



**SDASFAA ANNUAL BUSINESS MEETING AGENDA**

Tuesday, April 5, 2016 - 12:30 PM Mountain Time

Holiday Inn – Rapid City, SD

**2016 Executive Council Members**

Micah Hansen, (SDSU).....	President
Becky Pribyl, (NSU) .....	President-Elect
Ken Kocer, (Mount Marty).....	Past-President
Marlene Seeklander, (LATI) .....	Secretary
Caleen Jandel, (NSU).....	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

**2016 Committee Chairs**

HS Counselor Committee .....	Micah Hansen (SDSU)	Committee of Record and Website .....	Kristy O’Kief (NAU)
.....	.....	.....	Beth Vollan (SDSU)
2016 Conference Committee .....	Ken Kocer (MMC)	Recognition Committee .....	Ken Kocer (MMC)
Review Committee .....	Cheryl Bullinger (NAU)	Fall Decentralized Training .....	Becky Pribyl (NSU)
Membership Committee .....	Caleen Jandel (NSU)	Support Staff Workshop Committee ....	Inactive at this time

**Call Meeting to Order:** Ken Kocer, Past President, turned the gavel over to Micah Hansen, SDASFAA President. Micah called the meeting to order at 12:45 p.m.

**Approval of Agenda:** Ken Kocer motioned to accept the agenda as written. Cheryl Bullinger seconded the motion. All members approved the motion, motion carried.

**Approval of March 24, 2015 Annual Business Meeting Minutes:** Deb Henriksen made a motion to approve the minutes. Carolyn Halgerson seconded the motion. All members approved the motion, motion carried.

**Officer Reports**

Secretary (Marlene Seeklander)

The minutes from the 2015 SDASFAA Business Meeting were distributed electronically via the SDASFAA website prior to the meeting. A copy was also provided on each table. No corrections were received from the membership. The minutes will be finalized on the SDASFAA web site.

Treasurer (Caleen Jandel)

Caleen distributed copies of the various Treasurer reports to each table. Caleen went through the 2015 Balance Sheet with us and highlighted various items including: Income - High School Counselor Workshop and Decentralized Training. Expenses – Spring Conference, Decentralized Training, and High School Counselor Workshop. The travel was Micah’s trip to NASFAA Leadership Conference.

Asset Statement for 2015 – Caleen highlighted various items and the available assets.

Historical Sheet – This is a comparison of 2015 to previous years. The Leadership Pipeline and College Goal Sunday have been left on the spreadsheet, but there has been no recent activity.

2016 Information – Caleen went over the Balance Sheet and Asset Statement. The Executive Board met in February via conference call, thus no expenses were incurred. The Leadership Conference was Becky’s expenses, and Recognition includes plaques and awards.

Memorials – The Review Committee suggested to Caleen that Memorials be split out in the budget. Caleen reported that we have paid out two memorials thus far in 2016.

Caleen reported that the balance was as of last week.

Asset Statement – The Savings information remains the same as of the end of 2015.

Past-President (Ken Kocer)

Ken thanked the SDASFAA membership and those who submitted nominations and stated he was very pleased with the turnout. Ken has also been assisting Micah with the CCAD information and discussions with Tom Cool. Ken stated that as Past-President, he will spend time reviewing the SDASFAA Constitution and make recommendations.

**Past President's Report**

As "Past President" I have been busy in my capacity as chair of the 2016 SDASFAA Spring Conference Committee. As chair of the "Recognition Committee" I have sent out the request for nominations for our Douglas Steckler and Outstanding Service Awards, as well as preparing the "years of service" plaques and board/committee chair certificates.

I have been assisting Micah with the joint SDASFAA/CCASD (Council on College Admission in South Dakota) workshop for this fall and will assist the President or Executive Council with any duties they may assign me.

On March 2, 2016 I conducted a cursory review of the Treasurer's books as required by the SDASFAA Policy and Procedures Manual and found everything in order.

My next project as past president will be to review the constitution and policy and procedures manual and make any recommendations necessary to the Executive Council prior to the Fall Executive Board Meeting.

Respectfully submitted,  
Ken Kocer

President-Elect (Becky Pribyl)

Becky reported that she attended the NASFAA Leadership Conference in late February. Mary Alexander from DWU was also in DC and Becky and Mary did the Hill Visits together. Becky's written report follows:

**NASFAA Leadership & Legislative Conference & Expo** - Took place in Washington, D.C. on February 22-24, 2016. This was an incredible learning experience and I was very fortunate to be able to attend. The conference featured experienced presenters and helpful discussion. I was able to meet colleagues from across the nation in the Association Management track and got to know some RNASFAA people that I look forward to working with in the coming years. Mary Alexander from DWU joined me for the Hill visits on Wednesday, the 24<sup>th</sup>. We were able to meet each of the SD Delegates (Senator John Thune, Senator Mike Rounds, and Representative Kristi Noem) as well as have approximately 25 minutes with staff members in each office. Thank you for this opportunity!



Becky, just wish,  
Mike Rounds John Thune Kristi Noem

President (Micah Hansen)

Micah again thanked the membership for allowing him to serve as President. He is excited about all of the upcoming changes and excited that SDASFAA will host RMASFAA 2016 in Rapid City.

