the workshop that it is not a school event but a SDASFEE workshop.

Kristy will be contacting the business offices directly at the schools that have not paid yet.

**SPRING CONFERENCE:** Deb Henriksen-Last Spring we were in Aberdeen and weather was a factor just like it is for this year. It was amazing conference and we had a lot of people that came for Clark Wold’s retirement party one of the evenings. We shifted the agenda around and had people step in for presenters as there were some that could not come. It was a great conference.

**2013 FALL DECENTRALIZED TRAINING:** Ken Kocer-The 2013 SDASFEE Fall Decentralized Training was held on November 13 & 14 at the AmericInn Hotel in Chamberlain. We had a great turnout with 32 attendees.

Brenda Murtha and Denise Grayson did an excellent job in presenting the NASFAA Training Topic – “Return of Title IV Funds”.

We also had two live webinars with US Department of Education Trainer-Rich Renshaw on the “150% Subsidized Loan Limit” and “2014-15 Verification Requirements” along with a “Hot Topics in Financial Aid” session.

**REVIEW:** Emily Studenski-We were lucky enough to have all committee members in Sioux Falls except for the Treasurer, we met by DDN and it worked really well. Becky Pribyl did a great job for her terms. We recommended that refunds be put in as an expense rather than as negative income. We did have a check that was not cashed and it was recommended that we develop a policy for this situation. There were 2 HS Counselor’s Workshop fees that were not paid, and those attendees asked for a scholarship to cover the fees. It was decided to do a write off for these fees. It was recommended that if schools are covering expenses for various SDASFEE activities, those expenses be given to SDASFEE, in order to have the full amount of expenses for budgeting purposes in the future.

Ken-The board did address some of these concerns such as the refunds and the non-cashed checks. We will add a line to the checks that they are void after 180 days the next time we have checks printed.

Below is the written report for the Review Committee:  
2013 Review Committee Report  
January 30, 2014

Present: Emily A. Studenski, Chair, Becky Pribyl, 2013 Treasurer, Caleen Jandel 2014 Treasurer, Karrie Morgan, Committee Member, Micah Hansen, Committee Member

The 2013 Review Committee met to review the Treasurer books from 2013. We met electronically via the DDN system and highly recommend this in future years. We have zero costs to report from this meeting and all members were able to attend.

Most importantly is a BIG thank you to Becky for doing such a great job with the tracking of SDASF AA funds over the last 6 years. She has kept impeccable records that were very easy to follow and track all transactions.

We did not find any concerns in our review but have a few suggestions for discussion at the Board level.

1. Currently if we have to refund or void a transaction we do that under the income side of the spreadsheets. Becky and Caleen mentioned they were going to check with the tax preparers at NSU to see what the preferred accounting method would be. It was the consensus of the committee that if these refunds or voids were to happen under the expense that they relate to that would make things easier to track with quick glances and much easier to explain. For example when we paid the Presidents RMA SFAA registration fee it was recorded as an expense. When we were refunded that registration fee for early cancellation it was recorded as income. We are suggesting that the refund show under the expense category.
2. Does there need to be a policy on a lost check or one that is outstanding for several months? Currently we do not do a stop payment with the bank as there is a fee associated with that. Currently after a length of time has passed we mark that check as voided on our records and re-issue. So far we have not had an instance where the lost check was cashed at a later date.
3. There were two special considerations during the HS Counselor workshop where registration fees were not collected. It was the consensus of the group to keep this a decision between the Site and Committee Chairs to decide together. There are not enough of these at this time for an official policy.
4. We would suggest that any SDASF AA related expenses that a member is not submitting for reimbursement be reported to SDASF AA so those costs can be taken into consideration the following year for budget purposes. Sites change on an annual basis and each site may not be able to follow, expense wise, what the site the year previous did.

Taxes were filed in March for 2012 and Annual State Report was filed on time.

Thank you, Becky, for your great work!

Respectfully Submitted,  
Emily A. Studenski

**COMMITTEE OF RECORD AND WEBSITE:** Kristy O'Kief-The following events occurred in 2013:

Spring 2013 conference located in Aberdeen, SD; Support Staff Workshop – October 10-11 in Brookings; Decentralized Training: November 13-14 Chamberlain and High School Counselor Workshop Dec 11-12 held in 6 locations across South Dakota. I will not go into details on this as they were previously reported.

