

AGENDA
SASFAA Board Meeting
Hilton St. Petersburg Bayfront
St. Pete Beach, FL
June 7-10, 2012

Thursday, June 7, 2012

3:00 PM to 5:00 PM	Executive Committee Meets	TBA
5:30 PM	Hospitality/Dinner on your own	TBA

Friday, June 8, 2012

8:30 AM	Breakfast on your own	
	Call to Order, Welcome and Introduction of Guests	TBA Brad Barnett

Announcement of Substitute Voting
 Margaret Murphy for Melissa Barnes
 Marian Huffman for Lester McKenzie
 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

Report of Officers

President	President's Annual Report NASFAA Trainers	Brad Barnett
President-Elect		Jeff Dennis
Vice President		Runan Pendergrast
Past President		Sandy Neel

Action Item: Approval of GAP Report

Secretary	<i>Action Item: P&P update to follow up on February vote to change the SASFAA reps on the NASFAA board</i>	Amy Berrier
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~~***Action Item: P&P update for storage of electronic records (this was removed)***~~

Treasurer	<i>Action Item: P&P updates to clarify what costs are covered during the board meeting associated with the annual conference</i>	Nancy Garmroth
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10:00 AM	Break	
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10:15 AM	<u>State Presidents' Reports</u> North Carolina South Carolina Tennessee Virginia Alabama	Kim Driggers Allison Sullivan Marian Huffman Margaret Murphy Vickie Adams
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12:00 PM	Lunch	TBA
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1:00 PM	<u>State Presidents' Reports</u> (continued) Georgia Kentucky Mississippi Florida Report	Nancy Ferguson Aaron Gabehart Seph Anderson Allison Beaver
1:30 PM	<u>Committee Reports</u> Legislative Relations Communication & Outreach Site Selection Budget and Finance <i>Action Item: Moving excess funds</i> <i>(this was removed as there was no action to take)</i>	Amy Berrier Amanda Sharp See Report Marian Huffman
2:45 PM	Break	
3:00 PM	<u>Committee Reports</u> (continued) Membership Vendor/Sponsor <i>Action Item: Breaking out sponsor income into the current two categories (advertising and general vendor support)</i> <i>(this was removed as it will be discussed by the 2012-13 board)</i> <i>Action Item: SASFAA P&P changes regarding vendors and SASFAA membership.</i>	Deborah Clark Dewey Knight
	Electronic Services <i>Action Item: Date to activate Wild Apricot site</i> <i>(this was removed as there was no action to take)</i> Conference 2020 Committee	Jane Moore Shelley Park Sharon Oliver
4:45 PM	Old Business New Business IMN - Do we stick with them for 2015? If we do, when we do we start looking, as they want to get started on the 2015 search as soon as possible? 2012-13 Goals and Objectives	Sandy Neel/Jeff Dennis
5:00 PM	Adjourn 2011-2012 Executive Board	
5:30 PM	Hospitality/Dinner on your own	TBA

Saturday, June 9, 2012

Breakfast on your own

8:30 AM	Introduction and Welcome to the 2012-13 Board Board Orientation and Planning <ul style="list-style-type: none"> • Get to know you • Organizational Chart Review <ul style="list-style-type: none"> • Goals and Objectives • In August the Board will approve your committee members, so you will need to have an on-line volunteer form completed for each of them by July 15th. That will give us time to 	Jeff Dennis
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download the results and have them ready for review at the August Mtg. Make sure to keep the committees as diverse as possible (e.g., sector/school type, new/experience, ethnicity, gender, etc.)

Secretary

Sharon Oliver

- P&P Overview
- Reporting timeframe and report format for officers and committee chairs
- Operational Calendar updates and State Conference Dates
 - August 3-5 – Atlanta Executive Board
 - August 4-6 – Atlanta Conference Committee
 - November – Unsure of Face to Face meeting
 - February 8-10 – Atlanta Executive Board
 - February 10-13 – Atlanta SASFAA 50th Anniversary Conference

Treasurer

Nancy Garmroth

- Review travel reimbursement procedures
- Discuss frequency of treasurer sending expense reports to committee chairs/officers

10:00 – 10:15

Break

Budget & Finance

Marian Huffman

- Look at a proposed budget and get somewhat agreement even though we cannot pass a budget since it is prior to July 1st.
- Discuss how much we want to support DC visits in Oct. and Feb.
- Discuss if we want to bring back items removed from prior budgets: (1) See Excel Spreadsheet-NASFAA Board, {pay SASFAA Past President to NASFAA Conference and Do we want to send Zita two years as an observer (2) Breaks at Conference, (3) March Retreat for NAOW, (4) Leadership Symposium, (5)?????