**President's Report**

I would like to extend sincerest gratitude to the SDASFAA organization and its members for allowing me the opportunity to serve as president this year. This year we are experiencing a number of changes and challenges: FSA ID, Perkins or No, Prior Prior Year, budget cuts, and software upgrades just to name a few. Our membership has taken these challenges in stride and I know will continue to find creative ways to continue to provide top notch customer service. I am also excited for SDASFAA to host the 2016 RMASFAA conference this fall.

This year we have had members active at the 2015 NASFAA, RMASFAA, and FSA conferences. We also have members serving on committees or boards for both NASFAA and RMASFAA.

We are also excited to have our High School Counselor workshop slated to be held in partnership with CCASD at the beginning of September this year (see registration form). This is an opportunity that the board knew needed to be seized this year as to not lose our chance to be the experts on the topic for our counselors, and we felt if we declined this year that we may lose our chance in the future. Even though at this time we are still learning about how prior-prior year is going to run, we are confident that our friends with NASFAA and the Dept. of Education will have our answers in plenty of time.

RMASFAA Activities:

RMASFAA presented a new Strategic Long-Range Plan developed for 2015-2018:

**Build on our Strengths** - RMASFAA will seek ways to structure committees and committee planning in order to provide consistency of effort, committee empowerment and inclusiveness. In all work, RMASFAA will leverage existing resources to avoid duplication of effort while providing timely training and "Best Practices" opportunities for its membership.

- Provide empowerment and latitude in all committee work so creativity flourishes and all committee members discover ownership in their committee work.
- Leverage resources, such as NASFAA materials, to provide relevant training and "Best Practices" opportunities for our members.
- Maximize networking opportunities in all RMASFAA-hosted events.
- Emulate the continuity in structure that has been established with the Summer Institute Committee:
  - Create three-year chair structure within each committee, where possible.
  - All committees should include broad base in state representation and diverse backgrounds.
  - All sub-committee structure should include a chair and vice-chair with vice-chair assuming chair role in the next year, where possible.
  - Include vendor participation in all committee work, where possible.
  - Branch out to invite non-RMASFAA members to sponsored events.
  - All committees should update committee handbooks on a yearly basis to create continuity.
  - All committees need to follow established guidelines to facilitate strong, solid and consistent training opportunities. Committees should collaborate with one another to build synergy and reduce duplication of effort

**Build our Relationships with States and Members** - RMASFAA will review its website, practices and training to ensure that they are focused on strengthening the relationship between RMASFAA and its member states. RMASFAA will seek ways to develop and enhance leadership training for the board and committee chairs in order to create a strong leadership base for the organization and its member states. Finally, RMASFAA will find ways to maximize networking opportunities at all of its hosted events to foster grass roots communication efforts and collegiality.

- The Association will provide training resources to the states to reduce duplication of effort.
- The Association will facilitate training of incoming officers at the state and regional level.
- The Association will facilitate additional planning to strengthen state conference planning efforts and eliminate overlap of dates.
- The Association will revamp our website to encourage volunteerism, create more awareness of committee work and develop transparency.

**Review Financial Policies** - RMASFAA will review financial policies in order to define the purpose for reserve funding and with an eye toward reducing the administrative burden on the position of Treasurer. RMASFAA will also conduct a thorough review of the budgeting process for the purpose of standardization, transparency and timing.

- Define purpose of our reserve funds.
- Reduce burden of business transactions so that additional oversight can be incorporated into the Treasurer position.
- Explore option of separating duties of the Treasurer from writing checks and overseeing investments.
- Examine membership dues to determine fair share and benefit for each membership institution.
- Conduct a comprehensive evaluation of our current budgeting process.
  - Include in-kind contributions.
  - Evaluate timing of approval process.
  - Include who prepares and submits budget.
  - Standardize the budget process to provide continuity.

**Review Governance and Committee Structure** - RMASFAA will review the purpose and duties of all elected and appointed positions on the board and suggest improvements that will assist the organization in leveraging resources and enhancing board loyalty.

- Review of all elected positions and the responsibilities of each position.
- Most urgent would be Treasurer and Vice President roles.
- Substantive and thorough review of all committees to leverage resources.

At the RMASFAA Board meeting in March there were several items that we took action on that were a result the directives presented in the SLRP.

**FAC** – Work with chairs for conference planning, Summer Institute, and membership annually to review dues/revenue recommendations to the board. Also suggested to attempt to limit the number of increases to costs to a timeline.

**Corporate Support** - changed the fee structure to eliminate a number of unused options. New structure includes a registration fee, program advertisement, pre-conference/conference recognition, web banner, blog post, and promotional flyer in registration packet. Left an additional ala carte options.

**Ad Hoc Web Committee created** – will work to evaluate our web presence and recommend changes.

**VP and Treasurer Roles** - VP role to chair FAC and more clearly define responsibility of budgeting and review of resources, will also add responsibility of archivist and parliamentarian. Treasurer role to be 2 year term elected on an annual basis. Treasurer elect to work as mentee and focus on accounts receivable, Treasurer to focus on accounts payable as well as mentoring and serving on the board. This would also make the current burden 2 year commitment in the role more manageable.

**Membership Dues** – This for RMASFAA is a board decision and is adjusted as deemed necessary. Upon review the board has found that our basic operational expenses have exceeded membership revenue for multiple years, and project to continue to do so. In order to reduce the amount we need to pull from reserves an increase is necessary. This increase will not meet the full amount of the shortfall, but it is one that was felt acceptable.

