



**SDASFAA ANNUAL BUSINESS MEETING AGENDA**  
Wednesday, April 5, 2023 – 12:30 PM Mountain Time

**2023 Executive Council Members**

Kristy O’Kief (WDTC) ..... President  
Stephanie Jones (NAU) ..... President-Elect  
Carissa Koerner (USF) ..... Past President  
Tracey Buisker (SDSU) ..... Secretary  
Morgan Stadler (NSU) ..... Treasurer  
Karrie Morgan (USF) and Laura Reed (DSU) ..... Members at Large through 2023  
Hayli De Jong (SDSU) and Sarah Selzler (NSU) ..... Members at Large through 2024  
Carin Carstens (ScholarNet) ..... Associate Member at Large

**2023 Committee Chairs**

Training Committee.....Carissa Koerner (US)    Membership & Records Committee .....Stephanie Jones (NAU)  
2023 Spring Conference Committee.....Kristy O’Kief/Carissa Koerner (USF)    Communications & Website Committee..... Tracey Buisker (SDSU)  
Recognition Committee..... Carissa Koerner (USF)    Review Committee ..... Carin Carstens (ScholarNet)  
Fall Training Committee..... Karrie Morgan (USF)  
and Laura Reed (NSU)

**I. Call Meeting to Order**

Kristy O’Kief called the meeting to order 12:31pm MT.

**II. Approval of Agenda**

No additions were made to the agenda. Ken Kocer motioned to approve and Stephanie Jones seconded.  
Motion carried.

**III. Approval of April 20, 2022 Annual Business Meeting Minutes**

No additions to the previous meeting. Becky Pribyl motioned to approve minutes and Sharon Martin seconded.  
Motion carried.

**IV. Officer Reports**

- a. Past President..... Carissa Koerner  
See attached.
- b. President-Elect ..... Stephanie Jones  
See attached.
- c. President ..... Kristy O’Kief  
See Attached.
- d. Treasurer ..... Morgan Stadler  
In the meantime, conference registration payments are coming in, we are still missing a few membership dues and I will be submitting a payment for our summer institute scholarship winner. Will also be issuing reimbursement for those that were not able to make it to the conference. We have one CD that expires on 4/8/23 that I have been working with the Bank to renew for 19 months. The current interest rate for 19 months is 4.45%. Lastly, I now have a debit card for SDASFAA that we can use for submitting electronic payments going forward.

**SDASFAA**  
 Financial Statement  
 January 1, 2022 - December 31, 2022

**BEGINNING BALANCE**

Checking		<b>8,116.80</b>
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**INCOME**

Membership Dues	2,838.12	
Sponsorship Income	4,469.66	
Workshop Income	8,903.20	
Spring Conference	3,889.44	
Fall Training	1,673.76	
High School Counselor Workshop	3,340.00	
Miscellaneous Income	0.00	

<b>TOTAL INCOME</b>		<b>16,210.98</b>
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**EXPENSES**

Workshops		7,733.60
Spring Conference	6,328.00	
Fall Training	1,405.60	
High School Counselor Workshop	0.00	
Executive Board	650.88	
Travel	1,324.12	
NASFAA Leadership Conference	0.00	
RMASFAA Board Meeting	0.00	
RMASFAA Conference	1,324.12	
Education Activities	1,693.99	
Review Committee	0.00	
Membership and Records Committee	0.00	
Training Committee	700.00	
Recognition Committee	834.34	
Communication and Website Committee	159.65	
General Postage	0.00	
General Printing	0.00	
Memorials	0.00	
Miscellaneous Expenses	45.00	

<b>TOTAL EXPENSES</b>		<b>11,447.59</b>
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<b>TOTAL TRANSFERS</b>		<b>-7,500.00</b>
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Savings		-7,500.00
CD's		

<b>ENDING BALANCE -- Checking</b>		<b>\$5,380.19</b>
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**SDASFAA**  
 Financial Statement  
 January 1, 2023-March 29, 2023

