



SDASFAA EXECUTIVE COUNCIL MEETING AGENDA
Tuesday, April 28, 2026 – 10 am MST/11 am CST
In person/via Zoom

Executive Council Members

Tirzah Knight (BHSU).....President
Kim Nida (SDSMT)President-Elect
Tracey Buischer (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

Everyone is present except for Sara. Mary and Carissa are attending virtually.

Call to order at 10:01 MT.

I. Call Meeting to Order

II. Approval of Agenda and Consent Agenda

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

No corrections discussed. Tracey motions to approve, Mindy seconds. Motion carries.

III. Approval of February 19, 2026 Executive Council Meeting Minutes

No corrections discussed. No vote necessary

IV. Officer Report

- a. Treasurer Shyan Smith
See report attached
- b. Associate Member Sara Edwards
See report attached

V. Old Business

VI. New Business

- a. Google Drive – Shyan Smith

Since we created a Gmail account, we now have access to google drive. Wondering if we want to convert things into a shared drive. Treasurer documents are currently stored on the USB flash drive. It would be nice to have the google drive as a

Discussion that board likes the idea. We think there could be concern with the security of a USB. This could also provide us with opportunities to move stored documents into one central location. Gives opportunity to make things available to everyone necessary and provide a place to store historical documents.

- b. Membership boxes – Morgan Stadler/Tirzah Knight

We have several boxes with various items that we can sort or get rid of and consolidate. We will plan to have several of us work through.

- c. Consolidation/reduction of board positions and committees

VII. Committee Activity from Liaisons

- a. Training Committee Carissa Korener
Cathy Mueller sent a report. Carissa is the reporter for future board meetings. See attached report.

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. Communication/Website Sydney Chapman
See attached report. Kim has been training for being a backup for the website. Could we have some procedures created so that others can assist if needed? Can we have multiple people with access to edit the website? Maybe we need to have the whole communications/web committee get access and have procedures to demonstrate what is necessary to make updates then as we move along with that model we will grow a group of people with knowledge on making website updates.
- c. Membership and Records Tirzah Knight
See attached.
- d. 2026 Spring Conference..... Tracey Buisker
See attached.
- f. Review Committee Sara Edwards
See attached.

VIII. Announcements

- a. SDASFAA Spring Conference – April 28-30, 2026 – Deadwood
- b. NASFAA National Conference – June 29-July 2, 2026 – National Harbor, MD
- c. RMASFAA Fall Conference – October 11-14, 2026 – Fargo, ND

IX. Adjourn

Sydney motions to adjourn. Kim seconds. All aye, motion passes. Meeting adjourned at 11:33am MT.



Board Meeting Report

Report:

Past-President / Spring
Conference Committee

Submitted By:

Tracey Buisker

Meeting Date:

4/28/26

Updates/Activities Since Last Meeting:

Past - President

Much of my time has been devoted to preparing for the spring conference. The Case of Student Success should be a lot of fun and I am excited about the sessions we have prepared. We have 41 attendees registered and 7 vendors attending. Thank you to the Spring Conference Planning Committee for all of their hard work they past several months.

I am also preparing to present at the Business Meeting a shift in our terms to run conference to conference and not by calendar year.

Spring Conference:

The Spring Conference Committee has been busy preparing for our event. We have a wide variety of topics starting with Withdrawal credentialing and ending with a session with Jill Desjean from NASFAA. We have two guests from RNASFAA attending Shawna Otte, current Vice-President of RNASFAA and Ginger McBride through the State Swap program. We also have some fun planned with a CLUE themed game running through out the session. It should be a lot of fun!

Items for Board Meeting Agenda:

None



Board Meeting Report

Report:

President-Elect

Submitted By:

Kim Nida

Meeting Date:

4-28-26

Updates/Activities Since Last Meeting:

I did not attend NASFAA's Leadership and Legislative Conference.

Items for Board Meeting Agenda:

n/a



Board Meeting Report

Report:

President's Report

Submitted By:

Tirzah Knight

Meeting Date:

April 28, 2026

Updates/Activities Since Last Meeting:

Since our last meeting, I have participated in several Spring 2026 Conference committee meetings, including overall planning, entertainment, and decor/theme. I will also be bringing RMASFAA and Summer Institute table tents to help promote our regional association's events.