Clark Wold and Jay Larson retired, Clarence Shoemaker retired later in the year. Carolyn Halgerson transitioned to SDSU from Kilian Community College to replace Jay, Micah Hansen transitioned from Globe to Killian as Carolyn's replacement and Elizabeth Augustine replaced Micah at Globe.

Recognitions were provided to Denise Grayson for the Douglas Steckler award and Starla Russell was presented the Outstanding Service Award. Years of service awards were given to: 10 years- Jon Muhs; 15 years- Kim Nida, Corey Rabenberg, Ken Wallace; 25 years – Lynn Murphy; 30 years – Deb Henriksen; 35 years – Jay Larsen, Brenda Murtha; and 45 years – Clark Wold

SDASF AA 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. SDASF AA's goal is to assist those seeking assistance through all Title IV regulations.

Website updates: we are still using GoDaddy, but now any item that needs to be archived will now be stored on the SDASFAA Yahoo group website in zip files. This will provide easy access to these documents as needed. SDASFAA still uses godaddy as the website hosting and Kristy O’Kief is still webmaster so any changes to the website should be direct to Kristy at [krokief@dwu.edu](mailto:krokief@dwu.edu).

**MEMBERSHIP:** Kristy O’Kief-The membership committee met October 31<sup>st</sup> for the first time this year. Below is the minutes from this meeting.

Membership committee: Present - Bob Prouty; Melinda Fedeler, Ken Wallace; Cheryl Bullinger; Kristy O’Kief; Becky Pribyl

Currently we have 14 Associates members and 19 institutional members

1. Appoint a vice chair for committee that will be Chair of 2014 Membership committee  
Melinda Fedeler has agreed to vice chair for remainder of this year and chair this committee for 2014
2. Discussion on how often this committee should meet
  - a. February conference call –mainly for retention for members who have not renewed their membership
  - b. Spring meeting- try to tie it to the spring conference if possible but can also do conference call. This meeting discuss what needs to be done to recruit new members. Discuss ideas for new members to make SDASFAA a benefit to be a member of.
  - c. October – try and recruit new members to SDASFAA
3. Discussion on what is the purpose of this committee  
*Policies and procedures: The committee is responsible for compiling and maintaining the Membership Directory of the association and forwarding that information to the Website Committee The committee shall be responsible for development and soliciting of new members along with following up with any members that have not renewed their annual membership. The Committee will also make recommendations to the Board for corporate development including corporate support levels and membership fees. The Membership Committee shall consist of both institutional and associate members appointed by the President.*

I will be presenting changes to the responsibilities to the Board to reflect the responsibilities more accurately.

Becky Pribyl mentioned that it is not necessary for the committee to compile and maintain the membership directory since the Treasurer has been doing this through membership dues and sending out emails periodically for updates and then just updating the membership spreadsheet as the information comes in.

4. Responsibility of this committee:
  - a. recruitment and retention; Becky provided committee with information that was created back in 2010 by the former membership committee. May want to look at this and determine who we should be looking at recruiting.
  - b. providing information to potential members why SDASFAA would be an added value to them. Bob is going to adapt the letter that was sent to the Presidents of the institutions since we thought it had quite a bit about why SDASFAA is important.
  - c. Understanding SDASFAAs members and what is important to them so SDASFAA can try to meet their needs. Maybe create a survey to send out once a year to get feedback.
5. Discussion of members that are no longer part of SDASFAA:
  1. National Guards – Kristy will try and contact Corey Rabenberg and find out what’s going on if they are planning to be member again. (I have left him a message to call me back-KO)
  2. Sioux Falls Seminary – was a member one year with Nathan Helling but when trying to contact him about renewing was not able to get in touch either by phone or email. Thought reason for not renewing is not enough value in a membership.
  3. Black Hills Beauty College- Cheryl will contact Tom Poloncic and see about getting them back as members. Jacob their person from Sioux Falls was here at the conference.
  4. Tribal colleges – Kristy will contact Sinte Gleska and find out what they would like to see with SDASFAA that would get their interest in being a member again. This may help with the other tribal colleges Sinte Gleska did renew their membership.
  5. Colorado Tech – no longer has a financial aid office in South Dakota so will not reach out to them.
6. Board approved membership fee: Committee was ok with keeping the membership fee at \$75.00

7. Associate Member – any recommendations on changes or in associate members we should look at? In talking about associate members Cheryl stated she would contact clearinghouse to see if they had any interest since we believe quite a few of our schools utilize their service

Membership committee met at Decentralized and reviewed institutional members that we would see if we could get signed back up for SDASFAA. Kristy O’Kief followed up with Sinte Gleska and Cheryl Bullinger followed up with Black Hills Beauty. A letter was created discussing what SDASFAA had to offer new members and was sent to the schools identified. Sinte Gleska and Black Hills Beauty signed up for the 2014 SDASFAA membership.