Vice President

Mike Reynolds

- NAOW for summer 2013 (VP or site selection or combination of who handles site recommendation)
- FSA Debriefing workshop (Continue or not)

12:00 PM

Adjourn group meeting. Individual meetings take place between now Tomorrow when people go home.

Sunday, June 10, 2012

Leave to go home throughout the day

Thursday, June 7, 2012

Executive Committee Met.

Friday, June 8, 2012

CALL TO ORDER

President Brad Barnett called the meeting to order at 8:39 am. He welcomed everyone to the meeting. Allison Beaver welcomed everyone to Florida on behalf of FASFAA.

Action Item: The Chair declared a quorum.

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

Substitute Voting: Marian Huffman for Lester McKenzie, TN State President, and Margaret Murphy for Melissa Barnes, VA State President

Non-Voting Members Present: Sharon Oliver, Dewey Knight, Jane Moore, Shelley Park, Deborah Clark

Board members absent: Ben Baker, Lisanne Masterson

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.

REPORT OF OFFICERS

President, Brad Barnett

Brad reviewed his written report (see Attachment A)

Members discussed issues regarding NASFAA trainers. Brad discussed that NASFAA is aware of the situation and the trainers are going through an intense training program. Please ask SASFAA members to honestly evaluate the trainers when doing written evaluations and electronic evaluations. Brad will discuss our issues with NASFAA trainers with Justin Draeger.

Jeff Dennis, President-Elect

Jeff reviewed his written report (see Attachment A)

Runan Pendergrast, Vice President

Runan reviewed her written report (see Attachment A)

Discussion: Look at including a 6th or 7th classroom when negotiating contracts. Look at adding back the March retreat for the NAOW staff. Information for the future board to consider.

Sandy Neel, Past President

Sandy reviewed her written report (see Attachment A)

Action Item: Approval of GAP Report

Action Item: Nancy Ferguson made a motion that we approve the GAP Report as submitted. Runan Pendergrast seconded the motion. The motion passed unanimously.

Discussion: P and P changes may be necessary for voting – check with Jeff or Past President for recommendations (Brad for next year)

Secretary, Amy Berrier

Amy reviewed her written report (see Attachment A).

Action Item: P and P update to follow up on February vote to change the SASFAA reps on the NASFAA Board

NASFAA Board Changes for SASFAA P and P:

At our February Board Meeting, the board voted to change the representation for the NASFAA Board.

Minutes include:

Sandy Neel made a motion that the SASFAA President serve 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.

The following sections of the P and P manual need to be updated to reflect this change:

5.2, 5.3, 5.7, 7.5, 10.6.4, and 10.7

5.2 President

b. ~~prior to the NASFAA 2013-14 year~~, represents SASFAA as a voting member in the Board meetings, including Executive Committee of the Board of Directors, of the National Association of Student Financial Aid Administrators, Inc. (NASFAA). ~~Beginning with the NASFAA 2013-14 year~~, represents SASFAA as ~~a voting member an observer~~ in the Board meetings, ~~including Executive Committee of the Board of Directors~~, of the National Association of Student Financial Aid Administrators, Inc. (NASFAA), ~~serves as an alternative voting member in the absence of the SASFAA Past President, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the SASFAA Nine News or on the Web site as appropriate;~~

5.3 President-Elect

b. ~~until the NASFAA 2013-14 year~~, 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. ~~Beginning with the NASFAA 2013-14 year this position will no longer serve on the NASFAA Board of Directors;~~

7.5 NASFAA Board of Directors Meetings

~~Prior to the 2013-14 NASFAA year, t~~The SASFAA president and immediate past president shall serve as members of the NASFAA Board of Directors. The president-elect attends as an observer. The length of these terms shall be one year and shall coincide with the fiscal year of NASFAA. In the absence or disqualification of the SASFAA president or immediate past president to serve as members of the NASFAA Board of Directors, the president-elect, if eligible, shall serve as one of the SASFAA representatives to the NASFAA Board of Directors.

