



SDASFAA EXECUTIVE COUNCIL MEETING MINUTES - FINAL  
Thursday, February 19, 2026 – 11-1 pm MST/12-2 pm CST  
Conference Call

**Executive Council Members**

Tirzah Knight (BHSU) ..... President  
Kim Nida (SDSMT) ..... President-Elect  
Tracey Buisker (SDSU) ..... Past President  
Sydney Chapman (SDSU) ..... Secretary  
Shyan Smith (SDSU) ..... Treasurer  
Mary Alexandar (DWU) and Mindy Haerer (NAU) ..... Members at Large through 2026  
Stephanie Frank (SDSU) and Carissa Koerner (USF) ..... Members at Large through 2027  
Sara Edwards (Citizens Bank) ..... Associate Member at Large

**I. Call Meeting to Order – 11:02 MT (12:02 CT)**

**II. Approval of Agenda and Consent Agenda – Tracey Motions to approve, Carissa seconds – all aye**

- a. Past-President ..... Tracey Buisker
- b. President-Elect ..... Kim Nida
- c. President ..... Tirzah Knight

**III. Approval of November 18, 2025 Executive Council Meeting Minutes - Mindy motions to approve, Mary seconds – all aye**

**IV. Officer Report**

- a. Treasurer ..... Shyan Smith  
Both CDs approved and renewed, one at 3.10% for 5 months and the other for 3.35% for 5 months. As of yesterday we are missing 6 institutional dues and 8 associate dues (one institutional has been received since). Morgan is chairing membership and records committee so she is reaching out to members. Asset and financial statements are attached. Sara will reach out to the associate members.

**V. Old Business**

- a. Quick Books ..... Tracey Buisker  
We have an account set up now and we are slowly working to move everything to that. There are a lot of features we will be figuring out as time and needs allow. We also set up a new email address in order to have this set up and we should use this new email address in the future for setting up any accounts. sdasfaa92970@gmail.com is the new email address.
- b. Board Welcome Document ..... Sydney Chapman  
Ready to go. Will add to the website.
- c. Reserve Amount ..... Tracey Buisker  
At our last board meeting we approved a reserve amount of \$22,000 and that update has been added to the P&P and will be updated on the website. We want to discuss further how we go about approving spending of additional funds. Considering including travel expenses in the summer institute. Who needs to approve the additional spending. Proposed that we add to the P&P that the president can include additional scholarships in their budget at the start of the year then the board will vote on it as part of the budget approval. Discussion of whether we should add a cap to allowance for food and travel. Proposal that meals will be reimbursed up to the federal reimbursement rate but receipts will be submitted. We can update the application now to state that travel will be covered then we can work with the recipients one on one to assist the travel. We can say that we will provide travel up to \$1000 and beyond that only with documentation and approval. The board and the training committee can work together to discuss if we want to approve additional scholarships for example if there are only 3 applicants, could we approve all 3.

**VI. New Business**

- a. Combining CDs ..... Shyan Smith  
US Bank rep wondered why we have two CDs that mature at very close times. Carissa clarified that we always had them expire at alternating dates to ensure we had funds available if needed as at that time the CD terms were much longer (3 to 5 years). We will consider combining the CDs to one based on the US bank representative's consideration. They will renew again in June so Shyan will check with the rep and we can revisit at our next meeting.

**VII. Committee Activity from Liaisons**

- a. Training Committee ..... Carissa Koerner
- b. Communication/Website ..... Sydney Chapman
- c. Membership and Records ..... Tirzah Knight
- d. 2026 Spring Conference..... Tracey Buisker
- f. Review Committee ..... Sara Edwards

Additional note from Tracey. She is going to send some visuals and information out to the membership so that they can review and be prepared to discuss and vote at the spring conference.

Next board meeting will be Tuesday April 28<sup>th</sup> in the morning at the spring conference in Deadwood.

**VIII. Announcements**

- a. FSA In-Person Training Conference – March 4-6, 2026 – Washington, D.C.
- b. SDASFAA Spring Conference – April 28-30, 2026 – Deadwood
- c. NASFAA National Conference – June 29-July 2, 2026 – National Harbor, MD
- d. RMASFAA Fall Conference – October 11-14, 2026 – Fargo, ND

**IX. Adjourn** – Carissa moves to adjourn, Mindy seconds – all aye. Meeting Ajourned 12:45pm CST.



## Board Meeting Report

**Report:**

Past President

**Submitted By:**

Tracey Buisker

**Meeting Date:**

2/19/26

### Updates/Activities Since Last Meeting:

My time has been filled with preparing for the 2026 Spring Conference being held in Deadwood in April. Our agenda is almost final and we are working on some fun things to do throughout the conference.