**RECOGNITION:** Deb Henriksen-Kristy already mentioned the names in the Committee of Record, but listed them again as it is worth mentioning again, years of service and Douglas Steckler and Outstanding service.

### OLD BUSINESS

NONE

### NEW BUSINESS

#### 2014 Upcoming Events:

**2014 High School Counselor’s Workshop-**Ken Kocer listed the sites for 2014, dates Dec 8 through 12<sup>th</sup>. The Committee met this morning and discussed different ideas and a possible different format.

**2014 Decentralized Fall Training-**Deb Henriksen-Nov 18<sup>th</sup> & 19<sup>th</sup> at AmeicInn in Chamberlain with the board meeting the morning of the 18<sup>th</sup>. As you come across things that you need training for your daily duties please let us know.

**2014 Support Staff Workshop-**Erin Richards-As Erin was not able to attend Ken Kocer advised it will be in Deadwood Oct 9 & 10<sup>th</sup>. Ken asked for feedback from the membership, last year we had only 9 attendees and 5 of them were from SDSU. We budgeted for a large group West River next year, but now they will not be able to attend in such large numbers. The board is wondering about the viability of this workshop. Maybe we need to do an every other year workshop. Ken asked how many will be sending people this year. The membership will send about 9-10 people and which means we are looking at about \$500-\$1000 loss for this workshop. Last year we had a \$500 loss. In past year’s we had 20-25 people attend.

The board discussed that due to structure of position changes and budget changes, this may be why we don’t have as many attending. Some expressed that there no interest or they did not see the value in it. There is a lot of access to training through webinars and other things OnLine. We need to look at the organization and decide what we do well and take advantage of that. We may be at the point where we need to step back and look at the Support Staff workshop.

We started it originally as an every other year and then moved to every year. Maybe we need to step back to an every other year schedule again. Or is there something else we can do to give the support staff recognition and training? Has the support staff now become so diversified in their focus that it is hard to get all of them to come depending on the topic?

Sharon Kienow made the motion to not have the Support Staff workshop for 2014 but to evaluate where we stand with the Support Staff workshop. Emily Studenski seconded the motion. Discussion ensued that we need to look at the relevance of the topics, look at what other states are doing with these workshops as they are very successful. Comments that it is a very good networking opportunity, but it can sometimes be dominated by a school in close proximity to the location with a large number of attendees. All approved the motion. The motion passed.

**2015 Committee Assignments:** Ken Kocer-I will be contacting you for membership for 2014. Ken thanked those who were on committees for 2013. We have great participation and work for our organization.

**2014 Budget Review:** Ken Kocer-Really wanted a realistic picture of what should have happened this year, which included sending a president elect to the NASFAA leadership workshop. Notice the loss on the Support Staff workshop. On the years when we send both a Treasurer and President Elect we will have the greater expenses. We only had the Treasurer go and so we had an almost balanced budget this year. We do have a professional development item of \$500 for the RMAFAA leadership pipeline, last year we did not have anyone go. Please look at your institution and see if there is anyone that you think would be good for a position in RMAFAA.

**2016 RMASFAA Conference:** Carolyn Halgerson & Laura Schultz-We still need volunteers.

**2015 SDASFAA Spring Conference:** Ken Kocer-Location is the Lodge of Deadwood, March 23-25. The contract is signed and we are looking forward to a great conference. The Conference committee has meet and is planning the conference.

**Policies and Procedures Update:** Kristy O’Kief-SDASFAA Delegate to RMASFAA Board-The President has always been the representative for SDASFAA to the board, but if the president is not a member of RMASFAA they cannot serve. We have recommended a wording change to the Policies and Procedures manual stating the board can appoint an institutional member to replace the president on the RMASFAA board. This is for both the President and the president elect duties.

**ANNOUNCEMENTS**

None

**ADJOURN**

Micah Hansen made the motion for the meeting to adjourn. Cheryl Bullinger seconded the motion. All approved the motion. The motion passed and the meeting was adjourned at 10:43 a.m.

