**AGENDA**

**SASFAA Board Meeting**

**Embassy Suites Greensboro**

**November 16-18, 2011**

**Boardroom 224 (2nd Floor)**

***Wednesday, November 16, 2011***

3:00 PM to 3:30 PM Call to Order, Welcome and Introduction of Guests Brad Barnett

 Announcement of Substitute Voting

 Establish a Quorum

***Action Item: Approval of Agenda with authority***

***given to the President to make changes as needed***

***in order to facilitate the flow of business***

 Welcome back to North Carolina Kim Driggers

3:30PM to 5:00PM Report of Officers

 President Brad Barnett

 President-Elect Jeff Dennis

Vice President Runan Pendergrast

 ***Action Item: June 2012 NAOW site***

 ***Action Item: Approval of new NAOW Staff***

 ***Action Item: Approval of conduct of conduct***

 ***Action Item: Approval of NAOW Staff contract***

Secretary Amy Berrier

 ***Action Item: August Mtg Minutes***

 ***Action Item: Operational Calendar Update***

5:30PM – 6:15PM Free Managers Reception Hotel

6:15PM to until State President’s Group Dinner TBD

 Executive Board/Committee Chair Dinner

***Thursday, November 17, 2011***

8:00AM Free Cook-To-Order Breakfast Hotel

9:00AM Report of Officers (cont’d)

Treasurer Nancy Garmroth

 ***Action Item: P&P Update clarifying when***

 ***it’s acceptable to refund conference registrations***

 ***Action Item: Monthly Formsite Payment***

Committee Reports

Site Selection Lisanne Masterson

 ***Action Item: June 2012 Transition site***

Conference Shelley Park

***Action Item: Conference Fee***

Vendor/Sponsor Dewey Knight

 ***Action Item: P&P Changes***

 Membership Deborah Clark

10:30AM Break ?

Committee Reports (cont’d)

 2020 Committee Sharon Oliver

 ***Action Item: Committee member addition***

Legislative Relations Michael Poma

***Action Item: Award Letter Best Practices***

 ***(NASFAA’s e-mail)***

***Action Item: Congressional Letters***

Communications and Outreach Ben Baker

 ***Action Item: P&P Changes***

Electronic Services Jane Moore

 ***Action Item: Moving membership database***

 ***and other historical from ATAC to Wild Apricot***

Budget and Finance Marian Huffman

 ***Action Item: 2011-2012 SASFAA Budget***

 ***Revisions***

* ***Individual lines for adding November mtg***
* ***Exec Board for November Mtg***
* ***Exec Board for Transition***

 ***Action Item: GFM and P&P changes for investments***

12:00PM Lunch TBD

1:30PM Report of Officers (cont’d)

Past President Sandy Neel

 ***Action Item: Slate Approval***

 ***Action Item: Awards Approval***

2:00PM State Presidents’ Reports

Kentucky Aaron Gabehart

Tennessee Lester McKenzie

Alabama Vickie Adams

 Virginia Melissa Barnes

3:00PM Break ?

3:30PM – 5:00PM State Presidents’ Reports (cont’d)

North Carolina Kim Driggers

 Florida Allison Beaver

 Georgia Nancy Ferguson

 South Carolina Allison Sullivan

 Mississippi TBA

5:30PM – 6:15PM Free Managers Reception Hotel

6:15 PM to until Group Dinner TBD

***Friday, November 18, 2011***

8:00AM Free Cook-To-Order Breakfast Hotel

9:00AM Unfinished Business

***Action Item: SASFAA’s cost support of conference commuter suite now that state rotation is on hold***

***Action Item: Planning 2012-13 state conferences***

***Action Item: Conference Charity in the future (local or national)***

10:30AM New Business

***Action Item: E-meeting language in Section 7.1.1 and 7.1.2 of the SASFAA Policy & Procedure Manual as it relates to the need for a second when the President calls a meeting***

***Action Item: SASFAA is hosting the May NASFAA Board Meeting in Boca Raton, Florida. Sandy will coordinate getting gifts from each of the states to give the board members and I’ll need to collect a paragraph on each state to read as part of the welcome.***

***Action Item: Conference registration refunds***

11:00AM Adjourn

**Safe Travels!**

***Wednesday, November 16, 2011***

**CALL TO ORDER**

President Brad Barnett called the meeting to order at 3:09 pm . He welcomed everyone to the meeting.

Announcement of substitute voting: Marian Huffman for Lester McKenzie, Sharon Oliver for Seph Anderson, Philip Hawkins (for Nancy Ferguson)

# Action Item: The Chair declared a quorum.

**North Carolina State President Kim Driggers welcomed everyone to North Carolina.**

**Voting Members Present: Brad Barnett, Jeff Dennis, Runan Pendergrast, Amy Berrier, Nancy Garmroth, Vickie Adams, Marian Huffman (for Lester McKenzie), Aaron Gabehart, Kimberly Driggers, Allison Sullivan, Melissa Barnes, Sharon Oliver (for Seph Anderson), Philip Hawkins (for Nancy Ferguson)**

**Non-Voting Members Present: Shelley Park**

**Board members absent: Seph Anderson, Michael Poma, Ben Baker, Sandy Neel, Lester McKenzie, Jane Moore, Deborah Clark, Lisanne Masterson, Dewey Knight**

**Action Item: Amy Berrier moved that we approve the agenda with the president authorized to make adjustments to facilitate the flow of business. The motion was seconded by Runan Pendergrast. The motion was approved unanimously.**

**REPORT OF OFFICERS**

**President, Brad Barnett**

 Brad reviewed his written report (see Attachment A)

**Jeff Dennis, President-Elect**

 Jeff reviewed his written report (see Attachment A)

Discussion: Financial Aid Shopping Sheet

<http://www.consumerfinance.gov/static/students/disclosure.pdf>

Discussion: Reduction in size of NASFAA Board – most regions would send the President and Past-President to NASFAA Board Meetings. Most said they would let the Past-President be the voting member for the NASFAA Board.

**Runan Pendergrast, Vice President**

 Runan reviewed her written report (see Attachment A)

**Action Item: June 2012 NAOW Site**

Discussion: Reviewed the site selection checklist for NAOW sites. Vice-President Runan Pendergrast recommended that the 2012 site be Thomas Moore College. Based on 125 individuals – including staff members and instructors. Sharon Oliver will contact North Carolina Central University regarding a bid for the 2012 NAOW Site. This discussion will be tabled for later in the meeting.

**Action Item: Approval of new NAOW Staff**

Discussion: Suggested Staff. If numbers go up over 125, the alternate instructors would be used for an additional class.

**Curriculum Coordinator**: Mandy Branch-Friar, University of Georgia, GA

**New Instructors**:

1. Tony Carter, University NC, Charlotte
2. Marian Hoffman, Lee University, TN
3. Victoria Owens, Kentucky State University, KY

**New Development Partner**:

1. Jonathan Looney – Ed Financial Services

**Alternative Instructors**:

1. Cedric Trigg – KY
2. Tabatha V. McAllister, SC

**Runan Pendergrast made a motion that we approve the new NAOW Staff. Nancy Garmroth seconded the motion. The motion passed unanimously.**

Discussion: Discussion took place around the amount offered as an honorarium for serving as Site Director.

Vice-President Pendergrast and Sharon Oliver

**Action Item: Runan Pendergast made a motion that the honorarium for the Site Director be set at $500 for Summer 2012. Jeff Dennis seconded the motion. The motion passed unanimously.**

Action Item: Approval of code of conduct

**Runan Pendergrast made a motion that we approve the code of conduct and staff contracts as presented. Nancy Garmroth seconded the motion. The motion passed unanimously.**

**Action Item: Summer Workshop Fee**

**Runan Pendergrast made a motion that we set the Summer New Aid Officers Workshop fee at $685 for each participant. Allison Beaver seconded the motion. The motion passed unanimously.**

**Runan Pendergrast made a motion that we impose a $50 late fee for those participants that register after the registration deadline for the Summer New Aid Officers Workshop. Marian Huffman seconded the motion. The motion carried unanimously.**

**Brad Barnett dismissed the group at 5:14 p.m.**

***Thursday, November 17, 2011***

**Brad Barnett recovened the group for the day at 9:32 a.m.**

**REPORT OF OFFICERS CONT’D**

**Secretary, Amy Berrier**

 Amy reviewed her written report (see Attachment A).

**Action Item: Minutes were approved for historical record. The minutes for the August 2011 and October 2011 meetings will be posted to the listserve.**

**Action Item: Operational Calendar Update**

**Amy Berrier made a motion that we approve the operational calendar as submitted previously via email this week. Nancy Garmroth seconded the motion. The motion was approved unanimously.**

Please continue to send changes for the operational calendar update.

**Treasurer, Nancy Garmroth**

 Nancy reviewed her written report (see Attachment A)

Discussion: Nancy reviewed an updated Treasurer’s report.

**Action Item: P and P Update clarifying when it’s acceptable to refund conference registrations**

Discussion: 10.2 - Registration fees for all events are non-refundable but are transferable for the same event within the same year. The treasurer may approve exceptions to this policy.

Treasurer would like some input on whether or not this needed to be changed or further clarified.

**Nancy Garmroth made a motion that we approve the P and P changes as recommended by the Treasurer. 10.2 – The treasurer and president may approve exceptions to this policy. Marian Huffman seconded the motion. The motion passed unanimously.**

**Action Item: Monthly Formsite Payment**

**Runan Pendergrast made a motion that we give the President the authority to allow the Treasurer to make the $9.95 monthly Formsite payment for the year (without having to submit monthly voucher requests for payment). Allison Sullivan seconded the motion.**

Discussion: Do we really need the Formsite service? Brad stated that maybe Jeff and the Treasurer take a look at the usefulness of Formsite before the February meeting.

**The motion passed unanimously.**

**COMMITTEE REPORTS**

**Site Selection, Lisanne Masterson**

 Brad reviewed Lisanne’s written report (see Attachment A)

**Action Item: 2012 Transition Site**

Discussion: During the October e-meeting we voted to hold the transition meeting at the Hampton Inn. The Hilton started offering concessions to try and get us to have the transition meeting there. It is a nicer hotel and they are interested in becoming our long term transition facility. Do we want to stay with the Hampton or go with the Hilton?

**Marian Huffman made a motion that we cancel the prior motion to hold the transition meeting at the Hampton Inn and now hold the 2012 transition meeting at the Hilton St. Petersburg Bayfront. Runan Pendergrast seconded the motion. The motion passed unanimously.**

The actual meeting dates are Thursday-Sunday, June 7-10, 2012

*Discussion: Jeff Dennis – we have only used Formsite 5 times since 2008.*

**Conference, Shelley Park**

 Shelley reviewed her written report (see Attachment A).

Discussion: Shelley hopes that she will get a formal notice of which federal representatives will attend the SASFAA Conference after December 1st. We will probably have closer to 50 concurrent sessions. Sharon Oliver is working hard on a pre-conference session with Noel-Levitz. Sharon reviewed the information that will be presented in the pre-conference workshop. There will be a new aid officers’ workshop. The NAOW will run all day on Sunday. The other pre-conference workshop will run from 1-4:30 on Sunday. Shelley reviewed the tentative conference agenda for the Board. Dewey Knight indicated that there were five vendors committed so far to vending at SASFAA.

**Action Item: Conference Fee**

Discussion: The SASFAA 2012 Conference Committee respectfully submits for consideration and approval

the following conference registration rates for the SASFAA 2012 Conference in Greensboro, NC.

Full Conference Rate: $250.00 ( $285.00 for non-members)

Full Conference Rate: $250 ($285 for non-members)

Late Registration: $275 ($310 for non-members)

One-Day Rate (Monday or Tuesday): $150 ($185 for non-members)

New Aid Pre-conference: $75 ($110 for non-members)

Retention Pre-conference: $50 ($85 for non-members)

**Runan Pendergrast made a motion that we accept the Conference Committee’s recommendation (as listed below) along with the exception of changing the on-site registration to late registration fee. Sharon Oliver seconded the motion. The motion passed unanimously.**

**SASFAA’s 2012 Conference Fees to be set at:**

Full Conference Rate: $250.00 ( $285.00 for non-members)

Full Conference Rate: $250 ($285 for non-members)

Late Registration: $275 ($310 for non-members)

One-Day Rate (Monday or Tuesday): $150 ($185 for non-members)

New Aid Pre-conference: $75 ($110 for non-members)

Retention Pre-conference: $50 ($85 for non-members)

**Brad dismissed the group for a break at 10:50 am.**

**Brad reconvened the meeting at 11:09 am.**

**COMMITTEE REPORTS CONT’D**

**Sponsorship, Dewey Knight**

 Dewey was absent from the meeting. The Board reviewed his written report (see Attachment A)

**Membership, Deborah Clark**

 Deborah was absent from the meeting. The Board reviewed her written report (see Attachment A)

**2020, Sharon Oliver**

 Sharon reviewed her written report (see Attachment B)

**Action Item: Committee Member Addition**

Discussion: We are pleased to gain support from State President Nancy Ferguson who has recommended Felicia Alister to serve on the 2020 Committee. She works at Georgia Gwinnett College and serves as the Diversity Chairperson for GASFAA.

**Jeff Dennis made a motion that we approve the 2020 Committee’s request to add Felicia Alister to the 2020 Committee . seconded the motion. The motion passed unanimously.**

**Legislative Relations, Michael Poma (by Brad Barnett)**

 Brad and Amy reviewed Michael’s written report (see Attachment A).

**Jeff Dennis made a motion that we approve Amy Berrier as the new Legislative Relations Chair. Kim Driggers seconded the motion. The motion passed unanimously.**

**Action Item: Award Letter Best Practices**

Discussion: Brad will clean up the suggestions made yesterday regarding the award letter discussion yesterday

**Action Item: Congressional Letters**

Discussion: Use the NASFAA Template to make a SASFAA template to send to all of the congressional representatives from the SASFAA region.

**Nancy Garmroth made a motion that we use the NASFAA template to create a SASFAA letter regarding financial aid support. Marian Huffman seconded the motion. The motion passed unanimously.**

**Newsletter, Ben Baker**

 Ben reviewed his written report (see Attachment A)

**Action Item: P and P Changes**

Discussion: Blog Calendar

August – President, Membership

September – Site Selection, Electronic Services, Alabama

October – Legislative Relations, 2020, Florida

November – Past President, President Elect, Secretary, Georgia

December – Conference, Vendor Sponsor

January – Past President, Conference, Secretary

February – Past President, Conference, Secretary, Kentucky

March – Newsletter, Vendor Sponsor, Mississippi

April – Vice President, Treasurer, North Carolina

May - Vice President, President Elect, South Carolina

June – Vice President, Tennessee

July – Budget & Finance, Virginia

**Marian Huffman made a motion that we approve the 2020 Committee’s request to add the recommended P and P changes to the current manual. Jeff Dennis seconded the motion. The motion passed unanimously.**

**Electronic Services, Jane Moore**

 Jane reviewed her written report (see Attachment A)

**Action Item: Moving membership database and other historical data from ATAC to Wild Apricot**

Discussion: How much membership history should we move from ATAC to Wild Apricot? There are some limitations.

**Jeff Dennis made a motion that we move 2009-2010, 2010-2011, and 2011-2012 membership data from ATAC to Wild Apricot. Melissa Barnes seconded the motion. The motion passed unanimously.**

**Budget, Marian Huffman**

 Marian reviewed her written report (see Attachment A)

Action Item: Reviewing Policy and Procedure Changes

**1) Reference:** The Policy and Procedure Manual 6.3 g - Budget and Finance

g. maintain a copy of the Association’s financial software as well as monthly backup files of the Association’s financial data from the treasurer;

 **Recommendation:** The committee recommends changing the wording to:

Chair will have access to the Association’s online financial software. As well, the chair will maintain electronic copies of the monthly reconciliation statements and investment statements.

**2) Reference:** The Policy and Procedures Manual 10.6.1 (1) reference mileage reimbursement at the current IRS

business rate, not to exceed 50.5 cents, over a reasonably traveled route not to exceed 1,000 miles round trip.

**Recommendation:** Documentation of mileage should be provided especially when requesting reimbursement for the maximum 1,000 miles. The committee recommends adding the following sentence at 10.6.1 (1): *Documentation of mileage (e.g. MapQuest, Google maps, etc.) shall be provided with expenses reimbursement form.*

**3)** **Reference:** The Policy and Procedures Manual 10.6.1 (5) Lodging (new text)

**Recommendation:** The committee recommends removing “new text”.

**4) Reference:** The Policy and Procedures Manual 10.6.4 Travel to NASFAA

**Recommendation:** The committee found the current language to be difficult to understand and therefore recommends the following language replace the existing language:

1. Annual Conference

SASFAA shall cover the expenses for the Out-going President-Elect who serves as an observer to the final NASFAA Board meeting for that year. All travel expenses for NASFAA board meeting and NASFAA Conference (transportation, conference registration, hotel and meals) are paid by SASFAA.

1. NASFAA Board Meetings

July – NASFAA does not cover travel expenses for the board meeting associated with the annual conference. NASFAA does pay for hotel nights and meals associated with the board meeting. Therefore, SASFAA will cover transportation expenses for the out-going President and the out-going Past President who serve as voting members on the NASFAA board. SASFAA will not cover any cost associated with attending the annual conference.

Spring and Fall Board Meetings – NASFAA covers all travel expenses associated with these board meetings. Since NASFAA will reimburse all travel expenses to the board members, SASFAA will not cover these expenses.

**5)** **Reference:** The Policy and Procedure Manual 10.7 Credit Card Use

Credit cards are secured for elected officers and the conference chair to cover expenses associated with performing their duties.

**Recommendation:** The committee recommends the following changes:

The word “reimbursable” should be added to the above sentence. It should read, “Credit cards are secured for elected officers and the conference chair to cover *reimbursable* expenses associated with performing their duties.

