

**Executive Board Meeting  
Crystal City Hyatt  
Crystal City, VA  
July 27 - 29, 2007**

**July 28, 2007**

**CALL TO ORDER**

President Lisanne Masterson called the meeting to order at 9:00 a.m.

**WELCOME**

Lisanne opened the meeting by welcoming everyone to Crystal City, VA. Everyone introduced themselves and as an icebreaker told everyone their favorite dessert.

**ACTION: Heather Boutell moved that we approve the agenda with the president authorized to make adjustments to facilitate the flow of business. The motion being seconded by Pat Arauz was approved.**

**There were no changes to the agenda and no substitute voting. The Chair declared a quorum.**

**INTRODUCTIONS**

Pat Kelly, VA president welcomed us to the great state of VA and gave some facts about VA.

The following elected board members were present: Lisanne Masterson, President, Brent Tener, Past-President; Heather Boutell, President-Elect; Pat Arauz, Vice President; Terri Parchment, Treasurer and Deborah Byrd, Secretary.

State Presidents in attendance were: Pat Kelly, Virginia; Clyde Walker, Tennessee; Tabatha McAlister, South Carolina; Tony Carter, North Carolina; Peggy Shoemake, Mississippi; Bryan Erslan, Kentucky; Dave Bledsoe, Georgia and Wayne Bodiford, Florida.

Committee Chairs in attendance were: Jane McNaughton, Budget and Finance; Charlene Morgan, Diversity, Laura Diven-Brown, Membership; Janet Sain, Site Selection; Lester McKenzie, Vendor and Sponsor; Brad Barnett, Conference, Keith Reeves, Electronic Services; Sharon Oliver, Newsletter and Bill Spiers, Legislative Relations.

Special Appointee in attendance was: Sandra Neel.

Liaison in attendance was: Clark Aldridge, Lender.

The following board members were absent: Ben Baker, Alabama President; Tracy Ireland, Agency Liaison and Betty Whalen, Special Appointee.

**REPORTS FROM THE OFFICERS  
SEE ATTACHMENT A**

**Report from President, Lisanne Masterson**

Lisanne spoke about the interstate training, the conference manual (Brent Tener and Janet Sain completing) and the vendor policy (Lester McKenzie completing).

**Report from President Elect, Heather Boutell**

Heather said that she sent congratulation cards to all of the 2007 – 08 state President-elects. She discussed the Management Institute.

**ACTION: Heather Boutell moved to allow Brenda Brown to work on site selection and programming in this fiscal year for the Management Institute. The motion being seconded by Brent Tener was approved.**

Heather and Lisanne conducted a parliamentary procedures training. The board completed a quiz and the answers were discussed.

**Report from the Vice President, Pat Arauz**

Pat discussed the evaluations from the 2007 NAOW and Mid Level Workshops. She said that seven instructors are needed for the NAOW.

**Report from the Past President, Brent Tener**

Brent discussed the nominations and elections committee and SASFAA's Conflict of Interest Policy.

**ACTION: Brent Tener moved to adopt the SASFAA's Conflict of Interest Policy as written. The motion being seconded by Keith Reeves was approved.**

**ACTION: Brent Tener moved to amend SASFAA Policies 7.5 and 10.6.4 to read:**

**7.5 NASFAA Board of Directors Meetings**

The SASFAA president and immediate past president shall serve as members of the NASFAA Board of Directors. The president-elect attends as an observer. The length of these terms shall be one year and shall coincide with the fiscal year of NASFAA. In the absence or disqualification of the SASFAA president or immediate past president to serve as members of the NASFAA Board of Directors, the president-elect, if eligible, shall serve as one of the SASFAA representatives to the NASFAA Board of Directors.

SASFAA shall cover travel expenses for the president-elect or designee to attend NASFAA Board of Directors meetings. Reimbursement shall be at a rate consistent with the SASFAA policy for travel reimbursements.

As voting members of the NASFAA Board, NASFAA shall cover travel expenses for the president and immediate past president (or designee) to attend NASFAA Board of Directors meetings not held in conjunction with the NASFAA annual conference (see 10.6.4 Travel to NASFAA).

**10.6.4 Travel to NASFAA**

SASFAA shall cover all expenses associated with attendance at the NASFAA Board of Directors meeting preceding the annual conference for the outgoing president-elect who serve as an observer to the final NASFAA Board meeting of the year. In addition, SASFAA will cover all expenses associated with attendance at the annual NASFAA conference. These expenses include (but are not limited to) transportation, conference registration, hotel and meals.

SASFAA shall cover all expenses not reimbursed by NASFAA that are associated with attendance at the NASFAA Board of Directors meeting preceding the annual conference for the outgoing president and outgoing immediate past president who serve as voting members at the final NASFAA Board meeting of the year. In addition, SASFAA will cover all expenses associated with attendance at the annual NASFAA conference. These expenses include (but are not limited to) transportation, conference registration, hotel and meals.

**The motion being seconded by Heather Boutell was approved.**

**Report from the Secretary, Deborah Byrd**

Deborah discussed the Association stationery and to design a word template for the stationery. The blue print number as stated in the Policy and Procedures Manual was discussed. The P&P will be updated in order to allow printing our own stationery and to get close to the correct PMS color.

**Report from the Treasurer, Terri Parchment**

Terri discussed her activities and transition into her position.

**STATE PRESIDENT'S REPORTS  
SEE ATTACHMENT B**

**COMMITTEE REPORTS  
SEE ATTACHMENT C**

**Report from the Budget and Finance Chair, Jane McNaughton**

Jane said that Vanderbilt University will receive a \$2,000 scholarship in Past President Brent Tener's honor. It was recommended to take \$1,000 from #214; add \$100 to #101; add \$200 to #105 and add \$700 to #106 to the 2006-07 budget.

**ACTION: Tabatha McAlister moved that the changes to the 2006 – 07 budget be made as presented. The motion being seconded by Dave Bledsoe was approved.**

**ACTION: Heather Boutell moved to postpone the vote on the 2007 – 08 budget until after the vendor report. The motion being seconded by Pat Arauz was approved.**

The meeting recessed at 12:15 p.m. for lunch.

The meeting was called to order by Lianne Masterson at 1:00 p.m.

State presidents and committee chairs continued with their reports.

The meeting recessed at 2:20 p.m. for a tour of the hotel and meeting rooms for the 2008 Conference.

The meeting was called to order by Pat Arauz, Vice President in the absence of the president at 3:47 p.m.

**Report from the Electronic Services Chair, Keith Reeves**

Keith Reeves recommended that the Association purchase a digital camera.

**ACTION: Bryan Erslan moved that a digital camera be purchased. The motion being seconded by Wayne Bodiford was approved.**

**ACTION: Brent Tener moved to accept the Vendor/Sponsor Policy as presented. The motion being seconded by Bryan Erslan was approved with one (Terri Parchment) abstention.**

**ACTION: Clyde Walker moved to accept the 2007 – 2008 SASFAA Budget as presented. The motion being seconded by Bryan Erslan was approved.**

**ACTION: Brent Tener moved to accept the Interstate Visit Program as presented. The motion was seconded by Bryan Erslan.**

The policy was discussed and changes were recommended.

**ACTION: Brent Tener moved to reconsider his motion about the Interstate Visit Program. The motion being seconded by Dave Bledsoe was approved.**

**ACTION: Wayne Bodiford moved to accept the Interstate Visit Program as amended. The motion being seconded by Brent Tener was approved.**

Lianne Masterson adjourned the Executive Board meeting at 4:50 p.m.

**July 29, 2007**

**CALL TO ORDER**

President Lianne Masterson called the meeting to order at 9:00 a.m.

Unfinished Business

**ACTION: Tony Carter moved to increase the 2008 conference fee to \$195. The motion being seconded by Deborah Byrd was defeated.**

**ACTION: Heather Boutell moved to keep the 2008 conference fee at \$185. The motion being seconded by Clyde Walker was approved.**

New Business

**ACTION: Brent Tener moved to approve the 2007 – 2008 Committee List as amended. The motion being seconded by Tabatha McAlister was approved.**

The meeting adjourned at 10:20 a.m.

Respectfully submitted,  
Deborah Byrd, Secretary

## **REPORTS FROM THE OFFICERS ATTACHMENT A**

### **President's Board Report Lisanne Masterson**

#### ***Summary of Activities***

**GAP 6:** Continue the development of potential leaders of the Association through workshops, symposiums, conference sessions, etc.

**GAP39:** The Master Conference Manual would be a great asset to the Association and recommends its completion during the 2007-08 year.

**Activity:** Appoint a Special Projects Chair for State Training to include three projects – 1) create an Interstate Visit program for State Presidents and Presidents-elect, 2) finish the SASFAA Site Selection/Conference Manual and modify it for training on the state level, and 3) have regional speakers and programs/sessions available for visiting SASFAA representatives to present at the state level (e.g. Treasurer/Audit Guidelines, archiving records, etc.)

**LRP2 Finances:** Incorporate the financial impact of vendor sponsorship in the budget planning process annually.

**Activity:** Direct the Vendor/Sponsor Chair to review possible alternatives to the Vendor/Sponsor Policy.

#### ***Discussion***

This will be an exciting year to have the 45<sup>th</sup> SASFAA Conference in Washington DC's back yard, here in Crystal City! The Conference Committee has already started working to make this an informative and activity-filled conference – offering us an opportunity to incorporate more of a legislative awareness slant. VASFAA is rising up to the challenge of hosting us this year – seeing true southern hospitality at its best. Since it is an anniversary year, we will also be planning an activity on the opening day of the conference to honor our past.

You have put much thought and effort into your goals and objectives for the year in composing activities that meet the Association's Long Range Plan outline as well as the Governance & Planning recommendations. The excel spreadsheet format, created last year by Brent Tener, will assist the GAP Committee in doing their work at the end of the year, so your willingness to work with it is greatly appreciated. Your board reports will also assist in that process by highlighting the goals/activities worked on since the previous report, as well as your annual report due late next Spring.

Committee chairs are to be commended for using the Volunteer list to put together their committees, even though some of our committees have set membership (e.g. nominations & elections, membership, newsletter, and legislative relations). Half of all volunteers are already on a committee, with many of those remaining to assist on conference sub-committees.

#### ***NASFAA Board Meeting and Conference***

The NASFAA Board Meeting held as a pre-conference event in Washington DC this month was once again focused on our profession's current scrutiny and issues affecting how our Associations (national, regional & state) might be affected. In addition, we (Brent Tener, Guy Gibbs, and I) spent an entire day working through the process of selecting and the characteristics needed and wanted in a new NASFAA President – which was subsequently voted upon by the Board of Directors.

A President Search Committee will be formed consisting of a Past National Chair (chair), the NASFAA Chair, Past Chair and Chair-elect who are in office at the time of formal notice given, one representative from each of the six NASFAA regions, and a NASFAA staff member. A Request for Proposal (RFP) will be issued to secure bids from qualified search firms to conduct preliminary portion of the search to include advertising the position, collecting and reviewing applications, screening applicants for qualifications, and ranking applicants based on pre-determined criteria. The Search Committee will rank the top candidates and select the semi-finalists. Writing samples and background/credit checks will be done as well as conducting the initial interview. The Search Committee will submit no more than two finalists for the Executive Committee of the Board of Directors for final interviews and selection. The successful candidate would then meet with the NASFAA Chair, Past Chair and Chair-elect, as well as NASFAA Legal Counsel, to negotiate and finalize the employment contract.

