

1:30PM	<u>Committee Reports (cont'd)</u> Communications and Outreach <i>Action Item: Listserv Deactivation</i>	Ben Baker
	Electronic Services Budget and Finance <i>Action Item: Meal Reimbursement</i> <i>Action Item: NASFAA related travel</i>	Jane Moore Marian Huffman
	<u>State Presidents' Reports</u> Georgia South Carolina Mississippi Virginia	Nancy Ferguson Allison Sullivan Seph Anderson Melissa Barnes
3:00PM	Break	?
3:15PM – 5:00PM	<u>State Presidents' Reports (cont'd)</u> North Carolina Florida Kentucky Tennessee Alabama	Kim Driggers Allison Beaver Aaron Gabehart Lester McKenzie Vickie Adams
5:00PM	Recess	
Time?	President's Appreciation Reception	TBA
<i>Sunday, February 26th</i>		
8:00AM	Breakfast on your own	
9:00AM	Unfinished Business <i>Action Item: Formsite (trash it or keep it)</i> <i>Action Item: Hospitality/Commuter Suite language update in the Conference Guide</i>	Jeff Dennis & Nancy Garmroth Amy Berrier, Melissa Barnes, & Nancy Ferguson
	May NASFAA Board Meeting: SASF ^{AA} 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 Brad will collect a paragraph on each state to read as part of the regional welcome.	
	Conference Charity Rotation Draw: Since we are no longer rotating conferences throughout the 9 states, we voted to rotate the state we will support with a charity at the conference. The current rotation is set up for NC in 2012 and GA in 2013. We agreed at the November meeting to conduct a random draw for the order of the remaining 7 states, followed by NC and GA at the end during the February meeting.	
10:30AM	New Business	
12:00PM	Adjourn and lunch with New Aid Officer Workshop Attendees	

Friday, February 24, 2012

Executive Committee Met.

Saturday, February 25, 2012

CALL TO ORDER

President Brad Barnett called the meeting to order at 9:05 am. He welcomed everyone to the meeting.

Action Item: The Chair declared a quorum.

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

Voting Members Present: Brad Barnett, Runan Pendergrast, Sandy Neel, Amy Berrier, Jeff Dennis, Nancy Garmroth, Vickie Adams, Melissa Barnes, Kim Driggers, Lester McKenzie, Allison Sullivan, Allison Beaver, Aaron Gabehart, Nancy Ferguson, Seph Anderson

Non-Voting Members Present: Lisanne Masterson, Sharon Oliver, Dewey Knight, Jane Moore

Board members absent: Ben Baker

Board members present at conference but also involved in other duties: Shelley Park, Deborah Clark

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

Kim Driggers welcomed everyone to North Carolina.

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)

Sandy Neel, Past President

Sandy reviewed her written report (see Attachment A)

Action Item: P and P change – discussion below.

9.2.2 Honorary Membership

Honorary membership shall be awarded to persons who have demonstrated outstanding service to SASFAA and to the student aid profession. Practicing financial aid administrators are not eligible to receive this award. Past presidents and SASFAA Distinguished Service Award recipients who cease to meet active membership criteria **as set forth in the Policies & Procedures Manual** shall be automatically granted honorary membership.(keep this language) **Past Presidents and SASFAA Distinguished Service Award recipients** shall receive the same level of recognition as persons who receive honorary membership through the normal award process.

The Awards Committee shall solicit the names of individuals to be considered for honorary membership. Any voting member of the Board can make nominations. Individuals nominated for honorary membership must be approved by a majority vote of Board members present and voting.

Remove-**Honorary Lifetime Membership will be presented to Past presidents and SASFAA Distinguished Service Award recipients who cease to meet the active membership criteria as set forth in the P&P.** A plaque will be presented with the following recommended verbiage:

(SASFAA Logo)

HONORARY LIFETIME MEMBERSHIP IN THE

*SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID
ADMINISTRATORS, INC.*

IS PRESENTED TO

XXXXXX

IN RECOGNITION OF SERVICE TO SASFAA AND THE FINANCIAL AID PROFESSION

(DATE)

Action Item: Sandy Neel made a motion that we accept the P and P changes as indicated above. Amy Berrier Seconded the motion. The motion passed unanimously.

Action Item: GAP Committee – replace member on GAP Committee – remove Jeff Holliday and add Clark Aldridge

Action Item: Sandy Neel made a motion that we remove Jeff Holliday from the GAP Committee and add Clark Aldridge. Allison Sullivan seconded the motion. The motion passed unanimously.

Runan Pendergrast, Vice President

Runan reviewed her written report (see Attachment A)

Action Item: Approval of new NAOW Staff member – Andy Weaver unable to be an instructor. Replaced with Philip Hawkins from Georgia

Action Item: Runan Pendergrast made a motion that we replace Andy Weaver with Philip Hawkins as a NAOW Instructor. Nancy Ferguson seconded the motion. The motion passed unanimously.

