



SDASFAA ANNUAL BUSINESS MEETING AGENDA
Wednesday, April 17, 2024 – 12:00 PM Central Time

2024 Executive Council Members

Sydney Chapman (SDSU) President
Tracey Buisker (SDSU) President-Elect
Kristy O’Kief (WDTC) Past President
Kim Nida (SDSMT) Secretary
Morgan Stadler (NSU) Treasurer
Hayli De Jong (SDSU) and Sarah Selzler (NSU) Members at Large through 2024
Stephen Detlefs (BHSU) and Elizabeth Augustine(SDSU) Members at Large through 2025
Carin Carstens (ScholarNet) Associate Member at Large

2024 Committee Chairs

Training Committee Becky Pribyl, NSU Membership & Records Committee Tracey Buisker (SDSU)
2025 Spring Conference Committee Sydney Chapman (SDSU) Communications & Website Committee Kim Nida (SDSMT)
Recognition Committee Kristy O’Kief (WDTC) Review Committee Carin Carstens (ScholarNet)

- I. **Call Meeting to Order** Meeting was called to order by president Sydney Chapman at 12:05pm CT. A quorum was verified by Kim Nida, secretary.
- II. **Approval of Agenda** – New business item was added by Tracey Buisker. Beth Vollan motioned to approve amended agenda, second by Sharon Martin. Motion carried.
- III. **Approval of April 5, 2023 Annual Business Meeting Minutes** – These minutes were sent via email & are available online. No corrections needed. Minutes were approved (no vote required).

IV. Officer Reports

- a. Past President Kristy O’Kief
 - b. President-Elect Tracey Buisker
 - c. President Sydney Chapman
 - d. Treasurer Morgan Stadler
- See attached reports

Motion to approve officer reports by Becky Pribyl, second by Erin Richards. Motion carried.

V. Old Business - 2023 Committee Reports

- a. Training Committee Carissa Koerner
 - b. Recognition Committee Carissa Koerner
 - c. Communication and Website committee Tracey Buisker
 - d. Membership and Records Committee Kristy O’Kief
 - e. Fall Training Committee Karrie Morgan/Laura Reed
 - f. Review Committee Carin Carstens
- See attached reports

VI. New Business

- a. 2024 Budget Review Sydney Chapman
The 2024 budget was reviewed at the November board meeting and approved via email in January.
- b. 2024 RMAFAA Conference Updates Micah Hansen
Carin Carstens & Mary Alexander are co-chairs with Micah Hansen. Provided details on Mt Rushmore; meetings will be held today (Wednesday, April 17, to start planning; be thinking of trainers/presenters; NASFAA president & chair will attend; registration live after Summer Institute (early June).

- c. SDASFAA Website.....Kristy O’Kief
Mapping Your Future host of website – changed companies so transitioned our website – Kristy O’Kief is learning WordPress to make updates, but needs another person trained to make updates (Cathy Mueller is always available, too)
- d. 2025 Board NominationsKristy O’Kief
If interested, contact your voting member or contact Kristy O’Kief.
- e. Files at DSU.....Tracey Buisker
2024 membership comm chair – 4 boxes of documents/paperwork housed at dsu-what to do with it? Pictures, too. storage-flash drive, google docs – kim will go through initially, sort, then take to spring conf 2025 for group to review.

VII. Announcements

- a. RMAFSA Summer Institute: June 2-6, 2024, at Wichita State University, Wichita, KS
- b. NASFAA – Milwaukee, WI – June 16-19, 2024
- c. RMAFSA Conference: October 20-23, 2024, in Rapid City, SD

VIII. Adjourn

Adjourned at 12:48

Quorum – Beth Vollan (SDSU), Becky Pribyl (NSU), Erin Richards (SDM), Karrie Morgan (USF), Sharon Martin (WDTTC), Tirzah Knight (BHSU), Mary Alexander (DWU), Morgan Huber (MTC), Micah Hansen (STC)

Past President Report

Kristy O’Kief

- Since our last Business Meeting, I updated the Constitution with the changes the institutional voting members approved.
- We also had a change in the President-Elect position with Stephanie Jones resigning and Sydney Chapman graciously agreed to step into this role.
- I made recommendations to the policy and procedures for the travel policy which the board provide feedback on. The updates are now online.
- I have worked with an amazing 2024 Spring conference committee to put on this successful event.
- I will also be reaching out to the institutional voting members to provide names for the following 2025 board member positions so put your thinking caps on. My goal is to have the ballot ready to go by end of June:
 - President-elect (3-year commitment)
 - 2 Member at larges (2- year commitment)
 - Associate member at large (2-year commitment)