\$150 for institutions with 1-5,000 total students reported in IPEDS (including all campuses in the RMASFAA region)—increase of \$50 over current dues

\$200 for institutions with 5,001-10,000 total students reported in IPEDS (including all campuses in the RMASFAA region)—increase of \$100 over current dues

\$250 for institutions with 10,001 or more total students as reported in IPEDS (including all campuses in the RMASFAA region)—increase of \$150 over current dues

\$250 for associate membership—increase of \$150 over current dues

Summer Institute theme “Winning the Financial Aid Game” will be June 12-17<sup>th</sup>, 2016 at Colorado School of Mines. Changed back to a schedule of starting on Sunday and ending Thursday as they experienced a large attrition on Friday morning session last year. Dan Mann, NASFAA Chair, and Megan McClean, NASFAA, Managing Director of Policy and Federal Relations will be in attendance. They are now using NASFAA Self-Study guides and that has increased size of printed material, so they will work on ways to print minimally and provide easy access to the electronic materials. They will also have several NASFAA credentialed courses that will be offered to CORE and InterVanced groups. After taking the course they can go online to complete the credentialing test for free.

Several other committees are continuing to work on ways to make changes in our outreach to members with Association News, Electronic Initiatives, Leadership Pipeline and Training. There are many exciting ideas being worked on, so keep an eye on your RMASFAA blog and emails to see what is happening.

CAsFAA – new membership dues range from \$95 to \$1050, moving to a spring conference and working with their state dept. of ed to support high school counselors to attend conference. Also providing a \$500 scholarship logo re-design contest.

NEASFAA – drop in attendance at Support Staff Workshop prompted change in fall trainings. Will offer 2 days first day is geared toward beginners and second more advanced.

WYASFAA – counselor workshop was delivered as CEU eligible for full-day participants, and a web training was also recorded and made available for those that didn't participate. Working on a "Grow Your Own Mentoring and Professional Development" program to encourage and train the next generation of financial aid leadership. Wyoming has lost 4 directors in the last year and a succession plan is needed. Darry Voigt announced retirement.

At this time SDASFAA, NEASFAA, and KASFAA have conference dates set for 2017. This is an important note as we discussed multiple times the limited availability of regional, national, and federal representation due to overlap of conference dates.

Review of 2015 budget (final)

2016 budget will be discussed in business meeting, but open to questions at this time.

Moving forward I am excited to see how the changes being brought to us from a national, regional, and state level will develop into opportunities to grow our value to our membership. It is hard to believe how quickly the year is already passing, and I look forward to the adventures that 2016 has yet to bring.

-Micah Hansen/SDASFAA President

## **2015 Committee Reports**

### High School Counselor Workshop (Ken Kocer)

2015 High School Counselor Workshop – 2015

There were 121 attendees for the 2015 Counselor workshop with the breakdown per site below:

Aberdeen	23
Madison	9
Mitchell	17
Pierre	13
Spearfish	26
Sioux Falls	29
Materials	4

The cost per attendee per site was:

Aberdeen	\$21.51
Madison	\$11.09
Mitchell	\$2.35
Pierre	\$37.94
Spearfish	\$26.57
Sioux Falls	\$3.94

Attendance for the 2015 workshop was down from 137 total attendees in 2014.

We did receive some very positive feedback from the Counselor Survey requests that went out.

- 67.44% responded the presentation materials were “excellent” as opposed to 54.24% in the 2014 survey
- 67.44% responded the PowerPoint presentation was “excellent” as opposed to 56.9% in the 2014 survey
- 72% responded “excellent” to the Resource Materials were well developed as opposed to 59.32% in the 2014 survey
- 62.79% responded “excellent” to the student handout materials were well developed as opposed to 49.15% in the 2014 survey
- 76.74% rated “excellent” that the Topics in the workshop were relevant as opposed to 61.02% in the 2014 survey
- 72.08% responded as “excellent” that the agenda allowed for enough time for the materials to be presented as opposed to 59.32% in the 2014 survey

These are all huge indicators of increased satisfaction from our counselors and I strongly encourage us to continue providing a “uniform” set of materials and topics at each site as the survey has supported the counselors were happy with this approach.

Overall the counselors showed an increased satisfaction across the board in the ‘value of the workshop’, the “event” and the “materials”.

Last fall, I had been in contact with Tom Cool regarding a possible joint event with the SDASFAA Counselor workshop in conjunction with the Council on College Admission in South Dakota (CCASD) workshops. The reason for this discussion is that the counselors were requesting an earlier SDASFAA Workshop due the prior prior FAFSA processing which will begin the FAFSA cycle on October 1.

Micah and I met with Tom Cool on March 8, 2016 and worked on details for a joint workshop between SDASFAA and CCASD. Tom would send out one registration to all counselors with a fee of \$55.00 to attend the joint workshop. CCASD’s part of the fee is \$35 and SDASFAA’s is \$20. SDASFAA would no longer have to cover food as that will be covered under the CCASD’s fee and sponsorship. SDASFAA would also no longer incur the cost of a hotel for the night at the Pierre site since the SDASFAA portion of the workshop will now be at noon.

Tom Cool expects approximately 200 attendees and he would handle all the gathering of registrations and fees. CCASD would then send SDASFAA a check for the amount of \$20 times the number of attendees. SDASFAA will provide links on our website to the CCASD website for registration and CCASD will provide links to the SDASFAA website for prospective attendees to view information on our portion of the workshop.

Great Lakes will have about a 15 minute time slot during the SDASFAA workshop to explain their products and services.