### ***Personal Goals/Comments***

There are many issues currently facing our profession, but rather than react instinctively and rashly, it provides us with an opportunity to review our policies, procedures, and norms for doing business – essentially forcing us to get back to the basics. This is a good thing! It allows us to focus on what we are about – helping students and families through the financial aid process in pursuit of attaining the higher education of their dreams. No bells, no whistles – just doing the good work of the Association. This is something for which we can take great pride. And is something that will propel us forward, together.

### ***Summary of Activities***

**GAP 6:** Continue the development of potential leaders of the Association through workshops, symposiums, conference sessions, etc.

**GAP39:** The Master Conference Manual would be a great asset to the Association and recommends its completion during the 2007-08 year.

**Activity:** Appoint a Special Projects Chair for State Training to include three projects – 1) create an Interstate Visit program for State Presidents and Presidents-elect, 2) finish the SASFAA Site Selection/Conference Manual and modify it for training on the state level, and 3) have regional speakers and programs/sessions available for visiting SASFAA representatives to present at the state level (e.g. Treasurer/Audit Guidelines, archiving records, etc.)

**LRP2 Finances:** Incorporate the financial impact of vendor sponsorship in the budget planning process annually.

**Activity:** Direct the Vendor/Sponsor Chair to review possible alternatives to the Vendor/Sponsor Policy.

### ***Discussion***

This will be an exciting year to have the 45<sup>th</sup> SASFAA Conference in Washington DC's back yard, here in Crystal City! The Conference Committee has already started working to make this an informative and activity-filled conference – offering us an opportunity to incorporate more of a legislative awareness slant. VASFAA is rising up to the challenge of hosting us this year – seeing true southern hospitality at its best. Since it is an anniversary year, we will also be planning an activity on the opening day of the conference to honor our past.

You have put much thought and effort into your goals and objectives for the year in composing activities that meet the Association's Long Range Plan outline as well as the Governance & Planning recommendations. The excel spreadsheet format, created last year by Brent Tener, will assist the GAP Committee in doing their work at the end of the year, so your willingness to work with it is greatly appreciated. Your board reports will also assist in that process by highlighting the goals/activities worked on since the previous report, as well as your annual report due late next Spring.

Committee chairs are to be commended for using the Volunteer list to put together their committees, even though some of our committees have set membership (e.g. nominations & elections, membership, newsletter, and legislative relations). Half of all volunteers are already on a committee, with many of those remaining to assist on conference sub-committees.

### ***NASFAA Board Meeting and Conference***

The NASFAA Board Meeting held as a pre-conference event in Washington DC this month was once again focused on our profession's current scrutiny and issues affecting how our Associations (national, regional & state) might be affected. In addition, we (Brent Tener, Guy Gibbs, and I) spent an entire day working through the process of selecting and the characteristics needed and wanted in a new NASFAA President – which was subsequently voted upon by the Board of Directors.

A President Search Committee will be formed consisting of a Past National Chair (chair), the NASFAA Chair, Past Chair and Chair-elect who are in office at the time of formal notice given, one representative from each of the six NASFAA regions, and a NASFAA staff member. A Request for Proposal (RFP) will be issued to secure bids from qualified search firms to conduct preliminary portion of the search to include advertising the position, collecting and reviewing applications, screening applicants for qualifications, and ranking applicants based on pre-determined criteria. The Search Committee will rank the top candidates and select the semi-finalists. Writing samples and background/credit checks will be done as well as conducting the initial interview. The Search Committee will submit no more than two finalists for the Executive Committee of the Board of Directors for final interviews and selection. The successful candidate would then meet with the NASFAA Chair, Past Chair and Chair-elect, as well as NASFAA Legal Counsel, to negotiate and finalize the employment contract.

### ***Personal Goals/Comments***

There are many issues currently facing our profession, but rather than react instinctively and rashly, it provides us with an opportunity to review our policies, procedures, and norms for doing business – essentially forcing us to get back to the basics. This is a good thing! It allows us to focus on what we are about – helping students and families through the financial aid process in pursuit of attaining the higher education of their dreams. No bells, no whistles – just doing the good work of the Association. This is something for which we can take great pride. And is something that will propel us forward, together.

### **President-Elect's Report Heather Boutell**

#### ***Summary of Activities***

**LRP3.4:** Select an appropriate mix of returning and new committee chairs to ensure that continuity of Association business and the development of future leadership.

**PP 5.31:** Selects committee chairs and members prior to the transitional Board meeting using the volunteer form.

**LRP 3.5:** Ensure that committee chair appointments, to the extent possible, reflect inclusiveness.

Activity: Chris Tolson (KY) has agreed to serve as Budget and Finance Chair for 08-09. Sandra Neel (TN) has agreed to serve as Conference Chair for 08-09. Brenda Brown (FL) has agreed to serve as Special Appointee to lead the Management Institute to be conducted December 2008.

**PP 5.35:** Reviews the Manual and makes recommendations for changes to the Board or the appropriate committee.

Activity: Leadership Workshops were incorrectly listed at the Grove Park Inn in both 2004 and 2005. Information was sent to Deborah Byrd to remove the 2005 information since no workshop was held that December.

**PP 5.33:** Represents SASFAA at selected SASFAA affiliated state meetings.

Activity: Lianne Masterson has designated that the President-Elect represent SASFAA at the Alabama, Tennessee and Kentucky meetings this fall. Initial contact has been made with all three Presidents to let them know, and to see if they wanted any particular sessions offered by the President-Elect.

**PP 5.34:** Consults with the Board and budget chair in developing future initiatives.

Activity: Sent budget request to Lianne Masterson regarding creating a line item this year to assist with planning preparation for the Management Institute to be held in December 2008.

**PP 5.36:** Begins initial planning for the next annual conference and for the promotion of the event.

Ron Day and Nancy Garmroth (SC) have agreed to serve on the Conference Committee as Local Arrangements Co-Chairs. 2008 Conference Chair Brad Barnett has been contacted about space for a booth to advertise the Conference in Myrtle Beach, SC.

**PP 5.38:** Conducts an orientation session at the annual conference for state presidents-elect.

2008 Conference Chair Brad Barnett has been contacted about the room and food arrangements for this workshop to be held in Crystal City, VA.

#### ***Discussion***

Cards have been sent to all newly elected Presidents-Elect in all of the nine states. The cards congratulate the state's newly elected person, and introduce the SASFAA President-Elect to them.

Site Selection Chair Janet Sain has been hard at work searching out locations for the second Executive Board meeting in November 2008. She has been visiting hotels in Savannah, Georgia, for the best possible deals. Thanks to Janet for her work with this effort. The summer Executive Board meeting will be held in Myrtle Beach, SC, the site of the 2009 Conference. Details about that meeting will be presented at the next meeting.

The President-Elect will attend the NASFAA Board meeting as an observer November 11-14 in Las Vegas, NV. Brent Tener and Lianne Masterson will represent the Association as voting members.

### ***Recommendations***

President-Elect Boutell presents the motion to allow Management Institute 2008 Chair Brenda Brown to begin work on site selection, committee selection and programming in this fiscal year.

### **Vice-President's Report**

**Pat Arauz**

#### ***Summary of Activities***

**GAP34:** An evaluation of the 2007 NAOW and Mid-Level workshop to be presented to the GASP Committee for review and assessment.

**Activity:** Copies of the evaluations from both workshops have been compiled and reviewed and are presented to the Board at this meeting.

**GAP35:** Continue to provide outstanding training by experienced aid administrators at the NAOW at accessible and affordable sites.

**Activity:** Planning is already underway for the 2008 NAOW.

**GAP36:** Sites for the NAOW should be selected and confirmed for 2-3 future years. If at all possible, a member of the financial aid staff at selected sites should be involved as a "site coordinator" to assure smooth planning and to facilitate the week's activities.

**Activity:** An email notice was sent to the SASFAA list serve on July 3 asking for proposals from any sites that would like to host the NAOW. Responses have been received from the University of South Carolina- Columbia, Bellarmine University, and University of Louisville. The list of possible dates for the workshops needs to be reviewed.

**GAP37:** GASP encourages the NAOW instructors to develop distribution lists of their class members to provide pertinent information as well as professional encouragement and networking assistance.

**Activity:** All participants and instructors were given class rosters with email addresses during the 2007 NAOW. Instructors were encouraged to develop a distribution list and stay in contact with their classes after the workshop.

**GAP38:** GASP recommends a review of the current relationship with SWASFAA for the presentation of a Mid-Level Conference.

**Activity:** After reviewing the current relationship with SWASFAA, the recommendation is being made to the Board that SASFAA hold our own Mid-Level Training Workshop in 2008.

**LRP4.2:** Ensure that committees with broadly-defined responsibilities such as legislative relations, professional development, and annual conference include at least one representative from each state in the region. Discuss appointments with the current state presidents at the time of selection.

**Activity:** All returning members of the Professional Development Committee have confirmed their continuance on the committee and two new lender representatives for the NAOW have been secured. An email was sent to the SASFAA list serve on July 3 asking anyone who is interested in serving as an instructor for either NAOW or Mid-Level Workshop to contact Pat. At the June Board meeting, Pat asked all the State Presidents to send her any recommendations they had for instructors. Hopefully more recommendations will be received and the committee finalized soon.

**PP 6.141:** Construct a preliminary budget proposal with assistance from the finance and audit chair.

**Activity:** A preliminary budget has been prepared and submitted.

### ***Discussion***

#### **Report of 2007 Year Training Workshops**

##### **2007 Mid-Level Workshop-**

The Mid-Level Training Workshop was held in conjunction with the SWASFAA region at the Crowne Plaza Suites in Arlington, Texas, June 17-19. There were 37 attendees. SASFAA sent 4 members to serve as staff for this workshop, Lianne Masterson, Brenda Brown, Janet Jones, and Kim Jenerette. They did a great job putting the workshop together on short notice. The evaluations indicate the workshop was very beneficial to the participants. Copies of evaluations are available for anyone who would like a copy.



### **2007 New Aid Officers' Workshop**

The New Aid Officers' Workshop was held at Furman University in Greenville, SC, June 17-22, 2007. There were 156 attendees split into 7 classrooms. There were 14 instructors and 4 lender volunteers who worked extremely hard to ensure a great workshop. The evaluations indicate the workshop was very beneficial to the participants. Copies of evaluations are available for anyone who would like a copy. A copy of Sandy Neel's report on the NAOW in the SASFAA newsletter is attached.