The following sentence should be added to item “f. charging personal expenses to the Association credit card is prohibited.” *Any violations of this policy will require immediate repayment to SASFAA. The treasurer must report any violations to the Board at the next board meeting. If repayment is not submitted within 30 days the credit card will be revoked.*

Item h should be changed as follows:

*h. Prior to issuing a SASFAA credit card, the treasurer will obtain from each credit card user a signed Agreement of Understanding. This agreement outlines the obligations of the user and an understanding about potential liabilities. (see Attachment B of the Guide to Financial Management)*

Currently it reads: h. Each credit card user shall sign an Agreement of Understanding outlining the obligations of the user and an understanding about the potential liabilities. (See Attachment B of the Guide to Financial Management)

**Marian Huffman made a motion that we approve the Budget and Finance Committee’s recommendations for P and P changes except #4. Nancy Garmroth seconded the motion. The motion passed unanimously.**

**Brad Barnett reconvened the meeting at 1:30 p.m.**

**REPORT OF OFFICERS CONT’D**

**Past President, Sandy Neel**

 Sandy reviewed her written report (see Attachment A) via conference call

**The SASFAA Executive Board went into Executive Session to discuss award approval. The non-voting members of the board were dismissed temporarily.**

**Action Item: Slate Approval**

Discussion: Sandy presented and reviewed the slate of candidates.

**Allison Sullivan seconded the motion approving the candidates for President-Elect. The motion passed unanimously.**

**Runan Pendergrast seconded the motion approving the candidates for Vice-President. The motion passed unanimously.**

**Kim Driggers seconded the motion approving the candidates for Secretary. The motion passed unanimously.**

**Action Item: Awards Approval**

Discussion: NASFAA Regional Leadership Award. Four candidates were presented. One will be nominated.

**Action Item: Distinguished Service Award**

Discussion: Sandy Neel presented the nominees for the Distinguished Service Award. Three candidates were presented. One was approved.

**Action Item: Honorary Lifetime Membership**

Discussion: Three candidates were presented for Honorary Lifetime Membership. One candidate is automatic because of being a Past President. The other two candidates were discussed. There was not a two-thirds vote for the other two candidates so no candidate will be approved at this time for honorary lifetime membership.

**The SASFAA Executive Session ended. The entire board reconvened.**

**COMMITTEE REPORTS CONT’D**

**Budget and Finance – cont’d**

**Recommended Updates to Guide to Financial Management:**

**7)** **Reference:** Guide to Financial Management Section 3: Guide to Investments

Proper selection of investments is important to ensure that funds are not place unnecessarily at risk. As such, all investments should ensure at least a 100% return on the funds invested. Additionally, investments that jeopardize the tax-exempt status of the Association must be avoided.

**Recommendation:** The committee recommends removing the second and third sentence.

**8)** **Reference:** Guide to Financial Management 3.1 Short-Term Investments

A Certificate of Deposit shall be the primary source of short-term investment of the Association.

**Recommendation:** The committee recommends adding the phrase “or FDIC-insured money market account” to the above statement. A Certificate of Deposit *or FDIC-insured money market account*shall primary sources of short-term investments of the Association.

**9) Reference:** Guide to Financial Management 3.2 Long-Term Investments

**Recommendation:** The committee recommends adding the following:

E. Investments in mutual funds such as NASFAA Charles Schwab are permissible. Since there is a potential for loss of principal, the board should proceed with caution when using these types of investments.

**10) Reference:** Guide to Financial Management 3.3 Cash Balance and Reserve Funds

d. In any instance where purchasing a CD is considered, approval of both the President and Budget and Finance Committee Chairperson must first be obtained to complete the purchase. Authorization may be documented via e-mail or fax.

**Recommendation:** The committee recommends adding the following sentence to the above statement.

Investments other than CD or FDIC-insured money market accounts require an approval of the executive board.

**11)** **Reference**: Guide to Financial Management 3.4 Safekeeping Investments

a. SASFAA accounts should be established only with institutions that provide FDIC coverage.

**Recommendation:** The committee recommends changing the sentence to read:

1. SASFAA *checking, savings, CDs and Money market*accounts should be established only with

institutions that provide FDIC coverage.

d. The following factors must be considered when selecting an investment type:

**Recommendation:** The committee recommends changing the word “must” to “should”

 d. The following factors *should* be considered when selecting an investment type:

**12)** **Reference:** Guide to Financial ManagementSection 5: Contractual Obligations

**Recommendation:** It is the recommendation of the committee that the following be added:

d.Any investments that are non FDIC insured must have prior approval of the board.

**13) Reference:** Guide to Financial Management Corporate Credit Card Letter of Understanding - Attachment B in the Guide to Financial Management

I have read and understand the SASFAA Corporate Credit Card Polices outlined in the SASFAA Policies and Procedures (Section 10.7, Credit Card Use) and the Guidelines and Procedures for the Office of Treasurer (section 7.6).

**Recommendation:** The committee recommends the following sentence replace the original opening sentence which is provided above.

*I have read and understand the SASFAA Policy & Procedures with particular emphasis on the travel reimbursement section 10.6 and the Corporate Credit Card Policy section 10.7.*

**Recommendation:** The committee recommends adding the word “reimbursable” to the 2nd paragraph and 2nd sentence which is provided below.

I further understand that this card may be used only for official *reimbursable* SASFAA business purpose and that it should be used only when other methods of payment are not possible or reasonable.

**Marian Huffman made a motion that we approve the Budget and Finance Committee recommendations for changes to the Financial Management Guide with the aforementioned wording changes to the Financial Management Guide as presented above. Melissa Barnes seconded the motion. The motion passed unanimously.**

**Action Item: 2011-2012 SASFAA Budget Revisions 1) Individual lines for adding November meeting 2) Executive Board for November Meeting 3) Executive Board for Transition**

**Nancy Garmroth made a motion that we approve the revised budget as presented by the Budget and Finance Committee Chairperson. Kim Driggers seconded the motion. The motion passed unanimously.**

**STATE REPORTS**

**Kentucky, Aaron Gabehart**

 Aaron reviewed his written report (see Attachment A)

Discussion: SASFAA President Travel to State Conferences – make sure that state presidents communicate regarding conference dates and making sure they don’t overlap if possible.

**Tennessee, Lester McKenzie**

 Marian reviewed Lester’s written report (see Attachment A)

**Alabama, Vickie Adams**

 Vickie reviewed her written report (see Attachment A)

**Virginia, Melissa Barnes**

 Melissa reviewed her written report (see Attachment A)

Legislative Briefing – 42 financial aid professional, 15 congressional aides were in attendance

**North Carolina, Kimberly Driggers**

 Kim reviewed her written report (see Attachment A)

**Brad Barnett dismissed the group for a break at 3:01 pm**

**Brad Barnett reconvened the meeting at**

**STATE REPORTS CONT’D**

**Florida, Allison Beaver**

 Allison reviewed her written report (see Attachment A)

**Georgia, Nancy Ferguson**

 Philip reviewed Nancy’s written report (see Attachment A)

**South Carolina, Allison Sullivan**

 Allison reviewed her written report (see Attachment A)

**Mississippi**

 reviewed Seph’s written report (see Attachment A)

**Brad Barnett dismissed the group for the evening at**

**Brad Barnett reconvened the meeting at**

***Friday, November 18, 2011***

**UNFINISHED BUSINESS**

**Action Item: SASFAA 2012 NAOW Site**

|  |  |  |
| --- | --- | --- |
| CATEGORY |  | COST |
| City/State | Durham, NC |  |
| Institution Name  | North Carolina Central University |  |
| Contact | Sharon Oliver/ Jeremy Faulk  |  |
| Sleeping RoomRate per night | $19.00 per night per person (including linen) |  $16,625.00 |
| Linen Service?Charges per person? | No (included w/ Sleeping Room Rate  |  |
| Room Attrition policy | Yes | **For no shows, the group may be charged $20/per person**  |
| *Meeting Room Items* |  |  |
| Meeting space charge | $80.00 per day (7 days)  | $3,920.00 |
| Auditorium fee | $100 (3 day estimate) | $300.00 |
| Computer Lab available w/15-20 pcs? Is there a charge and how much? | Yes | $180.00 |
| Dining Hall facilities | Yes | See Meals for cost |
|  |  |  |
|  |  |  |

|  |  |  |
| --- | --- | --- |
| CATEGORY |  | COST |
| City/State | Durham, NC |  |
| Institution Name  | North Carolyn Central University |  |
| Meal charges per person per meal | Charges per meal 2011 rates were$5.00/breakfast, $6.25/lunch, $7.00/dinner (tax exempt) | $12,000 (entire conference meals, cookout, breaks, and banquet included) |
| Banquet facility available?Charge? | **Yes/No** | No (cost included in Meal charges above) |
| *Special Items* |  |  |
| *Meeting Room Items* |  |  |
| Registration Area Available | Yes | No |
| Copy Center available? Charges per page? | No | No |
| Golf carts available?Charges? | Yes | No charge. 4 carts available; |
| Food & Beverage Minimum |  |  |
|  |  |  |
| Est Total Cost |  | **$33,025.00** |
|  |  |  |
| Base on 125 people | Breakfast and Lunch 2 days | Breakfast only 1 |
| 65 sleep rooms | Cookout 1 | Breaks 8 |
| Meal 3/day 2 days | Banquet 1 | 7 classrooms |
|  |  |  |

Discussion: This bid is $3000 less than the other bids.

**Action Item: 2012 NAOW Site**

**Runan Pendergrast made a motion that we hold the 2012 SASFAA NAOW at North Carolina Central University in Durham, NC. Kim Driggers seconded the motion. The motion passed unanimously.** The dates for the 2012 Workshop are June 17-24, 2012.

**Action Item:** Adding other Regional Presidents as non-voting members - we will figure out the logistics of how we can make this work. We cannot add members from other regions as members.

**Action Item: SASFAA’s cost support of conference commuter suite now that state rotations are on hold**

Discussion: Do we want the states to share in the cost? The host state and SASFAA share in the cost? Nancy – have SASFAA rent the “commuter suite” and if the host state wants to decorate and/provide food then they do so at their own discretion. Melissa Barnes and Nancy Ferguson will work with Amy Berrier on updating the hospitality/commuter suite information in the Conference Manual for the February meeting.

**Action Item: Conference Charity in the future (local or national)**

Discussion: Should the charities rotate through the 9 states? Until we go back to the 9 state rotation, the central states would get the charity funds again?

**Marian Huffman made a motion that we rotate the charities so that all 9 states in SASFAA benefit beginning with the 2013 conference in Atlanta. Runan Pendergrast seconded the motion. The motion passed unanimously.**

Discussion: Excluding North Carolina and Georgia, the states will be put in a hat and drawn for a rotation of charity sponsorship.

**NEW BUSINESS**

**Action Item: E-meeting language in Section 7.1.1 and 7.1.2 of the SASFAA Policy & Procedure Manual as it relates to the need for a second when the President calls a meeting**

**Marian Huffman made a motion that we approve the following P and P changes to 7.1:**

If the President wishes to call a meeting, he/she may do so without the need for a motion and a second.  If another member of the Executive Committee wishes to call a meeting a motion to do shall be submitted to the President.  This motion requires a second for the meeting to be held.

**Sharon Oliver seconded the motion. The motion passed unanimously.**

If the President wishes to call a meeting, he/she may do so without the need for a motion and a second.  If another member of the Executive Committee wishes to call a meeting a motion to do shall be submitted to the President.  This motion requires a second for the meeting to be held.

**Amy Berrier made a motion that we adjourn the board meeting. Runan Pendergrast seconded the motion. The motion passed unanimously.**

Meeting adjourned at 4:56 pm.

**Attachment A – Board Reports**

**President Brad Barnett**

***Summary of Activities***

**Activity:**

On August 10, 2011 President Barnett submitted a post to the SASFAA Listserv providing a summary of the August Board Meeting for the membership to review. A similar post will occur on SASFAA 9 News blog following the November meeting.

**Activity:**

President Barnett had conversations with a representative from The Southeast Atlantic Regional User Group (SEARUG), a newly formed HEUG Community serving the southeast region of the United States. Membership is targeted at higher education institutions using or implementing Oracle systems in the states of Virginia, North Carolina, South Carolina, Kentucky, West Virginia, Georgia, Florida, and Tennessee.

SEARUG held their first annual conference in October 2011 and President Barnett discussed SASFAA with the SEARUG representative. It is possible the SASFAA and SEARUG could create mutually beneficial relationship in the future.

**Activity:**

In follow up to the federal update David Bartnicki provided at the August Board Meeting, President Barnett contacted Wood Mason with DOE for clarification on the timing of the loan disclosures. The results of that conversation were forwarded to the SASFAA Board (and included below):

8/11/11 e-mail from President Barnett to the Board:

I did some checking with Wood Mason in follow up to Dave’s suggestion from the Federal Update at our board meeting in reference to when Loan Disclosure Statements are sent to borrowers.  Generally speaking, as Dave explained they disclosures are sent 7 days prior to the first disbursement date in the Loan Origination Record (LOR) you have on file with COD.  However, we have been getting calls from people who received their disclosure already so things did not seem to mesh, and it wasn’t consistent.

Wood did some checking and found out there is a small variation in when these go out at this time of the year.  Here is what he told me:

*Okay. Here’s the skinny. The Disclosure Statement is generated as I said, electronic for those who have NOT opted out of e-correspondence and via USPS for those who have. The routine is to generate it 7 days prior to the first disbursement on the incoming LOR. BUT!!!!!!!!!!!!!!!!!! During the July-August time frame we generate them 14 days ahead of the first disbursement due to the volume of the “peak” season. It should revert to 7 days come September or so. Hope this helps!!*

Here is the example I sent him to review to look into this.

The history is:

* We originated a PLUS Loan on 7/21 with an 8/19 anticipated disbursement date for fall
* Parent received the disclosure e-mail below on 8/7, well before the 7 day window

**Activity:**

President Barnett would like to express his gratitude to the Membership Committee for taking the reins with the October 19th Financial Aid Day, as well as to all of the offices who celebrated this day and submitted their pictures. This event was celebrated by financial aid offices all across the country, and even written in the Congressional Record by a October 24, 2011 submission by New York House of Representatives Member Timothy Bishop.

**Activity:**

Now that the SASFAA President and his/her designee visiting the state conferences has been added back to the SASFAA budget, President Barnett has worked with other SASFAA officers to ensure that a SASFAA presence is at each state meeting that he cannot attend. At the time President Barnett ran for office the SASFAA President was no longer visiting state conference, so this was not an issue for consideration or other arrangements would have been made.

Additionally, as it stands 7 of the 9 SASFAA states now have only one annual conference. There is currently some overlapping dates between four of the state conference, which would prohibit the SASFAA President from being able to visit each of these conference. With this travel back in the budget it might be beneficial for the states to coordinate their conference dates with the goal of avoiding overlapping dates whenever possible.

**Activity:**

President Barnett joined colleagues from SASFAA, EASFAA, and Tri-State associations for a briefing on the Hill with several legislative aides on October 19, 2011. The following SASFAA members were in attendance:

* Ken Cole (SC)
* Amy Berrier (NC)
* Mike O'Grady (VA)
* Nancy Ferguson (GA)
* Tracy Ireland (GA)
* Dave Gelinas (NC)
* Melissa Barnes (VA)
* Sarah Jackson (TN)
* Amy Collins (TN)
* Brad Barnett (VA)

President Barnett also posted a message on the SASFAA Listserv summarizing the event. Plans are underway for a follow up event to take place in February, 2012, that will also be attended by President Barnett.

**Activity:**

In the process of reviewing our budget some questions were raised about the amount SASFAA had allocated in our Accounting line. In response to that President Barnett contacted the other regional presidents to learn more about how they file taxes and/or any tax liabilities they had over the years. The responses received were helpful, and through more discussions with Brenda Hicks, RMASFAA President, SASFAA raised some questions with the firm who has been doing our taxes. In the end, the firm responded to our inquiry admitting that they simply overlooked a rule related to “unrelated business income” (UBI) as it pertains to advertising dollars in volunteer organizations. Simply stated, we had paid unnecessary taxes for the past few years. Our accountant has filed amended tax returns and we are expecting to receive over $11,000 in tax refunds, in addition to eliminating our estimated tax liability for the 2011 year.

**Activity:**

President Barnett signed contract for the November Board Meeting. An email board meeting approved a Hampton Inn in St. Pete, Florida for the 2012 Transition meeting, but the contract had not been signed yet when the Hilton re-approached the Site Selection Chair with additional concessions that made the Hilton a more attractive property. Therefore, President Barnett is refraining from signing the Hampton contract until this issue can be revisited at the November Board Meeting.

**Activity:**

On November 3, 2011 President Barnett posted a message on the SASFAA listserv regarding NASFAA’s request for negotiators during this up and coming round of Negotiated Rule Making. To date, President Barnett has received three inquiries from parties interested in being nominated as negotiators.

One individual had to retract her interest once it was discovered that the government provides no assistance in expenses incurred by the negotiators and her institution told her they would not provide the support either. President Barnett has not received additional information from the other two interested parties. Nominations are due November 15th.

**Activity:**

President Barnett attended the NASFAA Board Meeting November 6-7. President-Elect Dennis will provide a report regarding the meeting, but there is one thing from the federal update conducted by Jeff Baker that President Barnett would like to include in this report.

Jeff Baker spent some time clarifying the rule changes for graduate subsidized loans and upfront rebates that go into effect July 1, 2012. He explained it as follows:

* Graduate students will no longer be eligible for subsidized loans for "loan periods" on or after July 1, 2012 regardless of when the loan is disbursed. This means that graduate students can receive subsidized loans for the Summer 2012 loan period regardless of the time of the disbursement, assuming your loan period begins prior to July 1, 2012.
* The upfront rebate on all direct loans is eliminated for loans first disbursed on or after July 1, 2012. That means all summer loans disbursed (regardless of loan period) on or after this date will not have the rebate.

Jeff also spent some time clarifying the loan changes presented by President Obama.

