

SASFAA Executive Board Minutes for E-Meeting on Monday, 10/24/11

Attachment A – Email informing Executive Board of E-Meeting

From: Barnett, Bradley - barnetbd [mailto:barnetbd@jmu.edu]

Sent: Friday, October 21, 2011 8:09 AM

To: Aaron Gabehart (algabehart@campbellsville.edu); Allison Beaver (abeaver@keiseruniversity.edu); Amy Berrier; Barnes, Melissa; Ben Baker; Deborah Clark; Dewey Knight; Jane Moore (jmoore7@gmu.edu); Dennis, Jeff; Kimberly Driggers (driggers@sapc.edu); Lisanne Masterson; Marian Huffman; McKenzie, Lester (lmckenzie@ntech.edu); Nancy Ferguson (nferg@uga.edu); Nancy Garmroth; Oliver, Sharon (soliver@NCCU.EDU); Park, Shelley (shelley.park@eku.edu); Poma, Michael (Michael.Poma@SunTrust.com); Runan Pendergrast; Sandy Neel; Seph Anderson (seph@olemiss.edu); SULLIVAN, ALLISON; Vickie Adams (vadams@jsu.edu)

Subject: SASFAA Sponsorship Packages and Pricing E-Meeting Monday, October 25th (please read asap)

Good morning SASFAA Board,

Things are moving right along in this SASFAA year and it's time to set our sponsorship packages so Dewey can begin advertising and soliciting vendors, specifically as it relates to conference support. Pursuant with Section 7.1 of the P&P Manual (see below) I am sending notice to the Board for an E-Meeting to be held on Monday, October 24th, to vote on the attached sponsorship proposal. The meeting will begin at 9:30am. According to Section 7.1.1 there is no second needed to hold this meeting since it is being called by the President.

Monday at 9:30am I will send a notice to the board calling the meeting order and restating the motion. The motion in this case is we have a recommendation from the Sponsorship Committee to approve the attached SASFAA Exhibitor/ Sponsorship Options for 2011-12.

After the meeting is called to order the SASFAA elected officers and state presidents will need to hit "reply all" indicating their presence and offering any discussion. There are 15 voting members of the board. According to the By-Laws 3/5's of the voting members need to indicate their presence in order for us to hold the vote (9 of the 15 voting members). As soon as we have at least 9 indicating their presence I will declare a quorum and call for the vote.

Once I have called for the vote the voting members of the board will need to hit "reply all" again and cast their vote for (yea) or against (nay) the motion. 24 hours after that point (or earlier if everyone votes before 24 hours expire), I'll declare the motion passed or failed.

One final note. Since this is an E-Meeting you don't have to be sitting at your computer from 9:30 – 10 or 10:30. Voting members, as soon as possible after I call the meeting to order at 9:30 please get a computer to indicate your presence. Presence in this case does not mean you are sitting at your computer for an hour. It just authorizes us to move forward with the discussion (should people wish have e-mail discussion) and the vote once at least 9 of the 15 voting members response.

I'm sorry for the short notice, but we want to begin soliciting sponsors no later than the week of the 31st, which is why we need to act on this Monday. Committee chairs, even though you do not have a vote and do not need to respond indicating your presence, feel free to respond with any questions or comments during the discussion period should you have any.

Thanks!

Brad

Section 7.1: Meetings

Policy for E-Meetings of the SASFAA Executive Committee

1. A member of the Executive Committee wishing to present a motion shall request the President to call an e-meeting. If the President wishes to call a meeting, he/she may do so without the need for a motion and a second.
2. The President will send notice of the motion to the Executive Committee. A member of the Executive Committee must second the motion in order for an e-meeting to be called.
3. Notice of an e-meeting will be sent by the President to the Executive Committee (and others on the board, when appropriate), a minimum of 24 hours prior to the opening of the meeting, telling the time and day the meeting will be Called to Order, as well as restating the motion and fact that it has been seconded.
4. Once the e-meeting has been Called to Order and a Call for Discussion is made, members of the Executive Committee will "reply all" indicating their presence and offering any discussion.
5. When the majority of members of the Executive Committee have indicated their presence and offered discussion, or when 48 hours has elapsed from the Call to Order(whichever is earlier), the Chair will declare a quorum and call for the vote.
6. Members of the Executive Committee will "reply all" with their vote within 24 hours of the call for the vote.
7. After 24 hours from the call to vote, the Chair will declare the motion passed or failed and adjourn the meeting.
8. The Secretary will preserve all emails stating presence, votes, and disposition, and file same with the original copy of the minutes of the called meeting.