### **Planning for 2008 Training**

Planning has begun for the 2008 New Aid Officers' Workshop and Mid-Level Training Workshop. Instructors will be finalized in August and sites selected by September. Sandy Neel has agreed to serve as Curriculum Coordinator for the NAOW and Janet Jones for the Mid-Level Training Workshop. Possible dates being considered for the NAOW are:

May 3- 9, 2008 (Sunday- Friday)

May 27- June 2, 2008 (Tuesday- Monday) starting day after Memorial Day

June 14-20, 2008 (Sunday- Friday- Conflicts with Mississippi's Conference & Father's Day

June 19-25, 2008 (Thursday- Wednesday)

June 21-27, 2008 (Sunday- Friday)

Dates being considered for Mid-Level Training Workshop:

May 14-16, 2008 (Wednesday- Friday)

May 28-30, 2008 (Wednesday- Friday)

June 19-21, 2008 (Thursday- Saturday)

Week of June 22- anytime

### ***Recommendations:***

The recommendation is made for SASFAA to hold our own Mid-Level Workshop in 2008.



# SASFAA Holds Another Successful New Aid Officers Workshop

Sandy Neel, SASFAA Vice President 2006-2007

The New Aid Officers Workshop concluded Friday June 22, 2007 and by all accounts, it was once again a success! This year's workshop was held at Furman University. 156 people, representing all nine states, participated in the workshop this year. We even hosted 10 people from Texas, which goes to show that SASFAA is known for the excellent training we provide.

The workshop began with ice breakers, a cookout, and fun games on Sunday afternoon and concluded with the federal update, given by Greg Martin, on Friday morning at breakfast. On Thursday night, the annual banquet was held, with Jumping Jukebox providing the entertainment.

The Professional Advancement Committee worked extremely hard and should be commended for their work. The committee consisted of:

- Patricia Arauz, University of Louisville - Curriculum Coordinator
- Jeff Dennis, Southern Wesleyan University - Site Coordinator

#### Instructors:

- Andy Weaver, University of Alabama - Huntsville
- Erik Melis, George Mason University
- Ellen Green, Trident Technical College
- Brad Barnett, James Madison University

- Searcy Taylor, Mississippi Gulf Coast Community College
- Anh Do, St. Thomas University
- Bill Zahn, University of North Carolina - Greensboro
- Buddy Jackson, Faulkner University
- Sharon Oliver, North Carolina Central University
- Forrest Stuart, Rhodes College
- Wayne Bodiford, St. Johns River Community College
- Jill Rayner, North Georgia College & State University
- Kiesha Pope, J. Sergeant Reynolds Community College
- Cedric Trigg, University of Louisville

#### Lender Representatives included:

- Zita Barree, Edamerica
- Gary Mann, Nelnet
- Brenda Paganelli, NSLP
- Chester Priest, The Student Loan People

The committee would like to say a special thanks to Heather Boutell, SASFAA Treasurer and Terri Parchment, SASFAA Treasurer elect for all their hard work and dedications! We appreciate you both.

## Past President's Report Brent Tener

### Summary of Activities

**LRP3.6:** Review the Long-Range Plan annually to monitor progress toward goal attainment.

Activity: As part of the Governance and Strategic Planning Committee (GASP), progress towards the goals set forth in the Long-Range Plan will be evaluated. Board members, as they are completing their board reports, will continually update the association as they their progress towards these goals. The GASP committee will meet in late April to evaluate the association's progress.

**PP 5.71:** Serves as a SASFAA voting representative to the Board of Directors of NASFAA.

Activity: I will attend the NASFAA Board meetings Las Vegas and Orlando (two meetings) as one of two SASFAA voting members.

**PP5.72 PP5.73 PP 6.135 PP6.21 and PP6.22:** Solicit nominations for SASFAA office and SASFAA awards.

Activity: State presidents are requested to announce at their boards the importance of identifying and recommending qualified candidates for SASFAA elective office. The same is true for identifying potential candidates for SASFAA awards. Nominations may be made to the states' Immediate Past President or forwarded to the SAFSAA Past President.

Information will be posted to the SASFAA website and the SASFAA Newsletter encouraging the membership to identify and nominate candidates for elective office and awards. The SASFAA Newsletter editor should work with state newsletter editors to ensure this information is available at the state level as well.

The Nominations and Elections Committee have agreed to meet via phone and recommendations will be made to the SASFAA Board at the November 3-4 Board meeting.

**PP 6.136:** The chair sets the date, time and place for a full meeting of the committee. The chair should make every effort to schedule the meeting the same weekend and location as the fall Conference Committee meeting to coordinate the logistics for voting procedures. Normally the meeting is held prior to the November Board meeting and avoids conflicts with state association meetings.

Activity: In order to save costs, the Nominations and Elections Committee will meet via phone and e-mail.

### *Discussion*

#### **NASFAA Board Meeting**

My last official function as SASFAA President was to represent the membership at the NASFAA board meeting held in Washington D.C. earlier this month. It will be a pleasure to have Lianne move to the "big table" this next year as she assumes a voting role on the NASFAA board and for welcoming Heather Boutell as SASFAA President-Elect to the "peanut gallery" as an observer. The NASFAA Board of Directors will meet November 12-14 in Las Vegas, NV. You should plan now to attend the 2008 conference to be held in Orlando, FL, in July.

#### **New Aid Officer and Mid-Level Workshops Were Successful**

We must show our appreciation to Sandy Neel the 2006-2007 SASFAA Vice President for a very successful New Aid Officer and Mid-Level Workshops.

The New Aid Officer Workshop was held at Furman University in June. The workshop was oversubscribed with a number of individuals having to be turned away for lack of space. Sandy assembled an excellent faculty with Pat Arauz the curriculum coordinator.

The Mid-Level Workshop, also held in June, was also a success. This workshop is held in conjunction with the Southwest Association of Student Financial Aid Administrators (SWASFAA) and SWASFAA hosted the workshop in Arlington, TX.

#### **Mississippi Conference**

As you are aware, the SASFAA President makes every attempt possible to attend at least one state conference during the year. In many instances I was able to make both fall and spring conferences. When I was unable to attend, Lianne represented SASFAA and I thank her for doing so. The last conference I attended was in Jackson, Mississippi, in June after the transition meeting. I extend my thanks to MASFAA and to Garry Jones for their warm welcome.

#### **Committees**

The Past President would like to submit the following individuals for the Nominations and Elections Committee:

Janette Overton (TN), Ruth Strum (FL), Rance Jackson (NC), Kim Jenerette (SC), Garry Jones (MS), Runan Pendergrast (KY), Tom Morehouse (VA), Jenelle Handcox (GA), and Jonna Gibson (AL).

The Past President would like to submit the following individuals for the Governance and Strategic Planning Committee: Betty Whalen (SC, returning), Tom Morehouse (VA, returning), Dee Talley (AL, returning), Cara Suhr (TN, new), and Brenda Brown (FL, new).

#### **Secretary Report**

**Deborah W. Byrd**

#### *Summary of Activities*

**Code # PP 5.62:** Prepares and submits meeting minutes with supporting documents and publications, including annual conference programs, special reports, and membership directories to archives.

**Activity:** Reviewed and printed the minutes of the Transition Meeting to distribute at the July Executive Board Meeting.

**Activity:** Printed the Meeting Agenda for the July Executive Board Meeting.

**Code # PP 5.63:** Serves as chair of the bylaws committee, which annually conducts a review and recommends changes to the bylaws to the Board.

**Activity:** Debra Talley and Dr. William Wall both agreed to serve for the 2007 – 2008 year.

**Code # PP 5.64:** Orders and distributes the Association's official stationery.

**Activity:** Working with a staff member at Calhoun Community College in developing an electronic version of the Association's stationery. The stationery will be available for use by the Executive Board.

**Code # PP 5.66:** Facilitates meeting arrangements, including lodging, meal functions and meeting rooms for Board meetings.

**Activity:**

1. Sent email to the board and committee members requesting room requirements.
2. Contacted Andy Riley at the Crystal City Hyatt and arranged for the hotel rooms for the Executive Board and the Conference Committee.
3. Received confirmation numbers and forwarded this information to the board and committee members.
4. Received the menus and sent Lianne Masterson and Brad Barnett a copy to review for changes and corrections.
5. Submitted menus to Andy Riley.

## **Treasurer's Report**

**Terri Parchment**

### *Summary of Activities*

**GAP 43:** Recommend continued use of a CPA firm to assist with the completion of the 990 and 990T. Using an outside company for preparation of the 990 and 990T has allowed the Association to stay current with non-profit requirements for filing taxes.

**Activity:** Assigned user name and password to the CPA. Finalized sponsorship spreadsheet to pass on to the CPA.

**LRP14.5:** Determine the appropriate cash balance to be brought forward annually.

**Activity:** Provided feedback to Budget and Finance Chair regarding other methods being used to account for balance forward.

**PP 5.51:** Receives and disburses monies of the Association.

**Activity:** Provided payment for Expense Reports to date. Deposited funds to date.

**PP 5.52:** Pays the bills of the Association within thirty (30) days.

**Activity:** All bills have been paid upon receipt.

**PP 5.53:** Receives meeting registrations and membership dues.

**Activity:** Membership dues are actively coming in to the Treasurer and being processed as received.

**PP 5.56:** Files IRS form 990 for the fiscal year by the prescribed deadline, currently November 15, and all financial reports in a proper and timely manner.

**Activity:** Assigned user name and password to the CPA. Finalized sponsorship spreadsheet to pass on to the CPA.

### *Discussion*

Total Cash on Hand as of July 25, 2007:

BB&T Savings: \$99,241.40

Fifth Third Savings: \$51,268.51

Fifth Third Checking: \$20,934.56

**SASFAA, Inc.**

**Budget vs. Actuals: FY06-07 - FY07 P&L Members**

**July 2006 - June 2007**

	Actual	Total Budget	\$ Over Budget	% of Budget
<b>Income</b>				
01 Membership Dues	39,060.03	37,000.00	2,060.03	105.57%
02 Professional Development	97,770.96	91,650.00	6,120.96	106.68%
03 Annual Meeting	154,734.70	146,150.00	8,584.70	105.87%
04 Vendors/Sponsors/Patrons	148,211.57	162,500.00	-14,288.43	91.21%
05 Advertising	46,540.00	47,000.00	-460.00	99.02%
07 Interest Earned	28,868.03	21,000.00	7,868.03	137.47%
08 Miscellaneous Income	12,809.69	12,100.00	709.69	105.87%
09 Balance Forward		36,050.00	-36,050.00	0.00%
<b>Total Income</b>	<b>\$ 527,994.98</b>	<b>\$ 553,450.00</b>	<b>-\$ 25,455.02</b>	<b>95.40%</b>
<b>Expenses</b>				
101 President	9,067.71	9,100.00	-32.29	99.65%
102 President-Elect	8,310.74	8,420.00	-109.26	98.70%
103 Vice President	4,332.57	4,600.00	-267.43	94.19%
104 Secretary	3,437.73	4,200.00	-762.27	81.85%
105 Treasurer	4,530.32	4,606.00	-75.68	98.36%
106 Past President	6,714.89	6,758.00	-43.11	99.36%
201 Membership/Directory	3,131.80	6,000.00	-2,868.20	52.20%
202 Electronic Services	7,349.63	8,200.00	-850.37	89.63%
203 Professional Advancement	105,438.32	124,921.00	-19,482.68	84.40%
204 Newsletter	1,715.19	2,096.00	-380.81	81.83%
205 Budget and Finance	3,336.52	3,800.00	-463.48	87.80%
206 Annual Meeting Program	218,793.44	219,000.00	-206.56	99.91%
207 Site Selection	711.91	1,500.00	-788.09	47.46%
208 Nominations and Elections	4,764.16	6,100.00	-1,335.84	78.10%
210 Executive Board	40,384.24	42,479.00	-2,094.76	95.07%
211 President's Contingency	3,401.45	4,000.00	-598.55	85.04%
213 Advance Program Planning	139.68	200.00	-60.32	69.84%
214 Diversity Issues	12,554.44	14,180.00	-1,625.56	88.54%
215 Prior Administration Bills	9,474.57	9,475.00	-0.43	100.00%
216 Legislative Relations	2,215.56	4,077.00	-1,861.44	54.34%
217 Long Range Planning	2,666.42	4,600.00	-1,933.58	57.97%
218 Vendor/Sponsor/Patron	4,491.42	4,600.00	-108.58	97.64%
219 Special Projects	34,006.20	34,680.00	-673.80	98.06%
221 Computer Hardware/Software	710.80	2,500.00	-1,789.20	28.43%
222 Purchase of CD	0.00		0.00	
223 Project Development	5,049.99	5,250.00	-200.01	96.19%
224 Accounting Fees and Taxes	18,107.87	18,108.00	-0.13	100.00%
<b>Total Expenses</b>	<b>\$ 514,837.57</b>	<b>\$ 553,450.00</b>	<b>-\$ 38,612.43</b>	<b>93.02%</b>
<b>Net Operating Income</b>	<b>\$ 13,157.41</b>	<b>\$ 0.00</b>	<b>\$ 13,157.41</b>	
<b>Net Income</b>	<b>\$ 13,157.41</b>	<b>\$ 0.00</b>	<b>\$ 13,157.41</b>	