* Consolidation Loan:
	+ Consolidation is for split borrowers only, which are students who have federal loans serviced by a private lender and federal loans serviced by DOE (this includes direct loans and loans sold to DOE in the Put process). The federal loans held by private lenders are generally FFELP that were not sold to DOE in the Put process.
	+ This special consolidation can only be done from January 1, 2012 - June 30, 2012.
	+ Applications for this consolidation must be submitted by June 30, 2012. The consolidation does not have to take place by then.
	+ If eligible, the only loans you will be consolidating are the privately held federal loans. The loan will **not** actually be rolled into the federal loans and will retain all the regular borrower benefits associated with direct loans.
	+ One example of the benefit of this not truly being consolidated with the existing loans owned by DOE is if the student was making payments in the privately held loan under IBR they keep the IBR payment history. Under a true consolidation loan they would lose the payment history in IBR and have to start over.
	+ The two big benefits of students pursuing this consolidation are that all federal loans will be serviced in one place and they will receive a .25% interest rate reduction that will **only** apply to the privately held loan that was moved to DOE. The .25% rate reduction will not apply to the existing DOE held loans.
	+ After this consolidation is done and the loan is moved from the private lender, the borrower can do a second consolidation of all the DL held loans into a true consolidation loan that carries all the terms of a “consolidation loan.”
	+ These are President Barnett’s words, “This is not really a consolidation loan in the truest sense of a consolidation. It's simply a privately owned federal loan moved to DOE for servicing. It is not a privately held federal loan paid off with a true consolidation loan and added to the existing DOE loans.” President Barnett asked Jeff Baker this question directly and was told in so many words that we can debate what to call it among ourselves, but this is being presented as consolidation. So, it fits the bill as being “consolidated” meaning all loans are serviced by one servicer, but not as being a “consolidation loan.”
* IBR/ICR
	+ IBR is statutory and cannot be changed outside of action by Congress. In Negotiated Rulemaking DOE will take to the table changing ICR to be what IBR will be in 2014. Since IBR cannot be changed by regulation, this will allow for implementation of what President Obama presented with moving the 2014 IBR rules up to 2012.

**Activity:**

NASFAA is in the process of collect sample award letter and some brief survey data from financial aid offices in response to “financial aid shopping sheet” that President Obama presented in his “Know Before You Owe” initiative.

NASFAA does not want a standardized award letter  The issue at hand here is that what President Obama has proposed and what is being worked on is pretty much just that…a standard award letter.  Calling it a “financial aid shopping sheet” does not change the fact that it’s an award letter.

So, our associations have a choice.  We can stand by and do nothing, which means we’ll have to deal with whatever comes out of this.  Or, we can jump up to the table and provide input to try and make something as flexible and user friendly as possible. NASFAA chose the latter, as it’s better to be part of the solution then a victim of regulations being implement with no input from the community.

SASFAA will need to decide what level of involvement we want to have in this.

**Activity:**

SASFAA will host the May 2012 NASFAA in Boca Raton, Florida. The president of the host region is responsible providing a “welcome” to the board, which includes bits of trivia about each of the states in the region. It is also customary for the host region to provide small gifts to the board members.

Past President Neel will work with the state presidents on collecting gifts for the board members. President Barnett is requesting each state president provide him with a brief paragraph consisting of some interesting bits of trivia regarding his/her state.

**Activity:**

President Barnett forwarded his November 2011 NASFAA Board Report to the Communications and Outreach Chair for posting on the SASFAA 9 News blog that went live November 7, 2011.

**Activity:**

At the NASFAA Board Meeting President Barnett, President-Elect Dennis, and Past President Neel had a meeting with representatives from the other regional associations. Part of the outcome of the meeting was an agreement that it would be beneficial for each regional President-Elect and President to be made a non-voting member of the other regions. This would enable each region to receive all listserv/blog postings, newsletters, website access, and any other information sent to our respective members. The idea behind this is that the more the associations work together the more we can do on a larger scale for our students and industry, and part of that working together is keeping abreast of what we are communicating to our members. This suggestion was made by WASFAA President, Kay Soltis, and was unofficially agree upon by everyone pending the approval of our respective boards. This will be presented to the Board for consideration.

***Discussion***

The year has been busy so far and a lot has taken place as we move towards adding back things we had eliminated in prior years due to budget issues, making some other major moves in the structure of what we do (e.g., blog, Wild Apricot conversion, etc.), keeping abreast of what’s happing on Capitol Hill, and the committees moving forward with their initiatives. I appreciate everyone’s dedication, and am looking forward to the rest of the SASFAA year.

**President-Elect Jeff Dennis**

# Summary of Activities

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

Activity: Committee Chair appointments for 2012-2013 are starting to take shape There is no plan at this point to have any special appointee positions on the 2012-2013 Board, but the Board reserves the right to consider this depending on the needs of the association. This objective will be met when appointments are made.

**LRP3.1:** Assess the purpose and need of each committee when making committee chair/liaison appointments.

Activity: Committee Chair appointments are being done by the current President for 2011-2012. This objective will be met when appointments are made for 2012-2013.

**LRP3.3:** Consider whether all committee chairs should be in attendance at all Board of Directors meetings, keeping in mind the need to develop future leadership for the Association yet maintaining the ability to conduct business at reasonable cost.

Activity: There was discussion at the June 2011 transition meeting concerning attendance and the number of meetings needed to develop future leadership. I am confident that the Executive Board will monitor the cost of board meetings and make the proper decision on who should attend. All of the outgoing 2011-12 Board and incoming 2012-13 Board members are expected to be in attendance at the June 2012 transition meeting.

**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.

Activity: This objective has been met for 2011-12 with four committee chairs returning and five chairs are new. This objective will be met when appointments are made for 2012-2013.

**LRP5.1:** Identify and finance one individual annually, other than the President-elect or Treasurer, to attend the NASFAA Leadership Conference if never attended previously.

Activity: The President Elect is scheduled to attend the NASFAA Leadership Conference for 2011-2012, but it is unlikely that anyone else will be able to attend.

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

Activity: Committee Chairs will be selected prior to the transitional board meeting.

**PP 5.32:** Serves as the alternate voting representative to the NASFAA Board of Directors, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the newsletter or on the Web site as appropriate.

Activity: This will be done.

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

Activity: The President, Past-President, and President-Elect are scheduled to attend state meetings in the Spring 2012 season.

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

Activity: This has been done by the current President will be done by me as we move toward 2012-2013 and determine the revenues of the association.

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

Activity: This will be done.

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

Activity: The location of the 2013 conference has not been established yet. I have started a list of ideas to incorporate into the program since we will be celebrating 50 years in 2013.

**PP 5.37**: Serves as parliamentarian to the Board.

Activity: This will be done as needed.

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

Activity: I am planning a state president-elect workshop at the 2012 annual conference in Greensboro. It may be a half day event as it was in Jacksonville 2011.

**PP 5.39**: Advises and counsels the president as needed.

Activity: This will be done as needed.

**GAP 10**: The President-Elect Elect should attempt to select committee chairs prior to the first Board meeting. Where possible, these individuals should serve as their respective state representatives to the committee.

Activity: I will not have selected all committee chairs prior to the first board meeting. If possible, we will attempt to coordinate committee chairs and state representatives to the committee.

**GAP 4**: A form, which should include name, institution, state, institution type, whether new or returning, gender, and ethnicity, should be developed by the President-Elect and given to all Committee Chairs and distributed to all committee members prior to the first Board meeting of the Fall. The form will then be returned and provided to the Board in completed fashion prior to the next Board meeting

Activity: This has been accomplished and the form is on-line versus paper, in order to expedite the completion process and provide ease in compiling and archiving the data.

**GAP 60:** The President-elect should begin budget formulation after the annual conference and preliminary budget should be presented at the transitional Board meeting for discussion and review

Activity: The Crowne-Plaza at Ravina has been selected as the site for the 2013 Conference and I expect the budget to be within an acceptable range.

**GAP 7**: Consider the possibility of starting some transition training at the annual conference.

Activity: This will be considered.

**Discussion**

* I would like to pursue scripzone.com and this program being a fund raiser for the association that will incorporate state participation by sharing the profits.
* I would like to look at a service oriented program that SASFAA will sponsor. I would like to discuss at the board meeting ideas that could be feasible and productive such as assisting during disasters.
* The 2013 annual conference will be special since we are celebrating 50 years and would like to pay special tributes.

**Vice-President Runan Pendergrast**

**New Aid Officers Workshop:**

**Site Selections:** Four proposals have been received, Wesleyan College, Macon, Ga , Thomas More College, Crestview Hills, KY, Clemson University, Clemson SC, and North Georgia College and State University, Dahlonega GA. A comparison of the colleges is attached.

**Action Item: NAOW Site Selections**

**Staff:** Brad Honious has resigned his position as Curriculum Coordinator. Pending board approval, Mandy Branch-Friar will replace Brad. New instructors, development representative, and two alternative returning instructors have been select.

Suggested Staff

Curriculum Coordinator: Mandy Branch-Friar, University of Georgia, GA

**New Instructors**:

1. Tony Carter, University NC, Charlotte
2. Marian Hoffman, Lee University, TN
3. Victoria Owens, Kentucky State University, KY
4. Andy Weaver, University of Alabama, Huntsville, AL --- waiting on response

**New Development Partner**:

1. Jonathan Looney – Ed Financial Services

**Alternative Instructors**:

1. Cedric Trigg – KY
2. Tabatha V. McAllister, SC

**Action Item: NAOW New Staff**

**Code of Conduct:** A code of conduct can set standards describing the behavior we expect of our NAOW staff. The code doesn't change the basic nature of the workshop, but instead it articulates the way we strive to conduct ourselves as aid professional. (Contracts attached)

**As a NAOW Curriculum Coordinator I agree to adhere to the following code of conduct:**

1. Possess the presentation skills and financial aid knowledge required to educate participants.

2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.

3. Demonstrate respect for colleagues, participants, and host institution.

4. Maintain ethical business practices.

5. Personify professionalism befitting a financial aid representative.

6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that if I violate this contract and/or code of conduct my honorarium may be revoked. I understand that contract and/or code of conduct violations may be reported to the SASFAA Executive Board and/or my employer.*

***As a NAOW Instructor I agree to adhere to the following code of conduct:***

1. Possess the presentation skills and financial aid knowledge required to educate participants.

2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.

3. Demonstrate respect for colleagues, participants, and host institution.

4. Maintain ethical business practices.

5. Personify professionalism befitting a financial aid representative.

6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that if I violate this contract and/or code of conduct my honorarium may be revoked. I understand that contract and/or code of conduct violations may be reported to the SASFAA Executive Board and/or my employer.*

***As a NAOW Site Director I agree to adhere to the following code of conduct:***

1. Possess the skills and knowledge required as site director.

2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.

3. Demonstrate respect for colleagues, participants, and host institution.

4. Maintain ethical business practices.

5. Personify professionalism befitting a financial aid representative.

6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that if I violate this contract and/or code of conduct my honorarium may be revoked. I understand that contract and/or code of conduct violations may be reported to the SASFAA Executive Board and/or my employer.*

***As a NAOW Development Partner I agree to adhere to the following code of conduct:***

1. Possess the skills and knowledge required as a development partner.

2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.

3. Demonstrate respect for colleagues, participants, and host institution.

4. Maintain ethical business practices.

5. Personify professionalism befitting a financial aid representative.

6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that a violation of this contract and/or code of conduct may be reported to the SASFAA Executive Board and/or my employer.*

Copies of all contracts are attached.

**Action Item: NAOW Staff Code of Conduct**

Development Partner Contract



**2012 SASFAA New Aid Officers Workshop**

**Development Partner**

**Contract and Code of Conduct Agreement**

***I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to serve SASFAA in the capacity of Development Partner and to assist with preparations for the 2012 SASFAA New Aid Officers Workshop (NAOW). Specifically I will:***

1. Attend the NAOW staff retreat in *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* on \_\_\_\_\_\_\_\_\_\_\_\_\_*.* I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.

2. Commit to the period of June 17 – 24, 2012for the actual workshop, by arriving at *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* by 2:00 p.m. on June 15, 2012, assist with workshop preparations, serve in my capacity until June 24, 2012, and participate in the closing staff meeting following the end of the workshop on June 24, 2012. I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.

3. Immediately notify the Vice-President in writing if unavoidable circumstances prevent me from fulfilling any of these agreed upon duties.

4. I understand that the commitment of being a NAOW Development partner is for a one year period of time unless otherwise indicated by the SASFAA Vice-President as that a contract will need to be signed each year.

**CODE OF CONDUCT**

***As a NAOW Development Partner I agree to adhere to the following code of conduct:***

1. Possess the skills and knowledge required as a development partner.

2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.

3. Demonstrate respect for colleagues, participants, and host institution.

4. Maintain ethical business practices.

5. Personify professionalism befitting a financial aid representative.

6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that a violation of this contract and/or code of conduct may be reported to the SASFAA Executive Board and/or my employer.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Development partner’s Signature Date SASFAA VP Signature Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAOW* Development Partner *Runan Pendergrast, SASFAA Vice President*



**2012 SASFAA New Aid Officers Workshop**

**Instructor**

**Contract and Code of Conduct Agreement**

***I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to serve SASFAA in the capacity of Instructor and to assist with preparations for the 2012 SASFAA New Aid Officers Workshop (NAOW). Specifically I will:***

1. Attend the NAOW staff retreat in *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* on \_\_\_\_\_\_\_\_\_\_\_\_\_*.* I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.

2. Commit to the period of June 17 – 24, 2012for the actual workshop, by arriving at *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* by 2:00 p.m. on June 15, 2012, assist with workshop preparations, serve in my capacity until June 24, 2012, and participate in the closing staff meeting following the end of the workshop on June 24, 2012. I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.

3. Receive an honorarium of $500 in my capacity as NAOW Instructor. I understand that it is my responsibility to report this honorarium payment on my personal income tax return.

4. Immediately notify the Vice President in writing if unavoidable circumstances prevent me from fulfilling any of these agreed upon duties.

5. I understand that the commitment of being a NAOW Instructor is for a one year period of time unless otherwise indicated by the SASFAA Vice-President as that a contract will need to be signed each year.

**CODE OF CONDUCT**

***As a NAOW Instructor I agree to adhere to the following code of conduct:***

1. Possess the presentation skills and financial aid knowledge required to educate participants.

2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.

3. Demonstrate respect for colleagues, participants, and host institution.

4. Maintain ethical business practices.

5. Personify professionalism befitting a financial aid representative.

6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that if I violate this contract and/or code of conduct my honorarium may be revoked. I understand that contract and/or code of conduct violations may be reported to the SASFAA Executive Board and/or my employer.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Instructor’s Signature Date SASFAA VP Signature Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAOW* Instructor *Runan Pendergrast, SASFAA Vice President*



**2012 SASFAA New Aid Officers Workshop**

**Site Director**

**Contract and Code of Conduct Agreement**

***I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to serve SASFAA in the capacity of Site Director and to assist with preparations for the 2012 SASFAA New Aid Officers Workshop (NAOW). Specifically I will:***

1. Attend the NAOW staff retreat in *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* on \_\_\_\_\_\_\_\_\_\_\_\_\_*.* I agree to stay on site for the entire workshop. I agree to participate in all workshop sponsored events.

2. Commit to the period of June 17 – 24, 2012for the actual workshop, by arriving at *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* by 2:00 p.m. on June 15, 2012, assist with workshop preparations, serve in my capacity until June 24, 2012, and participate in the closing staff meeting following the end of the workshop on June 24, 2012. I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.

3. Receive an honorarium of $500 in my capacity as NAOW Site Director. I understand that it is my responsibility to report this honorarium payment on my personal income tax return.

4. Immediately notify the Vice President in writing if unavoidable circumstances prevent me from fulfilling any of these agreed upon duties.

5. I understand that the commitment of being a NAOW Site Director is for a one year period of time unless otherwise indicated by the SASFAA Vice-President as that a contract will need to be signed each year.

**CODE OF CONDUCT**

***As a NAOW Site Director I agree to adhere to the following code of conduct:***

1. Possess the skills and knowledge required as site director.

2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.

3. Demonstrate respect for colleagues, participants, and host institution.

4. Maintain ethical business practices.

5. Personify professionalism befitting a financial aid representative.

6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that if I violate this contract and/or code of conduct my honorarium may be revoked. I understand that contract and/or code of conduct violations may be reported to the SASFAA Executive Board and/or my employer.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Site Director’s Signature Date SASFAA VP Signature Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAOW* Site Director *Runan Pendergrast, SASFAA Vice President*



**2012 SASFAA New Aid Officers Workshop**

**Curriculum Coordinator**

**Contract and Code of Conduct Agreement**

***I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ agree to serve SASFAA in the capacity of Curriculum Coordinator and to assist with preparations for the 2012 SASFAA New Aid Officers Workshop (NAOW). Specifically I will:***

1. Attend the NAOW staff retreat in *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* on \_\_\_\_\_\_\_\_\_\_\_\_\_*.* I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.

2. Commit to the period of June 17 – 24, 2012for the actual workshop, by arriving at *\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_* by 2:00 p.m. on June 15, 2012, assist with workshop preparations, serve in my capacity until June 24, 2012, and participate in the closing staff meeting following the end of the workshop on June 24, 2012. I agree to stay on site for the entire workshop. I agree to participate in all workshop-sponsored events.

3. Receive an honorarium of $599 in my capacity as NAOW Curriculum Coordinator. I understand that it is my responsibility to report this honorarium payment on my personal income tax return.

4. Immediately notify the Vice President in writing if unavoidable circumstances prevent me from fulfilling any of these agreed upon duties.

5. I understand that the commitment of being a NAOW Curriculum Coordinator is for a one year period of time unless otherwise indicated by the SASFAA Vice-President as that a contract will need to be signed each year.