RMASFAA continues to hold monthly state delegate meetings, which have been both fun and educational to attend. During the April meeting, we discussed whether any states needed support from the association as several are entering their spring conference season. I shared that our conference is upcoming and expressed interest in gathering feedback to bring back to RMASFAA.

Pending the decision and approval regarding the realignment of elected positions, I will begin working on plans for our Spring 2027 Annual Conference.

Items for Board Meeting Agenda:

n/a



Board Meeting Report

Report:

Treasurer

Submitted By:

Shyan Smith

Meeting Date:

4/27/2026

Updates/Activities Since Last Meeting:

- As of 4/20/2026, all associate membership dues have been received. Eide Bailly, Inceptia, and the South Dakota Community Foundation did not renew their memberships, and South Dakota Workforce Scholarships has joined as a new member.
- We are still missing one institutional membership due; the institution submitted payment on 4/7/2026, and we are waiting for it to arrive.
- For the Spring Conference, we have received payment from 27 of the 41 attendees. Registration fees will be waived for Shawna Otte and Ginger McBride as RMASFAA representatives. So as of 4/20/2026, 12 registration payments are still outstanding.

Items for Board Meeting Agenda:

As we now have access to Google Drive through the Gmail account we created, I'd like to get everyone's feedback on moving our treasurer documents from the jump-drive system to cloud storage. These files include treasurer policies and procedures, forms, membership billing lists, financial records, passwords, and other shared materials. Storing them in Google Drive would allow other committee members to access information, as needed. It also offers stronger security than an external drive, and we can still periodically back up the data to a jump drive if we choose.

In addition, the Google Drive can be used by other committees if they have documents they'd like to store or share, giving us a centralized place for all materials.

SDASFAA
Financial Statement
January 1, 2026-April 20, 2026

BEGINNING BALANCE				
	Checking			3,125.05
INCOME				
	Membership Dues		2,475.00	
	Sponsorship Income		3,700.00	
	Workshop Income		3,600.00	
	Spring Conference	3,600.00		
	Fall Training	0.00		
	High School Counselor Workshop	0.00		
	Miscellaneous Income		0.00	
TOTAL INCOME				9,775.00
EXPENSES				
	Workshops		1,371.08	
	Spring Conference	1,371.08		
	Fall Training	0.00		
	Executive Board		0.00	
	Travel		3,130.12	
	NASFAA Leadership Conference	3,130.12		
	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		93.41	
	Miscellaneous Expenses		155.27	
TOTAL EXPENSES				4,749.88
TOTAL TRANSFERS				0.00
	Savings to Checking		0.00	
	CD's			
ENDING BALANCE -- Checking				\$8,150.17

SDASF AA
Asset Statement

January 1, 2026-April 20, 2026

		Savings -- Balance Sheet	
Beginning Balance			\$ 19,197.60
Interest Income			\$ 2.36
Transferred from checkings to savings			
Transferred from CD to savings			
Transferred to new CD			
Transferred from savings to checking			\$ -
Ending Balance			\$ 19,199.96
(personal savings acct, no fees, 0.05% interest, \$300 min. bal.)			
		CD's -- Balance Sheet	
<u>CD ending 3037 - US Bank 5 Month</u>			
Beginning Balance			\$ 18,381.37
Interest Income			\$ 152.44
Transferred to savings			
Ending Balance			\$ 18,533.81
(renewed 1/31/2026, matures 6/30/2026, 5 months, 3.10%)			
<u>CD ending 4018 - US Bank 5 Month</u>			
Beginning Balance			\$ 29,124.76
Interest Income			\$ 332.36
Transfer from savings			
Ending Balance			\$ 29,457.12
(renewed 2/8/2026, matures 7/8/2026, 5 months, 3.35%)			
		Balance Sheet Summary	
Checking Account			\$ 8,150.17
Savings Account			\$ 19,199.96
CD - US Bank- 59 Months CD ending 3037			\$ 18,533.81
CD - US Bank 17 Month CD ending 4018			\$ 29,457.12
Total Available Assets			\$ 75,341.06



Board Meeting Report

Report:

Training Committee

Submitted By:

Catherine Mueller

Meeting Date:

April 28, 2026

Updates/Activities Since Last Meeting:

RMASFAA's 2026 Summer Institute Scholarship

The Committee selected the scholarship recipient for the summer institute. There was only one application submitted, but the winner of the scholarship is a deserving recipient. We will offer up to 3 scholarships if we receive more applications.