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

~~Beginning with the 2013-14 NASFAA year, the president-elect no longer serves as a member of the NASFAA Board of Directors. The immediate past president will serve as the voting member and the President as the observer. The length of these terms shall be one year and shall coincide with the fiscal year of NASFAA. In the absence or disqualification of the SASFAA immediate past president to serve as a member of the NASFAA Board of Directors, the president, if eligible, shall serve in that capacity with the president-elect fulfilling the observer role vacated by the president.~~

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

10.6.4 Travel to NASFAA

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:

A. 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. ~~Beginning with the NASFAA 2013-14 year, this applies to the outgoing President, as the President-Elect will not be an observer on the NASFAA Board of Directors beginning this year.~~

B. 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.

SASF AA will not cover any cost associated with attending the annual conference. **Beginning with the NASFAA 2013-14 year, this applies to the out-going Past President only as that is the only SASFAA position serving as a voting member of the NASFAA Board of Directors.**

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.

Action Item: Sandy Neel made a motion that we make the changes to the P and P manual as stated above. Allison Beaver seconded the motion. The motion passed unanimously.

Action Item: Deleting Endowment Fund from the web and P and P. The Board voted on deleting the Endowment Fund previously. The following changes will be made to the P and P and the SASFAA website. See below.

Appendix C – not listed this way in the regular index but actually under Appendix C:

Delete SASFAA Endowment Fund from the Appendix C listing (p. 99)

Delete from Web.

Treasurer, Nancy Garmroth

Nancy reviewed her written report (see Attachment A)

Action Item: P and P updates to clarify what costs are covered during the board meeting associated with the conference.

Recommended changes:

Policies & Procedures

10.6.2 Annual Conference/Preceding Board Meeting Travel Reimbursements and Honoraria

Guidelines cover allowable reimbursable expenses incurred related to attending the annual conference. The following expenses shall be paid by SASFAA and charged against that claimant's budget, if one exists; otherwise expenses are charged against the annual meeting budget.

1. Travel and other qualified expenses excluding the annual conference fee of the SASFAA elected officers. An exception to this policy is found in Section 10.9.
2. Travel and other qualified expenses of the SASFAA conference and membership chair.
3. **For committee chairs and State Presidents, lodging for Friday and Saturday nights and meals during the board meeting preceding the annual conference. Reimbursement for meals will go through lunch on Sunday.**
4. Travel and other qualified expenses of speakers and presenters not affiliated with SASFAA, as recommended by the conference chair and approved by the president and treasurer prior to the event.
5. Honoraria to speakers and presenters upon recommendation of the conference chair and approved by the president and the treasurer.
6. Other qualified expenses recommended by the conference chair and approved by the president and treasurer.

Action Item: Changes need to be made to the Guide to Financial Management. See below.

Guide to Financial Management

5.2.1 Music Contracts

Public performance of copyrighted music requires permission from copyright owners or their licensing agents. To legally cover the Association from copyright infringements and liabilities for the use of live or recorded music, the Treasurer, on behalf of the Association, will submit licensing agreements and fees as required by the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI).

For BMI, the report for all events in the prior calendar year is filed in January. After receiving the report, BMI will issue an invoice for all events in the prior calendar year.

For ASCAP, if the Association has 4 or less events, the report with payment is due 30 days after each event. If the Association has 5 or more events, the report with payment is due quarterly.

Information and/or agreements from ASCAP or BMI can be obtained by calling or visiting:

The Association is responsible for paying fees to ASCAP and BMI whenever a function/event is held and either mechanical or live music is used for entertainment. Different rates apply to mechanical and live music for each entity. Rate information is contained in the agreements or in an addendum to the agreement. Both ASCAP and BMI have a minimum fee schedule for each event.

5.6 Corporate Registration

Change address to: 1348 Foster Manning Road
Summerville, GA 30747
(404) 992-0529
Chattooga County

Action Item: Marian Huffman (for Lester McKenzie) made a motion that we make the changes to the P and P manual and Guide to Financial Management as stated above. Jeff Dennis seconded the motion. The motion passed unanimously.

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

STATE REPORTS

North Carolina, Kimberly Driggers

Kim reviewed her written report (see Attachment A)

South Carolina, Allison Sullivan

Allison reviewed her written report (see Attachment A)

Tennessee, Lester McKenzie

Marian Huffman reviewed Lester's written report (see Attachment A)

Virginia, Melissa Barnes

Margaret Murphy reviewed Melissa's written report (see Attachment A)

Alabama, Vickie Adams

Vickie reviewed her written report (see Attachment A)

Georgia, Nancy Ferguson

Nancy reviewed her written report (see Attachment A)

Kentucky, Aaron Gabehart

Aaron reviewed his written report (see Attachment A)

Mississippi

Seph reviewed his written report (see Attachment A)

Florida, Allison Beaver

Allison reviewed her written report (see Attachment A)

COMMITTEE REPORTS:

Legislative Relations, Amy Berrier

Amy reviewed the written report (see Attachment A).