**CODE OF CONDUCT**

***As a NAOW Curriculum Coordinator I agree to adhere to the following code of conduct:***

1. Possess the presentation skills and financial aid knowledge required to educate participants.

2. Conduct myself in a manner appropriate to SASFAA and the institution which I represent.

3. Demonstrate respect for colleagues, participants, and host institution.

4. Maintain ethical business practices.

5. Personify professionalism befitting a financial aid representative.

6. Adhere to host institution Alcohol Policy at all times while on campus. Consuming alcoholic beverages shall not interfere with my ability to carry-out the commitment of this contract.

*I have read and understand my responsibilities and know what is expected of me. I agree to abide by the conduct set forth in this contract. I understand that if I violate this contract and/or code of conduct my honorarium may be revoked. I understand that contract and/or code of conduct violations may be reported to the SASFAA Executive Board and/or my employer.*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Curriculum Coordinator’s Signature Date SASFAA VP Signature Date*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAOW* Curriculum Coordinator *Runan Pendergrast, SASFAA Vice President*

See Site Selection Checklist at the end of reports as an attachment.

**Secretary Amy Berrier**

# Summary of Activities

**GAP31:** Maintain the records of the Association.

Activity: The Secretary will keep documents in an electronic format, which will ensure records can be archived electronically at the end of the year.

**GAP25**: The membership of the Association should represent the composition of financial aid professionals in the region.

Activity: The membership database will be archived at year end in excel or some other format for ease of determining persistence and other membership statistics. The Secretary will coordinate this with the membership chair after June 30th.

**LRP7.1 and LP7.4:** Policies and procedures are accurate and complete in order to provide consistent Associational direction.

Activity: The most recently approved version of the SASFAA Policy and Procedures Manual is posted to the SASFAA website.

**LRP8.2, LRP8.3, LRP 8.4, PP 5.61, and PP 5.62**: Maintain the records of the Association.

Activity: The Secretary will review the current language in the SASFAA Policy and Procedure Manual has procedures regarding archives and provide suggested updates if necessary, periodically review the methods for maintaining accessibility, retrieval, security and the location for archival of records, record and distribute the proceedings of the Board and general business meetings, and prepare and submit meeting minutes with supporting documents and publications, including annual conference programs, special reports, and membership directories to archives.

**PP 5.64:** Orders and distributes the Association's official stationary.

Activity: This is not necessary, as the association's stationary is now electronic. An updated version of the stationary will be created by the Secretary and distributed to the appropriate individuals.

As of May 19, 2011, the stationary for 2011-2012 has been created and distributed.

**PP 5.65:** Sends appropriate cards and gifts to members and colleagues on behalf of the Association. Maintains the banner and seal.

The Secretary maintains the seal, but does not store the banner.

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

Activity: The Secretary will work with the President, Conference Chair, and Site Selection Chair to handle this.

**PP 5.67:** Prepares and distributes agendas in advance of Board meetings.

Activity: The President prepares the agenda and gives to the Secretary to distribute to the Board prior to each meeting.

**PP 5.63 and PP 6.41:** The By-Laws will reflect the mission, vision and purpose of the Association and support the viability of the organization.

Activity: The bylaws committee, chaired by the secretary, annually reviews bylaws governing the Association. The bylaws committee recommends necessary changes to the Board.

**Discussion:** Request that the board members respond to emails, and submit board reports by the deadline.

**Treasurer Nancy Garmroth**

Adobe file attached to the end of this report.

**Site Selection Lisanne Masterson**

**Activities**

Site Selection solicited bids to host both a November Board meeting and the June Transition Board meeting. We received four bids for the November board meeting and four bids for the June Transition Board meeting. Information was compiled and sent out to the board, with a recommendation as follows:

November Board Meeting: Embassy Suites, Greensboro NC

 June Transition Board Meeting: Hampton Inn, St. Petersburg FL

A contract was negotiated with the Embassy Suites and signed by President Barnett.

In the midst of securing a final contract with the Hampton Inn, the contact person at the hotel left employment. Concern arose due to the suddenness of departure and no immediate contact or follow up with us. In the meantime, the contact at the property ranking next on possible sites for our transition meeting notified me of their continued interest. After discussing our meeting needs and issues, the hotel (Hilton St. Petersburg Bayfront) submitted a very competitive bid. It is this bid that the board is being asked to consider, in addition to voting to rescind accepting the bid from the Hampton Inn.

Hotel Bid Comparison:

 Hampton Inn Hilton

Room Rate $129/night $139/night (includes $10 voucher for breakfast)

Meeting Room Cost $950 $400

Parking $12/night $8/night

Food & Beverage Min $0 $700

Sleeping Room Internet $9.95 $0

Although the breakfast is free at the Hampton, difference is more than covered in the lower meeting room cost. In addition, they are offering a lower parking rate and free in-room internet. Since both properties would require us to do lunch, at the Hampton we would have to go off site – taking more time. The Food & Beverage minimum would be easily met by having the lunch served on site at the Hilton, plus any refreshment breaks we decide to have. The Hilton is a high rise, so would actually have views of the bay, and the pool area is much nicer.

**Conference Shelley Park**

The SASFAA 2012 Conference committee has been busy planning the conference for February 26-29, 2012. Committee members are conducting monthly meetings via conference calls with the majority of the business focusing on the development of the sessions. Department of Education presentations have been tentatively planned and the committee is now waiting final confirmation from DOE. The following federal general sessions have been confirmed:

* General Session – COD – with Wood Mason
* General Session - Fraud and Abuse – Yessyka Santana/Jeff Gibbons
* General Session – Verification and SAP – Jeff Baker/Carney McCullough
* General Session – Federal Update – Jeff Baker/Carney McCullough
* Breakout Sessions : Top 10 Compliance Issues, Fraud and Abuse Q&A, SAP Q&A, FAFSA changes for 2012-13, Consumer Information, Gainful Employment, Net Price Calculator, DL Reconciliation, DL Consolidation, and Cash Management

In addition, NASFAA Trainer, Stacey Peterson will be presenting on Verification, SAP Best Practices and NASFAA Tools. At this time there are 40 concurrent sessions with the possibility of three additional sessions. Pre- Conference sessions include “Enhancing the Power of Need-Based Aid to Improve Student Access and Persistence and New Aid Officers workshop. Sunday’s opening will tentatively include engaging educator/ speaker Dr. Crystal Kuykendall and Justin Draeger from NASFAA.

The conference committee decided to offer two luncheons in place of the customary one luncheon and dinner/entertainment on Tuesday evening. Conference attendees will have to provide dinners on their own for the conference. Monday night will include the favorite SASFAA bingo with Chester Priest as the caller.

Local Arrangements is working with the committee on the charity and hospitality set up and finalizing meal functions. A ”save the date” notification including costs and tentative agenda will be forwarded to the state association webmasters, SASFAA listserv and SASFAA Nine News before December 1.

All sessions with descriptions will be finalized by the committee December 1.

The SASFAA 2012 Conference Committee respectfully submits for consideration and approval

the following conference registration rates for the SASFAA 2012 Conference in Greensboro, NC.

* Full Conference Rate: $250.00 ( $285.00 for non-members)

Full Conference Rate: $250 ($285 for non-members)

On-site Registration: $275 ($310 for non-members)

One-Day Rate (Monday or Tuesday): $150 ($185 for non-members)

New Aid Pre-conference: $75 ($110 for non-members)

Retention Pre-conference: $50 ($85 for non-members)

Submitted by

Shelley Park, Conference Chair

November 17, 2011

**Sponsorship – Dewey Knight**

***Summary of Activities***

**Activity:** The future financial stability of the Association is provided through careful and regular planning and evaluation. Incorporate the financial impact of vendor sponsorship in the budget planning process annually**. I continue to work closely with President, Budget/Finance Chair, Conference Chair, and Workshop Chairs to ensure adequate revenue is available to support conference, workshop, and ancillary services.**

**Activity:** The future financial stability of the Association is provided through careful and regular planning and evaluation.Determine the appropriateness of fees assessed for dues, the annual conference, workshops and ancillary services including vendors, at least once every five years. **I continue to work closely with President, Budget/Finance Chair, Conference Chair, and Workshop Chairs to ensure adequate revenue is available to support conference, workshop, and ancillary services.**

**Activity:** Disseminate quality information to enhance communications among members in a timely and cost-efficient manner. Develop materials and brochures for potential contributors. **The Sponsorship section of SASFAA Web site has updated to reflect current sponsorship opportunities available for 2011-2012.**

**Activity:** The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities. Contract with a drayage company and design an exhibitor floor plan for the conference. Bids from potential drayage companies will be solicited via RFP process. **An RFP for Drayage Services was disseminated to nine providers with two submitting proposals. Hollins Exposition Services of Greensboro, North Carolina, was selected to provide Drayage Services for the 2012 Conference. A contract has been executed with Hollins and the company has provided an exhibitor floor plan for the conference.**

**Activity:** Recognize publicly the contributions of all sponsors. We will stress the importance of our sponsor's support in terms of time, talent, and treasure, in all communications to membership and at all association events**. Photographs of sponsors will be displayed during annual conference as well as recognition from the podium.**

**Activity:** All sponsors will be recognized in the conference program for their contributions. To receive such recognition, a commitment for the sponsorship of the event must be made by the time the program is prepared for printing**. We will work with Conference Chair to ensure all sponsors are duly recognized.**

**Activity:** All sponsors will be listed and have a link to information about their organization on the Annual Conference Web site**. I will, in collaboration with the President, Secretary and Conference Chair, ensure this task is executed in accordance with current regulations and the P&P.**

**Activity:** **A reception to honor the contributions of the sponsors will occur during the annual conference and will be coordinated by the sponsorship and conference chairs after consulting with the President.**

**Activity:** Disseminate quality information to enhance communications among members in a timely and cost-efficient manner. **Special instructions regarding exhibit space and storage of materials will be mailed electronically to exhibitors in advance of the conference.**

**Activity:** Disseminate quality information to enhance communications among members in a timely and cost-efficient manner**. Each sponsor will be provided with a directory of attendees. I will work with the Electronic Services Chair and Membership Chair to ensure accurate and timely information is available.**

**Activity:** Policies and procedures are accurate and complete in order to provide consistent Associational direction. Review the policies affecting sponsorship and make recommendations when appropriate. **I continue to execute as stated.**

**Activity:** The future financial stability of the Association is provided through careful and regular planning and evaluation.Identify activities and events for sponsorship opportunities including newsletter and directory advertisements, the annual conference, the New Aid Officers' Workshop, other training events and Board meetings. **In collaboration with the President, Conference Chair, and Workshop Chairs, I continue to execute as stated. We have developed advertising opportunities with respect to the new SASFAA Blog as it replaces the Newsletter.**

**Activity:** The future financial stability of the Association is provided through careful and regular planning and evaluation.Prepare and mail solicitations of sponsorship opportunities to potential sponsors**. I have electronically mailed solicitation for sponsorship to all past sponsors and a large number of prospective sponsors. Information about sponsorship opportunities is now available on the SASFAA Web site and its availability was announced by a posting on the SASFAA List serve.**

**Activity:** The future financial stability of the Association is provided through careful and regular planning and evaluation.Review and recommend, with assistance from the finance and audit chair, the standard advertising rates as well as any discounts offered to sponsors. **A bundled group of sponsorship opportunities to ensure funding meets projected revenue budget was developed and submitted to the Executive Board for approval. The Board approved. See discussion below.**

**Activity:** The future financial stability of the Association is provided through careful and regular planning and evaluation.Coordinate all vendor and sponsor activities and benefits**. I am executing as stated.**

**Activity:** The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities. Serve as the liaison to the conference committee for sponsorship needs and effective use of exhibitor spaces**. I am executing as stated.**

**Activity:** The future financial stability of the Association is provided through careful and regular planning and evaluation. Incorporate the financial impact of vendor sponsorship in the budget planning process annually. **In collaboration with Budget/Finance Chair, I presented a bundled group of sponsorship opportunities to ensure funding meets projected revenue budget. The Board approved the sponsorship packages, and pricing (including discounts) as submitted. I continue to aggressively seek expansion in the number and types of sponsors. See discussion below.**

***Discussion***

**The Board will need to modify Sections 6.16.1 of the SASFAA P & P to reflect the Exhibitor/ Sponsorship Options for 2011-12 recommendation from the Sponsorship Committee which was approved at the E-meeting of the Board on October 24, 2011.**

**Membership Deborah Clark**

Membership Report

Deborah H. Clark, Committee Chair

November 16 -18, 2011

The Membership Committee includes the following members:

 Zita Barree, VA Wendi Owens, FL

 Amber Beason, TN Sandra Rhyne, SC

 Patti Bowman, NC Billye Jean Stroud, MS

 John Brandt, TN Letrell Thomas, GA

 Melanie Gillespie, SC

 Jasmine Haugabrook, GA

 Melba Maudlin, AL Deborah Clark, GA (Chair)

I am hoping to identify a Kentucky representative soon, which will give us representation from all nine states.

As of November 9, 2011, SASFAA records show that we currently have 657 paid members for 2011-2012. Based on October 28, 2010 data, **this represents an increase of** **17%**! A renewal email message was sent to 620 members (FY 2011) who had not yet renewed their memberships for FY 2012 on November 9, 2011. This communication included the benefits of membership, the link to complete the process, and the cost of membership.

The Membership Committee coordinated efforts for SASFAA’s first annual Financial Aid Day, which included:

 Notification to the SASFAA Community via the listserv

 Suggestions for states and college campuses to celebrate:

Campus and/or students honor Financial Aid Staff (flyers, posters, school newspapers, facebook)

Financial Aid Staff honor and celebrate each other (color coordinate attire, small gifts, reception)

 Possible Theme: The Financial Aid Office: The Heartbeat of the Campus

 Financial Aid Administrator Inspirations:

Tell your story of how you started in financial aid

Stories, quotes of past experiences

Although we got a late start, the Membership Committee is very proud of the participation and support from the SASFAA Community!

Membership Report

Deborah H. Clark, Committee Chair

August 5 -7, 2011

An email was sent to the SASFAA listserv on July 7 to encourage SASFAA colleagues to renew their membership for 2011-2012. This communication included the benefits of membership, the link to complete the process, and the cost of membership.

As I submit this report, I am still in the process of soliciting committee members and should have a full committee to present at the August board meeting.

My tentative goals for the year include:

* Coordinating a reception for new members (this was well received last year under the leadership of Bryan Erslan);
* Identifying ways to increase membership as well as encouraging new members from the past five years to renew, even if they have to invest in themselves.
* Finalizing the brochure created by Bryan Erslan
* Identify ways to utilize the website (free of charge) to attract new members
* Assist with the registration process
* Maintain the membership database

**2020 Committee Sharon Oliver**

The 2020 Committee has been diligently working to engage committee participants, identify appropriate sessions for the annual conference and presenters. We are pleased to gain support from State President Nancy Ferguson who has recommended Felicia Alister to serve on the 2020 Committee. She works at Georgia Gwinnett College and serves as the Diversity Chairperson for GASFAA.

We are pleased to share that great efforts are underway to solicit Dr. Crystal Kuykendall, author of “From Rage to Hope: Strategies for Reclaiming Black and Hispanic Students” for a key session during the annual conference. In addition to being an author, she is a talk show hostess and the creative driving force behind the concept of Merchants of Hope.

We will be finalizing the topic for the diversity panelists on Student Access and Persistence during our next teleconference session. Representatives from The University of North Carolina Greensboro (UNCG) are assisting with identifying presenters for this session and may serve on the panel. We are seeking professionals from Disability Services, Financial Aid, Student Success (Academic Affairs) and Enrollment Management. Additionally, we are planning to share a blog or an article specifically for veterans on SASFAA Nine News. Recognizing that the number of veterans enrolling in college is expected to increase, it is important to provide a guide for programs and services.

**Legislative Relations – Michael Poma**

Highlights:

Assisted EASFAA and Tri-State with the Legislative Briefing held Wednesday, October 19 in Washington, DC. SASFAA was fortunate to have two members serve on the panel, Melissa Barnes and Bonnie Joerschke. In addition, SASFAA sponsored travel for Amy Collins and Dave Gelinas to attend the briefing. SASFAA had 8 participants attend the briefing.

The next task will be to coordinate hill visits with EASFAA in February.

We as a committee continue to post information to the SASFAA listserv in regards to happenings on Capitol Hill.

Question to the group: Historically, the chair has asked each state agency for a report. With the changing times, news is slowing down. I’ve had limited responses for each report. I suggest we forego Legislative Affairs collecting this information from each agency and in turn State President’s report on important information from their states.

Committee members:

|  |  |
| --- | --- |
| GA: | Bonnie Joerschke |
|  | Tracy Ireland |
| VA | Donna Taylor |
| FL | Marguerite Jacobs  |
| SC | Ken Cole |
| NC | Amy Berrier |
| MS | Joe Statuto  |
| AL | Kelly D'Eath |
| KY | Shelley Park |
| TN | Ron Gambill |

**Agency notes:**

**Florida Department of Education**

Office of Student Financial Assistance

Agency Update

**Highlights of State Scholarship and Grant Programs:**

**Overview**

The Office of Student Financial Assistance (OSFA) State Programs, within the Florida Department of Education, administers a variety of postsecondary educational state-funded grants and scholarships, and provides information to students, parents, and high school and postsecondary professionals in the State of Florida.

**Default Prevention Efforts and Clarification**

The Florida Department of Education, Office of Student Financial Assistance (OSFA) works diligently with lenders, postsecondary institutions, and borrowers to reduce the number of borrowers who fall into delinquency and who may ultimately default. The results of this focused attention to Default Prevention and Default Aversion is reflected in OSFA’s recent Cohort Default Rate (CDR) reductions. OSFA’s CDR decreased by 2.1 percentage points from its 2YR Official 2007 CDR to its 2YR Official 2008 CDR and an additional .1 percentage point for the 2YR Official 2009 CDR. OSFA’s drop has occurred during a time when a number of agencies and the national rates are experiencing substantial increases.