Saturday, Jul 28, 2007 11:53:23 AM PDT GMT-7 - Cash Basis

**SASFAA, Inc.**  
**Balance Sheet**  
As of June 30, 2007

Total

**ASSETS****Current Assets****Bank Accounts**

<b>BB&amp;T</b>	99,241.40
<b>Fifth Third Checking</b>	20,605.73
<b>Fifth Third Savings</b>	51,268.51
<b>Suntrust</b>	600,000.00

<b>Total Bank Accounts</b>	<b>\$ 771,115.64</b>
----------------------------	----------------------

**Accounts Receivable**

<b>Accounts Receivable</b>	2,778.71
----------------------------	----------

<b>Total Accounts Receivable</b>	<b>\$ 2,778.71</b>
----------------------------------	--------------------

<b>Total Current Assets</b>	<b>\$ 773,894.35</b>
-----------------------------	----------------------

<b>TOTAL ASSETS</b>	<b>\$ 773,894.35</b>
---------------------	----------------------

**LIABILITIES AND EQUITY****Liabilities****Total Liabilities****Equity**

<b>Opening Balance Equity</b>	757,958.23
-------------------------------	------------

**Retained Earnings**

<b>Net Income</b>	15,936.12
-------------------	-----------

<b>Total Equity</b>	<b>\$ 773,894.35</b>
---------------------	----------------------

<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 773,894.35</b>
-------------------------------------	----------------------

Saturday, Jul 28, 2007 11:56:09 AM PDT GMT-7 - Accrual Basis

**Budget and Finance Report.****Jane McNaughton, Chair****Summary of Activities**

**GAP 7** - Increase the scholarship given to the immediate Past President's institution in recognition of his/her serve to the Association to \$2,000.

Activity – Added \$2,000 to Past President's budget line item.

**GAP 43** - Recommend continuation of the use of a CPA firm to assist with the completion of the 990 and 990T.

Activity – Contacted Mike Dunn, CPA and began tax return process for FY 2006 year.

**GAP 44** - Recommend the Vendor/Sponsor Chair be appointed as a member of the Budget & Finance Committee.

Activity – SASFAA Vendor/Sponsor Chair is to be added as ex-officio member of Budget/Finance Committee if approved by Board.

**LRP14.2** - Provide for the establishment, maintenance, investment, and monitoring of a sufficient Associational reserve fund.

Activity – Contacted Jim Mills at SunTrust Bank to reinvest July 14, 2007 maturing certificate of deposit.

**LRP14.5** - Determine the appropriate cash balance to be brought forward annually.

Activity – Worked with SASFAA Treasurer and SASFAA President in budget process to recommend \$91,500 in carry forward account

**PP 6.34** - Recommend budget adjustments, as appropriate, to stay within budget guidelines.

Activity – Make recommendations to adjust 3 line items in 2006-2007 budget.

**PP 6.37** – Prepare, in collaboration with the President and the Treasurer, the fiscal budget prior to the July/August Board meeting.

Activity – Present proposed 2007-2008 budget to Board for approval

**PP 6.38** - Monitor expenditures, analyzes cash flow trends, and advises the Board regarding short-term and long-term investments.

Activity – Present budget, CD, endowment and balance sheet reports at Board meetings

**Discussion**

**Scholarship for Past President** – reminded Brent Tener of availability of \$2,000 to be used by Vanderbilt University as recognition of his service to SASFAA. Asked Brent to inform Board at November board meeting of recipient of scholarship. Work with Terri Parchment to fund disbursement.

**Tax Return Preparation** – Received engagement letter from Mike Dunn at Blankenship CPA Group for Lisanne’s signature to begin the tax return preparation process. Will work with Mike to determine estimated quarterly tax payments on advertising income.

**Budget Preparation for 2007-2008** – obtained estimated budget needs from officers and committee chairs. Worked with President and Treasurer to determine appropriate cash amount of cash to be brought forward from 2006-2007 year. Added new line item to budget (Online Payment Processing Fees - #225) upon recommendation from Mike Dunn, CPA, to account for PayPal fee expense.

**Financial Reports** – presented copies of final 2006-2007 budget, 2007-2008 proposed budget, balance sheet showing cash in checking and savings accounts to document the carry forward amount, interest earned on CD’s earmarked for Endowment Funds, and CD report.

**Conference**

**SASFAA, Inc.**  
**Budget vs. Actuals: SASFAA Budget - FY08 P&L**  
 July 2007 - June 2008

	Actual	Budget	Total	\$ Over Budget	% of Budget
<b>Income</b>					
01 Membership Dues	3,401.31		35,000.00	-31,598.69	9.72%
02 Professional Development			125,000.00	-125,000.00	0.00%
03 Annual Meeting			156,000.00	-156,000.00	0.00%
04 Vendors/Sponsors/Patrons	1,500.00		125,000.00	-123,500.00	1.20%
05 Advertising			40,000.00	-40,000.00	0.00%
07 Interest Earned			20,000.00	-20,000.00	0.00%
08 Miscellaneous Income			1,000.00	-1,000.00	0.00%
09 Balance Forward			91,500.00	-91,500.00	0.00%
<b>Total Income</b>	<b>\$ 4,901.31</b>	<b>\$ 593,500.00</b>		<b>-\$ 588,598.69</b>	<b>0.83%</b>
<b>Expenses</b>					
101 President	1,790.21		9,000.00	-7,209.79	19.89%
102 President-Elect	321.80		8,850.00	-8,528.20	3.64%
103 Vice President			4,500.00	-4,500.00	0.00%
104 Secretary			4,500.00	-4,500.00	0.00%
105 Treasurer			5,700.00	-5,700.00	0.00%
106 Past President	1,493.65		7,675.00	-6,181.35	19.46%
201 Membership/Directory			6,000.00	-6,000.00	0.00%
202 Electronic Services	950.00		12,400.00	-11,450.00	7.66%
203 Professional Advancement			150,000.00	-150,000.00	0.00%
204 Newsletter	208.80		3,675.00	-3,466.20	5.68%

<b>205 Budget and Finance</b>		4,250.00	-4,250.00	0.00%	
<b>206 Annual Meeting Program</b>	330.20	250,000.00	-249,669.80	0.13%	
<b>207 Site Selection</b>		1,600.00	-1,600.00	0.00%	
<b>208 Nominations and Elections</b>		5,550.00	-5,550.00	0.00%	
<b>210 Executive Board</b>		47,500.00	-47,500.00	0.00%	
<b>211 President's Contingency</b>		2,000.00	-2,000.00	0.00%	
<b>213 Advance Program Planning</b>		2,000.00	-2,000.00	0.00%	
<b>214 Diversity Issues</b>		2,000.00	-2,000.00	0.00%	
<b>215 Prior Administration Bills</b>	529.10	1,000.00	-470.90	52.91%	
<b>216 Legislative Relations</b>		6,000.00	-6,000.00	0.00%	
<b>217 Long Range Planning</b>		3,900.00	-3,900.00	0.00%	
<b>218 Vendor/Sponsor/Patron</b>		4,500.00	-4,500.00	0.00%	
<b>219 Special Projects</b>		34,900.00	-34,900.00	0.00%	
<b>221 Computer Hardware/Software</b>		2,500.00	-2,500.00	0.00%	
<b>224 Accounting Fees and Taxes</b>		11,000.00	-11,000.00	0.00%	
<b>225 Online Payment Processing Fees</b>		2,500.00	-2,500.00	0.00%	
<b>Total Expenses</b>		<b>\$ 5,623.76</b>	<b>\$ 593,500.00</b>	<b>-\$ 587,876.24</b>	<b>0.95%</b>
<b>Net Operating Income</b>		<b>-\$ 722.45</b>	<b>\$ 0.00</b>	<b>-\$ 722.45</b>	
<b>Net Income</b>		<b>-\$ 722.45</b>	<b>\$ 0.00</b>	<b>-\$ 722.45</b>	

Saturday, Jul 28, 2007 11:54:43 AM PDT GMT-7 - Accrual Basis

Holding Company	Account #	Contact Information	Purchase Date	Amount	Interest Accrual	Term	Maturity Date	Rate	Interest Paid Schedule
Capmark Bank	DFL006262	James A. Mills Suntrust Securities	5/1/2007	\$25,000	n/a	12	5/2/2008	5.05%	Paid at m
<b>Chestatee Bank*</b>	DFL006262	Suntrust Investment Group	11/29/2006	\$65,000	n/a	12	11/30/2007	5.05%	Paid mo
Business First Bank	DFL006262	James A. Mills Sr. Investment Officer Suntrust Securities Corporation 500 Main Street, 5th Floor Norfolk, VA 23510 Phone: 757-624-5626 Fax: 757-624-5629 jim.mills@suntrust.com	6/6/2007	\$70,000	n/a	24	6/22/2009	5.20%	Paid Mon Checking A
CIT Bank Utah	DFL006262	Suntrust Investment Group	9/19/2006	\$45,000	n/a	24	9/29/2008	5.10%	Pays semi-a Checking A
Hibernia National Bank	DFL006262	Suntrust Investment Group	6/18/2004	\$75,000	n/a	60	6/30/2009	4.35%	Paid Mon Checking A
Pacific Crest Savings Bank	DFL006262	Suntrust Investment Group	6/8/2005	\$50,000	n/a	36	6/13/2008	4.05%	Paid Mon Checking A
American National Bank	DFL006262	Suntrust Investment Group	1/16/2004	\$25,000	n/a	48	1/16/2008	3.35%	Paid Mon Checking A
Bartow Cnty BK	DFL006262	Suntrust Investment Group	7/14/2006	\$25,000	n/a	24	7/28/2008	5.50%	Paid Mon Checking A
<b>Flagstar Bank*</b>	DFL006262	Suntrust Investment Group	7/18/2007	\$50,000	n/a	24	7/24/2009	5.25%	Paid Semi-a Checking A
Community Shores Bank	DFL006262	Suntrust Investment Group	9/16/2005	\$50,000	n/a	36	9/29/2008	4.35%	Paid Mon Checking A
Middleton Community Bank	DFL006262	Suntrust Investment Group	1/7/2005	\$25,000	n/a	36	1/11/2008	3.65%	Paid Mon Checking A
Wright Financial	DFL006262	Suntrust Investment Group	9/19/2006	\$45,000	n/a	24	9/26/2008	5.10%	Paid Semi-a Checking A



First Internet Bank of Indiana	DFL006262	Suntrust Investment Group	7/7/2004	\$50,000	n/a	48	7/16/2008	3.90%	Paid Mon Checking A
<b>TOTAL INVESTMENTS</b>				\$600,000					

\* denotes Endowment Fund

7/27/2007

## Committee Report Brad Barnett

### *Summary of Activities*

**GAP28-32, 39, LRP12.2, 12.3, 12.7, PP 6.67 & PP 6.68:** The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities.

**Activity:** Planning has begun for the 2008 annual conference, with the first committee meeting taking place July 28<sup>th</sup> – 30<sup>th</sup>. The SASFAA 2009 Conference Chair is part of the 2008 committee, which will help with the transition. A transition meeting will also take place on the last day of the 2008 conference.