**Brad dismissed the group for lunch.
Brad reconvened the group for the meeting at 1:08 pm.**

COMMITTEE REPORTS CONT'D

Communications and Outreach, Ben Baker

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

Site Selection, Lisanne Masterson

Lisanne was absent from the meeting. Brad reviewed her written report (see Attachment A)

Discussion: IMN – Brad gave a history of the SASFAA relationship with IMN. When we went with IMN, SASFAA lost our negotiating power with IMN. We could not deal directly with the hotel. Lisanne is recommending in her report that we do away with the relationship with IMN and take back over the site selection process ourselves as an Association.

Based on board discussions, we have chosen not to use IMN to search for a location for the 2015 conference.

Budget and Finance, Marian Huffman

Marian reviewed her written report (see Attachment A)

Discussion: Tangible assets – Brad Barnett provided authority to board members to destroy or donate any SASFAA items appropriately that are too obsolete for use. Marian will update the tangible asset list as necessary. The only tangible asset left of any value is the camera being used by the Electronic Services Chair.

Discussion – opening another money market account so we will remain in compliance with the Guide to Financial Management (no one CD should be greater than \$100,000).

Discussion: Past President Scholarship – Amy Berrier brought up to the Board that we should consider beginning to award the \$2000 scholarship again to the SASFAA Past President. We stopped awarding this scholarship back in 2008-2009 due to economic issues. Due to the amount of work an individual puts in as President and past President, I think this is a great way to honor their work and allow them to award a needy student at his/her institution.

Action Item: Amy Berrier made a motion that we award the Past Presidents Scholarship of \$2000 for 2011-2012 to Past President Sandy Neel. Allison Sullivan seconded the motion. One voting member abstained from voting. The motion passed.

Membership, Deborah Clark

Deborah reviewed her written report (see Attachment A)

Sponsorship, Dewey Knight

Dewey reviewed his written report (see Attachment A)

Action Item: SASFAA P and P changes regarding vendors and SASFAA membership

Much of 8.4 needs to be deleted. Saving submission of any changes till after discussion at Transitional Board Meeting.

11.1.2 Association Sponsors

To help support SASFAA activities, the Association solicits financial support from entities associated with the delivery of student financial aid. Sponsors wishing to participate in SASFAA conferences and workshops should contact the vendor/sponsor chair. (See Section ~~6.17~~ 6.16 for specific information pertaining to sponsorship policies.)

Section 6.16.1 Sponsorship of SASFAA Conferences

Conference Exhibitor Policy

Prospective exhibitors must agree to the rules and procedures outlined below. A prospective exhibitor who does not agree to these rules and procedures will not be permitted to exhibit, and an exhibitor who violates any of these rules must promptly cease any such action, and, at the discretion of SASFAA, may be required to remove his or her exhibit. The conference chair will attempt, provided adequate space is available, to ensure that conference breaks will be held in the exhibit area as well as another area not located in the exhibit area.

We have eliminated named sponsorship of specific Annual Conference activities and events. We have also discontinued the practice of recognizing “tiers” of sponsorship by contribution level. Contributors will be acknowledged, at the discretion of the contributor, in the Annual Conference program and at appropriate points throughout the year via a listing in alphabetical order by organization name. However, contributors must agree to abide by the following rules and procedures in conjunction with the Annual Conference:

- Contributors are expected not to organize, sponsor or conduct any social activities directed towards Annual Conference attendees, SASFAA leadership personnel and/or workshop/training activity participants.
- Contributors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups. Only non-alcoholic beverages and light snacks may be served. Those contributors will work in conjunction with the SASFAA vendor/vendor/sponsor chair to arrange accommodations with the conference hotel for such events that occur within the scope of the conference dates.