Preliminary plans are to have sessions on “prior prior”, completing the 2017-18 FAFSA, financial aid programs, counselor resource materials and planned awarding schedules for South Dakota schools.

Respectfully submitted,  
Ken Kocer

Ken emphasized using uniform set of materials for all workshops. He reported that income from the HS Counselor Workshop is approximately \$1,000. Ken will highlight changes to this workshop later in the meeting.

#### 2015 Conference Committee (Cheryl Bullinger)

Spring 2015 Conference Committee Report by Cheryl Bullinger

The spring 2015 conference committee did a great job taking care of all of the details for the conference held at the Lodge in Deadwood, South Dakota. We had 45 register including 2 non-paying speakers for the conference. The agenda had a variety of great speakers with break out session to provide training and needed information to the SDASFAA membership. A big thank you to my spring 2015 SDASFAA conference committee Deb Henriksen, Carrie Jordanger, Carolyn Halgerson, Ken Kocer, Moncia Gannon, Kim Nida and Lisa Ketcham great job everyone!

#### Fall Decentralized Training (Micah Hansen)

Micah reported that the Fall Decentralized Training went well and attendance was good. He stated that the Executive Council is looking at changes to Decentralized Training for 2016 in light of the fact that many members will attend RMAFAA in October. Becky will provide more information on the 2016 Fall Decentralized Training.

Review Committee (Becky Pribyl)

**2015 SDASFAA REVIEW COMMITTEE REPORT**

February 1, 2016

Committee Members:

Karrie Morgan (USF), Ken Wallace (Great Lakes),  
Kim Nida (BHSU), and Becky Pribyl (NSU)

The SDASFAA Review Committee has reviewed the 2015 financial paperwork and found the documentation and procedures of the Treasurer, Caleen Jandel, to be accurate and in order. Excel spreadsheets were provided by the Treasurer to the committee via email. Upon review, further documents were requested as a random spot-check and procedural inquiries were also made. After review of the supplemental items provided by Caleen, the committee met with her on Thursday, January 28, 2016, via conference call. The Online Meeting function of freeconferencecall.com was also utilized which allowed Caleen to share the items displayed on her computer screen with all of the committee members.

Items reviewed:

- Income and Expense spreadsheet
- HS Counselor Workshop spreadsheet
- Spring Conference spreadsheet
- Historical Record spreadsheet
- 2014 Tax Return
- Receipt for the Executive Board lunch in November
- Receipt for the SDASFAA state gift at RMASFAA
- Documentation for check #1524
- Check numbers 1495, 1502, and 1541
- 2014 Review Committee Report

Processes reviewed:

- Sales tax – SDASFAA is not sales tax exempt but reimbursement requests and bills run through a financial aid office expense account are received without sales tax included. Caleen will continue to send reminders and request adjusted bills where possible.
- Reimbursement requests – The committee chair approves all committee expense forms; the Treasurer approves President's expenses; for direct bill, Caleen contacts the appropriate party for confirmation before paying.
- Same-day deposits – The Income & Expense spreadsheet shows multiple deposits in one day because money for different events is recorded by event and copied together to the spreadsheet's check register.
- Voided checks – When recipients report not receiving them, checks are voided without using the bank's stop payment option. Caleen asked and even checks marked "void after 120 days" may be processed by a bank after expiration.
- Miscellaneous Expense Category – Based on last year's Review Committee Report, Caleen will split out memorials from this category and give them their own line item for better tracking.

Treasurer highlights:

- National Guard wanted to pay for 2014 and 2015 membership in April 2015, so instead we gave them 2015 and 2016.
- There was no Support Staff Workshop in 2015 but we did receive sponsorship income for it. Caleen credited \$75 to 2016 membership and has \$25 still to carry forward to 2016.
- SDASFAA President approves any exceptions that are made to the refund policy.
- The 2014 tax return was filed late due to a mix-up of dates, but it has been filed and there was no penalty.

Recommendations:

- Voided checks should be reflected on the Income and Expense spreadsheet as they are in the checkbook register so that the two match and all check numbers are accounted for. The Executive Board should consider the merits of implementing a policy of using the bank's stop payment option when a missing check is for a large amount.
- When the Treasurer provides the Balance Sheet and Asset Statement as a report, a narrative should also be included to make these reports more descriptive for recipients. However, we still recommend that the Treasurer's Report be excluded from the consent agenda.
- After reviewing the alternative option, we recommend continuing with the current bank reconciliation method.

- Additional descriptive content should be added to the spreadsheets. For example, on the Income and Expense spreadsheet, add the Policy & Procedure explanations on the NASFAA/RMASFAA tabs for what expenses SDASFSA reimburses; add a screenshot of the event registration information on a separate tab of the event spreadsheets for historical reference.
- The Executive Board should consider modifying the Policy & Procedure Manual to specify that SDASFSA pays for the President-Elect/Treasurer to attend the Leadership Conference, rather than just stating that they will “represent” SDASFSA.

The Review Committee would like to thank Caleen for her hard work throughout the year. Her dedication of time and energy is greatly appreciated and the SDASFSA financial records are well-maintained in her care. My thanks to the committee for their thorough and careful work, their time, and their support.

Respectfully submitted,

Becky Pribyl  
Review Committee Chair

Becky reported that Caleen had sent the Review Committee spreadsheets and they then held the conference call to conduct a thorough review.

Becky added that “Caleen is ‘color coordinated’ and in control!”

