

SDASFAA EXECUTIVE COUNCIL MEETING
Monday, February 27, 2012 - 11:00 AM Central Time
Al's Oasis, Oacoma, SD

Members Present: Kristy O’Kief, President; Becky Pribyl, Treasurer; Starla Russell, Past-President; Mary Anne Whitman, President-Elect; Emily Studenski, Secretary; Cheryl Bullinger, Member at Large 2011 board; Cindy Ostert, Member at Large 2011 Board; Erin Richards Member at Large 2010, Board; Brad Riebel, Associate Member.

Members Absent: Janel Wagner, Member at Large 2010 Board.

Call Meeting to Order: President, Kristy O’Kief called the meeting to order at 11:05am.

Approval of Agenda: Kristy handed out copies of the agenda. Mary Anne made a motion to approve the agenda as presented. It was seconded by Cheryl and the motion passed.

Approval of Minutes from November 8, 2011 Board Meeting: Changes were noted. Erin made a motion to approve the minutes with revisions. Cheryl seconded the motion and the motion passed.

Officer Reports

Secretary Report: No report.

Treasurer Report: Becky presented the current 2011 final balance sheet. We are still waiting on payment from the High School Counselor Workshop. Those schools have been sent an invoice and follow up has been made. Misc income is from Starla at RMAFSA board meeting. SDASFAA paid for hotel but RMAFSA paid us for one night. Becky pointed out changes to membership dues. Becky purchased stamps and may purchase more before the rate is increased, a memorial sent to Deb Henriksen for her father’s death.

There have been no movement in CD’s however we have earned \$106.60 in interest on our Great Plains CD .

Updated Historical Financial Records were presented. Starla noted that Decentralized income and expenses increase in 2010 when SDASFAA started supporting this event. Prior to 2010 the income from this event was funneled back to RMAFSA. This was noted as a new opportunity for income for the Association. HSCW will be discussed later in the agenda

2012 Balance sheet dated January 1, 2012 to February 24, 2012 was presented. Membership dues are down. There are 5 associate members who have not renewed: ELM, 1st Premier. South Dakota State Department of Education and per an email they will not renew, Jeannie Van Dyke Cecil, and National Guard (however they indicated they will be renewing payment). Black Hills Beauty College and Western Dakota have not paid yet. WDT’s check has been requested but has not been processed by the college. Becky has asked the Membership Committee to help with communication in contacting these members that have not renewed. Sponsorship income is expected to increase for 2 more Associate members that have indicated they would like a booth at the spring conference but have not paid yet. Leadership Conference expenses are for Mary Anne to attend the NASFAA Leadership Conference in March 2012. Mary Anne asked why the Association did not have a credit card. It was recommended that Becky check if SDASFAA can get a debit card for SDASFAA to use for expenses. Becky will also check with U.S. Bank to be sure our Association has the best checking account available for us. The only other expenses noted were the meal and mileage for the Review Committee that met in February in Sioux Falls.

Commented [MTR1]: I moved this.

2011 Review Committee – Becky reported that the Review Committee had a question. There was money from the 2010 spring conference that came in, was refunded and then paid again. Can we add a negative amount to show that this money isn't really there? The board decided that it was best to have the Treasurer make a note of what happened, versus making any changes so that anyone looking at this could determine what it was and why things happened the way they happened. The Review Committee feels the Board should vote on each time that SDASFAA pre-pays for someone to attend a conference. There was much discussion concerning if we did not pre-pay, for NASFAA Leadership for example, if an individual could fund a trip like that and wait for SDASFAA to reimburse them for their expenses.

Past-President Report: Starla made note that regarding the budget that all committees have done a good job respecting the Association and our financial situation. Recognition committee will send out an ask for nominations for 2011 SDASFAA awards. They will also work on our 2013 slate of candidates. Membership Information Sub Committee is working on opportunities to increase membership. Strategic planning ad-hoc committee, started fall 2010 will be reported under Old Business. Starla is serving as Summer Institute Faculty member this summer. She is also reviewing our P&P manual and planning to present updates prior to the summer meeting. At this time she will also make sure the manual matches the website. Starla added how much she enjoyed her time as president and thanked all those that helped her.

President-Elect Report: Mary Anne reported that she and Starla have been working on coordinating College Goal SD. She will update on the Spring Conference under Old Business. She is ready for any duties that she may be assigned.

President Report: Kristy has been working to understand the divisions between the committees and how they all work together. Education Committee is not part of Spring conference, it is the Conference Sub-Committee and this seems confusing. She would like to look at the committees and see if there is a better way to break apart the duties that each committee has. Only a small group volunteered for committees and finding people to fill them has been a challenge. She will review the SDASFAA master calendar to be sure things are getting done on time. Kristy posed the question if the Conference Sub Committee sign up should be at the current Spring conference for next year and other committees sign up in the fall? Kristy would like to focus on getting the association to buy into the committees and their goals to get more involvement.

Approval of Officer Reports: Kristy made motion to approve the reports. Cheryl seconded the motion and the motion passed.

Old Business:

2013 SDASFAA Spring Conference Location: The Aberdeen Ramkota has been set for the 2013 SDASFAA Conference, dates are set for 2013 and Mary Anne will get those dates to Kristy. Kristy will try to identify committee members at our 2012 spring conference to help in 2013 planning.