Right now things are on track. The hotel block is held until 3/6/26, so we will be sending out reminders as that date approaches.

Also, I am preparing to send out a request for nominations for our yearly awards.

### Items for Board Meeting Agenda:

N/A



## Board Meeting Report

**Report:**

President

**Submitted By:**

Tirzah Knight

**Meeting Date:**

2/19/2026

### Updates/Activities Since Last Meeting:

The beginning of 2026 has been busy!

**Committee Assignments:** I'm happy to announce that all committees have been assigned. Thank you to our volunteers and to those willing to serve as committee chairs.

**2026 Budget:** The 2026 budget was approved via email vote.

**Website:** Kristy OKief has updated the website with the current Executive Council. Thank you, Kristy, for your great work!

**RMASFAA Board Meeting:** The winter board meeting was held virtually. A major highlight was approving a balanced budget for the first time in quite a while.

**RMASFAA State Swap:** Sydney Chapman has agreed to attend the Nebraska conference. We will welcome a representative from Kansas at our Spring Conference.

### Items for Board Meeting Agenda:



## Board Meeting Report

**Report:**

President-Elect

**Submitted By:**

Kim Nida

**Meeting Date:**

February 19, 2026

**Updates/Activities Since Last Meeting:**

I am honored to have the opportunity to serve SDASFAA for the next 3 years. Thank you to everyone who encouraged me to say yes!

**Items for Board Meeting Agenda:**

I did not attend the NASFAA Leadership Conference in DC.



Report:

Treasurer

Submitted By:

Shyan Smith

Meeting Date:

2/19/2026

### Updates/Activities Since Last Meeting:

As of 2/18/2026

- Both CDs were renewed at the following months/rates:

3037 renewed at 3.10% for 5 months

4018 renewed at 3.35% for 5 months

- As of 2/18/2026, we are missing 6 institutional dues and 8 associate dues. I plan to contact all outstanding members this week.

- We have signed up to begin using QuickBooks to track payments.

-Attached are the Financial & Asset Statements as of 2/18/2026.

### Items for Board Meeting Agenda:

-Our representative from US Bank asked if we would be interested in combining our two CDs. He ran the numbers and confirmed that the interest would accrue the same whether we keep them as two separate accounts or merge them into one. I am not entirely sure why we originally opened two, but it may be worth considering a consolidation since they have different maturity dates and managing a single account could be simpler.

**SDASFAA**  
**Asset Statement**  
January 1, 2026-February 18, 2026

| <b>Savings -- Balance Sheet</b>  |  |                     |
|--|--|---------------------|
| Beginning Balance  |  | \$ 19,197.60        |
| Interest Income  |  | \$ -                |
| Transferred from checkings to savings  |  |                     |
| Transferred from CD to savings   |  |                     |
| Transferred to new CD  |  |                     |
| Transferred from savings to checking   |  | \$ -                |
| <b>Ending Balance</b>  |  | <b>\$ 19,197.60</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 5 Month</u></b>                                   |  |                     |
| Beginning Balance  |  | \$ 18,381.37        |
| Interest Income  |  | \$ 61.30            |
| Transferred to savings   |  |                     |
| <b>Ending Balance</b>  |  | <b>\$ 18,442.67</b> |
| <small>(renewed 1/31/2026, matures 6/30/2026, 5 months, 3.10%)</small>           |  |                     |
| <b><u>CD ending 4018 - US Bank 5 Month</u></b>                                   |  |                     |
| Beginning Balance  |  | \$ 29,124.76        |
| Interest Income  |  | \$ 175.65           |
| Transfer from savings  |  |                     |
| <b>Ending Balance</b>  |  | <b>\$ 29,300.41</b> |
| <small>(renewed 2/8/2026, matures 7/8/2026, 5 months, 3.35%)</small>             |  |                     |
| <b>Balance Sheet Summary</b>   |  |                     |
| Checking Account   |  | \$ 5,591.58         |
| Savings Account  |  | \$ 19,197.60        |
| CD - US Bank- 59 Months CD ending 3037   |  | \$ 18,442.67        |
| CD - US Bank 17 Month CD ending 4018   |  | \$ 29,300.41        |
| <b>Total Available Assets</b>  |  | <b>\$ 72,532.26</b> |