<b>BEGINNING BALANCE</b>			
	Checking		<b>5,380.19</b>
<b>INCOME</b>			
	Membership Dues	2,775.00	
	Sponsorship Income	4,000.00	
	Workshop Income	2,760.00	
	Spring Conference	2,760.00	
	Fall Training	0.00	
	High School Counselor Workshop	0.00	
	Miscellaneous Income	0.00	
<b>TOTAL INCOME</b>			<b>9,535.00</b>
<b>EXPENSES</b>			
	Workshops		620.00
	Spring Conference	620.00	
	Fall Training	0.00	
	High School Counselor Workshop	0.00	
	Executive Board		0.00
	Travel		4,775.48
	NASFAA Leadership Conference	4,775.48	
	RMASFAA Board Meeting	0.00	
	RMASFAA Conference	0.00	
	Education Activities		700.00
	Review Committee	0.00	
	Membership and Records Committee	0.00	
	Training Committee	700.00	
	Recognition Committee	0.00	
	Communication and Website Committe	0.00	
	General Postage		63.00
	General Printing		37.00
	Memorials		0.00
	PayPal Expense		76.21
	Miscellaneous Expenses		0.00
<b>TOTAL EXPENSES</b>			<b>6,271.69</b>
<b>TOTAL TRANSFERS</b>			<b>0.00</b>
	Savings		0.00
	CD's		
<b>ENDING BALANCE -- Checking</b>			<b>\$8,643.50</b>

**SDASFAA  
Asset Statement**

January 1, 2022 - December 31, 2022

**Savings -- Balance Sheet**

Beginning Balance	\$ 15,666.92
Interest Income	\$ 7,501.84
Transferred from CD to savings	
Transferred to new CD	
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Ending Balance	<b>\$ 23,168.76</b>

(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)

**CD's -- Balance Sheet**

**CD ending 3037 - US Bank 59 Month**

Beginning Balance	\$15,819.57
Interest Income	\$ 426.43
Transferred to savings	
	<hr/>
Ending Balance	<b>\$ 16,246.00</b>

(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)

**CD ending 4018 - US Bank 17 Month**

Beginning Balance	\$26,026.14
Interest Income	\$ 39.07
Transfer from savings	
	<hr/>
Ending Balance	<b>\$ 26,065.21</b>

(renewed 12/8/2021, matures 4/8/2023, 17 months, .15%)

**Balance Sheet Summary**

Checking Account	\$ 5,380.19
Savings Account	\$ 23,168.76
CD - US Bank- 59 Months CD ending 3037	\$ 16,246.00
CD - US Bank 17 Month CD ending 4018	\$ 26,065.21
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<b>Total Available Assets</b>	<b><u>\$ 70,860.16</u></b>

**SDASFAA**  
**Asset Statement**  
January 1, 2023-March 29, 2023

<b>Savings -- Balance Sheet</b>	
Beginning Balance	\$ 23,168.76
Interest Income	\$ -
Transferred from CD to savings	
Transferred to new CD	
<b>Ending Balance</b>	<b>\$ 23,168.76</b>
<small>(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)</small>	
<b>CD's -- Balance Sheet</b>	
<b><u>CD ending 3037 - US Bank 59 Month</u></b>	
Beginning Balance	\$16,246.00
Interest Income	\$ -
Transferred to savings	
<b>Ending Balance</b>	<b>\$ 16,246.00</b>
<small>(renewed 4/30/2019, matures 3/31/2024, 59 months, 2.66%)</small>	
<b><u>CD ending 4018 - US Bank 17 Month</u></b>	
Beginning Balance	\$26,065.21
Interest Income	\$ 9.64
Transfer from savings	
<b>Ending Balance</b>	<b>\$ 26,074.85</b>
<small>(renewed 12/8/2021, matures 4/8/2023, 17 months, .15%)</small>	
<b>Balance Sheet Summary</b>	
Checking Account	\$ 8,643.50
Savings Account	\$ 23,168.76
CD - US Bank- 59 Months CD ending 3037	\$ 16,246.00
CD - US Bank 17 Month CD ending 4018	\$ 26,074.85
<b>Total Available Assets</b>	<b>\$ 74,133.11</b>