2011 Decentralized Training Recap: Overall evaluations from Decentralized training were positive. Currently there is not a formal committee for planning Decentralized Training and Starla suggested that a committee assignment be a part of the P&P for Decentralized Training.

2011 High School Counselor's Workshops Recap: Overall evaluations from the 2011 High School Counselor's Workshop were positive. One suggestion was that scholarship information and how to find it was handed out to the participants for them to use at their school. 6 schools have yet to pay and have been contacted.

2012 SDASFAA Committee Assignments/Re-alignment: A discussion was started on who is the best person to chair the SDASFAA conference. Starla suggested that may it be a better place for the Past President to chair this

Conference with the President-Elect as Vice Chair. Decentralized training does not currently have a committee for planning. Mary Anne asked if it would help to look at our committees in our P&P and see what every committee is actually responsible for. The Ad Hoc Committee is currently looking at this. At this time Kristy would like a committee or person who would review the SDASFAA website on a regular basis and give any updates to her.

2012 SDASFAA Spring Conference Update: Deb Henriksen is taking care of the Site with the Lodge at Deadwood. Deb has asked for final budget numbers so she can finalize Entertainment and prizes. Kristy is meeting with her Sub Committee to finalize the registration for the conference. The registration fee is \$85. Per day cost will be \$55 to cover meals. Non-Member rate for one day \$130 (includes the membership fee); Late registration fee is \$15 Registration deadline March 16th. A tentative schedule for the conference was presented. Keynote speaker has been set and the final contract will be signed and returned to him. The Lodge at Deadwood is requesting a Credit Contract which Kristy will complete and send this back. Emily made a motion to waive the late registration fee for the 2012 SDASFAA Conference. Cindy seconded the motion, and the motion passed

SDASFAA Website Host & Development Ad Hoc Committee Update: Our website contract with Go Daddy needs to be renewed as it is up in the middle of March. One year cost is \$5.69/month for the website. \$4.99 a month for a 36 month membership. Mary Anne made a motion to approve the 36 month contract with Go Daddy. Cheryl seconded the motion and the motion passed.

March 1st Kristy informed the board via email that the price per month was reduced to \$4.31 a month with a five year renewal. Via email it was approved to renew our Go Daddy contract for five years at a total of \$269.

SDASFAA Strategic Planning Ad Hoc Committee Update: At 2011 spring conference there was an opportunity for the association to review each committee and leave their comments. It also left an opportunity for new committees to be suggested. Strategic Planning Ad Hoc Committee will now look forward to what our committees can be in the future. Corporate Sponsorship structure, Organization chart, where committees fall and should there be any re-alignment will all be discussed. College Goal SD is not under SDASFAA anymore, yet there is a committee for this. This review of how we do business is for the Membership. A special meeting to review the committees and re-organize was suggested.

College Goal Sunday Review: Now called College Goal SD. New materials were developed with Great Lakes and shared with the Board. The new website is up and running with information about the program and locations where events are planned. Schools can apply for a grant to help with costs in hosting a site and to have someone come to their site and put on a FAFSA workshop. Starla and Mary Anne help to organize presenter(s), advertise, and gather materials. Financial responsibilities have been shifted from USF to the YMCA now.

New Business

2012 DRAFT Budget: Kristy distributed and the board reviewed the 2012 SDASFAA Draft Budget.

2012 NASFAA Leadership Conference: Mary Anne will attend this conference in March and will report to the Board at our April meeting. Mary Anne will welcome comments to take to our Senators.

RMASFAA Board Nominations: RMASFAA is seeking nominations from SDASFAA for their board. Members of SDASFAA have been contacted to consider the open positions.

2011 Review Committee Board Report: Becky reported on this during her Treasurer update.

RMASFAA Leadership Pipeline (SDASFAA Scholarship): RMASFAA has recommended a \$500 scholarship to assist with cost involved with the Leadership Pipeline. In the case of more than one scholarship application the

Education Committee will review scholarship applications. Kristy asked for a motion to approve a \$500 scholarship, Cindy made the motion, the motion was seconded by Cheryl and the motion passed.

Proposed Policy and Procedure Discussion: A decision needs to be made on how Decentralized Training is planned and who is responsible. This will be brought into the discussion when all the committees are reviewed and re-evaluated by the Ad Hoc Committee.

Recognition Committee: Starla is reviewing retirement, years of service and award nominations for the 2012 awards ceremony. Nominations will be solicited for the Douglas Steckler and Outstanding Service award. Nominations for Outstanding Service will be sent to the board for approval via email. The Douglas Steckler recipient will be selected from the nominations by the Recognition Committee.

Announcements:

- a. Support Staff workshop will be held in Rapid City fall 2012.
- b. Next meeting will be during the Spring Conference, at The Lodge at Deadwood, at 7am on April 4th.

ADJOURN

Erin made a motion to adjourn the meeting and it was seconded by Mary Anne. No further discussion followed. The motion was passed and Kristy adjourned the meeting at 3:09 PM.

Respectfully submitted,

Emily A. Studenski
Secretary