**SDASFAA**  
 Financial Statement  
 January 1, 2026-February 18, 2026

|                                   |                                     |          |          |                   |
|-----------------------------------|-------------------------------------|----------|----------|-------------------|
| <b>BEGINNING BALANCE</b>          |                                     |          |          |                   |
|                                   | Checking                            |          |          | 3,125.05          |
| <b>INCOME</b>                     |                                     |          |          |                   |
|                                   | Membership Dues                     |          | 1,500.00 |                   |
|                                   | Sponsorship Income                  |          | 2,200.00 |                   |
|                                   | Workshop Income                     |          | 0.00     |                   |
|                                   | Spring Conference                   | 0.00     |          |                   |
|                                   | Fall Training                       | 0.00     |          |                   |
|                                   | High School Counselor Workshop      | 0.00     |          |                   |
|                                   | Miscellaneous Income                |          | 0.00     |                   |
| <b>TOTAL INCOME</b>               |                                     |          |          | <b>3,700.00</b>   |
| <b>EXPENSES</b>                   |                                     |          |          |                   |
|                                   | Workshops                           |          | 0.00     |                   |
|                                   | Spring Conference                   | 0.00     |          |                   |
|                                   | Fall Training                       | 0.00     |          |                   |
|                                   | Executive Board                     |          | 0.00     |                   |
|                                   | Travel                              |          | 1,138.60 |                   |
|                                   | NASFAA Leadership Conference        | 1,138.60 |          |                   |
|                                   | RMASFAA Board Meeting               | 0.00     |          |                   |
|                                   | RMASFAA Conference                  | 0.00     |          |                   |
|                                   | Education Activities                |          | 0.00     |                   |
|                                   | Membership and Records Committee    | 0.00     |          |                   |
|                                   | Training Committee                  | 0.00     |          |                   |
|                                   | Recognition Committee               | 0.00     |          |                   |
|                                   | Communication and Website Committee | 0.00     |          |                   |
|                                   | PayPal Expense                      |          | 39.75    |                   |
|                                   | Miscellaneous Expenses              |          | 55.12    |                   |
| <b>TOTAL EXPENSES</b>             |                                     |          |          | <b>1,233.47</b>   |
| <b>TOTAL TRANSFERS</b>            |                                     |          |          | <b>0.00</b>       |
|                                   | Savings to Checking                 |          | 0.00     |                   |
|                                   | CD's                                |          |          |                   |
| <b>ENDING BALANCE -- Checking</b> |                                     |          |          | <b>\$5,591.58</b> |

## **February 2026**

### **SDASFAA Training Committee Report**

#### **RMAFSA's 2026 Summer Institute Scholarship**

The Committee is scholarship application for the RMAFSA 2026 Summer Institute, which will be sent out in February or early March.

#### **Fall Training**

The committee worked with other SDASFAA committees to arrange a virtual presentation from NASFAA on the budget reconciliation law, worked with the treasurer to order materials the two trainers for the NASFAA credentialing session, and confirm a speaker for the DEI presentation.

#### **Spring Conference**

In conjunction with the Spring Conference committee, the Training committee is currently planning sessions on health/nutrition and cash management, coordinating with NASFAA regarding their update session and recruiting speakers for a Return to Title IV (R2T4) credentialing session.

#### **High School Counselor Workshops**

The committee worked with CCASD to plan the High School Counselor Workshops, which had good attendance this past fall. The committee revised the presentation and worked with members to schedule speakers for each location.

#### **Committee Members**

AlyssaBeth Blake  
Carissa Koerner  
Sharon Martin  
Catherine Mueller  
Kimberly Nida  
Becky Pribyl

**Report:**  
Communication and Web  
Committee

**Submitted By:**  
Sydney Chapman

**Meeting Date:**  
2/19/26

**Updates/Activities Since Last Meeting:**

We received committee assignments recently and have 3 members on the committee:

- Kim Nida
- Kristy O'Kief
- Ashley Purdy

We have our first meeting scheduled for 2/25/26 and will be planning to send out our first quarter newsletter shortly after.

**Report:**  
Membership & Records

**Submitted By:**  
Tirzah Knight

**Meeting Date:**  
2/19/2026

**Updates/Activities Since Last Meeting:**

The Membership & Records Committee is being chaired by Morgan Stadler from NSU. We have not met yet but plan to continue working through historical documents to determine what to do with them.

**Report:**  
Audit Review Committee

**Submitted By:**  
Sara Edwards

**Meeting Date:**  
February 19, 2026

**Updates/Activities Since Last Meeting:**

The review committee has not had a chance to meet yet but we do have a meeting set for March 10th, 2026 to do a review and audit of the SDASFAA financial records and will be able to report on any findings or discussions at the board meeting at the conference in April.

**Report:**

Associate Member at Large

**Submitted By:**

Sara Edwards

**Meeting Date:**

February 19, 2026

**Updates/Activities Since Last Meeting:**

I continue to reach out to associate members to encourage membership renewal and new membership to ensure continues access to SDASF AA resources and updates.

I sent an email to the associate members to encourage attendance at the upcoming conference.