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

No written report was submitted. Julie deferred her report. Micah added that Beth keeps him updated and that Beth and Kristy O’Kief are working together on the SDASFSA website.

#### Membership (Melinda Fedeler)

Melinda was not present so Micah shared some highlights of the written report submitted.

### **2015 Membership Committee Report Respectfully submitted by Melinda Fedeler, Chair**

The 2015 Membership Committee was comprised of Melinda Fedeler, Bob Prouty, Ken Wallace, Caleen Jandel, Carissa Koerner, Cheryl Glazier, Shelly Husby, and Lynn Myron. This committee is responsible for compiling and maintaining the Membership Directory in cooperation with the Website Coordinator. We are also responsible for development and solicitation of new members as well as following up with any members that have not renewed their annual membership. We are to make recommendations to the Board for corporate development including corporate support levels and membership fees.

2015 was an eventful year for the Membership Committee. We celebrated the birth of Caleen’s son, Tucker in January!

In April our committee was asked to poll the institutional members regarding FAFSA priority dates and deadlines. HS counselors had asked for a single resource for this information. An email was sent to all FA Directors and the information compiled was shared with the Executive Council in October, with responses from all but 1 school. President Kocer shared this information with the HS Counselor Workshop committee.

We held one meeting in October via conference call. Caleen reported we had 34 members. The SD Army National Guard rejoined SDASFSA paying their dues for 2015 and 2016. The 2016 dues solicitation letter was discussed and no changes were made other than the year reference. We discussed incentives to get people to attend the conference and workshops. Some ideas were use of social media, more promotion of agenda topics and how they are relevant to our jobs, more encouragement from Directors for their staff to attend events and reaching out to Tribal members for relevant programming. We worked on a recruitment letter for associate and Tribal organizations. We also discussed associate member dues and sponsorship structure, which was an item to be discussed at the November Executive Council meeting. Ken serves on the RMASFAA Corporate Support Committee and had some excellent information from that group as they also worked on this same issue during 2015. Some entities have expressed concern that SDASFSA’s corporate rates are higher than surrounding states and our small size does not provide the value they can get elsewhere. We need to give associate members the most bang for their buck. Cheryl provided a list of scholarship providers she works with regularly as potential associate members. Carissa suggested reaching out to scholarship search engines.



I would like to thank Ken Wallace and Great Lakes for providing our conference call lines again. Thank you to the committee members for sharing their time and wisdom.

#### Recognition (Cheryl Bullinger)

Cheryl did not give an update as she stated that we can all read it in the minutes.

#### Recognition Committee Report by Cheryl Bullinger

I sent several email communications out to the SDASFAA membership requesting nominations for the Douglas Steckler Professional Development Award and the Outstanding Service Award. I did not receive the participation I was expecting from the SDASFAA members however, I did receive nominations for both awards. The executive council voted by secret ballot using survey monkey on the Outstanding Service Award and the Recognition Committee voted by secret ballot for the Douglas Steckler Award. Erin Richards from SDSMT received the Douglas Steckler Professional Development Award and Ken Kocer from Mount Marty received the Outstanding Service Award.

#### **Old Business**

There was no old business to discuss.

#### **New Business**

##### *2016 Upcoming Events (Micah Hansen, Ken Kocer, Becky Pribyl)*

##### NASFAA & RMASFAA (Micah Hansen)

Micah highlighted events that are in the back of our program.

##### Decentralized Fall Training (Becky Pribyl)

Becky reported that 32 members responded via the Survey Monkey that was sent out. She reported that we are in disagreement as to what should be done as the results are as equally distributed as possible. The Committee is going to "wait and see" how the year evolves and what the Department of Education provides for information. Becky stated that the Committee has discussed the possibility of hosting the training via a webinar.

Decentralized Training is not generally held in years when the RMASFAA Annual Conference is hosted by SDASFAA. However, before cancelling the event, the committee decided to do some research to learn what the members would like. Below are some of the results of a survey that was sent to the membership on 3/10/16. 31 responses were received.

- Knowing that RMASFAA's Annual Conference will be held in Rapid City in October 2016, should SDASFAA host Decentralized Training in November 2016?      Yes 35.48%      No 64.52%
- Do you plan to attend SDASFAA's Decentralized Training if it is held in Chamberlain in November 2016?  
    Yes 30%      No 13.33%      I do not know 56.67%
- If SDASFAA provided the 2016 Decentralized Training via a webinar instead of an in-person event, would you participate?  
    Yes 63.33%      No 6.67%      It depends 30%
- Training topics top picks: Prior-Prior Year and Federal Update
- SDASFAA should:
  - Host an in-person event 32.14%
  - Host a webinar 32.14%
  - Not hold a fall training 32.14%
  - Other
    - Not hold an event this year, but continue to do it in future years
    - not sure my feelings one way or the other at this time
    - I believe, that for 2016, we should step back and not do a fall training. An option would be to have a 'fall meeting' at the RMASFAA conference. I'm afraid institutional budgets will force people to choose one....but not both this year.

At this time, the Decentralized Training Committee does not plan to host an in-person event in the fall. Hosting a webinar is still a possibility. We'll see how the year develops and what further information becomes available. A final decision should be made by late summer. A big thank you to committee members Deb Henriksen and Marlene Seeklander!

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

Becky asked for questions or comments. The Decentralized Training Committee will keep the membership informed.