A meeting with Hyatt staff and 2008 Conference Chair, President, Site Selection Chair, and Local Arrangements Co-Chairs was held on March 7<sup>th</sup> to begin discussions and planning for the conference. Meeting this early allowed us to develop a tentative daily agenda and work out many logistical issues with the hotel that are normally not addressed until the later date. This information was communicated with the rest of the conference committee and early planning around those items has taken place.

Pre-conference seminars will be a part of the 2008 conference. The committee will review possibilities for these at the July meeting; although, tentative topics for these seminars have been informally discussed among some of the committee.

**LRP4.2 & PP 6.61:** Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

**Activity:** This has been accomplished and the committee members were submitted to the President for approval. Due to the location of the 2008 conference and the current federal issues within our industry, the SASFAA Legislative Relations Chair has been added as an ex-officio member of the 2008 Conference Committee.

**LRP5.5:** Members who possess leadership aspirations and capabilities will be identified and developed for significant involvement within the Association.

**Activity:** The configuration of the Conference Committee meets these standards.

**LRP14.1:** The future financial stability of the Association is provided through careful and regular planning and evaluation.

**Activity:** Conversations between with the President and Treasurer have taken place about possibly raising the conference fee for 2008. It has not been raised in several years, yet conferences are becoming more expensive and vendor/sponsor income may be reduced in 2007-08 due to current industry issues.

**PP 6.60 & 6.601:** Review evaluations from the prior year conference to assess interest and need for appropriate adjustments for current conference plans and prepare a conference evaluation for use by the next conference chair.

**Activity:** The 2007 conference evaluation has been given to the 2008 committee to review and discussions have taken place about the results. A committee member has been assigned to develop an evaluation for 2008 event.

**PP 6.62 & PP 6.64:** Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

**Activity:** Tentative plans are in place for conference information to be disseminated to the membership in a timely fashion. These plans will be confirmed as the committee meets and throughout the conference planning process, keeping in mind the need to keep the membership up-to-date on the conference. Two "Call for Sessions" e-mails were sent to the SASFAA listserv requesting session ideas for the 2008 conference.

**PP 6.65:** Fiscal integrity will be ensured.

**Activity:** The Conference Committee Chair is aware of staying within budget and has communicated to the committee members that finances for the 2008 conference may work a little differently than in prior years due to the current industry issues.

**PP 6.66:** Maintain the records of the Association.

**Activity:** Records are being maintained throughout the conference planning process.

**PP 6.69:** Coordinate conference activities with the sponsorship, professional development, finance and audit, membership and local arrangements committees.

**Activity:** Conversation and planning have taken place with the President, Vendor/Sponsor Chair, and Hotel Liaison regarding finances as they pertain to the conference. These communication channels will remain open and active. Conference subcommittee assignments have been made to each committee member and a description of the tasks associated with each assignment has been disseminated to them so they can begin working on their activities.

***Discussion***

The first 2008 Conference Committee meeting will take place July 28<sup>th</sup> - 30<sup>th</sup> in conjunction with the Board Meeting. More information and plans regarding the conference planning will be solidified at that time.

**Recommendations: None**

## **REPORTS FROM STATE PRESIDENT ATTACHMENT B**

### **Virginia Pat Kelly, President**

Kicking off the theme for 2007-08, "Refreshing Our Spirit, Meeting the Constant of Change", the VASFAA Transitional Board Retreat was held at the College of William and Mary in Williamsburg, VA from June 11 -13. The meeting closed out 2006-07 with the signing of the Continuity Statement and the immediate new Board assembled to tackle 2007-08 business. This retreat was a bit unique due to much uncertainty concerning the finances that must be raised to meet expenditures this year. A balanced budget was accepted by the Board. However much needs to occur through establishment of a vendor/sponsor policy and the anticipated Sunshine Act before a revision can occur. Nonetheless, VASFAA continues to be optimistic in its financing strategy for the fiscal year.

The principle goal for the year is to add value to VASFAA membership by providing critical and beneficial information through its committee work and sponsored events. Government Relations will have great responsibility this year because of the expected Reauthorization and the continuing investigation regarding lenders and schools. Conference has been charged to keep costs within budget and provide a quality annual conference without frills. Training will offer relevant and current sessions both during the conference and throughout the year. Awareness will expand its site offerings for Super Saturday, allowing more families the opportunity to obtain needed advisement about the financial aid application process. Secondary School Relations will again offer high school counselors updates and trainings at various sites throughout the Commonwealth. Research will do a study concerning a relevant subject for VASFAA. Diversity will work with a broadened definition of diverse populations and will remind committees to work in diverse ways. Membership will keep and exceed the current numbers of active members and help provide opportunities to increase membership. Special assistants will help educate committees on reporting and successful committee work. Site Selection for 2009 will secure an annual training conference based on access to members and cost effectiveness. Sector Coordination will allow members an opportunity to address specific concerns affecting sector groupings. Vendor/Sponsor will propose ways that lenders can contribute to VASFAA and will introduce lender concerns for Board action. Newsletter will provide quarterly editions of news and issues affecting membership. Electronic Services will continue to offer a website that is easy to access and use. Public Relations will educate the community concerning the work that VASFAA does. The Photographer will make sure that a pictorial history is left for our membership. Archives will collect and keep mementos and memorabilia for future VASFAA's. Budget and Finance will analyze financial concerns and keep the budget in line. New Century will offer members competitive funds for initiative and creativity. Strategic Planning will assess the current strategic plan and will highlight the emerging issues for the next five year period. Awards and Nominations/Elections will recognize service to VASFAA and encourage future leaders to serve. By-laws will keep the association in good order and will record its operational rules. Committees are the membership and there is challenge ahead of us as we work to achieve our goals and meet our objectives.

Board Officers and Commissioners for 2007-08 are: Pat Kelly – President, Erik Melis – Past President, Brenda Burke – President Elect, Vera Riddick – Secretary, Zita Barree – Treasurer, Keith Wellings – Treasurer-Elect, Tom Morehouse - Special Appointee to President, Lee Andes - SCHEV Liaison, Michael Poma – Representative for Professional Development, Sheila Nelson-Hensley – Representative Outreach Services, Melissa Barnes – Representative for Information Services, Bill Wendle – Representative for Organizational Services. Commissioners and officers met with their respective committee chairs to discuss goals and objectives for this year. Names of VASFAA Volunteers were distributed to each committee with the charge to form the committee and start planning events to achieve VASFAA goals and meet objectives for the year.

Committee chairs include: Jeanne Holmes and Pam Rambo (Conference), Donna Taylor and Elizabeth Desi (Training), Liza Bruce (Support Staff), Katherine Lister (Experienced Officer), Joe Dobrota (Public Relations), Hope Jackson and Tim Freeman (Diversity), Carolyn Ware (Secondary School Relations), Angela Long (Membership), Yvonne Hubbard and Marilyn King (Government Relations), Barry Simmonds (Research), Dave Deibel and Frances Pileggi (Vendor/Sponsor), Jane Moore (Electronic Services), Gary Spoales (Newsletter), Gerene Carter (Photographer), Suzanne Angheloni and Mary Gore (Awareness), Bobby Clemmer (Budget and Finance), Brad Barnett (New Century Presidents Council), Erik Melis (Awards, By-laws, and Nomination/Elections), Holly Rison (Archives), Brenda Burke (Sector Coordination and Site Selection), Leftor Daku (strategic Planning).

As August begins, the committees are in the process of assembling and addressing the business at hand.

A Board conference call is being planned for August/September. Discussion on final policy for vendor/sponsor will be the main focus.

The contract for the annual conference in 2008 with the Marriott at City Center, Oyster Point, Newport News was finally signed after great hesitation resulting from the events of this spring. A deposit was made and the Conference Committee is off to a good start planning a vital, quality conference for May 17 -21.

New Aid Officers were present at the SASFAA NAOW in mid-June. Numbers?

After this Board meeting, a personal note of encouragement will be sent to committee chairs reminding them of their charge of leadership for VASFAA goals and objectives to be achieved.

Excitement is always a part of VASFAA and this year is no exception. It is VASFAA's 40<sup>th</sup> anniversary and it is a year of celebration. Adding to the intrigue that has already been infused this year, no less than an exceptional year is expected. Never has "Refreshing Our Spirit, Meeting the Constant of Change" been more present than in VASFAA 2007-08.

## **Tennessee Report**

**Clyde Walker, President**

The year ahead promises to offer significant challenges, many of which have never before been faced by our state association. The 2007-08 TASFAA Board has the experience and capacity to face those challenges and to convert the challenges into opportunities.

*Members of the 2007-08 TASFAA Board:*

### **Executive Committee**

President: Clyde Walker, Vanderbilt University

President-Elect: Jeff Gerkin, University of Tennessee-Knoxville

Past President: Janette Overton, Johnson Bible College

Treasurer: Melissa Smith, Vanderbilt University

Secretary: Sara Reese, Aquinas College

District I Chair: Torrence McKnight, Citibank Student Loan Corporation

District II Chair: John Brandt, Union University

District III Chair: Leslie Madden, Vanderbilt University

District IV Chair: Allison Snyder, SunTrust

District V Chair: Sandy Aston-Wash, Tennessee Technology Center-Harriman

District VI Chair: Magi Lewis, Northeast State Technical Community College

### **Committee Chairs**

Association Governance: Forrest Stuart, Rhodes College

Awards: Marian Huffman, Lee University

Conference – Fall: Jeff Gerkin, University of Tennessee-Knoxville

Conference – Spring: Karen Hauser, Vanderbilt University

Counselor Internship: Cruzita Lucero, Northeast State Technical Community College

Diversity: Sam Casarez, TG

Electronic Services: Celena Rader-Lambdin, Lincoln Memorial University

Governmental Relations: Ron Gambill, Edsouth

Historical: Jan Lassiter, Edsouth

Membership: Cara Suhr, Tennessee Technology Center-Nashville

Newsletter/Public Relations: Terri Parchment, Edamerica

Nominations: Janette Overton, Johnson Bible College

Project Development: Clark Aldridge, Chase

Site Selection: Joanie Walker, American Student Assistance

Sponsorship Development: Sandra Rockett, Dyersburg Community College

State Programs Liaison: Tim Phelps, Tennessee Student Assistance Corporation

TASFAA Advisory Committee to TSAC: Janette Overton, Johnson Bible College

Training: David Gelinis, University of the South

At this time, two Committee Chair positions have not been filled: Financial Aid Awareness Committee Chair and Mentoring Committee Chair.