Spring Conference

In conjunction with the Spring Conference committee, the Training committee planned 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.

Denise and Melinda will do the Cash Management session.

NASFAA Update – NASFAA has a person in contact with Tracey/SDSU.

Kim reported that Angie Atkinson is speaker for holistic health and nutrition session.

R2T4 Credentialing Session – Erin and Tirzah will present this session. Materials have been secured.

2026

Following are the new members of the Training Committee for 2026: Members: Chair— Carissa Koemer, USF; Mindy Haerer, NAU; Cathy Mueller, MYF; and Summer Institute Scholarship recipient.

Items for Board Meeting Agenda:

NA



Board Meeting Report

Report:

Communication and Website

Submitted By:

Sydney Chapman

Meeting Date:

4/28/26

Updates/Activities Since Last Meeting:

We sent out our first newsletter of the year in March which included topics like Shyan's trip to the NASFAA Leadership conference, a highlight of our president-elect Kim, and plugs for our conference and volunteering.

Kristy continues to maintain our website and has all our recent board meeting minutes up-to-date (with the most recent being draft). She will also be adding photos from the last two conferences.

If you find the opportunity, please take photos at this year's conference so we can share them with our association members via our website and support keeping a historical record of our association events!

Items for Board Meeting Agenda:

None



Board Meeting Report

Report:

SDASFAA Membership & Records Committee

Submitted By:

Morgan Stadler

Meeting Date:

3/2/2026

Updates/Activities Since Last Meeting:

The SDASFAA Membership & Records Committee met on 3/2/26.

We discussed the following:

1. Outstanding membership dues and followed up with members whom we were still missing payment from. As of 4/1/26 we have one outstanding due.
2. Potential new members:
 - a. There were two former associate members that Morgan had flagged during her time as Treasurer to follow up in future years (PNC Bank & ZuntaFi). Reached out to Sara Edwards for information and potential follow up with these members. Per Sara, PNC Bank is no longer doing student lending, but she would follow up with ZuntaFi.
 - b. How do we reach potential new members? Tirzah had asked about potentially reaching out to alternative lenders that we work with.
3. Welcome members message – Know we have one; where is it housed? President has it to send to new members. We discussed, should we have a justification message/letter that we could send to members when following up for past due memberships? Should it look different for an associate member vs an institutional member? Morgan was going to follow up with members of her Leadership Pipeline class and some associate members. Was mentioned to review NASFAA's justification letter -Sara Edwards hasn't seen a justification type letter before and didn't feel one was necessary for associate members as most want to be members to stay on top of what is going on in the state and +

Items for Board Meeting Agenda:

Go through the boxes that Tirzah will bring to the spring conference in April to start downsizing.

-Sara Edwards hasn't seen a justification type letter before and didn't feel one was necessary for associate members as most want to be members to stay on top of what is going on in the state and have access to membership contacts.

4. Historical Records – BHSU & USF have boxes of documents; NSU has Treasurer boxes. We discussed record keeping. The plan is that Tirzah is going to bring a few of the boxes she has to the spring conference in April for the committee to go through and downsize.
5. Goal for the committee is to downsize the boxes and possibly move what must be kept to a flash drive.
6. Next meeting will be in conjunction with the Spring Conference.



Board Meeting Report

Report:

Review Committee

Submitted By:

Sara Edwards

Meeting Date:

4-28-2026

Updates/Activities Since Last Meeting:

The review committee which included Shyan Smith, Morgan Stadler and Melinda Fedeler and myself met on March 10th to go over the SDASFAA Financials.

We had a few questions for the treasurer but nothing was found that needed any changes. Great work by the treasurer and past treasurer.

Items for Board Meeting Agenda:



Board Meeting Report

Report:

Associate Member at Large

Submitted By:

Sara Edwards

Meeting Date:

April 28, 2026

Updates/Activities Since Last Meeting:

Reached out to Associate members to encourage participation as exhibitors at the SDASFAA Conference. Shared detailed conference information, collected presentation slides and required materials, and distributed the attendee list. Invited questions or concerns from Associates to address with the board and ensure a smooth conference experience.

Items for Board Meeting Agenda:

None