President-Elect Report

Tracey Buisker

As president-elect, I had the opportunity to travel to Washington, D.C. in February and represent SDASFAA at the NASFAA Leadership & Legislative Conference & Expo. I participated in the Association Leadership Pathway, and the sessions were great! Topics included *Navigating Nonprofit Governance*, *Mastering the Art of Running Effective Board Meetings* and *Navigating Financial Management and Fiscal Responsibility in Associations* to name a few. At the end of the conference, I had the opportunity to participate in the Hill Visit to meet with staff from our Senators’ and Representative’s offices.

In addition, last week I traveled to Salt Lake City, UT to participate in the State Swap program provided by RMASFAA. While there I had the opportunity to attend their state conference, present on Federal Tax Information and attend their board meeting. It was a great conference and I enjoyed seeing how another state puts together their state conference.

Presidents Report

Sydney Chapman

I want to thank the association for the opportunity to serve as your president. I started my tenure as president elect a bit late, in July 2023, after the position was left unexpectedly vacant. I certainly missed some of the duties of president-elect prior to that time but have tried to get up to speed and be of service to the association as much as I can in assuming my role.

My first assignment was to attend the RMASFAA Conference and represent SDASFAA on the RMASFAA incoming board in October in Fort Collins, CO. This was my first RMASFAA conference and was a really wonderful experience getting to interact with members across the region and to learn all about being a member of the board.

In January I completed the committee assignments for 2024. I was blown away by our volunteerism this year as I had no issues filling and even exceeding minimums with many members eager to join committees. I want to say a big “thank you” to everyone for any efforts that contributed to this whether you volunteered or encouraged your coworkers and staff to volunteer, it is all deeply appreciated. Due to the RMASFAA conference being held in South Dakota in October, we will not have a Fall Training this year. We instead have had many members volunteer to serve on the RMASFAA planning committee!

I have been serving on the 2023 spring conference committee to help plan this event. We didn’t know the event would land right at peak processing time with finally getting 2024-2025 FAFSAs so we are really thrilled to see a good turn out for this event and hope everyone is enjoying it so far.

I represented SDASFAA at the RMASFAA board meeting in February in Omaha, NE. We are really lucky to have our RMASFAA President Elect Justin Chase Brown join us at our SDASFAA conference this year and are grateful for his willingness to provide us with some special sessions updating on RMASFAA, Creating an Ecology of Validation for Students, and sitting on our FAFSA Simplification Panel. We also have Crystal Morris attending as part of our RMASFAA State Swap program from Montana, thank you for attending Crystal!

Our 2024 SDASFAA board met in March, after postponing due to illness, and again yesterday. I am so grateful to our board this year, thank you all for your service! The board has been discussing options for the 2025 Spring conference. Since SDASFAA spring conference was held for two years in a row in 2023 and 2022, in Rapid City, and since we will also have our RMASFAA Annual Conference in Rapid City in October, we have decided to hold our 2025 spring conference in Sioux Falls for a second year. We are ready to sign a contract for this same location, the Holiday Inn City Centre, for April 29th to May 1st 2025. Our hope is that the later date will deter any weather-related issues that we have had in the past. We hope to see you all here again next year.

Thank you all again for the opportunity to serve as your president!

SDASFAA
 Financial Statement
 January 1, 2024 - April 11, 2024

BEGINNING BALANCE				
	Checking			3,552.58
INCOME				
	Membership Dues		2,400.00	
	Sponsorship Income		3,200.00	
	Workshop Income		3,000.00	
	Spring Conference	3,000.00		
	Fall Training	0.00		
	High School Counselor Workshop	0.00		
	Miscellaneous Income		0.00	
TOTAL INCOME				8,600.00
EXPENSES				
	Workshops		500.00	
	Spring Conference	500.00		
	Fall Training	0.00		
	Executive Board		0.00	
	Travel		3,013.56	
	NASFAA Leadership Conference	3,013.56		
	RMASFAA Board Meeting	0.00		
	RMASFAA Conference	0.00		
	Education Activities		969.82	
	Membership and Records Committee	0.00		
	Training Committee	800.00		
	Recognition Committee	0.00		
	Communication and Website Committee	169.82		
	PayPal Expense		71.04	
	Miscellaneous Expenses		0.00	
TOTAL EXPENSES				4,554.42
TOTAL TRANSFERS				0.00
	Savings		0.00	
	CD's			
ENDING BALANCE -- Checking				\$7,598.16