## 2014 BALANCE SHEET

## BEGINNING BALANCE

Checking		<u>4,309.57</u>
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## INCOME

Membership Dues		2,400.00
Sponsorship Income		3,550.00
Workshop Income		3,515.00
Spring Conference	3,365.00	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	150.00	
* 2013 H.S.Counselor Workshop (\$150)		
Miscellaneous Income		0.00

## TOTAL INCOME

	<u>9,465.00</u>
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## EXPENSES

Workshops		0.00
Spring Conference	0.00	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	
Executive Board		0.00
Travel		1,517.23
NASFAA Leadership Conference	1,517.23	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	0.00	
Education Activities		0.00
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	0.00	
Recognition Committee	0.00	
General Postage		0.00
General Printing		0.00
Miscellaneous Expenses		0.00

## TOTAL EXPENSES

	<u>1,517.23</u>
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## TOTAL TRANSFERS

	<u>0.00</u>
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Savings		0.00
CD's		0.00

## ENDING BALANCE -- Checking

	<u><u>\$12,257.34</u></u>
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**2014 ASSET STATEMENT**  
**Savings -- Balance**  
**Sheet**

Beginning Balance	\$ 22,845.38
Interest Income	\$ 0.22
Transfers	_____
 Ending Balance	 <b>\$22,845.60</b>
<small>(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)</small>	

**CD's -- Balance Sheet**

**CD - WELLS FARGO**

Beginning Balance	\$ 30,000.00
Interest Income	_____
 Ending Balance	 <b>\$30,000.00</b>
<small>(purchased 6/24/13, matures 5/24/14, 11 months, 0.15%)</small>	

**Balance Sheet**  
**Summary**

Checking Account	\$ 12,257.34
Savings Account	\$ 22,845.60
CD - Wells Fargo	\$ 30,000.00
 <b>Total Available Assets</b>	 _____ <b><u>\$65,102.94</u></b>

## 2014 BALANCE SHEET

## BEGINNING BALANCE

Checking		<u>4,309.57</u>
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## INCOME

Membership Dues		2,400.00
Sponsorship Income		3,550.00
Workshop Income		3,515.00
Spring Conference	3,365.00	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	150.00	
* 2013 H.S.Counselor Workshop (\$150)		
Miscellaneous Income		0.00

## TOTAL INCOME

<u>9,465.00</u>
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## EXPENSES

Workshops		0.00
Spring Conference	0.00	
Support Staff Workshop	0.00	
Decentralized Training	0.00	
High School Counselor Workshop	0.00	
Executive Board		0.00
Travel		1,517.23
NASFAA Leadership Conference	1,517.23	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	0.00	
Education Activities		0.00
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	0.00	
Recognition Committee	0.00	
General Postage		0.00
General Printing		0.00
Miscellaneous Expenses		0.00

## TOTAL EXPENSES

<u>1,517.23</u>
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## TOTAL TRANSFERS

<u>0.00</u>
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Savings		0.00
CD's		0.00

## ENDING BALANCE -- Checking

<u><u>\$12,257.34</u></u>
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**2014 ASSET STATEMENT**  
**Savings -- Balance**  
**Sheet**

Beginning Balance	\$ 22,845.38
Interest Income	\$ 0.22
Transfers	_____
 Ending Balance	 <b>\$22,845.60</b>
<small>(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)</small>	

**CD's -- Balance Sheet**

**CD - WELLS FARGO**

Beginning Balance	\$ 30,000.00
Interest Income	_____
 Ending Balance	 <b>\$30,000.00</b>
<small>(purchased 6/24/13, matures 5/24/14, 11 months, 0.15%)</small>	

**Balance Sheet**  
**Summary**

Checking Account	\$ 12,257.34
Savings Account	\$ 22,845.60
CD - Wells Fargo	\$ 30,000.00
	_____
<b>Total Available Assets</b>	<b><u><u>\$65,102.94</u></u></b>

## SDASFAA ANNUAL BUSINESS MEETING

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## SDASFAA Historical Financial Record