Attachment B – Second by President-Elect, Jeff Dennis

From: Dennis, Jeff [mailto:jdennis@swu.edu]

Sent: Friday, October 21, 2011 8:19 AM

To: Barnett, Bradley - barnetbd; Aaron Gabehart (algabehart@campbellsville.edu); Allison Beaver (abeaver@keiseruniversity.edu); Amy Berrier; Barnes, Melissa; Ben Baker; Deborah Clark; Dewey Knight; Jane Moore (jmoore7@gmu.edu); Kimberly Driggers (driggers@sapc.edu); Lisanne Masterson; Marian Huffman; McKenzie, Lester (lmckenzie@tntech.edu); Nancy Ferguson (nferg@uga.edu); Nancy Garmroth; Oliver, Sharon (soliver@NCCU.EDU); Park, Shelley (shelley.park@eku.edu); Poma, Michael (Michael.Poma@SunTrust.com); Runan Pendergrast; Sandy Neel; Seph Anderson (seph@olemiss.edu); SULLIVAN, ALLISON; Vickie Adams (vadams@jsu.edu)

Subject: RE: SASFAA Sponsorship Packages and Pricing E-Meeting Monday, October 25th (please read asap)

Brad,

I am seconding the motion as I understand 7.1.2.

Jeff Dennis

Attachment C – Notice of E-Meeting

On Mon, Oct 24, 2011 at 9:34 AM, Barnett, Bradley - barnetbd <barnetbd@jmu.edu> wrote:

Good morning fellow board members. I am sending you this e-mail to call today's meeting order to vote on the motion regarding sponsorship packages. The motion is to approve the attached SASFAA Exhibitor/ Sponsorship Options for 2011-12 recommendation from the Sponsorship Committee.

Voting members only – Please hit “reply all” indicating your presences and offering any discussion you may have on this topic. Once we reach a quorum I will call for the vote. At that time you will need to hit “reply all” again to cast your vote.

Non-voting members – if you have any questions about this or would like to participate in the discussion please hit “reply all” and do the same. If you do not have any questions/comments, you do not need to hit “reply all” to let your presence be known.

Thanks!

Brad

Attachment D – Votes

On Mon, Oct 24, 2011 at 10:02 AM, Dennis, Jeff <jdennis@swu.edu> wrote:

I hate to have to run from this E-meeting, but.

I vote in favor of the motion.

Jeff Dennis

On Mon, Oct 24, 2011 at 10:17 AM, Lester Mckenzie <LMcKenzie@tntech.edu> wrote:

I vote in favor.

Lester McKenzie

Director of Financial Aid

Tennessee Tech University

On Mon, Oct 24, 2011 at 10:17 AM, Pendergrast, Runan (Bluegrass) <runan.pendergrast@kctcs.edu> wrote:

Ok thanks. I vote yes.

On Mon, Oct 24, 2011 at 10:18 AM, Allison Beaver <abeaver@keiseruniversity.edu> wrote:

I vote in favor of the motion

Allison Beaver , MS-HRDA

Assistant Vice Chancellor

Regional Student Financial Services

On Mon, Oct 24, 2011 at 10:18 AM, Barnes, Melissa J. <mjbarnes@nsu.edu> wrote:

I vote in favor

Melissa Barnes

On Mon, Oct 24, 2011 at 10:21 AM, Seph Anderson <seph@olemiss.edu> wrote:

Vote Yes ...

Seph Anderson

Loan Coordinator
The University of Mississippi
Office of Financial Aid
257 Martindale
University, MS 38677
(662) 915-5546

On Mon, Oct 24, 2011 at 10:24 AM, Garmroth, Nancy <garmrothn@sccsc.edu> wrote:

Vote yes...

On Mon, Oct 24, 2011 at 10:10 AM, Nancy D Ferguson <nferg@uga.edu> wrote:

I vote in favor of the motion.

Nancy Ferguson
GASFAA President
Assistant Director for State Programs & Scholarships

On Mon, Oct 24, 2011 at 10:28 AM, Amy Berrier <alberrie@uncg.edu> wrote:

Aye in favor of the motion.

Amy L. Berrier
Assistant Director for Operations
The University of North Carolina at Greensboro
Financial Aid Office
723 Kenilworth Street
PO Box 26170
Greensboro, NC 27402

On Mon, Oct 24, 2011 at 10:33 AM, Vickie Adams <vadams@jsu.edu> wrote:

I vote yes

Vickie Adams

Attachment E – Notice of Motion passing vote

On Mon, Oct 24, 2011 at 10:41 AM, Barnett, Bradley - barnetbd <barnetbd@jmu.edu> wrote:

Thank you Jeff for getting the voting started. I got pulled away for a bit so was not able to come back call for the vote.

We have a majority vote to approve the Exhibitor/ Sponsorship Options for 2011-12 recommendation from the Sponsorship Committee, so the motion carries.

Amy will retain copies of everyone's votes for the SASFAA archives and Dewey you may proceed with soliciting sponsors under this new policy. Thanks everyone for your time today.

The meeting is adjourned.

Brad

Attachment F – Sponsorship Policies from Dewey Knight

SASFAA Exhibitor/ Sponsorship Options for 2011-12

SASFAA is pleased to offer you, our colleagues in the business sector, the opportunity to support our **training** efforts as financial aid professionals. While we will continue to offer individual training activities to sponsor, advertise and exhibit, we have also produced some discounted packages that will allow you take advantage of some very significant cost savings.

Our conference theme this year is *Focusing on What's Best for Students*. As you will see in the options available, we have extended this theme to our training packages.