SDASFAA
Asset Statement

January 1, 2024-April 11, 2024

Savings -- Balance Sheet	
Beginning Balance	\$ 21,176.68
Interest Income	\$ 2.63
Transferred from checkings to savings	
Transferred from CD to savings	
Transferred to new CD	
Transferred from savings to checking	\$ -
Ending Balance	\$ 21,179.31
<small>(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)</small>	
CD's -- Balance Sheet	
<u>CD ending 3037 - US Bank 59 Month</u>	
Beginning Balance	\$16,683.93
Interest Income	\$ 413.26
Transferred to savings	
Ending Balance	\$17,097.19
<small>(renewed 3/31/2024, 7 months at 4.55%; Matures October 31,2024)</small>	
<u>CD ending 4018 - US Bank 17 Month</u>	
Beginning Balance	\$26,847.60
Interest Income	\$ 392.32
Transfer from savings	
Ending Balance	\$27,239.92
<small>(renewed 4/10/2023, matures 11/8/2024, 17 months, 4.45%)</small>	
Balance Sheet Summary	
Checking Account	\$ 7,598.16
Savings Account	\$ 21,179.31
CD - US Bank- 59 Months CD ending 3037	\$17,097.19
CD - US Bank 17 Month CD ending 4018	\$27,239.92
Total Available Assets	\$ 73,114.58

23-24 Training Committee

Carisa Koerner

This year's training committee included myself as chair with Becky Pribyl, Sarah Selzler, Kim Nida, Liz Augustine, and Marlene Seeklander (for a few months).

Our activities this year included hosting 2 Zoom discussions in June and July about FAFSA Simplification; High School Counselor Workshops in September; training sessions for Fall Conference in November, training sessions for Spring Conference, and the Summer Institute Scholarship.

The presentation for High School Counselor Workshop required a lot of updates this year! A huge thanks to the committee for their help with that. Workshops were held September 6-14th with 171 attendees overall. Thank-you to our volunteers who presented – Becky Pribyl, Kayla Bossly, Carrie Jordanger, Melinda Fedeler, Liz Augustine, Erin Richards, Sharon Martin, Morgan Huber, Karrie Morgan, and Emily Studenski.

The committee was also asked to formalize our agreement with CCASD (Council on College Admission in SD). A statement was submitted to the board to be approved at the April Board meeting.

For the Fall Training conference, the Training Committee decided to forgo a NASFAA credential this year and instead provided a training session on the new Pell Grant and SAI calculations, a session on reporting Farm/Business assets, and a panel on FAFSA implementation. Our Diversity, Equity, and Inclusion session was a panel on Generational Differences in the Workplace. For the Spring Conference, we organized the NASFAA credential on Professional Judgement, a DEI session from Sioux Falls Homeless Liaisons, a virtual session from NASFAA president, Helen Faith, and a round-table and panel discussion.

The SDASFAA scholarship for Summer Institute opened back in January. We had four applications this year and the winner was again chosen after a blind review of the applications. I am pleased to announce our winner of this year's scholarship – Sydney Berens!

2023 Recognition Committee

Carisa 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 2023 Spring Conference to Hayli DeJong and Carissa Koerner. Additionally, we honored SDASFAA volunteers from 2022, presented 8 years of service awards, and honored five members on their retirement: Ken Kocer, Carmen Neugebauer, Marlene Seeklander, Paula Carlson, and Brad Riebel.

Elections for the SDASFAA 2024 Board were held in August. The following members were elected: Tracey Buisker, President-Elect, Kim Nida, Secretary, and Liz Augustine and Stephen Detlefs, Members-at-large.

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

2023 Communication and Website Committee Report

Tracey Buisker

Members: Brenda Wipf, Alyssa Blake, Lindsay Miller, Sharon Martin and Kristy O'Kief

In 2023 we sent out 3 newsletters, one in May, August and November. Thank you to everyone that contributed articles, gave us quotes to use and the association members for allowing us to spotlight them. Thank you to Kristy O'Kief for monitoring the listserv and updating the website and calendar.

We surveyed the membership to gauge the interest in having a Zoom session to have a round table on any relevant topics. We did not get much of a response or interest, so we did not host one this year.