### ***President's Goals for 2007-08:***

- *Budget and Finance.* Some of our greatest challenges this year will come in the area of budgeting for the association and in the financing of our operations/activities. The environment in which we have operated for many years has changed dramatically without warning, and we must now adapt to this new operating environment. As a Board, we may be forced to take a hard look at the events and activities that we have traditionally carried out as an association, and may well face

difficult decisions as we work together to prioritize our activities and to plan for the future. Simply stated, one goal for the year is to complete the year having expended less than we have taken in. To that end, our designated "Special Project" for the year will be in the area of budgeting and budget management, with the objective of learning more about the budgeting process in order to ultimately improve the way in which we budget and the methods by which we publish and otherwise communicate our financial standing to the association.

- *Conferences.* We will continue to plan and carry out conferences that further the mission of our organization. TASFAA has a history of offering conferences of high quality, and our conferences this year will seek to continue that tradition by structuring conference offerings that will serve to inform, challenge and enlighten TASFAA members, from our newest and least experienced members to our most seasoned, most veteran members.
- *Ethics in the Administration of Financial Aid.* Never has the importance of observing and following ethical principles in the administration of student financial programs been more critical, and certainly, the level of attention and scrutiny under which we operate as financial aid professionals has never been higher. It is important that we continue to offer learning opportunities for our members that are devoted to ethics and related topics during 2007-08.
- *Financial Aid Awareness.* Another goal for 2007-08 is to help heighten the level of positive awareness of our profession and of the financial aid process. To help reach that goal, we will request that Governor Bredeson sign a formal proclamation officially designating February as "Financial Aid Awareness Month." Several years have passed since the Governor signed a proclamation to acknowledge Financial Aid Awareness Month
- *TASFAA History.* An additional goal for the year is in the area of TASFAA history. In order for us to have a good perspective on where we are as a professional association, we must also have an understanding of TASFAA history. During the year, we will begin to develop a written history of our association, initially through the orderly acquisition of appropriate historical materials that will help to better document our history. We will acknowledge our past and celebrate our future by acknowledging TASFAA's 40<sup>th</sup> "birthday" throughout the 2007-08 year.

The first official 2007-08 Board meeting was held earlier this week in Franklin, Tennessee. The Board approved the 2007-08 Budget as presented and also approved several related proposed changes to TASFAA's financing structure. Those changes included an increase in conference registration fees for both 2007-08 conferences, the elimination of complimentary conference registration fees for donors, an increase in the level of contribution required in order to exhibit during the conferences, and increases in the minimum donation required in order to receive acknowledgement as having provided a certain specified levels of support to the conference; e.g., Vendor, Sponsor, Patron. A new level of support, "Grand Patron," was established for the purpose of separately acknowledging our largest donors. The Board agreed to create the "TASFAA Training Series" by bundling several traditional training events, and to solicit donations to support the series. Throughout the year, TASFAA will acknowledge and celebrate our 40<sup>th</sup> year as an association. The next scheduled Board meeting is set to take place on Sunday, October 21, in Franklin.

The Conference Committee also met earlier this week to plan the fall conference, which will be held October 21-23, 2007, at the Cool Springs Marriott in Franklin. Jeff Gerkin, TASFAA President-Elect will chair the fall conference, the theme for which will be "TASFAA: In Focus."

## **South Carolina**

**Tabatha McAllister, President**

### ***Summary of Activities***

Activity: June 25 & 26, 2007 SCASFAA Transitional Board Meeting at the Landmark Resort in Myrtle Beach, SC.

President McAllister announced the theme for 2007-2008 as "A Pause Can Be Refreshing" and outlined the goals as follows:

- Maintain sound fiscal responsibility
- Assist members in moving toward leadership roles in the association
- Continue to provide quality professional development opportunities
- Work collaboratively with other State Agencies in the delivery of financial aid services to students
- Effectively utilize technology to enhance the services and accessibility of information to the members and
- Create a method of recognition for current SCASFAA members who contribute exceptional service to the profession.

### ***Conference Information:***

#### **Fall 2007**

October 8 & 9, 2007

Embassy Suites, Columbia, SC

Registration: \$95

Room Rate: \$122

#### **Spring 2008**

April 20 -23

Landmark Resort, Myrtle Beach, SC

Registration: \$110 (*pending approval*)

Room Rate(s): \$79 & \$84

**Fall 2008**

October 20 & 21, 2008  
 Marriott Spartanburg Conference Hotel  
 at Renaissance Park, Spartanburg, SC

**Spring 2009**

April 5 -7, 2009  
 Landmark Resort, Myrtle Beach, SC

**Actions:**

The Executive Board approved preliminary changes to vendor/ sponsor practices.

The non-standing committee members of the association were approved and the members of the SCASFSA 2007-2008 Board are:

**Committee Meetings:**

President	Tabatha McAllister	USC-Regional Campuses	July 13, 2007:
President-Elect	Jeff Dennis	Southern Wesleyan	Professional
Vice-President	Bridget Blackwell	USC-Columbia	Development
Secretary	Tamy Garofano	TG	Committee met
Treasurer	Cindy Peachey	USC-Columbia	to outline
Member at Large	Kimberly White-Grimes	Trident Technical College	workshops and
Past President	Kim Jenerette	USC-Upstate	training.

July 17, 2007:  
 Fall

**Committee Appointments:**

Consumer Relations	Meg Hurt	Coastal Carolina University	Conference
Counselor Relations	Regina Smith	USC-Trio	Committee met
Diversity	Traci Singleton	Citadel	outlined fall
Electronic Services	Joey Derrick	USC-Columbia	meeting.
Fall Program	Kisha Dawkins	York Technical College	July 24, 2007:
Legislative Concerns	Glenn Shumpert	USC-Aiken	The Budget
Lender Liaison	Chuck Sanders	SCSLC	Committee met
Newsletter	Missy Lutz	Newberry College	and created the
Peer Support	Gus Kitchen	Voorhees College	yearly budget.
SCASFSA Advisory to CHE	Sandra Davis	SC State University	The budget
Site Selection	Jackie Bell	USAFunds	included a
Spring Program	Caroline Thornton	Orangeburg Calhoun Tech. College	significant
Research	Earl Mayo	SC Tuition Grant	decrease in
Vendors/Sponsors	Bob Godfrey	USC-Columbia	expenses and
			anticipated
			income.

**North Carolina****Tony Carter, President****Summary of Activities:**

The Executive Board Transition Retreat was held June 18-19 at The Summit @ Haw River State Park in Brown Summit, NC. Rance Jackson, Immediate Past President, held his last board meeting on the morning of the 18<sup>th</sup> with transition activities in the afternoon. Goals and objectives were formulated for the new year as well as a tentative budget. Future funding for the association was discussed as well as a possible change to the NCASFSA Vendor/Sponsor Policy. The 2007-2008 Executive Board met informally on the 19<sup>th</sup> and participated in team-building activities and received crash courses in meeting preparation and parliamentary procedure. Eleven new members were welcomed to the Board.

I appointed an ad-hoc committee to review the current Vendor/Sponsor Policy and recommend any changes following the lead of NASFAA. The members of the committee are:

Casey Wallen, Agencies Chair  
 Patti Bowman, Membership Chair

Eileen Dills, Policies & Procedures Chair  
Dana Kelly, Leadership Symposium Chair  
Janet Sain, Lender Liaison

The committee developed a new Exhibitor Policy closely resembling NASFAA's. An informal survey of current vendors and sponsors found overwhelming support for the change with little impact on future lender participation. Major changes to the policy includes elimination of all sponsored activities, flat exhibitor fees, elimination of tiers, and the elimination of comped membership dues and conference registration fees. The Executive Board will discuss and vote on the new policy at the first board meeting on July 30.

A new initiative this year is the formation of a Graduate & Professional Concerns Committee chaired by Stacey McCorison from the Duke University School of Medicine. This committee has been charged with the task of developing concurrent sessions with relevant topics geared toward the sector. The goal is to attract more members from professional & graduate schools as well as encourage participation at the conferences.

Kay Stroud from Appalachian State University and Tony Patterson from NC State University agreed to be NASFAA Trainers this year. The decision was made to include a NASFAA Training Session as a pre-conference activity this November at the Embassy Suites in Greensboro. In addition to this session, two additional sessions will be offered at other times in the Charlotte and Raleigh areas.

I was contacted by Jennifer Martin at NASFAA to gauge NCASFAA's interest in partnering with NASFAA, Federal Student Aid and NCHelp on a national effort to provide financial aid training to high school guidance counselors and other professionals who help students prepare for college. This initiative is entitled National Training for Counselors. Elizabeth McDuffie with the NC State Education Assistance Authority (NCSEAA) is the contact person for this partnership. NCSEAA already provides an excellent training workshop each year for high school guidance counselors and this joint collaboration should prove beneficial.

The first fall conference committee meeting was held at the Embassy Suites in Greensboro on July 23. Lisa Koretoff, Fall Program Chair, has formed an excellent committee to plan an informative and entertaining conference. The theme is "The Winds of Change", playing on both the time of year and the ever-changing political and regulatory climate that the financial aid profession faces.

The first meeting of the 2007-2008 NCASFAA Executive Board will be July 30 at UNC Charlotte.

## **Mississippi**

### **Peggy Shoemake, President**

The Mississippi Association of Student Financial Aid Administrators (MASFAA) held their 40<sup>th</sup> Anniversary Spring Conference at the Marriott Hotel in Jackson, MS; June 13-15. The theme for the conference was, "Growing Opportunities for the Future". There were 221 attendees at the conference.

Elections took place for the 2007-08 offices to be filled. Results were:

President-Elect: Marilyn James, Mississippi State University, Meridian campus  
Vice-President: Cammie Champion, University of Mississippi  
Secretary: Robyn Cilwik, William Carey University  
Member-At-Large: Nedra Bradley, Meridian Community College  
Director: Louanne Langston, USA Funds

These newly elected officers join Peggy Shoemake; President, Steve Greenough, Treasurer; Robert Givens, Director; and Teresa Bost, Director, to complete the 2007-08 Board.

The transitional meeting of the 2006-07 and 2007-08 Executive Board took place July 19-20 at the Pearl River Community College Advanced Technology Center in Hattiesburg, Mississippi. The first day was spent with officer and committee reports from the 2006-07 board being presented, and in the afternoon a transition time was reserved for 06-07 and 07-08 passing of information etc... The day ended with the beginning of assignments for the 2007-08 committees. An appreciation dinner was held that evening at Chesterfield's restaurant in Hattiesburg.