In contrast to OSFA’s success, the overall state (Florida) FY 2009 CDR increased 2 percentage points to 10.5 percent for all Florida schools (a 23.5 percent increase). The National FY 2009 CDR average rate increased 1.8 percentage points to 8.8 percent (a 25.7 percent increase). Generally proprietary institution types have higher CDRs than traditional four-year colleges which makes OSFA’s efforts even more amazing.

OSFA’s overall Default Aversion/Default Prevention objective is to ensure maximum efficiency in educating borrowers, prior to and during delinquency, on the benefits of keeping their loans in good standing and preventing default. OSFA’s close communication with schools and successful low-pressure Default Aversion counseling approach has resulted in better communication with borrowers and increased account resolutions. Once students are made aware of the responsibility before them, they become empowered at an early stage to ensure that their loans remain in good standing. OSFA believes that the more information provided to students, the more educated and aware they become of the benefits of managing their debt before it manages them.

**OSFA & NyFF Websites**

OSFA also encourages you to check out our websites [www.FloridaStudentFinancialAid.org](http://www.FloridaStudentFinancialAid.org) and [www.navigatingyourfuture.org](file:///F%3A%5Cwww.navigatingyourfuture.org). Each website has helpful information for students, parents, schools, and guidance counselors. At <http://www.FloridaStudentFinancialAid.org> viewers can learn about state scholarship and grant programs and their eligibility requirements. Students will gain insight into pursuing a postsecondary education by visiting [www.navigatingyourfuture.org](file:///F%3A%5Cwww.navigatingyourfuture.org).

**2012-13 National Training for Counselors & Mentors (NT4CM)**

NT4CM is available for any individual who advises students and their families on how to fund education beyond high school. Workshops have already been completed in Ave Maria, Chipley, Doral, and Weston. However, there is still time left to register for Sanford or Tampa. To learn more about this training opportunity, please visit our training website at

<https://www.osfaffelp.org/osfatraining/UpcomingEvents.aspx>. For Counselors and Mentors that are unable to travel, the Teams’ will be presenting the material via Webinar in spring 2012. For more information, contact a member of the Outreach Team on the NyFF [website](http://www.navigatingyourfuture.org) under the “Contact Us” link.

**Highlights of OSFA’s Outreach Team:**

**Overview**

The Florida Department of Education (FDOE), Office of Student Financial Assistance (OSFA) Outreach Team assists assigned postsecondary educational institutions (and other program participants), located within a defined geographical area of Florida, with communications and operations related to student financial aid. The Outreach Team represents the Federal Family Education Loan Program and Florida state scholarship and grant programs.

**Statistics**

To date during the 2011 calendar year, the Outreach Team made over 25,000 contacts to assigned Florida postsecondary educational institutions. Additionally, the Outreach Team conducted 674 financial literacy workshops at 579 institutions reaching a total of 55,755 students. Each of the eight Outreach Representatives serves as a point of contact among individual institutions (and other program participants) in their area. The Outreach Team is responsible for:

* Conducting on-site visits and evaluations of postsecondary institution’s financial aid programs.
* Providing technical assistance and services to support financial aid programs.
* Providing training and educational assistance regarding:
* Florida’s scholarship and grant programs.
* Default prevention and default aversion.
* Financial literacy.

**Resources**

The OSFA Outreach Team features “Navigating Your Financial Future” (NyFF), a comprehensive default prevention program. Utilized as an educational tool, NyFF offers comprehensive services and educational resources for students so they can learn to manage student loan debt successfully. View the latest resources on the NyFF [website](http://www.navigatingyourfuture.org).

**SOUTH CAROLINA TUITION GRANTS COMMISSION REPORT**

**NOVEMBER 2011**

The awarding of 2011-2012 South Carolina Tuition Grants began in early March with a maximum grant of $2,600 being awarded to eligible students. That amount was set based on recent award trends that suggested that the number of grant recipients would increase about 5% while also projecting level funding of the Program by the South Carolina State Legislature.

The funding projection was accurate as the Program was appropriated the exact amount of general appropriation and lottery funds as last year. Through last week, the Commission had received an increase in applications and had increased tentative awards at a rate of 3% above last year. Most of the Fall Term enrollment reports have now been processed and the increase in eligible students will be less than the 5% projection. This will be very helpful in light of the elimination of the Federal LEAP and SLEAP Programs reducing total funds available to students through the Tuition Grants Program by over $800,000 from last year.

In September, the Commission submitted its 2012-2013 budget request to the State Budget Office for consideration by the Governor’s Office and General Assembly. The Commission requested a modest increase of about $3.5 million to help maintain the current maximum grant level at $2,600 which has deteriorated from $3,200 just four years ago due to increases in eligible students without any increases in funding. Financial Aid Programs and the student recipients have been very fortunate that the South Carolina State Legislature has provided level funding for the last four years despite significant reductions in every other aspect of state government programs and operations. However, without an increase in funding for 2012-2013, maximum grants (with another year of level funding and still more eligible students) could drop as low as $2,450.

After almost 15 years as the Commission’s Financial Aid Counselor, Toni Cave will retire on December 1st. Toni has served as the “Voice of the Commission” as she has answered thousands of calls from students, parents, college aid administrators, politicians, and anyone else who has called the Commission since she started in early 1997. Her service has been exemplary and invaluable. We at the Commission are grateful for all that she has done and wish her the very, very best now that she no longer has to wake up every morning to the alarm clock!

Earl Mayo

Director

**Communications and Outreach – Ben Baker**

# The Ad Hoc Newsletter Committee appointed by President Bard Barnett at the June 2011 Transition Meeting drafted an operational plan to establish a SASFAA Blog. The SASFAA Executive Board considered and adopted the proposed plan at the August 2011 board meeting. The blog website was named the SASFAA Nine News. The name of the Newsletter Committee was changed to the Communication and Outreach Committee.

# The purpose of the blog is to offer an easier, quicker vehicle of communication to the SASFAA membership. There have been quite a number of legislative changes in the past 3 years that needed to be disseminated to the SASFAA membership quicker than the newsletter is designed to do. The newsletter format is very static in form and the material submitted for publication can become outdated before the newsletter is published.

The ***SASFAA Nine News*** is available now for posting of committee reports, board meeting highlights, state reports, financial aid news articles, industry announcements, special person recognitions, workshop announcements, conference news and announcements, President’s report and message, and Treasurer’s Report. Posting to the blog may occur at any time without regard to a specified schedule based on the nature or content of the posted item.

# The members of the New Communication and Outreach Committee include: Sandra Rockett, Doug Tanner, Paul Coscia, Seph Anderson, Lester McKenzie, and Ben Baker. The committee has drafted changes to the SASFAA Policies and Procedures manual applicable to the new blog website. The SASFAA Executive Board will consider the P & P changes at the November 2011 meeting.

**PROPOSED POLICIES AND PROCEDURES**

**SASFAA NINE NEWS**

**Section 6: Duties and Responsibilities of Committees and Liaisons**

**6.12 Communication and Outreach**

The Communication and Outreach Chair shall serve as the primary manager of the consistent, ongoing production and posting to the SASFAA blog website. The name of the SASFAA blog website is ***SASFAA Nine News.*** The site is available for posting of committee reports, board meeting highlights, state reports, financial aid news articles, industry announcements, special person recognitions, workshop announcements, conference news and announcements, President’s report and message, and Treasurer’s Report. Posting to the blog may occur at any time without regard to a specified schedule based on the nature or content of the posted item. Production and distribution of items may be posted to the blog without regard to a specified fiscal year. To produce the blog, the chair will:

1. solicit pertinent articles, reports, and pictures from the SASFAA membership and affiliates;
2. edit articles for accuracy, quality and appropriate length and incorporate photographs and graphics when needed;
3. review state newsletters, state blog websites, regional blog websites, and **NASFAA** **Today's News**  for articles appropriate for reprinting and posting to the SASFAA Nine News;
4. coordinate blog website advertising with the vendor/sponsor chair;
5. collect blog sponsorship ads and/or logos from sponsors;
6. assist the vendor/sponsor chair and budget/finance chair as needed to review, project and recommend rates for advertisements, including applicable discounts, on an annual basis;
7. use the Communication and Outreach Committee as an editorial board as needed to review the contents of articles as well as the proofing of the contents prior to publication;
8. provide for and coordinate with any required announcement schedule that addresses any provisions set forth in the bylaws, such as the distribution of nominations and elections materials;

**Section 8: Communications**

**8.1 Editorial and Publication Standards**

**8.1.1 Communication and Outreach**

Social media outlets have revolutionized how people communicate and receive news. The ***SASFAA Nine News*** is a blog website established for the primary purpose of providing a vehicle to disseminate information in an efficient, timely manner to the financial aid community. The blog should include news of interest to student aid administrators including professional development information and events pertaining to aid administrators in the SASFAA region. The blog may also serve as the communications vehicle for the SASFAA President to extend a call to action during times of elevated legislative activity.

The Communication and Outreach Chair shall be appointed by the SASFAA President and approved by the Board. A Communication and Outreach Committee shall be formed each year to assist the coordinator in reviewing, editing, and proofing the content of submissions.

Persons submitting material for publication on the blog website are discouraged from including articles that promote goods or services from a vendor. Such promotional materials should be submitted for publication after establishing a paid sponsorship package with the vendor/sponsor chair.

The exception to this policy would be articles promoting goods or services offered through the state associations in the SASFAA region, or other state, regional or national associations representing student financial aid interests.

The blog website may include a calendar of training and development activities in the region. State associations, the SASFAA vice president, the U.S. Department of Education, guarantors, and state agencies may provide information for the calendar.

Additional information submitted for posting to the blog may include, but not be limited to, the following:

* Committee reports,
* board meeting highlights,
* state reports,
* financial aid news articles,
* industry announcements,
* special person recognitions,
* workshop announcements,
* conference news and announcements,
* SASFAA President’s report and message,
* SASFAA Treasurer’s report

An individual may register with the blog to receive an email notification following the posting of an item to the blog.

SASFAA Executive Board members should submit timely articles or reports that coincide with the work of their committee/office.  Following such a format would require each board member to write only one or two blogs a year. However, any SASFAA Executive Board member may submit an article or report at any time.

The blog website should allow for a regular, steady stream of news coming from the SASFAA leadership subject to the diligent adherence by the SASFAA Executive Board members to the reporting schedule below.

**Operational management of the *SASFAA Nine News*:**

* The Communication and Outreach Chair, the Electronic Services Chair and the current SASFAA President should be authorized to post articles, reports and announcements to the ***SASFAA Nine News*.** The current SASFAA President may designate other persons as needed with the authority to post to the ***SASFAA Nine News*** website.
* Any person may submit an article, report, or announcement to the Communication and Outreach Chair or the Electronic Services Chair or the current SASFAA President for review. If the article, report, or announcement is approved for posting to the ***SASFAA Nine News,***the article, report, or announcement will be posted by the authorized person for the good of the association.
* The SASFAA Listserv will remain available to all current dues-paying SASFAA members for delivery of news of importance to the SASFAA membership.
* Contributors to the ***SASFAA Nine News*** should refrain from submitting to the Communication and Outreach Chair unsolicited material that promotes goods or services from a vendor. Such articles will not be posted to the blog until a paid sponsorship package has been approved by the Vendor/Sponsor chair. Such approved articles will be noted as a paid, promotional item.
* Registration to receive notice of updates to the ***SASFAA Nine News*** shall not be restricted to SASFAA Members.
* The Communications and Outreach Chair should monitor the report submissions of SASFAA Executive Board members to ensure that board members are posting periodic reports according to a schedule approved by the SASFAA Executive Board.
* All of the following are acceptable for posting to the blog: Committee Reports, Board Meeting Highlights, State Reports, Financial Aid News Articles, Industry Announcements, Special Person Recognitions, Workshop Announcements, Conference News and Announcements, President’s Report and Message, Treasurer’s Report.
* The blog may be used to provide a continuing calendar of upcoming events.
* Photos may be included in blog announcements and reports.
* The Communication and Outreach Chair should continue to function as a “monitor” of industry events and announcements to ensure timely postings of newsworthy submissions to the SASFAA membership via the ***SASFAA Nine News*** and/or the SASFAA List-serv. Any person may submit industry news and announcements at any time to the Communication and Outreach Chair to ensure the SASFAA membership is notified of such news.
* The Vendor/Sponsor Chair will approve sponsorship packages that may include terms and conditions for advertising frequency on the ***SASFAA Nine News.***
* The Communication and Outreach Chair should send the SASFAA board and committee chairs reminders of upcoming report due dates for their scheduled blog submission.
* The Communication and Outreach Chair should assist the SASFAA Nominations and Elections Committee in notifying the membership of candidates running for SASFAA elective office by posting statements of candidacy and dates for electronic voting.
* The ***SASFAA Nine News*** will not accept paid advertising of business opportunities, job openings, or other employment-related information to the blog. Job postings and employment opportunities should be disseminated through the SASFAA List-serv and not through the ***SASFAA Nine News.***
* The SASFAA Executive Board is composed of nine (9) State Presidents, six (6) elected officers, and nine (9) committees (excluding Professional Development which is handled by the VP, By-Laws which is handled by the Secretary, and Governance and Planning which is handled by the Past President). There is no required number of reports that each member of the SASFAA Executive Board should submit for posting to the blog website. However, each member of the board should submit a sufficient number of reports to keep the SASFAA membership informed of the ongoing work of their committee or activities in their respective state. The following timetable is a guideline for report submissions:

August – President, Membership

September – Site Selection, Electronic Services, Alabama

October – Legislative Relations, 2020, Florida

November – Past President, President Elect, Secretary, Georgia

December – Conference, Vendor Sponsor

January – Past President, Conference, Secretary

February – Past President, Conference, Secretary, Kentucky

March – Newsletter, Vendor Sponsor, Mississippi

April – Vice President, Treasurer, North Carolina

May - Vice President, President Elect, South Carolina

June – Vice President, Tennessee

July – Budget & Finance, Virginia

**8.3 Electronic Communications**

SASFAA utilizes various forms of communications to report information, programs, and services to the membership and its affiliated institutions, agencies, and constituencies.

1. List-serv. The primary purpose of the SASFAA List-serv is to facilitate communication by and between SASFAA members regarding topics related to the administration of student financial aid. When communicating through the List-serv, ethical behavior should be observed at all times, and no behavior should take place over the List-serv that would be considered inappropriate for a face-to-face meeting. Failure to adhere to this standard of conduct may result in loss of access to the List-serv or more severe action, depending on the circumstances**.**

The SASFAA List-serv is not to be used to advertise, market, or to otherwise promote products or services. For advertising and other marketing opportunities, please follow the Sponsorship link on [www.SASFAA.org](http://www.SASFAA.org) The SASFAA List-serv may be used for announcements of job changes, but such announcements must be informational only (e.g. new company, title, new phone/fax number(s), new e-mail address) and should not include any additional information, promotional or otherwise about the hiring entity.

The use of the SASFAA List-serv for announcement of employment opportunities for financial aid professionals is permitted. Such postings should be informational only, and should not include promotional information about the institution or company.

Any List-serv communication that could lead to the unnecessary congestion of the network or that might otherwise interfere with the work of others is not permitted. Examples of such communications include virus warnings, email scam warnings, and “chain” letters.

Exceptions to this policy can only be approved by the SASFAA Board. The Board and committee chairs shall use this type of communication to provide information to Board members and other committee chairs included on the List-serv. The chair of the electronic services committee maintains the List-serv. The ongoing maintenance of this List-serv should have as much continuity as possible and movement of the responsibility should be kept to a minimum. There should be a backup person assigned to assist or to assume responsibility for the maintenance of the List-serv.

2. Website. SASFAA shall maintain a website to provide informational materials pertaining to the association such as its programs, activities, services, meetings, workshops, and conferences.

Content should reflect the association’s mission and goals. The useful life span of the content should be a maximum of two years and older materials should be archived with the ability to retrieve them as needed.

3. The ***SASFAA Nine News*** is a blog website established for the primary purpose of providing a vehicle to disseminate information in an efficient, timely manner to the financial aid community. The Communication and Outreach Chair shall serve as the primary manager of the consistent, ongoing production and posting of submissions to the SASFAA blog website. The site is available for posting of committee reports, board meeting highlights, state reports, financial aid news articles, industry announcements, special person recognitions, workshop announcements, conference news and announcements, President’s report and message, and Treasurer’s Report. Posting to the blog may occur at any time without regard to a specified schedule based on the nature or content of the posted item. Production and distribution of items may be posted to the blog without regard to a specified fiscal year.

The blog may also serve as the communications vehicle for the SASFAA President to extend a call to action during times of elevated legislative activity.

The Communication and Outreach Chair shall be appointed by the SASFAA President and approved by the Board. A Communication and Outreach Committee shall be formed each year to assist the coordinator in reviewing, editing, and proofing the content of submissions.

The blog website is not for the purpose of promoting goods or services from a vendor. Such promotional materials should be submitted for publication after establishing a paid sponsorship package with the vendor/sponsor chair.

The exception to this policy would be articles promoting goods or services offered through the state associations in the SASFAA region, or other state, regional or national associations representing student financial aid interests.

The blog website may include a calendar of training and development activities in the region. State associations, the SASFAA vice president, the U.S. Department of Education, guarantors, and state agencies may provide information for the calendar.

An individual may register with the blog to receive an email notification following the posting of an item to the blog.

SASFAA Executive Board members should submit timely articles or reports that coincide with the work of their committee/office.  Following such a format would require each board member to write only one or two blog entries a year. However, any SASFAA Executive Board member may submit an article or report at any time.

The blog website should allow for a regular, steady stream of news coming from the SASFAA leadership subject to the diligent adherence by the SASFAA Executive Board members to provide reports. Each SASFAA board member should submit a sufficient number of reports to keep the SASFAA membership informed of the ongoing work of their committee or activities in their respective state.

**8.4.5.1 Newsletter**

This section is not currently in use.