Secretary, Amy Berrier

Amy reviewed her written report (see Attachment A).

Action Item: “Approval” of future meeting minutes – p. 23 P and P Revise/replace item C to say...(5.6 Secretary)

c. the secretary is responsible for emailing meeting minutes (including board meetings, and annual business meetings) to the board and/or SASFAA membership at the end of the meeting. The membership and board will have a two week time period to respond with corrections to the minutes. Once the two week time period has elapsed, the meeting minutes shall be considered approved. the secretary shall post all approved meeting minutes to the SASFAA website;

Action Item: Amy Berrier made a motion that we make the change to the P and P manual as stated above. Vickie Adams seconded the motion. The motion passed unanimously.

Treasurer, Nancy Garmroth

Nancy reviewed her written report (see Attachment A)

Discussion: Nancy Garmroth extended thanks to her staff for their assistance and support while she serves as Treasurer.

Justin Draeger, NASFAA Update

Justin provided a NASFAA Update to the Executive Board.

**Brad Barnett dismissed the group for a break at 10:21 am.
Brad Barnett reconvened the group after break at 10:42 am.**

COMMITTEE REPORTS:

Legislative Relations, Amy Berrier (assisted by Justin Draeger)

Justin provided a legislative update.

Amy/Brad reviewed the written report (see Attachment A).

Site Selection, Lisanne Masterson

Lisanne reviewed her written report (see Attachment A)

Action Item: 2014 SASFAA Conference Site

Discussion: Seek out other bids and renegotiations through IMN. Eliminate the Sheraton in Birmingham and the Sheraton in Nashville.

Sponsorship, Dewey Knight

Dewey reviewed his written report (see Attachment A)

Discussion: He will prepare something for the Board to vote on at the transition meeting regarding the vendor fee structure.

Brad dismissed the group for lunch at 11:56 am.

Brad reconvened the group for the meeting at 1:42 pm.

COMMITTEE REPORTS CONT'D

2020, Sharon Oliver

Sharon reviewed her written report (see Attachment B)

Electronic Services, Jane Moore

Jane reviewed her written report (see Attachment A)

Communications and Outreach, Ben Baker

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

Discussion: Members discussed the following suggested changes to the Policies and Procedures Manual for Section 8 regarding Communications.

Section 8: Communications

8.1 Editorial and Publication Standards

8.1.1 Communications 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 ~~to the SASFAA Nine News 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 *SASFAA Nine News 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 *SASFAA Nine News* blog to receive an email notification following the posting of an item to the website 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 articles blogs a year. However, any SASFAA Executive Board member may submit an article or report at any time.

The *SASFAA Nine News* 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 to the *SASFAA Nine News*. ~~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~~ it 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 *SASFAA Nine News* 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 *SASFAA Nine News* 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 *SASFAA Nine News* 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 *SASFAA Nine News* 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 *SASFAA Nine News* 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

Lester McKenzie made a motion that we accept the P and P changes as stated above. Sandy Neel seconded the motion. The motion passed unanimously.

Discussion: Members discussed the email that he will send out to the membership regarding the website/listserv/blog. Members provided suggestions to Brad.

Budget, Marian Huffman

Marian reviewed her written report (see Attachment A)

Discussion: Suggests to increase line item 224 by \$650. Reduce line item 210 by \$650.

Jeff Dennis made a motion that we increase line item 224 by \$650 and reduce line item 210 by \$650. Runan Pendergrast seconded the motion. The motion passed unanimously.

Discussion: NASFAA related travel: Suggested P and P changes presented below...

Change to consider to The Policy and Procedure Manual 10.7 Credit Card Use

Reference: The Policy and Procedure Manual 10.7 Credit Card Use

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

Proposed addition:

j. In situations where the SASFAA credit card is used by board members conducting NASFAA business as a result of their SASFAA position, the following documents must be submitted to the Treasurer to justify and explain the charges on the SASFAA credit card:

- Reimbursement form submitted to NASFAA for reimbursable charges on the SASFAA credit card
- Receipts submitted to NASFAA that match the reimbursable charges on the SASFAA credit card
- MapQuest documentation regarding mileage in situations where reimbursement is being sought for this expense
- SASFAA credit card log

Sandy Neel made a motion that we accept the changes to the P and P manual as presented above. Jeff Dennis seconded the motion. The motion passed unanimously.

Action Item: Meal Reimbursement

10.6.1 General Travel
10.6.6 Meal Allowance

In the event group meals are provided by SASFAA, the daily allowance will be reduced by the suggested amount for the meal provided, with the exception of a “continental” breakfast which will not be counted as a paid meal. If the breakfast is provided and the suggested allowance is \$10 and the daily allowance is \$50, the daily allowance would be reduced by \$10 and the maximum daily allowance for that day is \$40.

Lester McKenzie made a motion that we accept the suggested changes adding that we exclude continental breakfast. Runan Pendergrast seconded the motion. The motion passed with one voting member voting against the motion.