The next board meeting will be a conference call in the next 2 weeks to finalize the 2007-08 Budget. The next in person meeting will coincide with the NASFAA Fall training with a tentative date of November 16<sup>th</sup> (the meeting of the Executive Board being the day before on the 15<sup>th</sup>).

Committee chairs are already up and taking off with plans for the 2007-08 year. At the transitional meeting there was a great “buzz” of energy with all the executive board members. Here is looking to a very productive and great year of learning in the Mississippi Association!

**Kentucky State**  
**Bryan Erslan, President**

The KASFAA Transition Board meeting was held June 14 and 15 at Lake Cumberland State Park just outside of Jamestown, KY. Board members, both new and returning spent time getting to know each other and becoming familiar with all of the expectations and responsibilities of serving on the KASFAA Board or Chairing a Committee. The theme for the new year focused on two areas, Making College Access a Priority in KASFAA and continued efforts of financial aid professionals to Building Trust with all of the various constituencies that are served in this profession. The board also discussed new and creative initiatives as a part of the transition meeting.

**Goals for 2007-08**

At the Transition Meeting the Executive Board discussed and adopted goals for the upcoming year.

- Having a balanced budget at the end of 2007-08.
- Spotlight College Access Programs and promote these efforts in various KASFAA events during the upcoming year.
- Adopt an Agency, possibly Boys and Girls Clubs, Adult Education, or Gear Up to provide expert services to the selected agency, as well as recognize agency at upcoming KASFAA Conferences.
- 

The Executive Board meeting was held July 20, 2007 in Louisville, KY. All committees had a representative and all presented a report updating the Board with anticipated goals for 2007-08. The Board updated the Vendor Participation Section of the KASFAA P&P, given the recent changes with Lender/School relations. The board also passed a resolution in support of the NASFAA Code of Ethics, very similar to the SASFAA resolution passed in June. KASFAA will continue to work on policies and procedures to ensure all updates from past Boards are included as well as consider future changes. President Erslan created an AdHoc Committee for Grant Writing to research and review possible new ways of funding KASFAA Training Initiatives.

**Finances**

The board voted to increase the Exhibit fee for Conferences to \$1,000 per conference. In addition to an increase in the Exhibit Fees, the board also approved to accept General Conference Support and recognize those vendors who contribute at least \$1,000. These increases will become effective for the 2007 Fall Conference.

**Fall Conference – KASFAA – Through the Sands of Time – Celebrating 40 Years.**

The fall conference is scheduled for October 24-26, 2007 in Louisville at the Holiday Inn - Hurstbourne. The conference will have a beach party theme as well as celebrate the 40<sup>th</sup> Anniversary of KASFAA. Conference Co-Chairs Shelley Park and Margie Childress and their team are working diligently to provide an outstanding fall conference. The conference will begin with a motivational speaker and also will feature a general session on the newly formed KentuckyCAN (College Access Network).

**Training Events**

KASFAA will participate in the NASFAA training and in the process of scheduling two instruction dates late in the fall and early 2008. The training will be conducted by two well respected and veteran financial aid administrators, Heather Boutell and Mary Givhan.

**College Goal Sunday**

College Goal Sunday in Kentucky will be held January 27, 2008. We will have 20 sites throughout the state. Members of the College Goal Sunday committee are in the process of renewing a Lumina Grant in the amount of \$10,000 with Marsha Westin of NASFAA.

2007 – 2008 Executive Board	
<b>President</b>	<b>Bryan Erslan</b> Berea College
<b>Vice President of Training</b>	<b>Cindy Burnette</b>



	Western Kentucky Univ.
<b>President-Elect</b>	<b>Jennifer Cosens</b> KHEAA
<b>Secretary</b>	<b>Karyn Yates</b> Eastern Kentucky University
<b>Past President</b>	<b>Runan Pendergrast</b> Bluegrass Community & Tech College
<b>Treasurer</b>	<b>Andrea Spry</b> Transylvania University
<b>Board of Directors</b>	
<b>Four-Year Public Schools</b>	<b>Penny Asalon</b> Northern Kentucky University
<b>Proprietary Schools</b>	<b>Laura Jones</b> Sullivan University
<b>Lenders</b>	<b>Michael Morgan</b> EdAmerica
<b>Private Schools</b>	<b>Katie Valentine</b> Midway College
<b>Agency</b>	<b>Jennifer Long</b> KHEAA
<b>Two-Year Public Schools</b>	<b>Kathy Hodges</b> Elizabethtown Community & Tech Coll
<b>Committee Chairs</b>	
<b>Archivist/Historian</b>	<b>Laura Keown</b> Centre College
<b>Nominations</b>	<b>Runan Pendergrast</b> Bluegrass Community & Tech'l College
<b>Articles and Bylaws</b>	<b>Karyn Yates</b> Eastern Kentucky University
<b>Program (Fall)</b>	<b>Shelley Park</b> Eastern Kentucky University <b>Margie Childress</b> Somerset Community & Tech'l College
<b>Awards</b>	<b>Chris Tolsen</b> Campbellsville University
<b>Program (Spring)</b>	<b>Chester Priest</b> KHEAA <b>Angela Black</b> University of Louisville
<b>Budget and Finance</b>	<b>Charles Vinson</b> Murray State University

<b>Public Relations</b>	<b>Rick Wilson</b> Bowling Green Technical College
<b>College Goal Sunday</b>	<b>Aaron Gabehart</b> Campsbellsville University
	<b>Lisa Schrenger</b> Jefferson Community & Tech'l College
<b>High School Counselors Workshop</b>	<b>Rhonda Bryant</b> University of Kentucky
	<b>Lissa Caldwell</b> KHEAA
<b>Diversity</b>	<b>Gina Kuzuoka</b> Spalding University
<b>NASFAA Training</b>	<b>Steve Allen</b> University of the Cumberlands
<b>Legislative</b>	<b>Dave Cecil</b> Transylvania University
<b>Support Staff Workshop</b>	<b>Chuck Anderson</b> Hazard Community & Tech'l College
<b>Long Range Planning</b>	<b>Anthony Bowles</b> Regions Bank
<b>Vendor/Sponsor</b>	<b>Marion Shute</b> Fifth Third Bank
<b>Membership/Partnership</b>	<b>Theresa Hulsey</b> PNC Bank
<b>Website/Technology</b>	<b>Jason Tretter</b> KHEAA
<b>Newsletter</b>	<b>April Kendrick</b> Nelnet
<b>Professional Development Scholarship</b>	<b>Cindy Burnette</b> Western Kentucky Univ.

**Georgia**

**Florida**

**Alabama**

**Ben J. Baker, President**

The AASFAA Transition Meeting was held at The Legends Hotel in Prattville, Alabama June 14-15, 2007. The 2006-2007 Executive Board received year-end reports from the committee chairpersons in attendance. The board members spent time considering the

adoption of a statement of ethical principles and a code of conduct. It was felt by some board members that more time and study was needed to draft the appropriate document(s) for AASF AA.

Another topic of some concern at the AASF AA Transition Meeting was the level of financial sponsorship that AASF AA might expect for 2007-2008. It was agreed that considerable thought would have to be given in the development of the 2007-2008 budget.

Our AASF AA Officers for the 2007-2008 year are:

President – Ben Baker, University of North Alabama

President-elect – Charles Markle, Auburn University

Vice President – Andy Weaver, University of Alabama-Huntsville

Treasurer – Phillip Nelson

Treasurer-elect – Ann Campbell

Secretary – Ann Little

Past President – Jonna Gibson

## COMMITTEE REPORTS ATTACHMENT C

### Membership

**Vendor/Sponsor**  
**Lester McKenzie**

#### *Summary of Activities*

**GAP44:** Fiscal integrity will be ensured.

**Activity:** The vendor/sponsor chair is appointed as a member of the budget committee. I have been asked by Jane McNaughton, 07/08 Budget/Finance Chair to serve on the budget committee and I have agreed to do so.

**GAP50:** The future stability of the Association is provided through careful and regular planning and evaluation.

**Activity:** I have spoken to members of the current Board, lender staff and other regional and state association vendor/sponsor chairs to assess the current state of involvement by vendors/sponsors on normal Association activities and future endeavors.

**LRP14.7:** The future financial stability of the Association is provided through careful and regular planning and evaluation.

**Activity:** Estimate potential sponsor revenue; share information with Budget/Finance Committee; discover new sources of revenue and offer recommendations to Board for update to new policies.

**PP 6.1610:** The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities.

**Activity:** Contacted and received a contract from the two hotel-recommended drayage companies and presented that information to President Masterson, Brad Barnett, Conference Chair and Ron Gambill, Hotel Liaison. It was determined that one company was considerably more desirable and that contract has been given to Ms. Masterson for her signature.

**PP 6.169:** The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities.

**Activity:** Attending Conference Committee meeting immediately following this Board meeting.

#### *Discussion*

##### **Sponsorship Structure**

I have outlined the various options for structuring vendor/sponsor activities for the upcoming year and detailed some expected revenue gains and losses from each. Will look to the Board to make a decision on which approach we should follow with one of the options to leave the structure as is with minimal change.

##### **Drayage Company**

I have reviewed and compared both contracts received from the competing drayage companies. After review by selected members of the Board, it is my recommendation that Freeman Solutions be selected by the President and Conference Chair for conference drayage activities.

### Legislative Affairs

**Bill Spiers**

#### *Summary of Activities*

**GAP 21:** Legislative alerts and monthly digest of information should be posted to the SASFAA Website.

**Activity:** The Legislative Affairs Committee Chair has reviewed the SASFAA Website and will work with the Electronic Services Chair to ensure the page is update on a regular basis.

**GAP 25:** The SASFAA Legislative Guide was last revised in 2003. This guide needs to be updated after each congressional election.

**Activity:** The SASFAA Legislative Guide has been revised. If the Board approved the revisions, the draft will be finalized and posted to the SASFAA Website by the end of August. Many of the changes will eliminate the need for revisions after each election, but will require the Legislative Affairs Committee to review it annually for accuracy. The Guide was actually worked on by the 2006-2007 committee and members of the revision committee included: Bill Spiers, Dave Cecil, Ron Gambill, and Marilyn King.

**GAP 27:** The committee should work with NASFAA staff to prepare for Hill visits since the annual conference will be held in Arlington (Crystal City) Virginia and will provide easy access to Capitol Hill.

**Activity:** The Legislative Affairs Committee Chair is serving ex-officio on the conference committee. The new committee members have been apprised of the importance of Hill visits during the conference and will make this effort a priority.

**LRP4.2:** Ensure that committees with broadly-defined responsibilities such as legislative relations, professional development, and annual conference include at least one representative from each state in the region. Discuss appointment with the current state presidents at the time of selection.

**Activity:** The Legislative Affairs Committee will have a representative from each SASFAA state on the committee. The legislative chairs for each state have agreed to serve this year. Florida's legislative chair will be as to serve once that person is appointed. Our first conference call will be in August after the Board approves the committee.