**EXISTING POLICIES AND PROCEDURES**

**NEWSLETTER**

**Section 6: Duties and Responsibilities of Committees and Liaisons**

**6.12 Newsletter**

The newsletter editor coordinates the quarterly production of the SASFAA newsletter that contains information on activities and issues important to the membership. Four issues are produced annually with on-line availability for October, December, April and June. Production and distribution of the newsletter must comply with fiscal year and bylaws requirements. To produce the newsletter, the editor will:

1. solicit pertinent articles from the SASFAA membership and affiliates, send the SASFAA board and committee chairs reminders of upcoming submission deadlines, edit articles for accuracy, quality and appropriate length and incorporate photographs and graphics when needed;
2. review state newsletters for articles appropriate for reprinting in the SASFAA newsletter;
3. coordinate newsletter advertising with the vendor/sponsor chair and assist in projecting revenues for the budget and finance committee;
4. collect the newsletter sponsorship ads and/or logos from sponsors;
5. send an e-mail announcement of the newsletter’s on-line availability to the SASFAA president and board along with committee chairs, regional association presidents and presidents-elect, the NASFAA national chair and chair-elect and to the SASFAA membership;
6. work with the budget and finance chair to review and recommend the rates for advertisements, including applicable discounts, on an annual basis;
7. use an editorial board to review the contents of articles as well as the proofing of the contents prior to publication;
8. develop a production schedule that addresses any provisions set out in the bylaws, such as the distribution of nominations and elections materials; and
9. forward the finished version of the newsletter to the SASFAA Webmaster for posting to the SASFAA Web site.

**Section 8: Communications**

**8.1 Editorial and Publication Standards**

**8.1.1 Newsletter**

The primary purpose of the newsletter is to disseminate information that may be of interest to the financial aid community. Generally, the newsletter shall be published in October, December, April and June. Each newsletter should include news of interest to student aid administrators including professional development information and events pertaining to aid administrators in the SASFAA region. The newsletter editor shall compile the newsletter. The newsletter editor shall be appointed by the president and approved by the Board. An editorial board shall be formed each year to review and edit the content of submissions, assist in the solicitation and/or writing of articles, and help proof newsletters prior to publication.

Each issue of the newsletter should include the following statement:

*“The newsletter is published quarterly. Articles submitted by any person, company, or organization to the editor of the newsletter are subject to final acceptance by the editorial board prior to publication. The editorial board reserves the right to reject or edit for content or length any article or information submitted. Articles must be intended for the benefit of SASFAA members and not for marketing or promotional purposes.”*

Editors are discouraged from including as articles in the newsletter unsolicited material that promotes goods or services from a vendor. Such promotional materials should be included as paid advertisements and noted as such in the newsletter.

The exception to this policy would be articles promoting goods or services offered through the state associations in the SASFAA region, or other state, regional or national associations representing student financial aid interests.

Each newsletter shall include a calendar of training and development activities in the region. State associations, the SASFAA vice president, the U.S. Department of Education, guarantors, and state agencies should provide information for the calendar.

Additional information may include, but should not be limited to:

 Board meeting highlights;

 message from the president;

 treasurer’s report;

 committee reports; and

 state reports.

An email is sent to all regional association presidents and presidents-elect, the NASFAA Director of Communications, and the NASFAA National Chair, National Chair-elect and Immediate Past Chair notifying them of the availability of the Newsletter on the web.

**8.3 Electronic Communications**

SASFAA utilizes various forms of communications to report information, programs, and services to the membership and its affiliated institutions, agencies, and constituencies.

1. List-serv. The primary purpose of the SASFAA List-serv is to facilitate communication by and between SASFAA members regarding topics related to the administration of student financial aid. When communicating through the List-serv, ethical behavior should be observed at all times, and no behavior should take place over the List-serv that would be considered inappropriate for a face-to-face meeting. Failure to adhere to this standard of conduct may result in loss of access to the List-serv or more severe action, depending on the circumstances**.**

The SASFAA List-serv is not to be used to advertise, market, or to otherwise promote products or services. For advertising and other marketing opportunities, please follow the Sponsorship link on [www.SASFAA.org](http://www.SASFAA.org) The SASFAA List-serv may be used for announcements of job changes, but such announcements must be informational only (e.g. new company, title, new phone/fax number(s), new e-mail address) and should not include any additional information, promotional or otherwise about the hiring entity.

The use of the SASFAA List-serv for announcement of employment opportunities for financial aid professionals is permitted. Such postings should be informational only, and should not include promotional information about the institution or company.

Any List-serv communication that could lead to the unnecessary congestion of the network or that might otherwise interfere with the work of others is not permitted. Examples of such communications include virus warnings, email scam warnings, and “chain” letters.

Exceptions to this policy can only be approved by the SASFAA Board. The Board and committee chairs shall use this type of communication to provide information to Board members and other committee chairs included on the List-serv. The chair of the electronic services committee maintains the List-serv. The ongoing maintenance of this List-serv should have as much continuity as possible and movement of the responsibility should be kept to a minimum. There should be a backup person assigned to assist or to assume responsibility for the maintenance of the List-serv.

2. Website. SASFAA shall maintain a website to provide informational materials pertaining to the association such as its programs, activities, services, meetings, workshops, and conferences.

Content should reflect the association’s mission and goals. The useful life span of the content should be a maximum of two years and older materials should be archived with the ability to retrieve them as needed.

**8.4 Advertising**

Advertising offers businesses and vendors an opportunity to market products and services to the membership. The association gains operating funds through fees paid by businesses and/or vendors. It is incumbent upon the Board to establish guidelines to ensure that the quality, quantity and content of advertisements complement the mission of the association.

**8.4.5.1 Newsletter**

The Vendor sponsor chair solicits ads no later than August 1 and instructs the advertiser to send payment to the treasurer. The ad should be sent to the newsletter editor.

**8.4.5.2 Annual Conference Program**

The Vendor/Vendor/sponsor chair solicits ads for the conference program no later than the date established by the conference chair in association with the printer. The Vendor/sponsor chair is responsible for collecting this information and informing the appropriate member of the Conference Committee.

**Electronic Services – Jane Moore**

***Summary of Activities***

**Activity**:

* Completion of SASFAA Blog with Ben Baker. Installed link on SASFAA website to the Blog.

**Activity**:

* Updated Sponsorship forms and information for 2011-2012. Updated credit card page to reflect Sponsor options and prices for Paypal.

**Activity**:

* Completed upgrade of Wild Apricot account and have started basic setup of site. Have tasked Joe Dobrota and Roosevelt Deleveaux with working together to get current information moved to the new site.
	+ Board input needed for number of members that should be transferred from current ATAC site to Wild Apricot site. – Suggest that we use the minimum of at least the past last three (3) years to maximum of five (5) past years. When this is decided, we will test emails and weed out duplicates to get as much accurate information as possible.

**Activity**:

* Continue to make updates to website as needed.

**Budget and Finance – Marian Huffman**

**Summary of Activities**

**GAP 62 & PP 6.35:** Recommend continuation of the use of a CPA firm to assist with completion of the 990 and 990T. Work with the treasurer to ensure that all financial reports including tax return are filed by established deadlines.

Activity*:* Mike Dunn of the Blankenship CPA firm completed the 2010 federal tax return 990 and 990T. Jeff Dennis, Former Treasurer responded to all questions. President Barnett has signed and mailed these to the IRS prior to the November 15 filing date.

**GAP 65, GAP 76, LRP 14.2 & LRP 14.3:** Continue as possible building the unrestricted reserves of the Association.

Activity*:* Reviewed the current reserves and the last three years operating expenditures.

The CD listed below matured and the proceeds have been deposited into the BB&T savings account as per the previously defined account instructions.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Holding Company** | **Purchase Date** | **Amount** | **Term** | **Maturity Date** | **Rate** | **Interest Payment Schedule** | **Current Estimated Value** |
| Suntrust Bk Atlanta | 9/29/2008 | $45,000  | 36 | 9/29/2011 | 6.6% \*\* | Paid Monthly to Checking Account | $44,968 |

As per the vote at the August 2011 Executive Board Meeting $150,000 was invested in the NASFAA Charles Schwab account. For clarity in record keeping Treasurer Nancy Garmroth has added all the SASFAA reserves as “assets” in the QuickBooks accounting software. This will allow for a comprehensive reporting of all financial accounts.

Current reserve funds total **$545,020** and the most recent operating budget (10-11) was $332,950. The proposed operating budget for 11-12 is within GAP guidance.

**PP 6.32:** Conduct with the treasurer quarterly reviews of cash balances and expenses and make appropriate recommendations.

*Activity:* The treasurer has provided monthly bank reconciliations. The cash balance and expenses have been reviewed.

**Guide to Financial Management (Appendix C) Section 6.3b:** Review the Treasurer’s records annually or cause a financial review to be performed by an outside entity at the discretion of the board.

*Activity:* The Budget and Finance Committee met in Lexington, Kentucky on October 26-28, 2011 to conduct the annual review of the financial records. The committee also reviewed the Policy and Procedure Manual and the Guide to Financial Management and has provided suggested revisions as part of the financial review. These can be viewed in detail in attachment A and B .

**P&P 6.34:** Recommend budget adjustments as appropriate to stay within budget guidelines.

Activity: Since the original budget approval, a November board meeting has been added as well as a third night to the transition meeting. As well, we have learned that SASFAA will be receiving a refund for prior year taxes in the amount of $11,407. President Barnett has also encouraged this board to carry forward funds to allow funding for the 50th anniversary celebration which should be held during the 2013 conference. The following adjustments are suggested and can be viewed in full detail on Attachment C.

* Prior year income should be increased by $11, 407 due to prior year tax refund

Expense Line Adjustments

* Each chair line item should be increased by $950 which includes cost for the November board meeting and an additional day at transition.
* The Carry Forward should be increased by $10,000
* Accounting Fees and Taxes should be reduced by $3500
* The Executive Board Expense should be reduced by $4,543

***SASFAA, Inc. Investments 9/30/2011***

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Holding Company** | **Purchase Date** | **Amount** | **Term** | **Maturity Date** | **Rate** | **Interest Payment Schedule** | **Current Estimated Value** |
| American Express Centrn | 3/17/2010 | $50,000  | 24 | 3/19/2012 | 1.25% | Paid Semi-Annual to Checking Account. | $50,254  |
| CapMark | 7/9/2009 | $50,000  | 36 | 7/16/2012 | 2.60% | Paid Semi-Annual to Checking Account. | $50,873  |
| MidFirst Bank  | 7/9/2009 | $50,000  | 36 | 7/16/2012 | 2.55% | Paid Monthly to Checking Account | $50,851  |
| Leaders BK Oak Brook ILL  | 6/16/2010 | $25,000  | 24 | 6/18/2012 | 1.00% | Paid Monthly to Checking Account | $25,147  |
| **Total CD's** |   | $175,000  |   |   |   |   | $177,125  |
| **Money Market - Ridgeworth** |  | $220,020  |  |  |  |  | $220,020  |
| **NASFAA - Charles Schwab** |  | $150,000  |  |  |  |  | $150,000  |
| **TOTAL INVESTMENTS** |  | **$545,020**  |  |  |  |  | $547,145  |

**SASFAA, Inc.**

**Hotel Contracts**

**Sheraton Greensboro Hotel at Four Seasons – February 23 - 29, 2012 - Conference**

Have to meet 70% of guest room commitment - SASFAA must pay unused portion

Room Rate is $124 per night

Tax is 13.75%

70% of 1081 guest room commitment = 713 room nights ($101,246)

Room Rental Fee is $25,635. This will be waived if the 70% room commitment is meet.

If 70% of the Room Attrition is met the following will be provided

* One complimentary Executive Parlor with both connecting rooms
* 10 upgraded rooms
* 10 VIP baskets

Cancellation provisions

365 – 181 – 65% of anticipated revenue = $65,810 + 25,635

180 days - 91 days - 75% of anticipated revenue = $75,935 + $25,635 **$ 101,570**

90 days - 0 days - 100% of anticipated revenue = $101,246 + 25,635

Within 30 days = $32,029 + $1,800

Total liability as of July 27, 2011: Liability charges based on individual contracts and timing **$101,570**

# Attachment A

# SASFAA FY 10 Financial Review

**Report of the Budget and Finance Committee Financial Review FY 2010-2011**

**Review Date: October 26-28, 2011**

On October 27 and 28, 2011 members of the Budget and Finance Committee completed a financial review of the SASFAA records for fiscal year July 1, 2010 through June 30, 2011. The following is a summary of the review.

Budget and Finance Committee Members:

Marian Huffman: Budget and Finance Committee Chair

Committee Members: Amanda Sharp

 Dave Cecil

Sonja McMullen

**General Overview**

Primary areas included in the review were extracted from the financial requirements outlined in the SASFAA Polices and Procedures Manual and the Guide to Financial Management with the latter document serving as the primary source for financial requirements. Specific exceptions noted as a result of the review are outlined below.

The committee commends the treasurer for an outstanding job of complying with the policies and procedures and the association for maintaining the Association’s records in organized and orderly manner. It was noted that board group meals contained a listing of board members and guests. There were notations of payment for the guest attendees.

The treasurer’s efficiency made the review much more manageable.

**Scope of the Review**

At the recommendation of the 1999 Financial Securities Task Force, the SASFAA Board approved establishing the Finance and Audit Committee, now the Budget and Finance Committee. One responsibility of the Budget and Finance Committee is conducting an annual review of the Treasurer’s records and procedures.

This review covered financial transactions and related documentation occurring from July 1, 2010 through June 30, 2011. Transactions were evaluated to verify that established Association guidelines and reporting requirements were followed. A list representing specific areas covered during the review is provided at the end of this report. While this review is not all-inclusive, it provides the Association management with a snapshot of the current condition of its financial practices and an assessment of the procedures in place that drive financial transactions. The absence of reference to specific practices should not be deemed approval of those practices. Specific recommendations resulting from this review, where appropriate, are included wherever an exception is noted.

Period covered by the review: July 1, 2010 through June 30, 2011

Accounting Software: Quick Books online version

Basis of Accounting: Cash

Treasurer for 10-11: Jeff Dennis

**Reference/Observation/Recommendation:**

**1) Reference:** The Policy and Procedures Manual 10.6.1 (1) reference mileage reimbursement at the current IRS business rate, not to exceed 50.5 cents, over a reasonably traveled route not to exceed 1,000 miles round trip.

**Observation:** During the review it is noted there was inconsistency in providing proof of mileage along with an expense form.

**Recommendation:** Documentation of mileage should be provided especially when requesting reimbursement for the maximum 1,000 miles. The committee recommends adding the following sentence at 10.6.1 (1): *Mileage will be for a reasonably traveled route not to exceed 1,000 miles round trip. Documentation of mileage (e.g. MapQuest, Google maps, etc.) shall be provided with expenses reimbursement form*.

**2) Reference:** The Policy and Procedures Manual 10.6.4 Travel to NASFAA

**Observation:** During the review it is noted on multiple occasions there was lack of documentation of NASFAA covered expenses for board meetings. Also matching the credit card bills to reimbursable expenses was difficult and sometimes impossible to validate SASFAA received the reimbursement from NASFAA reimbursable expenses. Also, it impossible to validate that expenses were not paid by both NASFAA and SASFAA.

**Recommendation:** SASFAA credit cards are only used for SASFAA reimbursable expenses.

**3) Reference:** The Policy and Procedures Manual 10.6 Travel Reimbursement Policy

**Observation:** Several reimbursement forms were not submitted within the 30 days. These were submitted to the President for approval.

**Recommendation:** Members should submit reimbursement request within 30 days of the incurred expense.

**4) Reference:** SASFAA Travel Expense Guideline – SAFAA does not pay per diem

**Observation:** During the review it was noted there were inconsistencies with the reimbursements of meals. Some participants were only reimbursed for the recommended meal costs. Other meal reimbursements were paid the full daily allowance for one meal.

**Recommendation:** The committee recommends that total meal costs are not to exceed the daily rate of $50.00. In the case where some group meals are provided and paid by SASFAA, then the recommended individual meal amounts will be enforced for any reimbursed meal cost. SASFAA will not provide group meals and pay the maximum daily allowance of $50.00 for remaining meals.

The committee further recommends that the following sentences should be added to the SASFAA Travel Expense Guidelines:

*In the case where some group meals are provided and paid by SASFAA, then the recommended individual meal amounts will be enforced for any reimbursed meal cost. SASFAA will not provide group meals and pay the maximum daily allowance of $50.00 for remaining meals.*

5) **Reference:** Policy and Procedure Manual 10.7 Credit Card Use

**Observation:** The committee observed several cases where it was not possible to document that SASFAA was reimbursed by NASFAA for the NASFAA board meetings. In one instance it was documented that SASFAA did not receive reimbursement for NASFAA board expenses.