#### High School Counselor Workshop (Ken Kocer)

Ken reported on the March 8 meeting with Micah and Tom Cool. The SDASFAA Board looked at this very closely due to September being a very busy time in our offices. The High School Counselors want us to have it in September prior to October 1<sup>st</sup> Early FAFSA implementation date. SDASFAA doesn't want someone else to fill our shoes in this particular area. Micah reported that Tom Cool was very helpful and supportive. Forms were distributed to the membership and placed on the tables. Micah reported that approximately 200 counselors attend this training each year.

Ken opened the floor for questions. He stated that CCASD pre-determines sites for these workshops. Ken emphasized that SDASFAA will assist. CCASD will take in the workshop funds so it relieves the burden on our SDASFAA Treasurer. The High School Counselors want to know when schools will start awarding with Early FAFSA implementation.

There were no questions from membership.

#### 2016 Committee Assignments (Micah Hansen)

Micah thanked the current Executive Council for their work thus far in 2016.

Micah has made a call for committee assignments.

Micah emphasized that with the CCASD and SDASFAA collaboration regarding the HS Counselor Workshop, SDASFAA members have to prepare the presentation and then show up and present. The site is not responsible for details such as food, room reservations, etc. as CCASD will handle those logistics.

Micah is looking for more volunteers for the Membership Committee. Micah kept the current members on the committee and invites any new volunteers.

If you'd like to volunteer for a specific SDASFAA Committee for 2017, please let Micah know.

#### 2016 Budget Review (Micah Hansen)

Copies were placed on the tables.

Not all of the operating expenses were met by revenue. The Spring Conference is one example where we have higher expenses than income.

Sharon asked about the budget and the Leadership Pipeline line item. Micah stated it has been on budget for several years, but not utilized. If a SDASFAA member would like to participate, SDASFAA would help defray some costs, although the individual and his/her institution would cover most of the expenses.

Sharon asked if we could have someone participate or put the information out to the membership. Micah stated we can definitely advertise Leadership Pipeline. Sharon mentioned that Joe Donlay was a product of Leadership Pipeline. Micah stated Wyoming had an individual participate in the training. That individual has blossomed and had had a change in attitude and volunteerism.

#### Institutional Membership Dues (Micah Hansen)

In November we discussed a \$10 increase. At yesterday's Executive Council meeting, it was decided to table this due to the change in the HS Counselor Workshop since our expenses will be less and we anticipate more income.

RMASFAA Conference 2016 (Carolyn Halgerson and Laura Schultz)

Carolyn and Laura reported that the RMASFAA subcommittee held their meetings on Monday evening. The main RMASFAA Conference Committee met this morning (Tuesday, April 5<sup>th</sup>). Carolyn and Laura reported that the hotel staff has been very flexible and cooperative. Plans are in motion for a great conference.

2017 SDASFAA Spring Conference (Micah Hansen)

Micah reported that plans are in motion for the 2017 Spring Conference to be held March 13-15 in Sioux Falls at the Holiday Inn City Center.

**Announcements**

There were no announcements to share with the Membership.

**Adjourn**

The meeting was adjourned at 1:35 p.m. Carolyn Halgerson made a motion to adjourn. Monica Gannon seconded the motion, motion carried.

**2015 Balance Sheet**

**BEGINNING BALANCE**

Checking		<u><b>6,895.54</b></u>
----------	--	------------------------

**INCOME**

Membership Dues		2,625.00
Sponsorship Income		3,550.00
* \$75 credited to 2016 dues (counted in both years)		
Workshop Income		8,280.00
Spring Conference	3,855.00	
Support Staff Workshop	0.00	
Decentralized Training	1,400.00	
High School Counselor Workshop	3,025.00	
* 2014 H.S.Counselor Workshop (\$75)		
Miscellaneous Income		0.00

**TOTAL INCOME**

**14,455.00**

**EXPENSES**

Workshops		7,265.25
Spring Conference	4,793.02	
Support Staff Workshop	0.00	
Decentralized Training	145.13	
High School Counselor Workshop	2,327.10	
*2014 H.S. Counselor Workshop (\$367.95)		
Executive Board		1,387.97
Travel		4,518.84
NASFAA Leadership Conference	1,624.58	
RMA SFAA Board Meeting	0.00	
RMA SFAA Conference	2,894.26	
Education Activities		386.20
Review Committee	0.00	
Membership Committee	0.00	
Committee of Record	0.00	
Recognition Committee	386.20	
General Postage		0.00
General Printing		0.00
Miscellaneous Expenses		128.17

**TOTAL EXPENSES**

**13,686.43**

**TOTAL TRANSFERS**

**0.00**

Savings		0.00
CD's		0.00

**ENDING BALANCE -- Checking**

**\$7,664.11**

The 2015 year-end balance sheet shows total income and expenses for the year. Sponsorship income is paid by associate members to support SDASFAA's training events throughout the year (Spring Conference booths, ads, HSCW materials, etc.) Workshop income consists of registration fees paid by attendees at the respective events. Some of the 2014 HSCW workshop registration fees weren't paid until 2015 \*see note.

Workshop expenses consist of room rental, food costs, printing costs, gifts for presenters, and door prizes. Executive Board expenses include board lunches after executive council meetings and mileage for the July meeting. New President-Elects and Treasurers attend the NASFAA Leadership Conference in Washington D.C. SDASFAA pays for their registration fees, travel expenses, lodging, and food. SDASFAA also covers the travel expenses and registration fees for the President and President-Elect to attend the annual RMASFAA Conference. Review committee met over webinar and a conference call. Both services were free. Recognition Committee expenses include the Douglas Steckler award and Years of Service plaques. The miscellaneous expenses were memorials and the state annual report.