**V. Old Business - 2022 Committee Reports**

- a. Training Committee..... Carissa Koerner

I was very excited to be chair of the newly formed Training committee for this past year. This committee (going forward) will serve from conference to conference. So my especial thanks to this first group for serving for all of 2022 and the first few months of 2023.

This committee has taken over the duties of the previous High School Counselor Workshop committee. Committee members prepared the presentation for the workshops and organized presenters for each location. Thank you for our volunteers – Becky Pribyl, Marlene Seeklander, Melinda Fedeler, Liz Augustine, Sharon Martin, Stephanie Jones, Mary Alexander, Kristy Ehlebracht, and Micah Hansen.

For the Fall Training conference, the Training Committee organized the NASFAA credential on COA and a Diversity, Equity, and Inclusion session from Fred Osborn with SD Office of Indian Education. For the Spring Conference, we organized the NASFAA credential on Student Eligibility, guest presenters for the Office of Inspector General, a DEI session from Cedric Collinge from SDMT, and a session and panel on conflicting information.

The committee was also responsible for organizing the SDASFAA scholarship for Summer Institute. This is our second year offering this scholarship and we again had many wonderful applications. The committee voted on a winner after a blind review of the applications. I am pleased to announce our winner of this year’s scholarship – Stephen Detlefs!

- b. Recognition Committee ..... Carissa Koerner

The 2022 Recognition Committee solicited nominations for the Douglas Steckler Professional Development Award and Outstanding Service Award last spring. These awards were voted on by the committee members and presented at the 2022 Spring Conference to Beth Vollan and Cathy Mueller. Additionally, we honored SDASFAA volunteers from 2021, presented 14 years of service awards, and honored four members on their retirement: Julie Pier, Laine Halverson, Carol Stevens, and David Martin.

Elections for the SDASFAA 2023 Board were held in early October. The following members were elected: Stephanie Jones, President-Elect, Morgan Stadler, Treasurer, Hayli De Jong and Sarah Selzler, Members-at-large, and Carin Carstens, Associate-member-at-large.

Thank you all so much for your willingness to serve the association.

- c. Committee of Record and Website..... Tracey Buisker

Our members this year are Brenda Wipf, Lindsay Miller, Sharon Martin, Kristy O’Kiefe and Tracey Buisker. I am planning our first meeting to be after the spring conference to work on our first newsletter. In addition, we will be sending out a survey testing the temperature of the organization on additional training and what topics might be of interest.

- d. Membership and Records Committee ..... Kristy O’Kief

Two new associate members have joined SDASFAA this year: PNC Bank and South Dakota Community Foundation. Since Paula Carlson from SDEAF retired and SDCF took over we had them apply as a new member.

- e. Fall Training Committee ..... Morgan Stadler/Sydney Chapman

The 2022 SDSASFAA Fall training was held November 15th and 16th at Arrowhead Resort in Oacoma, SD. Program included NASFAA credential topic of Cost of Attendance and a round table discussion on COA. Other topics included loan repayment, SD Freedom Scholarship, and Support of American Indian Students. There were 27 attendees.

- f. Review Committee ..... Carin Carstens

Committee Members: Carin Carstens, Jill Corbin, Amanda Stirling

The SDSASFAA Review Committee met for the first time on 3/28/2023. We thank the Board of Directors for the opportunity to review the 2023 financials.