	2013	2012	2011	2010	2009	2008
Income:	\$16,405.00	\$17,970.00	\$15,745.90	\$18,290.54	\$18,038.45	\$25,046.13
Membership Dues Income	2325.00	2775.00	3075.00	3075.00	3375.00	4275.00
Sponsorship Income	4550.00	4550.00	3400.00	4925.00	9150.00	13375.00
Spring Conference Income	3955.00	4495.00	3640.00	3427.02	3312.95	4410.00
Decentralized Training Income	1650.00	1100.00	1600.00	2140.00	0.00	0.00
Support Staff Workshop Income	225.00	1145.00	361.00	0.00	0.00	0.00
Interest Income	0.00	0.00	0.52	0.54	0.50	1.23
Miscellaneous Income	300.00	0.00	144.38	1712.98	0.00	186.00
High School Counselor Workshop Income	3400.00	3905.00	3525.00	3010.00	2200.00	2310.00
EAC Leadership Development Schol. Income	0.00	0.00	0.00	0.00	0.00	0.00
College Goal Sunday Income	0.00	0.00	0.00	0.00	0.00	488.90
Expenses:	\$13,819.18	\$16,188.96	\$13,538.00	\$11,166.63	\$15,921.56	\$18,269.76
Printing and Copying Expense	27.95	0.00	0.00	25.00	79.95	0.00
Executive Board Expense	1855.58	3147.40	2695.19	2458.71	3889.45	2438.59
Spring Conference Expense	4489.35	6206.72	2957.00	3479.97	5508.12	6653.28
Decentralized Training Expense	922.44	697.69	651.92	646.19	0.00	100.00
Support Staff Workshop Expense	909.28	1632.83	1034.97	984.48	1369.11	789.50
RMAFAA Conference Expense	1688.27	63.60	1830.46	1480.91	1254.68	1795.12
RMAFAA Board Meeting Expense	0.00	0.00	742.88	0.00	103.82	284.98
NASFAA Leadership Conference Expense	1769.46	1665.77	1686.12	250.00	1462.98	2917.19
NASFAA Conference Travel Expense	0.00	0.00	0.00	0.00	0.00	0.00
General Postage Expense	45.00	0.00	44.00	4.90	0.00	82.14
High School Counselor Workshop Expense	1395.54	1647.89	963.60	1040.11	1430.95	1488.31
Miscellaneous Expense	119.95	339.50	298.40	160.00	431.00	598.73
EAC Leadership Development Schol. Expense	0.00	0.00	0.00	0.00	0.00	0.00
Activities Committees Expense	596.36	787.56	633.46	636.36	391.50	634.36
College Goal Sunday Expense	0.00	0.00	0.00	0.00	0.00	487.56
Assets:	\$57,154.95	\$54,323.33	\$52,322.54	\$49,694.30	\$42,293.17	\$39,707.70
Checking Account Balance	4309.57	7723.75	5942.71	8913.47	5066.93	3950.04
Savings Account Balance	22845.38	15975.52	15968.55	10959.49	8446.61	7435.02
Balance of CD Holdings	30000.00	30624.06	30411.28	29821.34	28779.63	28322.64
Total Assets from Asset Statement	\$57,154.95	\$54,323.33	\$52,322.54	\$49,694.30	\$42,293.17	\$39,707.70

2013 HSCW Totals

Income:	\$3,500.00
Aberdeen	525.00
Mitchell	500.00
Pierre	450.00
Rapid City	650.00
Sioux Falls	975.00
Watertown	300.00
Materials	100.00

Still missing payments

Expenses:	\$1,420.54
Aberdeen	347.15
Mitchell	49.68
Pierre	0.00
Rapid City	307.11
Sioux Falls	381.42
Watertown	0.00
Returned/Overpayment	25.00
Pierre trip	310.18

NSU  
 DWU  
 Carolyn Halgerson  
 WDT  
 Micah Hansen  
 LATI

Attendees:	143
Aberdeen	21
Mitchell	20
Pierre	17
Rapid City	30
Sioux Falls	39
Watertown	12
Materials	4

Cost per Attendee per Site:	
Aberdeen	\$16.53
Mitchell	\$2.48
Pierre	\$0.00
Rapid City	\$10.24
Sioux Falls	\$9.78
Watertown	\$0.00

Average cost per Attendee: \$7.81

Total cost per Attendee: \$9.93

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 tions.

**2013 SDASF AA SUPPORT STAFF WORKSHOP**

The SDASF AA Support Staff Workshop was held October 10<sup>th</sup> & 11<sup>th</sup> in Brookings, SD at the McCrory Gardens Education & Visitor Center. This was an ideal and beautiful location for the workshop! This was also the first year that we did not work with a particular hotel for room reservations. Participants were offered a list of hotels in Brookings as part of the registration information.

The workshop kicked off shortly before 1 p.m. on Thursday afternoon. We had 14 participants registered for the workshop. This number included 5 Education Committee Members. The years of experience of those registered ranged from 4 months to 38 years! Three attendees had one year or less of experience in financial aid.