**Recommendation:** The committee recommends that SASFAA credit cards should not be used for anything other than SASFAA reimbursable expenses

SASFAA Financial Review – FY10

The following represent specific areas to be reviewed as defined by the SASFAA Policies and Procedures Manual and Guide to Financial Management (Appendix B).

|  |  |  |
| --- | --- | --- |
|  | **Item and was reviewed**  | **Reference** |
|  |  |  |
| 2 | Tax Returns – ensure that all financial reports including tax returns are filed by established deadlines | P&P 6.3i |
| 3 | Verify existence of fidelity bonding  | P&P 10.4.1 and GFM 5.3 |
| 4 | Verify existence of liability insurance | P&P 10.4.2 and GFM 5.4 |
| 5 | Travel – mileage reimbursed at IRS business rate not to exceed 1000 miles round trip | P&P10.6.1 (1) |
| 6 | Travel – airfare reimbursed at coach class are appropriate receipts attached | P&P 10.6.1 (2) |
| 7 | Travel – rental vehicles verify President or treasurer approval | P&P 10.6.1 (3) |
| 8 | Travel – Taxi and shuttle – verify receipts and “tips” were reasonable | P&P 10.6.1 (4) |
| 9 | Lodging – verify reimbursement was at single room rate and receipts | P&P 10.6.1 (5) |
| 10 | Meals – verify reimbursement at established rate | P&P 10.6.1 (6) |
| 11 | Meals – verify group meal include names of all participants on the receipt | P&P 10.6.1 (6) |
| 14 | Printing – verify receipts | P&P 10.6.1 (9) |
| 15 | Verify appropriate credit card guidelines were followed | P&P 10.7 |
| 16 | Investments – ensure 100% return on funds invested | GFM 3.0  |
| 17 | Investments – ensure no CD greater than $100,000 or 60 months | GFM 3.2a & b |
| 18 | Cash balance and reserve fund - verify no less than most recent operating budget | GFM 3.3 |
| 19 | Checking Account – verify that checking account(s) are interest bearing | GFM 4.1a |
|  |  |  |
| 20 | Checking account – monthly reconciliation reports provided to budget and finance chair | GFM 4.1d |
| 21 | Checking account – ensure electronic and online. Access provided to checking and financial software provided to President, Treasurer and Budget & Finance Chair | GFM 4.1e |
| 22 | Checking account management 1. verify payments greater than $5000 have two authorizations
2. daily reconciliation of cash transactions at the annual conference
3. proper receipts for payments

verify authorization of President for payments to Treasurer | GFM 4.3 a- f |
| 23 | Contractual obligations – verify President is only signature | GFM 5.0 |
| 24 | 1. Expense payments – verify accuracy of approval of payments over $5,000 and appropriate budget approvals
 | GFM 7.4.1 |
| 25 | Payments or reimbursement to President – verify accuracy of expenses and completeness of documentation |  |
| 26 | Payments or reimbursements to Treasurer – verify accuracy of expenses and completeness of documentation |  |
|  |  |  |
|  |  |  |

**Attachment B**

**Recommended Updates to Policy and Procedure Manual:**

**1) Reference:** The Policy and Procedure Manual 6.3 g - Budget and Finance

g. maintain a copy of the Association’s financial software as well as monthly backup files of the Association’s financial data from the treasurer;

 **Recommendation:** The committee recommends changing the wording to:

Chair will have access to the Association’s online financial software. As well, the chair will maintain electronic copies of the monthly reconciliation statements and investment statements.

**2) Reference:** The Policy and Procedures Manual 10.6.1 (1) reference mileage reimbursement at the current IRS

business rate, not to exceed 50.5 cents, over a reasonably traveled route not to exceed 1,000 miles round trip.

**Recommendation:** Documentation of mileage should be provided especially when requesting reimbursement for the maximum 1,000 miles. The committee recommends adding the following sentence at 10.6.1 (1): *Documentation of mileage (e.g. MapQuest, Google maps, etc.) shall be provided with expenses reimbursement form.*

**3)** **Reference:** The Policy and Procedures Manual 10.6.1 (5) Lodging (new text)

**Recommendation:** The committee recommends removing “new text”.

**4) Reference:** The Policy and Procedures Manual 10.6.4 Travel to NASFAA

**Recommendation:** The committee found the current language to be difficult to understand and therefore recommends the following language replace the existing language:

1. Annual Conference

SASFAA shall cover the expenses for the Out-going President-Elect who serves as an observer to the final NASFAA Board meeting for that year. All travel expenses for NASFAA board meeting and NASFAA Conference (transportation, conference registration, hotel and meals) are paid by SASFAA.

1. NASFAA Board Meetings

July – NASFAA does not cover travel expenses for the board meeting associated with the annual conference. NASFAA does pay for hotel nights and meals associated with the board meeting. Therefore, SASFAA will cover transportation expenses for the out-going President and the out-going Past President who serve as voting members on the NASFAA board. SASFAA will not cover any cost associated with attending the annual conference.

Spring and Fall Board Meetings – NASFAA covers all travel expenses associated with these board meetings. Since NASFAA will reimburse all travel expenses to the board members, SASFAA will not cover these expenses.

**5)** **Reference:** The Policy and Procedure Manual 10.7 Credit Card Use

Credit cards are secured for elected officers and the conference chair to cover expenses associated with performing their duties.

**Recommendation:** The committee recommends the following changes:

The word “reimbursable” should be added to the above sentence. It should read, “Credit cards are secured for elected officers and the conference chair to cover *reimbursable* expenses associated with performing their duties.

The following sentence should be added to item “f. charging personal expenses to the Association credit card is prohibited.” *Any violations of this policy will require immediate repayment to SASFAA. The treasurer must report any violations to the Board at the next board meeting. If repayment is not submitted within 30 days the credit card will be revoked.*

Item f should be changed as follows:

*h. Prior to issuing a SASFAA credit card, the treasurer will obtain from each credit card user a signed Agreement of Understanding. This agreement outlines the obligations of the user and an understanding about potential liabilities. (see Attachment B of the Guide to Financial Management)*

Currently it reads: h. Each credit card user shall sign an Agreement of Understanding outlining the obligations of the user and an understanding about the potential liabilities. (See Attachment B of the Guide to Financial Management)

**Recommended Updates to Guide to Financial Management:**

**7)** **Reference:** Guide to Financial Management Section 3: Guide to Investments

Proper selection of investments is important to ensure that funds are not place unnecessarily at risk. As such, all investments should ensure at least a 100% return on the funds invested. Additionally, investments that jeopardize the tax-exempt status of the Association must be avoided.

**Recommendation:** The committee recommends removing the second and third sentence.

**8)** **Reference:** Guide to Financial Management 3.1 Short-Term Investments

A Certificate of Deposit shall be the primary source of short-term investment of the Association.

**Recommendation:** The committee recommends adding the phrase “or money market account” to the above statement. A Certificate of Deposit *or money market account*shall be the primary source of short-term investment of the Association.

**9) Reference:** Guide to Financial Management 3.2 Long-Term Investments

**Recommendation:** The committee recommends adding the following:

E. Investments in mutual funds such as NASFAA Charles Schwab are permissible. Since there is a potential for loss of principal, the board should proceed with caution when using these types of investments.

**10) Reference:** Guide to Financial Management 3.3 Cash Balance and Reserve Funds

d. In any instance where purchasing a CD is considered, approval of both the President and Budget and Finance Committee Chairperson must first be obtained to complete the purchase. Authorization may be documented via e-mail or fax.

**Recommendation:** The committee recommends adding the following sentence to the above statement.

Investments other than CD or money market accounts require an approval of the executive board.

**11)** **Reference**: Guide to Financial Management 3.4 Safekeeping Investments

a. SASFAA accounts should be established only with institutions that provide FDIC coverage.

**Recommendation:** The committee recommends changing the sentence to read:

1. SASFAA *checking, savings, CDs and Money market*accounts should be established only with

institutions that provide FDIC coverage.

d. The following factors must be considered when selecting an investment type:

**Recommendation:** The committee recommends changing the word “must” to “should”

 d. The following factors *should* be considered when selecting an investment type:

**12)** **Reference:** Guide to Financial ManagementSection 5: Contractual Obligations

**Recommendation:** It is the recommendation of the committee that the following be added:

d.Any investments that are non FDIC insured must have prior approval of the board.

**13) Reference:** Guide to Financial Management Corporate Credit Card Letter of Understanding - Attachment B in the Guide to Financial Management

I have read and understand the SASFAA Corporate Credit Card Polices outlined in the SASFAA Policies and Procedures (Section 10.7, Credit Card Use) and the Guidelines and Procedures for the Office of Treasurer (section 7.6).

**Recommendation:** The committee recommends the following sentence replace the original opening sentence which is provided above.

*I have read and understand the SASFAA Policy & Procedures with particular emphasis on the travel reimbursement section 10.6 and the Corporate Credit Card Policy section 10.7.*

**Recommendation:** The committee recommends adding the word “reimbursable” to the 2nd paragraph and 2nd sentence which is provided below.

I further understand that this card may be used only for official *reimbursable* SASFAA business purpose and that it should be used only when other methods of payment are not possible or reasonable.

|  |
| --- |
| **Attachment C** |
| **Budget vs. Actuals: 2011-2012 Budget - FY12 P&L**  |
| **July 2011 - June 2012** |
| **Proposed Adjustments for November Board Meeting** |
|  | **Total** |  |  |
|  | **Actual** | **Budget** | **Proposed Changes** |  | **Final Proposed Number** |
| **Income** |  |  |  |  |  |
|  **01 Membership Dues** | 18,305.00 | 31,500.00 |  |  | 31,500.00 |
|  **02 Professional Development** | 700.00 | 60,000.00 |  |  | 60,000.00 |
|  **03 Annual Meeting** |  | 100,000.00 |  |  | 100,000.00 |
|  **04 Vendors/Sponsors/Patrons** |  | 55,000.00 |  |  | 55,000.00 |
|  **05 Advertising** |  | 20,000.00 |  |  | 20,000.00 |
|  **07 Interest Earned** | 2,294.32 | 8,500.00 |  |  | 8,500.00 |
| **Income from prior tax returns** |  |  | 11407 |  | 11407 |
| **Total Income** | **$ 21,299.32** | **$ 275,000.00** | **$ 11,407.00** |  | **286,407.00** |
| **Expenses** |  |  |  |  |  |
|  **101 President** | 2,840.70 | 7,000.00 | 1,050.00 |  | 8,050.00 |
|  **102 President-Elect** | 139.73 | 7,500.00 | 1,050.00 |  | 8,550.00 |
|  **103 Vice President** | 754.93 | 3,800.00 | 1,050.00 |  | 4,850.00 |
|  **104 Secretary** | 396.08 | 3,000.00 | 600.00 |  | 3,600.00 |
|  **105 Treasurer** | 679.89 | 3,750.00 | 1,050.00 |  | 4,800.00 |
|  **106 Past President** | 858.96 | 6,500.00 | 200.00 |  | 6,700.00 |
|  **201 Membership** | 625.57 | 3,000.00 | 1,050.00 |  | 4,050.00 |
|  **202 Electronic Services** | 3,081.70 | 9,300.00 | 200.00 |  | 9,500.00 |
|  **203 Professional Advancement** | 104.16 | 60,000.00 | 0.00 |  | 60,000.00 |
|  **204 Newsletter** |  | 1,500.00 | 200.00 |  | 1,700.00 |
|  **205 Budget and Finance** | 1,893.01 | 4,000.00 | 600.00 |  | 4,600.00 |
|  **206 Annual Meeting Program** | 7,033.88 | 100,000.00 | 0.00 |  | 100,000.00 |
|  **207 Site Selection** | 454.35 | 2,200.00 | 200.00 |  | 2,400.00 |
|  **210 Executive Board** | 3,183.66 | 39,800.00 | -4,543.00 |  | 35,257.00 |
|  **211 President's Contingency** |  | 1,000.00 | 0.00 |  | 1,000.00 |
|  **213 Advance Program Planning** |  | 500.00 | 0.00 |  | 500.00 |
|  **214 2020 Committee** | 236.47 | 2,300.00 | 1,050.00 |  | 3,350.00 |
|  **215 Prior Administration Bills** | 680.98 | 250.00 | 750.00 |  | 1,000.00 |
|  **216 Legislative Relations** | 1,920.48 | 4,250.00 | 200.00 |  | 4,450.00 |
|  **217 Long Range Planning** |  | 2,150.00 | 0.00 |  | 2,150.00 |
|  **218 Vendor/Sponsor/Patron** | 677.30 | 2,200.00 | 200.00 |  | 2,400.00 |
|  **224 Accounting Fees and Taxes** | 5,612.51 | 8,500.00 | -3,500.00 |  | 5,000.00 |
|  **225 Online Payment Processing Fees** | 82.72 | 2,500.00 | 0.00 |  | 2,500.00 |
| **50th Anniversary - carry forward** |  |  | 10,000.00 |  | 10,000.00 |
| **Total Expenses** | **$ 31,257.08** | **$ 275,000.00** | **$ 11,407.00** |  | 286,407.00 |
| **Net Operating Income** | **-$ 9,957.76** | **$ 0.00** |  |  |  |
| **Net Income** | **-$ 9,957.76** | **$ 0.00** |  |  |  |
|  |  |  |  |  |  |

**Past-President Sandy Neel**

**PP5.67** Serve as a SASFAA voting representative to the NASFAA Board of Directors.

**Activity:**

Brad, Jeff and I attended the NASFAA Board meeting in Las Vegas, NV November 6-7, 2011. Jeff and Brad will report on the meeting.

**PP6.129, PP6.131, PP6.133, PP6.134, PP6.135** Present a slate of candidates in accordance with the election schedule or calendar for president-elect, secretary, treasurer and vice president to the Board.

**Activity:**

Several emails went out soliciting nominations via the SASFAA listserve and information was sent to Ben Baler for to be listed on the SASFAA blog.

**Action Item**: Executive session to discuss slate of Candidates

**PP6.2** Solicit nominations for Association awards and present the recommendations to the Board for approval.

**Activity:**

Nominations were solicited via the listserv and the blog. We had a good response.

**Action Item**: Executive session to discuss awards

**Discussion Items**

**Nominations:** I strongly encourage Jeff to look at a leadership symposium to help with nominations for offices. It was a struggle to get a slate of candidates so I feel SASFAA needs to grow their won leaders and the symposium was a way to do that. The Symposium/Leadership track was cut from the budget in 2010-11.

**Kentucky – Aaron Gabehart**

**Fall Conference**

The fall conference was held Wednesday – Friday, October 12-14, 2011 with the theme “Navigating the Financial Aid Galaxy”. Dave Bartnicki was our Federal trainer and Wood Mason presented sessions as well. If you’ve never seen Bartnicki rap, I’ve got it videoed and would love to show it to you. The conference was held at the Ramada Plaza in Louisville, KY. The hotel room rate was $82/night and our conference attendance was 165 people.

**High School Counselor Workshops**

The Kentucky Association of Student Financial Aid Administrators (KASFAA) invites high school counselors to participate in the **2011 Effective Instructional Leadership Training Program** entitled “Avenues to Achievement.” This free one-day workshop will enhance knowledge of college financial aid programs, provide updates from ACT and KHEAA, and inform them of other important services for students.

Ten workshops will be conducted throughout the state from **October 31 – November 17**. Participants receive a certificate of attendance for six credit hours applicable toward Instructional Leadership Training requirements.

Vice President for Training Kristie Hughes and committee co-chairs Kate Ware and Jessica Cook are doing a wonderful job coordinating this training.

**NASFAA Training**

Our NASFAA Training chair, Chuck Anderson, currently has 51 registered for the December 14 SAP training, which will be led by Pat Arauz from UofL and Runan Pendergrast from Bluegrass Community and Technical College.

**Nominations**

Past President Dave Cecil is soliciting nominations for the following KASFAA offices: President-elect, Vice President for Training, Secretary, 2-year Public School Representative and Proprietary Representative. It seems to be growing increasingly difficult to find willing and qualified candidates to run for KASFAA offices, however Dave will make every effort to present a full dual slate of candidates to the board in December. KASFAA’s online election will be held in early February.

**College Goal Sunday**

Plans are well underway for College Goal Sunday Kentucky, to be held on January 29, 2011 at 22 sites in various locations across the state.

**Upcoming Meetings**

The KASFAA Program Committee will meet on Thursday, December 8 and the board meeting on Friday, December 9, 2011 in order to plan for the Spring 2012 conference in northern KY. KASFAA’s spring conference will be held April 11-13, 2012 in Erlanger, KY, which is just south of Cincinnati.

**Tennessee – Lester McKenzie**

**TSAC Board of Directors**

President McKenzie attended two TSAC Board of Directors meetings since our last meeting. On Tuesday, July 26, 2011, Mr. McKenzie represented TASFAA on the Board. General discussions included proposed rule changes to the Tennessee Education Lottery Scholarship Program and an informational update on the Voluntary Flexible Agreement with the US Department of Ed.

The second called meeting was held on Thursday, September 29, 2011. Three items were submitted for a decision: Rules adoption for Helping Heroes Scholarship, the 2012/13 proposed budget request and adoption of an Open Records Policy. Included on the agenda were updates to the FFELP, Grant & Scholarship Programs, Lottery Legislation/ Lottery Stabilization Committee, Communications Services, Internal Audit and License Revocation.

**SAFSAA Board Meeting**

President McKenzie represented TASFAA at the Sheraton Greensboro, NC on August 5-7, 2011. The Board meeting was held at the location of the annual conference which will be held on February 26-29, 2012. TASFAA is also represented at the meeting by Ms. Marian Huffman, Lee University, who serves as Budget/Finance Chair. Ms. Huffman will serve as President McKenzie’s substitute voter at the this Board meeting in late November.

TASFAA participated in a legislative workshop hosted by EASFAA and Tri-State SFAA in Washington DC on October 19, 2011. President McKenzie applied for and was granted funding for one TASFAA member to attend the workshop at SASFAA’s expense. In addition, funding for another TASFAA member was included in the budget approved at the initial board meeting. Two TASFAA members were able to attend, Ms Amy Collins, East Tenn State University and Ms. Sara Jackson, Chattanooga State Community College.

**Fall Training Workshops**

President McKenzie held numerous phone calls and conference calls with Ms. DiSorbo, Training Chair, to initiate a Fall Training series centered around the NASFAA Core materials on SAP. Ms. DiSorbo, with assistance from Ms. Darolyn Porter, TSAC and Ms. Joanie Walker, Site Selection Chair, has coordinated three workshops, one in each geographical location of the State.

President McKenzie attended the first two in the series of workshops, held in Jackson, TN on Wednesday, November 9 at Union University and in Nashville, TN at Lipscomb University on November 14, 2011 and will attend the Knoxville session at South College on November 15, 2011 .

**Budget/Finance Meetings and Financial Review**

President McKenzie attended the annual Financial Review conducted on November 10, 2011 at the Embassy Suites in Murfreesboro, TN. Several conclusions were drawn from the meeting and will be discussed in more detail during Ms. Huffman’s report.

