

**SDASFAA ANNUAL BUSINESS MEETING AGENDA**  
Wednesday, April 30, 2025 – 12:00 PM Central Time



**2025 Executive Council Members**

Tracey Buisker (SDSU) ..... President  
Tirzah Knight (BHSU) ..... President-Elect  
Sydney Chapman (SDSU) ..... Past President  
Kim Nida (SDSMT) ..... Secretary  
Morgan Stadler (NSU)..... Treasurer  
Stephen Detlefs (BHSU) ..... Members at Large through 2025  
Mary Alexandar (DWU) and Mindy Haerer (NAU) ..... Members at Large through 2026  
Sara Edwards (Citizen Bank) ..... Associate Member at Large

**2025 Committee Chairs**

Training Committee..... Cathy Mueller, Mapping Your Future      Membership & Records Committee ... Tirzah Knight (BHSU)  
2026 Spring Conference Committee .....Tracey Buisker (SDSU)      Communications & Website Committee Kim Nida (SDSMT)  
Recognition Committee..... Sydney Chapman (SDSU)      Review Committee..... Sara Edwards (Citizen Bank)

- I. **Call Meeting to Order** - 12:10pm quorum – yes
- II. **Approval of Agenda** – Motion by Becky, second by Micah – no changes – all aye
- III. **Approval of April 17, 2024, Annual Business Meeting Minutes** no corrections – approved as is
- IV. **Officer Reports** – Motion by Melinda, second by Mary – no discussion – all aye – motion carried
  - a. Past President.....Sydney Chapman
  - b. President-Elect..... Tirzah Knight
  - c. President ..... Tracey Buisker
  - d. Treasurer..... Morgan Stadler
- V. **Old Business - 2024 Committee Reports**
  - a. Training Committee ..... Becky Pribyl
  - b. Recognition Committee ..... Kristy O’Kief
  - c. Communication and Website committee..... Kim Nida
  - d. Membership and Records Committee..... Tracey Buisker
  - e. Review Committee..... Sara Edwards
- VI. **New Business**
  - a. 2025 Budget Review ..... Tracey Buisker  
Board reviewed in November – spring conference rate up \$25 incrementally as we usually have a budget of expenses higher than income – Carissa-cd interest income goes back to cd, could it come back to budget? – Tracey will research how to proceed; Beth-how much to have in reserve-only use interest?
  - b. 2026 Board Nominations .....Sydney Chapman  
Need president-elect, treasurer – both go to DC for leadership conference, both 3-year roles, secretary(2-year) (interested party), members at large (2-year) – reach out to Sydney or she might reach out to you – elections in the summer
  - c. Reimbursement Signatures.....Sara Edwards  
Considerations from review committee – who can sign checks over \$2,000? needs 2 signatures (past/pres/elect)  
Morgan – does this include hotel contract/payment? No, board already reviews and approves.  
P&P will be updated with this practice.
- VII. **Announcements**
  - a. RMAFAA Summer Institute: June 2-6, 2024, at Wichita State University, Wichita, KS
  - b. NASFAA Annual Conference: June 24-27, Anaheim, CA
  - c. SDASFAA Fall Training: November 18-19, 2025

**VIII. Adjourn 12:47pm**

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.

2025 SDASFAA Annual Business Meeting 4.30.25

Past-President's Report

Sydney Chapman

I only have a couple of items to note since our last business meeting. Other than running our SDASFAA board meetings through 2024 and various tasks as president at that time, I worked on the following activities:

I attended the RMASFAA board meeting in July and completed my service with that association at the Annual Conference in October. One thing that RMASFAA was highly encouraging of states is for states to hold a CFAA hosted by RMASFAA. With this task I began the process of hosting this by opening discussions with many members and ultimately gaging interest with our directors across the state as well as in North Dakota. Although we had more interest in discussion than in execution, Tracey was able to execute this event set up and it was held successfully on Monday here in Sioux Falls. I really enjoyed my time on the RMASFAA board and am very grateful for the opportunity.

The other main thing that has kept me busy was the planning of this spring conference. Our committee began meeting regularly starting last summer and we are proud to present this great event to you this year. We are very pleased to have 49 registered attendees. I want to say a special thanks to Tracey and the rest of the committee members for stepping up in my absence and keeping things moving while I was out on maternity leave.