## **Electronic Services**

**Keith Reeves**

### *Summary of Activities*

**GAP12:** The SASFAA Policy and Procedures Manual shall be updated and updates posted to the SASFAA Web site upon approval by the Board. The Web site shall be updated in a timely manner.

**Activity:** An updated version of the Policy and Procedures Manual was provided by the Secretary and forwarded to ATAC for posting to the web. Turnaround time was one day.

**GAP23:** Legislative alerts are to be announced via the listserv; however, these same alerts shall be posted to the SASFAA Web site for continued review by the membership.

**Activity:** No activity since July 1.

### *Discussion*

The following areas of the web site have been updated since July 1: 07-08 membership form, credit card payment information, President's welcome, Leadership/Committee Chairs, online and PDF forms with new treasurer information, access extended to Aug 31 for 06-07 members, 06-07 President's report, Policies & Procedures, GASP Report, Long Range Plan, and minutes from February 2007. Additionally, the Sponsorship form has been disabled until 07-08 updates are determined.

The State information pages on the SASFAA web site need to be updated (they still contain 05-06 data). A request for updated information was sent to the state presidents. Responses are still needed for Alabama and Virginia.

Committee chairs are encouraged to use the "Executive Board/Chair" functionality on the web site. An instruction hand-out is provided for committee chairs.

### *Recommendations:*

Recommended committee members: Andrew Weaver, University of Alabama-Huntsville and Josh Dasher, Southeastern Technical College (Vidalia, GA).

In discussion with President Masterson, the Electronic Services Chair recommends that SASFAA purchase a good quality digital camera. The camera would be used for photographs used on the web site as well as be available for other functions such as conference, new aid, newsletters, etc.

**Newsletter**  
**Sharon Oliver, Chair**

**Summary of Activities**

**GAP 5:** Utilize each state's newsletter editor to comprise Newsletter committee for SASFAA.

**LRP 4.1:** Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.

**Activity:** State Presidents provided the name of each state's newsletter chair. A SASFAA Newsletter Committee Request Form was forwarded to each member. Each state has a representative on the newsletter committee. The Newsletter Committee members are indicated below:

<b>Chair--NC</b>	<b>Sharon</b>	<b>Oliver</b>
<b>Alabama Rep</b>	<b>Anthony</b>	<b>Richey</b>
<b>Florida Rep</b>	<b>Martie</b>	<b>Adler</b>
<b>Georgia Rep</b>	<b>Ferguson</b>	<b>Nancy</b>
<b>Kentucky Rep</b>	<b>April</b>	<b>Kendrick</b>
<b>Mississippi Rep</b>	<b>Marilyn</b>	<b>James</b>
<b>North Carolina Rep</b>	<b>Christy</b>	<b>Chesnut</b>
<b>South Carolina Rep</b>	<b>Missy</b>	<b>Lutz</b>
<b>Tennessee Rep</b>	<b>Terri</b>	<b>Parchment</b>
<b>Virginia Rep</b>	<b>Gary</b>	<b>Spoales</b>

**PP6.0:** Prepare and submit reports to the secretary and make reports and submit action items at Board meetings.

**Activity:** The Newsletter Committee chairperson submitted a board report for July to the Secretary by the due date.

**PP6.0:** Develop goals and objectives in keeping with committee/liason charges, the bylaws, the mission statement and long-range plan and in consideration of the recommendations of the governance and planning committee.

**Activity:** The Newsletter Committee established goals and objectives to meet the by laws, mission statement, long range plans, and GAP recommendations for 2007-08 on July 23, 2007.

**Discussion**

The newsletter schedule for 2007-08 has been posted on SASFAA's website on the newsletter index page. You may view previous newsletters as a guide. The length of the reports will vary. An email reminder will be sent generally 30 days before the newsletter articles are due. If you are not submitting an article, please respond to the email indicating – "no article."

**Newsletter Contents**

The newsletter shall include news of interest to student aid administrators including professional development information and events pertaining to aid administrators in the SASFAA region. The newsletter shall contain the following items:

- Message from the President
- Board meeting highlights
- Treasurer's Report
- Committee Reports
- State Reports
- Calendar of training and development activities in the region

**Newsletter Deadline**

The fall edition of the newsletter is due in October. The deadline for articles is **September 10, 2007**. All submissions (articles, ads) should be provided to the Newsletter Editor, Sharon Oliver, at [soliver@nccu.edu](mailto:soliver@nccu.edu). Materials should be sent as a word attachment, new times roman font, 10 pitch, and third person. The newsletter article format is printed on the back of the form.

## **Diversity**

**Charlene M. Morgan, Chair**

### ***Summary of Activities***

**GAP5/LRP4.5:** Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible. The Diversity Committee will hold meetings via conference call and via email with an in-person meeting to be held during the SASFAA Conference in February, 2008.

**Activity:** Initial internet research has been conducted to find the most effective and efficient way to conduct meetings, if needed. Gotomeetings.com seems to be a good site if a person-to-person meeting is needed. A free trial is available as well.

**LRP3.2:** The advice and assistance provided to the Board of Directors by committee chairs are such that the goals of the Association are readily accomplished, future leadership is developed, and board activities remain fiscally responsible. The Diversity Chair will submit committee goals and objectives after a review of the current Governance and Planning (GASP) report to the SASFAA president by July 16, 2007.

**Activity:** The Diversity Committee goals and objectives for 2007-2008 were submitted to the SASFAA president on July 16, 2007 for approval during the July board meeting.

**LRP4.1:** Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible. Appointment of the Diversity Committee will include at least one representative from each state in the region. Appointment recommendations will be submitted to the SASFAA President by July 20, 2007.

**Activity:** A suggested 2007-2008 Diversity Committee was selected and communicated to the SASFAA President on July 23, 2007. Final approval will be made during the July board meeting.

**PP6.0:** Disseminate quality information to enhance communications among members in a timely and cost-efficient manner. The Diversity Chair will submit reports to the SASFAA Secretary by submission deadline.

**Activity:** The Diversity Chair submitted a copy of the July Diversity Board Report to the SASFAA Secretary on July 26, 2007. The Diversity Committee goals and objectives for 2007-2008 were submitted to the SASFAA president on July 16, 2007 for approval during the July board meeting.

### ***Discussion***

#### **Diversity Goals for 2007-2008**

Currently the goal of the Diversity Committee (GAP30) is the professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities. The objective is to present a major general session using diversity as the theme but eliminate the concurrent sessions which focus on diversity. Use a social function, such as the President's Reception, to provide a positive and entertaining, yet educational diversity activity.

Based on feedback from conference surveys and to respond to possible budget changes, as Diversity Chair I would like to ask the Executive Board to consider providing a Diversity booth during the annual SASFAA conference where we will have an activity that addresses physical challenges. I would like for the activity to be an opportunity to be a charitable event where conference attendees can donate old eye glasses that can be reused.

In order to ensure participation from each state, I would like for the state Presidents of Mississippi and Alabama to consider selecting a member of their state to serve on the SASFAA Diversity Committee.

**Recommendations:** Update the current GAP30 Objective/ Task to state the Diversity Committee will provide a booth during the annual SASFAA conference which addresses a specific theme for the year to promote professional growth and competencies of members.

**Site Selection**  
**Janet Sain, Chair**

*Summary of Activities*

**GAP5:** Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

**Activity:** The Site Selection Committee has historically been a small one comprised of one or two members. Utilizing the volunteer list provided by the President plus subsequent emails received with additional volunteers, contacts were made.

**LP12.12:** Provide for the professional growth and competencies of members by offering workshops, seminars, meetings and other training opportunities to meet the needs of the membership.

**Activity:** The SASFAA Conference Manual/Guidebook has been completed in regards to the Annual Conference portion. CD's have been burned and will be distributed at the first board meeting of the year. Included in part of the manual/guidebook is a section on site selection. Future additions include information on New Aid Officers Workshop, Management Institute and general board/committee meetings all of which will include site selection information.

**PP6.151** Provide site selection guidelines to state presidents at the July/August Board meeting.

**Activity:** Site Selection guidelines are a component of the manual/guidebook to be distributed on July 28, 2007.

*Discussion*

The Site Selection Committee will be utilizing the new SASFAA Conference Manual/Guidebook throughout the year. We are hoping to utilize this document in a variety of ways. Each state may revise any portion to benefit them specifically to their needs. Future additions will include a section on NAOW, Management Institute and general board/committee meetings. Once completed, those sections will be distributed to each State President.

Ideally, the manual/guidebook may used as an interest session topic at the annual conference or state conferences or as a training guide.

In the future, SASFAA hopes to enter the complete Conference Manual/Guidebook as a NASFAA Regional Award candidate.

*Recommendations:*

1. Gather more information for the completion of the manual/guidebook from past NAOW Curriculum chairs and Management Institute Coordinators. Solicitations have been made.
2. Approval of committee members:

Ruthanne Madsen, FL, UCF, School of Medicine  
Paul Mittelhammer, GA, NSLP  
Caroline Thornton, SC, Orangeburg-Calhoun Tech  
Sherri Avent, NC, NCA&T

MS rep will be added if MASFAA is able to accept SASFAA Conference for 2011

**Special Appointee**  
**State Training**  
**Sandra Neel**

*Summary of Activities*

**LRP 12.9:** The professional growth and competencies of members are addresses by offering workshops, seminars, meetings and other training opportunities.

**Activity:** Plans are being made to offer a Treasurer/Treasurer Elect workshop either a pre-conference or post-conference workshop. Dave Cecil, Transylvania University, KY has agreed to be an instructor. Other opportunities will be developed and presented to the board once the committee is able to meet.



**LRP 5.4:** Members who possess leadership aspirations and capabilities will be identified and developed for significant involvement within the Association.

**Activity:** When the committee meets, we will begin the process of developing leadership opportunities for those members who aspire to become more involved in and to hold leadership positions in SASFAA.

Members who have agreed to serve on the committee:

Ellen Green, Trident Technical College, SC,  
Janette Overton Johnson Bible College, TN

Members who have been contacted and the Chair are waiting for their response:

Bob Godfrey, University of South Carolina-Columbia  
Tamy Garofano, TG

**Special Appointee  
Anniversary/History  
Betty Whalen**

***Special Projects – 45<sup>th</sup> Anniversary Celebration***

LRP5.3 GOAL: Members who possess leadership aspirations and capabilities will be identified and developed for significant involvement within the Association.

OBJECTIVE: Provide recognition of state and regional leaders.

LRP6.7 GOAL: The membership of the Association should represent the composition of financial aid professionals in the region.

OBJECTIVE: Provide mentoring opportunities for new members.

**Planned Activities That Support the Task:**

Each of the following will be in conjunction with the 2008 Annual Conference.

\*Focus of President's Reception will be to honor SASFAA's Past Presidents

\*Display featuring SASFAA leaders, history, significant events

\*Publication reviewing details of SASFAA's formation and development

Committee Members:	Mary Givhan	Thomas More College	KY
	Susan Little	UGA	GA
	Barry Simmons	VA Tech	VA
	Betty Whalen	Winthrop University	SC

**LIAISON REPORTS  
ATTACHMENT D**

**Lender Liaison  
Clark Aldridge**

**Agency Liaison  
Tracy Ireland**