Again, thank you to the other committee members, I enjoyed collaborating on the newsletters with you all.

2023 Membership and Records Committee

Kristy O’Kief

I don’t have a lot to report on this committee since I took over as chair in June. The committee worked on developing a Welcome email to our new Director of Financial Aid at LATC, MMU, and BSHU. I sent them the email on September 8th.

Fall Training Committee

Karrie Morgan

We had 34 registered attendees for the fall conference in Chamberlain on the afternoon of November 14th and morning of the 15th. Topics covered FAFSA simplification, a PACE Palette Training and Generational Differences in the Workplace. The weather was nice, so we had no travel difficulties and we enjoyed a successful conference.

2023 Review Committee

Carin Carstens

Committee Members: Carin Carstens, Becky Pribyl, Derek Moeller

The SDASFAA Review Committee thanks the Board of Directors and the treasurer for the opportunity to review the 2023 financials and respectfully submits this report.

Report on 2023 Financial Review

In reviewing the SDASFAA Policy, we don’t see it listed anywhere that a refund will be given if you are not able to attend the conference due to weather conditions. We would like to know how the decision was made to refund attendees in full that were not able to make it. **Follow-up with Kristy.**

We would like to see consistency on each tab in regards to the dues received from Paypal. We don’t know who the payment is from. On the Membership Income tab on line 4 and 7, it says dues paid via Paypal. Can we list who that is from? – **Morgan has been doing this already for this year. This will be cleared up.**

We recommend simplifying the spreadsheet and removing the tabs that we are not using. Example: Support Staff Workshop Income, Review Committee Expense, etc... The spreadsheet is very confusing to someone looking at this for the first time or someone who hasn’t been the Treasurer. We’d also recommend combining some of the tabs. One example would be combining Income SP and Income SC. **Morgan has already removed the Support tab, Review Committee Expense, High School Workshop expense and will combine Income SP and Income SC. Morgan appreciates the committees recommendation and is glad to start cleaning this up. She has added a tab at the end called “retired” so we can always see what we used to have.**

We feel that SDASFAA could save money by not giving out speaker gifts or gifts to the vendors at each conference. A simple thank you goes a long way. **This is a recommendation we have but are open for discussion.**

We would like to know when SDASFAA started using a debit card and who has access to it. **Morgan received a business debit card when she started in 2023. The board decided on this.**

We recommend listing on each spreadsheet who SDASFAA pays to send to NASFAA Leadership and RMASFAA. Example: President attends, Treasure attends every 3 years, Vice-President attends. We talked about possibly having a NASFAA

tab and a RMASFAA tab and all expenses fall under one of those categories. **Morgan will look into this in the near future.**

We believe that RMASFAA covers the expenses of the SDASFAA President to attend the RMASFAA Board meeting. We'd recommend removing this tab if that is the case. **Morgan will look into this in the near future.**

We recommend saving money on some awards and the years of service awards. The President could continue receiving an award and retirees. Possibly giving the retirees an option to receive a plaque or something else. **This is a recommendation we have but are open for discussion.**

We recommend saving money by not using Zoom. Is it possible to use Teams or another platform that doesn't cost anything. **This is a recommendation we have but are open for discussion.**

We feel that we could remove the Expense Stamps, Printing, Memorials and include that on Expense Misc tab. The purchase of check blanks could also go under Misc. **Morgan has completed this.**

We are wondering why the Paypal Fees are different each month. We are assuming it's a percentage and would like that percentage explained on the tab. **Morgan has completed. This is a 1.99% fee plus .49 cents per transaction.**

On the Checking tab. Line 67 and 76. This should be listed as Paypal Expense, not Misc Expense. **Morgan updated these lines.**

The date on the Financial Statement and the Asset Statement is 1/1/2023-11/9/2023. Does this need to be updated to 12/31/2023? **Morgan updated these lines.**

On the Financial Statement, we recommend deleting anything with a 0.00. This would clean up the statement and allow everything to fit on one page. **Morgan has started this. It will be cleaned up shortly.**

On the Savings tab, the first date is 1/1/2022. We believe this is supposed to be 1/1/2023. **Morgan has updated this.**

Our final thoughts. We recommend at least 1 board member or a former Treasurer be on this committee. **Morgan is more than happy to be on this committee. In the past, the treasurer did attend these meetings but haven't in the past couple of years.**