I am also preparing to hold this year's elections for our positions that are opening on the board. We will be looking for a president-elect, secretary, treasurer, and two members at large. Please reach out to me if you or anyone you know are interested in these positions and encourage colleagues who you think would be great in the role!

I am very grateful to have had this opportunity to serve as president and now past-president for this association so thank you!



## Board Meeting Report

Report:

President Elect's Report

Submitted By:

Tirzah Knight

Meeting Date:

4.29.2025

### Updates/Activities Since Last Meeting:

I had the privilege of attending NDASF AA's Spring Conference in Minot, ND, from April 9 - 11. Our North Dakota colleagues were very welcoming, and it was fun to see how another state of similar size operates. I attended their Executive Board meeting prior to the conference and learned that they, like SDASF AA, are dealing with a few delinquent membership dues and challenges in finding new nominees for elected positions.

They offered the NASF AA Needs Analysis Credential, which everyone seemed to enjoy. It was particularly appreciated that attendees had the opportunity to learn and test for the credential without an additional expense. The first evening was dinner on your own, but an informal group gathered in the hotel lobby. This turned into a pleasant surprise, as 25+ of us walked to a local restaurant for an evening of conversation and food.

While the schedule didn't allow for many breaks, they incorporated fun stretching and movement activities, which I thought were a great addition given how much we typically sit during conferences. Maybe we could consider adding a mental/physical health session - something slightly "off-topic" - to a future conference agenda.



## Board Meeting Report

Report:

President Report

Submitted By:

Tracey Buisker

Meeting Date:

4/29/5

### Updates/Activities Since Last Meeting:

It has been a busy spring. I updated sections of the SDASFAA P&P Manual and How to be the SDASFAA President documents. In addition, I spent much of my time preparing for the 2025 SDASFAA Conference. I was on the Registration Committee, Program Committee, and Site Committee. I have been coordinating with our State Swap person, Kelsey Walters from North Dakota, Tiffany Gibbs from NASFAA, and Vanessa Martineau with RMASFAA.

I have also been working with representatives from RMASFAA to have our CFAA training which happened on 4/28/25. I was very happy to be to get this setup to provide this training to our staff.

In addition, I met with RMASFAA for any board updates in April.

Lastly, I have started reaching out to hotels on the west side of the state to begin planning our 2026 SDASFAA Conference.



## Board Meeting Report

Report:

Treasurer

Submitted By:

Morgan Stadler

Meeting Date:

4/29/25

### Updates/Activities Since Last Meeting:

- All membership dues have been collected!
- This year we added 2 new Associate Members - Eide Bailly and KHESLC - Ky Higher Ed Student Loan Corp., and one new Institution Member - Oglala Lakota College. Welcome!
- One Associate Member did not renew (ZuntaFi) but is open to joining again in 2026.
- Both CDs Matured since our last meeting in February (one 3/31 & one 4/8). Both have been renewed for 5 months at 4% interest.
- We had 50 attendees signed up for the SP conference (2 had to cancel and have been refunded) and we only have 8 outstanding payments as of 4/24/25.
- Our Taxes have been filed and our State Annual Reporting fee has been renewed and paid.
- Updated procedures with additional notes about the debit card and 2 people reviewing of hotel contracts before submitting payment. Waiting on official updates to P&P of the president before adding payment of Leadership Pipeline attendees (mentees only) for RMAFSAA Conference registrations both years

**SDASFAA**  
**Asset Statement**  
January 1, 2025-April 24, 2025

<b>Savings -- Balance Sheet</b>	
Beginning Balance	\$ 21,187.26
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>\$ 21,187.26</b>
(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)	
<b>CD's -- Balance Sheet</b>	
<u><b>CD ending 3037 - US Bank 5 Month</b></u>	
Beginning Balance	\$ 17,674.80
Interest Income	\$ 171.66
Transferred to savings	
<b>Ending Balance</b>	<b>\$ 17,846.46</b>
(renewed 3/31/2025, 5 months at 4%; Matures 8/31/2025)	
<u><b>CD ending 4018 - US Bank 5 Month</b></u>	
Beginning Balance	\$ 28,031.76
Interest Income	\$ 366.63
Transfer from savings	
<b>Ending Balance</b>	<b>\$ 28,398.39</b>
(renewed 4/8/2025, matures 9/8/2025, 5 months, 4%)	
<b>Balance Sheet Summary</b>	
Checking Account	\$ 11,245.63
Savings Account	\$ 21,187.26
CD - US Bank- 59 Months CD ending 3037	\$ 17,846.46
CD - US Bank 17 Month CD ending 4018	\$ 28,398.39
<b>Total Available Assets</b>	<b>\$ 78,677.74</b>