**2015 Asset Statement**

**Savings -- Balance Sheet**

Beginning Balance	\$22,870.31
Interest Income	\$ 22.42
Transfers	<hr/>
Ending Balance	<b>\$22,892.73</b>
(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)	

**CD's -- Balance Sheet**

<b><u>CD - US Bank</u></b>	
Beginning Balance	\$30,041.20
Interest Income	<hr/> \$ 524.22
Ending Balance	<b>\$30,565.42</b>
(purchased 5/30/14, matures 4/30/19, 59 months, 1.73%)	

**Balance Sheet Summary**

Checking Account	\$ 7,664.11
Savings Account	\$22,892.73
CD - US Bank	\$30,565.42
<b>Total Available Assets</b>	<hr/> <b><u><u>\$61,122.26</u></u></b>

SDASF AA earned a combined \$546.64 in interest during 2015 on its Savings Account and CD.

**Historical Statement (broken down in groupings by years as it wouldn't all fit on one page)**

**2012-2015**

	<b>2015</b>	<b>2014</b>	<b>2013</b>	<b>2012</b>
Income:	\$14,455.00	\$15,627.50	\$16,405.00	\$17,970.00
Membership Dues Income	2625.00	2550.00	2325.00	2775.00
Sponsorship Income	3550.00	4050.00	4550.00	4550.00
Spring Conference Income	3855.00	3972.50	3955.00	4495.00

Decentralized Training Income	1400.00	1480.00	1650.00	1100.00
Support Staff Workshop Income	0.00	0.00	225.00	1145.00
Interest Income	0.00	0.00	0.00	0.00
Miscellaneous Income	0.00	0.00	300.00	0.00
High School Counselor Workshop Income	3025.00	3575.00	3400.00	3905.00
EAC Leadership Development Schol. Income	0.00	0.00	0.00	0.00
College Goal Sunday Income	0.00	0.00	0.00	0.00
<hr/>				
Expenses:	\$13,686.43	\$13,041.53	\$13,819.18	\$16,188.96
Printing and Copying Expense	0.00	0.00	27.95	0.00
Executive Board Expense	1387.97	1188.65	1855.58	3147.40
Spring Conference Expense	4793.02	5827.25	4489.35	6206.72
Decentralized Training Expense	145.13	728.48	922.44	697.69
Support Staff Workshop Expense	0.00	0.00	909.28	1632.83
RMAFAA Conference Expense	2894.26	2036.89	1688.27	63.60
RMAFAA Board Meeting Expense	0.00	0.00	0.00	0.00
NASFAA Leadership Conference Expense	1624.58	1517.23	1769.46	1665.77
NASFAA Conference Travel Expense	0.00	0.00	0.00	0.00
General Postage Expense	0.00	0.00	45.00	0.00
High School Counselor Workshop Expense	2327.10	963.92	1395.54	1647.89
Miscellaneous Expense	128.17	344.15	119.95	339.50
EAC Leadership Development Schol. Expense	0.00	0.00	0.00	0.00
Activities Committees Expense	386.20	434.96	596.36	787.56
College Goal Sunday Expense	0.00	0.00	0.00	0.00
<hr/>				
Assets:	\$61,122.26	\$59,807.05	\$57,154.95	\$54,323.33
Checking Account Balance	7664.11	6895.54	4309.57	7723.75
Savings Account Balance	22892.73	22870.31	22845.38	15975.52
Balance of CD Holdings	30565.42	30041.20	30000.00	30624.06
<hr/>				
Total Assets from Asset Statement	\$61,122.26	\$59,807.05	\$57,154.95	\$54,323.33

**2009-2011**

	<b>2011</b>	<b>2010</b>	<b>2009</b>
Income:	\$15,745.90	\$18,290.54	\$18,038.45
Membership Dues Income	3075.00	3075.00	3375.00
Sponsorship Income	3400.00	4925.00	9150.00
Spring Conference Income	3640.00	3427.02	3312.95
Decentralized Training Income	1600.00	2140.00	0.00
Support Staff Workshop Income	361.00	0.00	0.00
Interest Income	0.52	0.54	0.50

Miscellaneous Income	144.38	1712.98	0.00
High School Counselor Workshop Income	3525.00	3010.00	2200.00
EAC Leadership Development Schol. Income	0.00	0.00	0.00
College Goal Sunday Income	0.00	0.00	0.00
<hr/>			
Expenses:	\$13,538.00	\$11,166.63	\$15,921.56
<hr/>			
Printing and Copying Expense	0.00	25.00	79.95
Executive Board Expense	2695.19	2458.71	3889.45
Spring Conference Expense	2957.00	3479.97	5508.12
Decentralized Training Expense	651.92	646.19	0.00
Support Staff Workshop Expense	1034.97	984.48	1369.11
RMAFSA Conference Expense	1830.46	1480.91	1254.68
RMAFSA Board Meeting Expense	742.88	0.00	103.82
NASFSA Leadership Conference Expense	1686.12	250.00	1462.98
NASFSA Conference Travel Expense	0.00	0.00	0.00
General Postage Expense	44.00	4.90	0.00
High School Counselor Workshop Expense	963.60	1040.11	1430.95
Miscellaneous Expense	298.40	160.00	431.00
EAC Leadership Development Schol. Expense	0.00	0.00	0.00
Activities Committees Expense	633.46	636.36	391.50
College Goal Sunday Expense	0.00	0.00	0.00
<hr/>			
Assets:	\$52,322.54	\$49,694.30	\$42,293.17
<hr/>			
Checking Account Balance	5942.71	8913.47	5066.93
Savings Account Balance	15968.55	10959.49	8446.61
Balance of CD Holdings	30411.28	29821.34	28779.63
<hr/>			
Total Assets from Asset Statement	\$52,322.54	\$49,694.30	\$42,293.17