- Gifts or giveaways must be of nominal value (i.e. less than \$10 fair market value). All prize drawings, including scholarships, are prohibited. Exhibitors may not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways at a later time in excess of the stated nominal value.
- Exhibitors may sell their products and services; however, such sales may include only products and services that are normally marketed by the exhibitor.
- **All representatives of exhibitors must register for and pay conference registration fees in order to exhibit and attend conference activities.**

SASF AA Exhibitor/ Sponsorship Options for 2012-13

SASF AA Training Activities and Advertising Opportunities

Note: First-time exhibitors at the 2013 Conference shall receive a discount of 25% off the below Exhibitor Fees and Training Packages. Contact the Sponsorship Chair for more information.

Training Packages

Package A

\$6000

Two Conference Exhibit Booths (includes 4 complimentary conference registrations)
 Priority Booth Location (by date)
 On-line Conference Support Recognition
 Web Banner Ad on Web site and 2 SASF AA Nine News Postings for Year
 1/2 Page Ad in NAO Workshop Program
 New Aid Officers Recognition
 Mid-Level Workshop Recognition

By purchasing this package, you will save \$2500 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.

Package B

\$5000

Conference Exhibit Booth (includes 2 complimentary conference registrations)
 Priority Booth Location (by date)
 On-line Conference Support Recognition
 Web Banner Ad on Web site and 2 SASF AA Nine News Postings for Year
 1/2 Ad in NAO Workshop Program
 New Aid Officers Recognition

By purchasing this package, you will save \$2000 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.

Package C

\$3500

Conference Exhibit Booth (includes 2 complimentary conference registrations)
 On-line Conference Support Recognition
 Banner Ad on Web site and 2 SASF AA Nine News Postings for Year

By purchasing this package, you will save \$1500 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.

Conference Sponsorship Opportunities

Our annual training conference will be held February 10 – 13, 2013, at the **Crowne Plaza®** Hotel Atlanta Perimeter at Ravinia in Atlanta, Georgia. Information regarding room reservations may be found at the conference section of our Web site. Information about set-up times, shipping and drayage will be sent to the primary contact listed.

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

financial aid professionals.

Conference Exhibit Booth \$2500

- Booth, location determined by vendor/sponsor chair, with notable exception outlined below in high visibility booth location policy.
- Each exhibitor will receive 2 complimentary conference registrations. All other representatives of exhibitors must register for and pay conference registration fees in order to exhibit and attend conference activities.
- Recognition of conference exhibitors will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Exhibitors will be given the opportunity to opt out of this at their own discretion.

Priority Location \$500

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

Extra Exhibit Booth \$500

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

External Marketers Booth \$500

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

[] Non-Exhibit Conference Support \$2000

- Each non-exhibiting supporter will receive 2 complimentary conference registrations. All other representatives of conference supporters who wish to attend the conference must register for and pay conference registration fees in order to attend conference activities.
 - Recognition of conference supporters will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Supporters will be given the opportunity to opt out of this at their own discretion.

[] On-line Conference Support Recognition \$500.00

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

Non-Conference Training Activities

[] New Aid Officers Workshop \$1000

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

[] Mid-Level Workshop \$1000

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

Advertising Opportunities

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

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

[] Banner Ad for Web site and 2 SASFAA Nine News Postings \$2000 for Year (March, 2013, to February, 2014)

- Ads will be in color and content is provided by advertiser
- Placement of ads will be at the discretion of the Electronic Services Chair
- SASFAA Nine News Posts can include professional, education-based content on products, services, or trainings offered by a contributor. Posts may not be longer than 500 words and may include appropriate graphics, such as logos and links. Content and editorial discretion to approve SASFAA Nine News submissions shall be vested in the SASFAA Communications and Outreach Chair. Additional SASFAA Nine News Postings within the March, 2013, to February, 2014, year are available for \$200 per posting.

Action Item: Sandy Neel made a motion that we accept Dewey's proposal as submitted above. Marian Huffman seconded the motion. The motion passed unanimously.

Brad Barnett dismissed the group for a break.

Brad Barnett reconvened the group after break at 3:01 pm.

Electronic Services, Jane Moore

Jane reviewed her written report (see Attachment A)

Conference, Shelley Park

Shelley reviewed her written report (see Attachment A).

2020, Sharon Oliver

Sharon reviewed her written report (see Attachment A)

UNFINISHED BUSINESS

No unfinished business.

NEW BUSINESS

Discussion: Refund policy – 10.2 under Conference Events and Workshop Fees – board members discussed refunds based on SASFAA events. [This was deferred to the 2012-13 board.](#)

Meeting adjourned at 3:39 p.m.