We reviewed the following documents from 2022:

- Income & Expense Ledger
- Spring Conference
- Historical Record
- End of year bank printouts

The Review Committee discussed increasing the dues for Associate Members. SDSASFAA is low-cost organization for the Associate Members. Here is a look at what a few other states charge.


- Arkansas – \$100.00
- Iowa - \$95.00
- North Dakota - \$75.00
- Minnesota - \$50.00
- Missouri - \$175.00
- Nebraska - \$200.00

We have not received any documentation to review for 2023.



VI. New Business

a. 2023 Budget Review.....Kristy O’Kief

Budget Items	as of 3-31-2023			
	2023 Actual		2023 Proposed	
	Income	Expenses	Income	Expenses
				
Annual Sponsorships	\$3,500.00		\$4,000.00	
Annual Memberships	\$2,625.00			
Associate members			\$1,425.00	
Institutional members			\$1,200.00	
Tribal Members			\$225.00	
<b>General Operation</b>				
Recognition Committee		\$0.00		\$500.00
Review Committee		\$0.00		\$0.00
Communications & Web Committee		\$0.00		\$500.00
Professional Development Scholships		\$0.00		\$1,100.00
Miscellaneous (memorials, postage, PayPal, etc.)		\$173.33		\$275.00
RMAFSA				
<b>Conference and Workshops</b>				
2023 Spring Conference	\$2,520.00	\$500.00	\$4,000.00	\$7,450.00
2023 Spring Conference-President's expenses as needed			\$0.00	\$500.00
2023 Fall Training			\$1,500.00	\$1,500.00
HS Counselor Workshop			\$3,000.00	\$0.00
<b>Travel</b>				
NASFAA Leadership				
	President Elect	\$2,386.94		\$2,500.00
	Treasurer	\$2,388.54		\$2,500.00
RMAFSA Conference				
	President	\$0.00		\$2,500.00
	President Elect	\$0.00		\$2,500.00
SDASFAA Board Meetings				
	February	\$0.00		\$0.00
	April	\$0.00		\$750.00
	July	\$0.00		\$0.00
	November	\$0.00		\$150.00
<b>Total</b>	<b>\$8,645.00</b>	<b>\$5,448.81</b>	<b>\$15,350.00</b>	<b>\$22,725.00</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.				

b. 2024 SDASFAA Spring Conference .....Kristy O’Kief

Narrowing a location down in Sioux Falls for the 2024 Spring Conference. I am hoping I can get one of the following dates: April 9-11; April 16-18 or April 23-25.

c. SDASFAA Committee ..... Kristy O’Kief

Trying to get more institutions/members involved and spread out the committee responsibilities. Kristy is working to take some of the responsibilities to chair committees and conferences off of the Past-President, President and President-Elects plates making those roles on the board less daunting.

d. Constitution Updates ..... Kristy O’Kief

Recommendations for changes to the constitution

- 1. Article III - Section I –Institutional Members
  - a. Updated it’s to it
- 2. Article II - Section II –Associate members
  - a. Updated 2<sup>nd</sup> paragraph to include additional duties Associate member can hold
- 3. Article III - Section III –Dues
  - a. Annual dues for institution and associate members shall be recommended by the Executive Council and approved by a majority of the institutional **voting** members. (recommend to add “voting”)
- 4. Article V -Section V—The Treasurer
  - a. Recommend moving “Shall prepare an annual budget in consultation with Executive Council” to Section II - - President-Elect (see section II- The President-Elect)
- 5. Article VIII – Standing Committees
  - a. Updated Committee of Records to Membership and Records Committee
  - b. Added Section V- Additional Committees
- 6. Article IX Quorum
  - a. A majority of institutional **voting** members shall constitute a quorum at any regularly announced meeting of the Association.
    - 1. added “voting”
    - 2. Added wording about voting member being present or virtual.