The federal tax return for the fiscal year ending June 30, 2011 was completed by Mike Dunn, Blankenship CPA Group and submitted to President McKenzie for signature and mailing. In addition to the annual return, corrections to the 3 prior year returns were made and submitted to the IRS on behalf of TASFAA.

**Alabama – Vickie Adams**

AASFAA held its 2011 Fall Training Workshop on October 14, 2011 on the beautiful campus of Auburn University-Montgomery. Michael Roberts, U.S. Department of Education Title IV Training Officer joined us for our fall training. This one-day training featured a federal update on hot topics that included Gainful Employment, SAP and 2012-2013 Verification. Mr. Roberts fielded questions from the AASFAA members during our “Ask a Fed Session”, that included taking questions back to verify the correct answers. He is to contact Vickie Adams with the responses from these questions that will be provided to the members.

Ms. Sharon Williams, President-Elect took time to pass out volunteer forms to our members and discussed the importance of serving on committees and getting plugged in to our great association. We also included, in the training workbook, a list of the 2011-2012 Executive Board and Committee Chairs along with the committee name and email address of each. We felt this would be helpful information for any new member if they had questions about a committee. A very special “thank you” goes out to Phillip Nelson for serving as the 2011-2012 Fall Local Arrangements Chair and Anthony Richey for hosting the workshop at AUM.

Alabama will again host numerous College Goal Sunday locations during the month of February. This is a great opportunity to bring together financial aid professionals that are more than willing to assist parents and students with the FAFSA process. AASFAA’s own Stephanie Miller and Fred Carter are the coordinators for the state of Alabama for the 2011-2012 year.

The 2012 AASFAA Spring Conference will be held at Lake Guntersville State Park again. The management has agreed to keep the same low room rate that we have had for the last two years. Working with the staff at the Lodge has proved to be a very relaxing experience for our Local Arrangements Chair, making sure we had everything we needed to make the conference an exciting experience.

**Virginia – Melissa Barnes**

Activities:

Non-Conference Fall Workshop Liberty University October 6, 2011

VASFAA Board Meeting Liberty University October 6, 2011

EASFAA/ASFAA/SASFAA Legislative Briefing Capitol Hill October 19, 2011

WAVY-TV 10 Interview NSU October 26, 2011

VASFAA Updates

The VASFAA Board had a very productive meeting on October 6, 2011. Plans are still underway for the Spring Conference. Like many of the Associations, VASFAA will not have a banquet at next year’s conference but two luncheons.

Other updates:

* Plans are being made to secure a site for the 2013 VASFAA Conference.
* VASFAA has completed its transition from ATEC to Wild Apricot.
* The VASFAA 2010-11 Audit has been completed.
* The Board voted to establish the VASFAA Enrichment & Reinvestment Program (VERP) Account that will afford funds for bringing speakers to conferences, to host special workshops for members at no cost, and for future hosting of the SASFAA Conference. The details of the VERP Account will be presented at the Winter Board meeting.
* Preliminary membership numbers – 253.
* VASFAA will host High School Guidance Workshops at 11 different locations during November/December 2011.
* There are 61 host sites for Super Saturday which will be held January 28, February 4, and February 11, 2012.
* The VASFAA Fall Newsletter can be found at <http://www.vasfaa.com/Resources/Documents/VASFAA%20Newsletter/Fall%202012%20Newsletter.pdf>.
* Utilization of  <http://doodle.com/> as a tool for scheduling Board meetings.

Legislative Briefing

On October 19, 2011, I had the pleasure of serving as one of five panel members during the EASFAA, ASFAA and SASFAA Legislative Briefing on Capitol Hill. The panel topics included (and presenters):

* Federal Methodology Linda Anderson Carnegie Mellon
* Pell Grant Pam Chisholm Community College of Vermont
* Student & Parent Loans Melissa Barnes Norfolk State University
* Gainful Employment Jane Hickey The University of Maryland
* Fraud & Abuse Gary Spoales ASPU

Gainful Employment Follow-up

The selected topics was chosen to bring awareness to the legislative aides representing Senators and House of Representative delegates of the importance existing regulations and legislature that is currently being negotiated is to the students we serve.

Attendance included 42 financial aid professionals and 15 legislative aides.

Special Thanks to Michael Poma for suggesting me and the SASFAA Board and members that offered words of encouragement.

**North Carolina – Kim Driggers**

NCASFAA Executive Board Meeting

* Held November 6, 2011 at The Embassy Suites in Greensboro, NC

NCASFAA Fall Conference

* Held November 7-9, 2011 at The Embassy Suites in Greensboro, NC.
* Theme “2011 NCASFAA Playbook – Get Your Game On!”
* We held our Intermediate Aid Officer’s Workshop on Sunday afternoon and Monday morning prior to the conference beginning. We had 24 attendees. The Sessions included Consumer Information, Financial Aid Leadership, Hand Calculating the EFC and Professional Judgment.
* On Monday we had a wonderful keynote speaker, Cheery Callahan, Vice Chancellor for Student Affairs at UNC Greensboro. She had us laughing until we cried.
* Dr. Steve Brooks, Executive Director of NCSEAA and Janet Cowell, State Treasurer of North Carolina delivered our “State of the State” on Monday afternoon.
* David Bartnicki was the federal trainer throughout the conference and presented 4 sessions as well as our Federal Update
* Another Dept of Education staff member, Wood Mason also presented a session on COD and student loans.
* We had 254 members attend
* Our Charity was “Kids of Childhood Cancer” and we raised over $3300. We held a silent auction, sold Bracelets, car magnets, and NCASFAA Anniversary T-shirts for $15.
* At Wednesday morning’s breakfast NASFAA President Justin Draeger, presented the NASFAA update

NCASFAA Newsletter was published on our website October 21st

Our Immediate Past President, Paul Coscia, is soliciting members to run for the following offices in the spring:

1. President-Elect
2. Vice President
3. 4 year public sector representative
4. 4 year private sector representative

North Carolina State Grant Issues for 2012-2013:

* North Carolina Legislative Grant (NCLTG) will be discontinued
* North Carolina State Contractual Scholarship Fund (NCSCSF) will be discontinued
* Grants for Students Attending Certain Private Educational Institutions (CPEI) will be discontinued
* A New Need-Based Scholarship is being finalized to replace NCLTG, NCSCSF.
* The North Carolina Education Lottery Scholarship (NCELS) will no longer be available to Independent colleges and universities or nursing schools.

**Florida – Allison Beaver**

Activities:

* Held the Executive Board Transition Meeting in Clearwater, FL on July 28, 2011
* Conducted 2 Executive Board Meetings – July 29th and November 1st
* Attended the several Regional Workshops throughout the State and the attendance was higher than in previous. Region I was held October 27th; Region II was held October 28th; Region III has been postponed; Region IV was held October 14th and Region V was held October 7th
* Finalized 2011/12 Operating Budget and it was approved by the Board on September 29, 2011
* Members around the State of Florida celebrated SASFAA’s Financial Aid Day initiative within their institutions on October 19th ; FASFAA will also be voting to make October 19th Financial Aid Day within the state
* FASFAA Conference Committee met September 30th for their first meeting and chose “Discovering a New Journey in Financial Aid” as a conference theme
* NASFAA’s Decentralized Training for SAP was held in 3 locations throughout the state to help reach more members – Region V was held November 4th; Regions I and II was held November 10th and Regions III and IV was held November 10th
* A Clock Hour Workshop was held Oct. 31- Nov 2nd in Ft. Lauderdale with well over 100 attendees (the most we’ve ever had ☺). David Bartniki was a huge draw as always and the attendees were extremely pleased with the training they received. Topics discussed were: HS students and cross-over payments; Gainful employment; Federal Update; OSFA update; SAP; Calculating an EFC; remain in compliance and several more.
* The FASFAA Fall Newsletter was sent out to the membership on November 9th; feel free to take a peek at: <http://fasfaa.memberclicks.net/assets/fall%202011%20newsletter.pdf>
* Submitted letters on behalf of FASFAA to Washington, DC, regarding retaining the maximum Pell Grant
* I will be attending FSA in Las Vegas November 28th – December 2nd on behalf of FASFAA
* The Board is moving forward with changing the FASFAA Logo – the top 4 submissions that were voted on by the Board will be sent out to the membership for a final vote. Once the new logo has been voted upon, the student that submitted the logo will be awarded a $500 scholarship from FASFAA.
* The VP of Training position will now be a 2 year position going forward with the 2012/13 year
* It has been approved to change the name of CFO to Treasurer and this position is on the slate of candidates for the upcoming election
* Positions being sought for the upcoming election:
	+ President-Elect
	+ VP of Training
	+ Treasurer
	+ Region II Rep
	+ Region IV Rep
* College Goal Sunday is set for February 11 and 12, 2012 in Florida. This is a big initiative for FASFAA this year; Brenda Brown is chairing this initiative and below are highlights from her Board report:
	+ ***Summary of Activities***
		- Brad Honious agreed to handle the submission of the CGS Grant Application process for FASFAA and he has indicated he will assist with the USA Funds Grant Application process to assist FASFAA with CGS. Brad also says he will continue to assist and volunteer as needed, even though he is no longer serving on the FASFAA Board.
		- The dates for College Goal Sunday 2012 are February 11th and 12th.
		- Due to the timeline for the process, we are going to go with the following this year:
* smaller scale Task Force Committee
* Same or fewer sites that target the under-served populations seeking college access
* ***Goals and Objectives***
* Secure Task Force Committee Members in November 2011.
* Develop CGS-Florida presence on the FASFAA web site.
* Recruit and utilize volunteers as:
	+ Site locations and coordinators
	+ On-site volunteers
		- FAA experts
			* to assist with FAFSA completion
			* conduct financial aid presentations
		- Non FAA Experts
			* assist with publicity
			* assist with on-site logistics
* *Recommendations for Discussion with the board:*
* Ways for FASFAA to show commitment to the CGS Initiative:
	+ Consider allocating funds for scholarships at sites, this way we do not only rely on grant funds from USA Funds.
	+ All FASFAA EB members to volunteer at a site near them.
* Need assistance from the Board members to secure sites and volunteers. Will be accepting assistance from any Board member, but will be relying on the following:
	+ VP of Training
	+ Regional Representatives
	+ Early Awareness Outreach

**Georgia – Nancy Ferguson**

On October 19, 2011 I was honored to take part in the EASFAA/SASFAA Joint Legislative briefing, representing the state of Georgia along with Tracy Ireland from the Georgia Student Finance Commission who serves on the GASFAA Board as our State Legislative Relations Chair. Legislative aides from our states were invited to come and meet us and learn about the issues facing the student financial aid community. Bonnie Joerschke, GASFAA’s Federal Legislative Affairs Chair sent invitations to all of the aides working for Georgia’s Senators and Congressmen. The day started with a casual mixer where we could get to know the aides as well as the other –ASFAA representatives. We then had a panel discussion followed by a question and answer session. While in Washington I had the opportunity to meet individually with Georgia aides working for: Senator Saxby Chambliss, Congressman Jack Kingston, District 1, Congressman Rob Woodall, District 7, Congressman John Barrow, District 12, and Congressman David Scott, District 13. Our main topic of discussion was funding the Federal Pell Grant program. I hope that the work we did while in Washington has some impact in the upcoming budget decisions.

GASFAA’s Professional Development Committee hosted the New Aid Officers Workshop at Central Georgia Technical College in October. They used NASFAA’s CORE Training Materials. There were 96 financial aid officers in attendance which far surpassed expectations. On January 31 and February 1 GASFAA’s PDC will host one day workshops on verification and Satisfactory Academic Progress. The verification session will be led by David Bartnicki from the Department of Education and the SAP session will be led by GASFAA’s President-Elect, Philip Hawkins using NASFAA’s SAP training materials. The January 31 session will be held at Central Georgia Technical College in Macon and the February 1 session will be held at Athens Technical College in Athens.

The Felicia Ailster and the Diversity Committee took part in the Making Strides Against Breast Cancer Walk at Centennial Olympic Park in Atlanta on October 29. The walk raised over $1 million for the American Cancer Society. Lori Whitaker and the Community Action Committee took part in The Bert Show’s (Atlanta radio station) Big Thank You, and initiative to send hand written thank you notes to all service members stationed overseas, to be delivered on Thanksgiving Day. Big Thank You collected over half a million letters to send to the troops.

GASFAA’s various committees have been hard at work.

Cathy Crawley and the Newsletter Committee put out a great issue of the GASFAA Grapevine. She is also researching the option of moving to a blog format like SASFAA. Patrick Harris and the Electronic Services Committee are working with ATAC to redo the current web page and is looking into other hosting options. Susan Little and the Leadership Development Committee and Jody Darby and the Program Committee have held their first meetings to get things rolling for the May 2012 conference.

Pat Barton and the Membership Committee surveyed the membership and are currently analyzing results to find what our membership needs from GASFAA and what will cause them to renew. Treasurer Amy Moser has been looking at electronic payment options for GASFAA membership and conferences. Budget and Finance Chair Gary Mann has kept our CDs up to date and has been working with Edward Jones to ensure that all of our investment paperwork is in order. Vendor Sponsor Coordinator Kimberly Jordan and I have been soliciting sponsorship for organization. Past President Doug Tanner and his committee are seeking qualified people to run for elected office this upcoming year. President Elect Philip Hawkins and his committee have started work on GASFAA’s next strategic plan. I could not be more proud of the Executive Board and the hard work they are doing.

**South Carolina - Allison Sullivan**

The 2011-2012 SCASFAA Board held its second meeting October 7th 2011 and some of the discussion items were…SCASFAA Blog -SCASFAA Scoop coming in January, ATAC vs. Wild Apricot – will be converting to Wild Apricot unveil at conference in April, Investing funds – talking about ways to be better stewards of our funds, New VP – elected VP quit and we elected a new VP Donna Quick,  New Sponsor Tier – some a la cart options has generated interest, Membership Drive – ½ off conference fee, New Communications Committee to incorporate FB, Blog, Website etc. – very productive meeting.

SCASFAA New Aid Officers Workshop was held November 9th at Columbia College thanks to our new VP Donna Quick with 27 in attendance – used NASFAA Core materials. Planning on having more training via webinars in March – March madness!

Fall Update – new format webinar led by federal trainer Michael Roberts. We will also have State Update with the same format when we can get it set up.

SCASFAA Conference in April - SCASFAA - A Full Court Press to Excellence. We will also be celebrating 45 years of SCASFAA. The conference is being held in North Charleston at the Embassy Suites. The Conference Committee has met at the hotel and lined up meals/breaks – flow of sessions and vendor set up etc.

Site Selection Committee will be meeting in Greenville November 22nd to look at 3 hotels there for next years conference.

Legislative Chair Ken Cole went to Washington with the Legislative Relations Committee and has done a great job keeping us up to date on issues concerning Financial Aid.

Next Board meeting is January 20th 2012 in Columbia SC.

**Mississippi State Report**

Fall is in the air, and that means its football time in our part of the country. Before leading his players onto the field before every game, legendary high school football coach Erik Taylor from the Friday Night Lights television series always inspired his team by boldly proclaiming, **“Clear Eyes, Full Hearts … Can’t Lose.”**

In our profession, I think Coach Taylor’s words are extremely prophetic. For financial aid administrators, it’s all too easy to get caught up in the day-to-day monotony of listening to upset students, working on the same daily reports, seeing papers pile up on our desks, receiving requests from our superiors, and simply becoming jaded to the true importance of what we do in assisting students and families secure the financial means to achieve the dream of a college education throughout the southeast.

So, I encourage all of us to really think about Coach Taylor’s words. If we have **“clear eyes”** each day we arrive at work, then we’re able to really see and focus on the importance of what we do on a daily basis. If we commit ourselves to working with **“full hearts,”** we’re able to show the right level of compassion and empathy to each particular student and family we assist. Finally, if we’re doing our jobs with “clear eyes and full hearts,” then we can never “lose” so-to-speak because we know that we’ve done our jobs with the right level of focus and heart on a daily basis. I think it’s a very powerful message each of us can apply to our personal and professional lives.

**Official MASFAA Business**

Moving on to MASFAA business, the 2011-2012 MASFAA board members and committee chairs have been hard at work since June 24, 2011 when we hosted our first board meeting of the year at The Inn at Ole Miss, site of our 2012 annual conference.

 MASFAA Vice-President Greg Windham and his training committee prepared an excellent fall training event that took place Wednesday October 12 at the Mississippi State University – Meridian Campus in Meridian, MS. The training was conducted by Department of Education trainers Mike Roberts and Wood Mason, along with State of Mississippi Financial Aid Director, Jennifer Rogers. We had 83 members attend Fall Training, which was up significantly from the prior year’s Spring Training.

Looking ahead, we have decided upon a date and site for MASFAA Spring Training, set to take place **Thursday** **February 8th** at the Mississippi Institutions of Higher Education (IHL) Auditorium. Similar to Fall Training turnout, we expect another strong showing in the spring.

As for our 2012 MASFAA conference, **May 23-25, 2012 at The Inn at Ole Miss**, Nicole Patrick and her conference committee are already hard at work preparing what should be an outstanding conference. In a world without FFELP and where each of us has come to rely upon one another more and more, I commend Nicole and her team on choosing the very fitting conference theme of **“Team MASFAA.”** It should be noted that the board voted to maintain the conference registration fee at $150 for 2012, the same registration rate for last year’s conference in Bay St. Louis, MS.

 With longtime MASFAA supporter Wendy Hutchins leaving the realm of financial aid to pursue a career in another area, Brenda McCafferty generously agreed to step-up and serve as our site selection chair for the 2013 conference. It’s a tough job, but I’m confident Brenda will do a great job securing MASFAA an economical site to host the 2013 annual conference.

 On a personal note, MASFAA continues to extend our heartfelt condolences to Patrick James, Director of Financial Aid at Millsaps College, on the recent loss of his father. Patrick has done a lot for MASFAA throughout the years, and it should go without saying that the MASFAA family is continuing to keep Patrick and his family in our thoughts and prayers.