Conference, Shelley Park

Shelley reviewed her written report (see Attachment A).

Membership, Deborah Clark

Deborah was busy working registration. The Board reviewed her written report (see Attachment A)

STATE REPORTS

Georgia, Nancy Ferguson

Nancy reviewed her written report (see Attachment A)

South Carolina, Allison Sullivan

Allison reviewed her written report (see Attachment A)

Mississippi

Seph reviewed his written report (see Attachment A)

Virginia, Melissa Barnes

Melissa reviewed her written report (see Attachment A)

North Carolina, Kimberly Driggers

Kim reviewed her written report (see Attachment A)

Florida, Allison Beaver

Allison reviewed her written report (see Attachment A)

Kentucky, Aaron Gabehart

Aaron reviewed his written report (see Attachment A)

Tennessee, Lester McKenzie

Lester reviewed his written report (see Attachment A)

Alabama, Vickie Adams

Vickie reviewed her written report (see Attachment A)

UNFINISHED BUSINESS

Action Item: Formsite (trash it or keep it)

Discussion: Jeff Dennis – discussing Formsite – do we need it? It is out there for surveys and collecting committee member information.

Lester McKenzie made a motion that we keep the use of Formsite. Kim Driggers seconded the motion. The motion passed unanimously.

Action Item: Hospitality/Commuter Suite Language update in the Conference Guide

Discussion: See below. http://www.sasfaa.org/docs/about/conferenceguide/2_GenericInfo.pdf (page 5)

SASF AA is no longer rotating conferences between all nine states and instead will be holding conferences in a smaller rotation of states for a more centralized location. As such, it would be unreasonable to expect the states still in rotation to pay for the Hospitality/Commuter Suite expenses on a more frequent basis. It is also unreasonable to expect SASF AA to pay for expenses associated with the Hospitality/Commuter Suite based on the current Policies and Procedures. We propose a change from the following:

Current Language

Hospitality / Commuter Suite

The success of many conferences lies in the friendliness of the sponsoring association. “Bring in the participants in a good mood and take them out the same way.” They will leave with a good feeling about your state and all the great people they have met.

Some examples of good hospitality activities are:

1. Have a special room designated (by state) as the hospitality room; i.e., the Tennessee Hospitality Room, Florida Hospitality Room, and Alabama Hospitality Room, etc.
2. Provide the participants with places to see, eat, and what they should not miss if visiting your city in your state.
3. Set up the first day of the conference a refreshment area. Make them happy while they wait to get in their room (that has not been made ready).
4. Furnish each participant with a “very small” token (optional), pin, pen, pencil, note pad, etc. representing “your” state.
5. Help the SASF AA association in greeting the new folks and first timers.

Proposal to Change the Wording of the SASF AA Policies and Procedures Section “Hospitality/Commuter Suite”

To the following:

Proposed Language

The Hospitality/Commuter suite is designed as a way for the host state to “show off their state” while providing a place for conference attendees who are commuting or have a desire to rest for the day a place to do so since they do not have a room at the hotel. The room shall be the (Name of Host State) – SASFAA Hospitality Room (ex. The Georgia – SASFAA Hospitality Room). It will be the responsibility of the SASFAA Local Arrangements Committee to set this room up for the conference. The SASFAA Local Arrangements Committee shall arrange for hosts at the room to help the SASFAA association in greeting the new folks and first timers. The room shall be set up early on the first day of the conference to allow a place of rest for attendees who have arrived and whose hotel room is not yet ready.

The room should include tables and chairs. These expenses will be paid for by SASFAA. Food, beverages, and tokens need not be provided, however the host state may include any additional items for the room if they so choose. The host state will be responsible for all expenses associated with those items.

We feel this will be fair and equitable to both the states in the rotation and to SASFAA while still serving the needs of the membership.

Nancy Ferguson made a motion that we accept the proposed language above to the conference manual. Sandy Neel seconded the motion. The motion passed unanimously.

Action Item: Conference Charity Draw – North Carolina will benefit from the charity in 2012 and Georgia in 2013. Perform a random draw to determine the order of the remaining 8 states to benefit from the conference charity.

Charity Draw for rotation:

2012 - North Carolina, 2013 - Georgia, 2014 - Kentucky, 2015 - Alabama, 2016 - Mississippi, 2017 - Tennessee, 2018 - Virginia, 2019 - South Carolina, 2020- Florida. Then the charity rotation starts all over again with North Carolina in 2021, and Georgia in 2022.

NEW BUSINESS

Action Item: NASFAA Board changes

Sandy Neel made a motion that the SASFAA President serves as an observer, and the SASFAA Past President serves as the voting member on the NASFAA Board, beginning with 2013-2014. Melissa Barnes seconded the motion. The motion passed unanimously.

Sandy Neel made a motion that we adjourn the board meeting. Amy Berrier seconded the motion. The motion passed unanimously.

Meeting adjourned at 3:33 pm.