Discussion:

Section II – Associate members will not be included in the vote for now. It will be re-worded and be voted on at another time. Kristy will send out an email for members to vote on the other changes.

e. 2024 RMASFAA Conference Updates/Volunteers ..... Carin Carstens

Micah talked through Different volunteers we will need and possible activities. He talked about busing everyone up to Mt. Rushmore again and having supper. That is a large expense though and was unsure if it would fit in our budget.

f. Other

## VII. Announcements

- a. RMASFAA Summer Institute: June 12-16, 2022, at Wichita State University, Wichita, KS
- b. RMASFAA Conference: October 9-12, 2022, in Salt Lake City, UT
- c. SDASFAA Fall Training TBA

## VIII. Adjourn

Motion to adjourn was made by Stephanie Jones and Karrie Morgan seconded. Motion carried – meeting adjourned at 1:11pm MT.

### Past-President Report

**Carissa Koerner**

#### **SDASFAA Annual Business Meeting – 4/5/23**

After two years as SDASFAA president, I was quite excited to move into the role of Past-President for the 2022 year. I will admit that it was a bit of a blow when Amber Brockel made the decision to take her career out to Seattle at the end of May. I want to really thank my colleague Kristy, who never expected to have to take on all these extra duties. It has been a privilege to work with her this year as we navigated these changes and took on extra duties. I am (again) honored to take on the role of Past-President for 2023 and I look forward to a great year for SDASFAA. Thank-you always for your encouragement and support.

### President Report

**Kristy O’Kief**

#### **SDASFAA Annual Business Meeting – 4/5/23**

The following are things that I have been working on since the start of the new year.

Two new associate members have joined SDASFAA this year: PNC Bank and South Dakota Community Foundation. Since Paula Carlson from SDEAF retired and SDCF took over we had them apply as a new member.

2023 Committees:

I created a document with the Committee descriptions along with creating a Volunteer Google form. I believe I had a great success with our membership with 15 members utilizing this form. One of my goals is to have members that are not on the board step up into the role of Chair/Co-chair with a board member on the committee so they can report to the Executive Council at the board meeting. This did not happen this year but I am hopeful for future years that we can get this going. Both the descriptions and the form are located at the following website:

<https://sdasfaa.org/committees.cfm>

Total of 26 members have been assigned to committees from the following institutions:

BHSU	2		SD SM&T	2
DSU	3		SDSU	5
LATC	3		USF	3
NAU	1		USD	1
NSU	3		WDTC	2
ScholarNet	1			

2023 Spring Conference committee:

- Committee Members: Kristy O’Kief Co-Chair, Carissa Koerner Co-Chair, Ken Kocer, Cathy Mueller, Hayli De Jong; Sharon Martin, Morgan Stadler, Liz Augustine
- April 4-6 at the Rushmore Hotel & Suites, Rapid City
- Due to food prices the conference registration fee was set at \$120 for members and \$195 for non-members
- Registration as of 3-21-23 was 43
- Hope all are enjoying the conference so far

Website:

I have been working on getting the website updated and am hoping to utilize some of the committee members on the Communication and Website to assist in reviewing the webpages to make sure we have the most up to date information. I would also like to train a member to help with making web updates.

RMASFAA:

State Swap: South Dakota has been assigned to go to Colorado 5-3 to 5-5 in Steamboat Spring, CO. Carissa Koerner has volunteered to attend this conference on behalf of SDAFSA.

Things I will be working on:

Narrowing a location down in Sioux Falls for the 2024 Spring Conference. I am hoping I can get one of the following dates: April 9-11; April 16-18 or April 23-25.

### **President-Elect Report**

**Stephanie Jones**

### **SDASFAA Annual Business Meeting – 4/5/23**

As President-Elect, my current duties are as follows:

Chair the Membership & Records Committee - We have received two applications for Associate Members. Kristy presented the applications and conducted the email voting process for both applications. PNC Bank and SD Community Foundation were approved to join SDASFAA as Associate Members.

Vice-Chair 2024 Spring Conference Committee – No updates at this time.