Thursday afternoon sessions included a couple of Ice Breaker activities by Marlene, FAFSA Update by Beth Vollan and Julie Hamer of SDSU, Academic Advising and First Year College Students by Mark Binkley of SDSU, and a Student Loan Update (presented by conference call and PowerPoint presentation) by Erin Richards from SD School of Mines & Technology.

The Thursday afternoon activities then moved on with a road trip to Schade' Vineyard outside of Volga starting at 4:30 p.m. Participants in the Wine Tasting and Tour enjoyed sampling the various Schade' wines, hearing a short history of the vineyard, and visiting over appetizers. Thursday evening wrapped up with dinner at the Pheasant Restaurant and Lounge in Brookings.

The workshop resumed at 8:15 a.m. on Friday with more door prize drawings and a game to test our knowledge of financial aid acronyms. September Kirby, an SDSU faculty member, shared "Finding Balance with the *Fish* Philosophy" with us. Joyce Kepford and Tina Pruett from the SDSU Registrar's Office shared the FUNDamentals of FERPA, as well as testing our knowledge with some FERPA case studies. Kim Bellum, Dean of Instruction from LATI, provided an eye-opening presentation on "The Next Level of Understanding...Poverty and What it Means for All of Us."

The workshop wrapped up with completion of the evaluation forms and final door prize drawings. Participants headed on their way home (or back to work!) shortly before Noon.

The Fish Philosophy and Poverty presentations received high marks on the evaluations. Some of the suggestions on the evaluations for the 2014 Support Staff Workshop included:

Location – Mitchell, Deadwood, Chamberlain, or Custer (Deadwood received several votes so I think that is a hint that they have enjoyed the Slot Tournaments we've done in the past!)

Topics – Any new changes in federal policies, always something new and uplifting, and other outsiders (the box topics that can be related to financial aid).

**Submitted by:**

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*Marlene Seeklander*

**Marlene Seeklander**

**Education Committee Co-Chair**



## 2014 SDASFAA Budget

Submitted to

Board November 13, 2013

To Date

Budget Items	2014		2014	
	Proposed Income	Proposed Expenses	Proposed Income	Proposed Expenses
<b>Annual Sponsorships</b>	\$4,550.00		\$4,550.00	
<b>Annual Memberships</b>				
Associate members (2013: 15 @ \$75; 2014: 14 @ \$75)	\$1,050.00		\$1,050.00	
Institutional members (2013: 20 @ \$75; 2014: 19 @ \$75)	\$1,425.00		\$1,425.00	
<b>Activities</b>				
FA Awareness		\$0.00		\$0.00
Recognition Committee		\$500.00		\$500.00
Review Committee		\$330.00		\$330.00
Committee of Record		\$50.00		\$50.00
Profess Develop (RMASFAA Leadership Pipeline)		\$500.00		\$500.00
<b>Association Operation</b>				
General Printing		\$40.00		\$40.00
Letterhead		\$0.00		\$0.00
Telephone		\$50.00		\$50.00
Postage		\$45.00		\$45.00
Miscellaneous (memorials, website, etc.)		\$150.00		\$150.00
<b>Conference and Workshops</b>				
Annual Conference (2014: 60 @ \$85; 2013: 50 @ \$85)	\$5,100.00	\$6,900.00	\$5,100.00	\$6,900.00
Decentralized Training (2014: 30 @ \$50; 2013: 30 @ \$50)	\$1,500.00	\$800.00	\$1,500.00	\$800.00
HS Counselor Workshop (2014: 150 @ \$25; 2013: 150 @ \$25)	\$3,750.00	\$1,600.00	\$3,750.00	\$1,600.00
Support Staff Workshop (2014: 40; 2013: 10)	\$1,000.00	\$1,500.00	\$1,000.00	\$1,500.00
<b>Travel</b>				
NASFAA Leadership (March) President Elect		\$1,700.00		\$0.00
Treasurer		\$1,700.00		\$1,517.23
RMASFAA Conference				
President - Full Bill		\$1,500.00		\$1,500.00
President Elect - Full Bill		\$1,500.00		\$1,500.00
State Gift		\$75.00		\$75.00
<b>SDASFAA Board Meetings</b>				
Phone Conference February		\$50.00		\$50.00
April		\$150.00		\$150.00
July		\$1,300.00		\$1,300.00
November		\$150.00		\$150.00
<b>Total</b>	<b>\$18,375.00</b>	<b>\$20,590.00</b>	<b>\$18,375.00</b>	<b>\$18,707.23</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 all Title IV regulations.