**SDASFAA**  
 Financial Statement  
 January 1, 2025-April 24, 2025

<b>BEGINNING BALANCE</b>				
	Checking			<b>3,810.47</b>
<b>INCOME</b>				
	Membership Dues		2,625.00	
	Sponsorship Income		4,300.00	
	Workshop Income		4,935.00	
	Spring Conference	4,875.00		
	Fall Training	0.00		
	High School Counselor Workshop	60.00		
	Miscellaneous Income		0.00	
<b>TOTAL INCOME</b>				<b>11,860.00</b>
<b>EXPENSES</b>				
	Workshops		1,100.00	
	Spring Conference	1,100.00		
	Fall Training	0.00		
	Executive Board		0.00	
	Travel		3,220.42	
	NASFAA Leadership Conference	3,220.42		
	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		94.42	
	Miscellaneous Expenses		10.00	
<b>TOTAL EXPENSES</b>				<b>4,424.84</b>
<b>TOTAL TRANSFERS</b>				<b>0.00</b>
	Savings		0.00	
	CD's			
<b>ENDING BALANCE -- Checking</b>				<b>\$11,245.63</b>



## Board Meeting Report

Report:

Training

Submitted By:

Kim Nida

Meeting Date:

April 29, 2025

### Updates/Activities Since Last Meeting:

The training committee worked on providing several sessions for the spring conference - the NASFAA credential (SAP - presented by Melinda Fedeler-DSU and Stephanie Frank-SDSU) and a round-table discussion on SAP, along with a DEI session on financial aid resources for Native American students from Dee Lawrence.

The committee administered the Summer Institute (SI) scholarship process and selected the recipient; Vanessa Martineau (WGU - RMASFAA Exchange) has agreed to make the announcement during her RMASFAA update.

We are missing Liz Augustine who left SDSU and SDASFAA to be the director of Financial Aid at Briar Cliff University, but wish her well in her next adventure and know she will never be far from us.



## Board Meeting Report

**Report:**

Communication & Website

**Submitted By:**

Kim Nida

**Meeting Date:**

April 29, 2025

**Updates/Activities Since Last Meeting:**

Another newsletter was sent out on March 3. Thank you to the committee for your work putting together an informative and enjoyable piece - and thanks to our members that were highlighted! Be on the lookout for the next newsletter in June.

Kristy continues to do a tremendous job of keeping the website updated.



## Board Meeting Report

**Report:**

Membership and Records  
Committee Report

**Submitted By:**

Tirzah Knight

**Meeting Date:**

4.29.2025

### Updates/Activities Since Last Meeting:

The Membership and Records Committee met on March 5, 2025, via Zoom. We discussed missing dues from associate and institutional members and the follow-up processes for the four members with outstanding payments. The new member welcome email was also discussed. Email communication templates for both individuals and institutions were reviewed and added to the President's Manual. The President will send the welcome email after dues are received. Finally, we reviewed the maintenance of historical records, documents, and memorabilia. Some of these items are housed with DSU, so Tirzah asked Melinda to bring what they can to the Spring Conference.

**Report:**

Review Committee:  
Sara Edwards  
Morgan Stadler

**Submitted By:**

Sara Edwards

**Meeting Date:**

April 30, 2025

**Updates/Activities Since Last Meeting:**

Reporting to the SDASF AA members what the review committee found when we met on February 12, 2025. Aside from a few grammatical/formatting errors and one number missing on the spring conference spreadsheet the committee found everything to be in order with our funds.

SDASF AA in the past has paid for a SDASF AA member in the leadership pipeline to attend two RMA SF AA Conferences. There were no notes in the treasurer report stating this was done so we now have added this to the procedures so the treasurer knows to reach out to the attendee to make that payment.

**Items for Board Meeting Agenda:**

Two signatures for Reimbursements for anything over \$2000.