Please review this list of various opportunities and determine those that you wish to support. Most items will afford you the opportunity to complete an on-line form and submit. We will follow up with an e-mail message confirming your choice and then arrange for an invoice to be issued. Some items may require additional information and discussion. Feel free to call or e-mail me with any questions you have.

R. Dewey Knight, Sponsorship Chair
rdknight@olemiss.edu
662-915-1166
FAX 662-915-1164

Proposed

SASFAA Exhibitor/ Sponsorship Options for 2011-12

SASFAA Training Activities and Advertising Opportunities

Note: First-time exhibitors at the 2012 Conference shall receive a discount of 25% off the below Exhibitor Fees and Training Packages. Contact the Sponsorship Chair for more information.

Training Packages

UNIVERSE Package	\$6000
	2 Conference Exhibit Booths
	Priority Booth Location (by date)
	On-line Conference Support Recognition
	Web Banner Ad on Web site and Blog for Year

1/2 Page Ad in NAO Workshop Program
New Aid Officers Recognition
Mid-Level Workshop Recognition

By purchasing this package, you will save \$1800 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.

GALAXY Package

\$5000

Conference Exhibit Booth
Priority Booth Location (by date)
On-line Conference Support Recognition
Web Banner Ad on Web site and Blog for Year
1/2 Ad in NAO Workshop Program
New Aid Officers Recognition

By purchasing this package, you will save \$1300 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.

STAR Package

\$3500

Conference Exhibit Booth
On-line Conference Support Recognition
Banner Ad on Web site and Blog for Year

By purchasing this package, you will save \$800 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.

Conference Sponsorship Opportunities

Our annual training conference will be held February 26 – 29, 2012, at the Sheraton Greensboro in Greensboro, NC. Information regarding room reservations may be found at the conference section of our Web site. Information about set-up times, shipping and drayage will be sent to the primary contact listed.

The annual training conference is open to all persons located within the SASFAA region or those doing business in the SASFAA region. The training conference is intended to provide topical discussions and training for financial aid professionals and those persons serving financial aid professionals.

Conference Exhibit Booth

\$2000

- Booth, location determined by vendor/sponsor chair, with notable exception outlined below in high visibility booth location policy.
- All exhibitors must register for and pay conference registration fees in order to exhibit and attend conference activities.
- Recognition of conference exhibitors will be listed in the conference program, alphabetical by

company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Exhibitors will be given the opportunity to opt out of this at their own discretion.

Priority Location \$500

- Must be a conference exhibitor
- Entitles exhibitor to pre-select a booth location based on drayage company blue line layout
- High visibility booth locations will be honored by dollar amount contributed and then in order of date that web-based sponsor form is completed.

Extra Exhibit Booth \$500

- Must be a conference exhibitor
- Entitles exhibitor to a second booth contiguous to original booth,
- Additional booths may be purchased at the same rate as the second booth
- Double booths may be limited due to space availability
- Double booths will be honored in order of date that web-based sponsor form is completed.

External Marketers Booth \$500

- Exhibitors that do not have financial aid, post secondary education, or higher education at the core of their mission
- All External Marketers must be approved by the vendor/sponsor chair, who has the authority to determine if the organization meets the criteria for this category
- The SASFAA Board reserves the right to refuse an External Marketer's request to exhibit at the conference
- External Marketers are not permitted to be SASFAA members
- External Marketers may not attend conference functions without paying an additional fee, which will be determined by the board
- Booth location will be at the discretion of the vendor/sponsor chair, with priority consideration being given to exhibitors with financial aid, post secondary education, or higher education at the core of their mission
- External Marketers are responsible for any costs associated with vending
- Exceptions to this policy must be approved by the vendor/sponsor chair and president

[] Non-Exhibit Conference Support \$1500

- All conference supporters who wish to attend the conference must register for and pay conference registration fees in order to exhibit and attend conference activities.
 - Recognition of conference supporters will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Supporters will be given the opportunity to opt out of this at their own discretion.

[] On-line Conference Support Recognition \$500.00

Listed alphabetically on conference on-line registration Web page with hyperlink to supporter's Web site. Must be an Exhibitor or Non-Exhibit Conference Supporter to qualify for this recognition.

Non Conference Training Activities

[] New Aid Officers Workshop \$1000

Recognition of conference supporters will be listed in the training program, alphabetical by company name. Supporters will be given the opportunity to opt out of this at their own discretion.

[] Mid-Level Workshop \$1000

Recognition of conference supporters will be listed in the training program, alphabetical by company name. Supporters will be given the opportunity to opt out of this at their own discretion.

Advertising Opportunities

[] New Aid Officer Workshop Ad \$500 Half Page

- Ads will be black and white and content is provided by advertiser
- Placement of ads will be at the discretion of the Vice President
- Ads may be limited due to space and will be honored in order of date web-based sponsor form is completed

[] Banner Ad for Web site and Blog \$1800 for Year

- Ads will be in color and content is provided by advertiser
- Placement of ads will be at the discretion of the Electronic Services Chair