**2005-2008**

	<b>2008</b>	<b>2007</b>	<b>2006</b>	<b>2005</b>
Income:	\$25,046.13	\$28,325.70	\$30,563.07	\$18,550.50
Membership Dues Income	4275.00	3525.00	3375.00	3675.00
Sponsorship Income	13375.00	16225.00	15150.00	8851.00
Spring Conference Income	4410.00	3039.17	3320.00	0.00
Decentralized Training Income	0.00	0.00	0.00	0.00
Support Staff Workshop Income	0.00	0.00	147.50	815.00
Interest Income	1.23	6.09	8.81	4.50
Miscellaneous Income	186.00	0.00	0.00	0.00
High School Counselor Workshop Income	2310.00	3085.00	2250.00	3705.00
EAC Leadership Development Schol. Income	0.00	1500.00	1500.00	1500.00



College Goal Sunday Income	488.90	945.44	4811.76	0.00
Expenses:	\$18,269.76	\$19,638.16	\$22,210.11	\$22,400.71
Printing and Copying Expense	0.00	0.00	0.00	0.00
Executive Board Expense	2438.59	1920.21	1236.53	1246.98
Spring Conference Expense	6653.28	6421.54	4735.58	6320.53
Decentralized Training Expense	100.00	487.32	677.04	453.95
Support Staff Workshop Expense	789.50	683.55	1117.87	878.09
RMASFAA Conference Expense	1795.12	3146.08	2399.10	1514.00
RMASFAA Board Meeting Expense	284.98	222.68	342.28	1260.41
NASFAA Leadership Conference Expense	2917.19	1109.12	1220.96	2910.07
NASFAA Conference Travel Expense	0.00	0.00	0.00	1894.56
General Postage Expense	82.14	41.00	39.32	37.00
High School Counselor Workshop Expense	1488.31	1679.62	2153.94	3159.91
Miscellaneous Expense	598.73	229.21	156.37	137.27
EAC Leadership Development Schol. Expense	0.00	1800.00	1900.00	500.00
Activities Committees Expense	634.36	793.80	1578.44	2087.94
College Goal Sunday Expense	487.56	1104.03	4652.68	0.00
Assets:	\$39,707.70	\$32,425.72	\$23,513.34	\$14,985.37
Checking Account Balance	3950.04	21173.67	12486.13	4133.17
Savings Account Balance	7435.02	1425.02	1422.83	1421.24
Balance of CD Holdings	28322.64	9827.03	9604.38	9430.96
Total Assets from Asset Statement	\$39,707.70	\$32,425.72	\$23,513.34	\$14,985.37

**SDASF AA Balance Sheet**  
**January 1, 2016 to March 29, 2016**

**BEGINNING BALANCE**

Checking	<u><u>7,664.11</u></u>
----------	------------------------

**INCOME**

Membership Dues	2,100.00
Sponsorship Income	3,250.00
* \$75 credited from 2015 sponsorship (counted in both years)	
Workshop Income	3,350.00
Spring Conference	3,200.00
Support Staff Workshop	0.00
Decentralized Training	0.00
High School Counselor Workshop	150.00
* 2015 H.S.Counselor Workshop (\$150)	
Miscellaneous Income	0.00
<b>TOTAL INCOME</b>	<u><u>8,700.00</u></u>

**EXPENSES**

Workshops	348.51
Spring Conference	0.00
Support Staff Workshop	0.00
Decentralized Training	308.55
*2015 Decentralized Training (\$308.55)	
High School Counselor Workshop	39.96
*2015 H.S. Counselor Workshop (\$39.96)	
Executive Board	0.00
Travel	1,737.72
NASFAA Leadership Conference	1,737.72
RMASFAA Board Meeting	0.00
RMASFAA Conference	0.00
Education Activities	392.32
Review Committee	0.00
Membership Committee	0.00
Committee of Record	0.00
Recognition Committee	392.32
General Postage	0.00
General Printing	0.00
Memorials	100.00
Miscellaneous Expenses	10.00

**TOTAL EXPENSES**

**2,588.55**

**TOTAL TRANSFERS**

**0.00**

Not all 2016 Membership dues have been received. To date, all HSCW income is registration fees from the 2015 workshop.

The bill from AmericInn for meeting space and speaker phone for 2015 Decentralized Training wasn't received until January 2016. Bills for the 2015 HSCW were still coming in after the first of the year. The recognition committee purchased years of service & awards plaques. Two memorials have been sent to date (Sharon Martin's mother & Bill Hay).

**2016 YTD Asset Statement**

**Savings -- Balance Sheet**

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

**CD's -- Balance Sheet**

**CD - US Bank**

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

**Balance Sheet Summary**

Checking Account	\$ 13,775.56
Savings Account	\$ 22,892.73
CD - US Bank	\$ 30,565.42
<b>Total Available Assets</b>	<b><u><u>\$ 67,233.71</u></u></b>