

AGENDA
SASFAA Board Meeting
Crowne Plaza Ravinia – Atlanta, GA
August 3-5, 2012
Oakwood Room

Saturday, August 4th

CALL TO ORDER

Jeff called the meeting to order at 8:48am

Announcement of Substitute Voting:

- Ashley Bianchi for John Brandt
- Katie Harrison for Sarah Dowd
- Vickie Adams for Sharon Williams

Voting Members Present: Jeff Dennis, Brad Barnett, Nancy Garmroth, Philip Hawkins, Cindy May, Chris Tolson, Margaret Murphy, Nathan Basford, Bridget Ellis, and Zita Barree

Board members absent: Sharon Oliver, Mike Reynolds, Sarah Dowd, John Brandt, and Sharon Williams

Non-Voting Members Present: Marian Huffman, Em McNair, Deborah Clark, Paul Mittelhammer, Amy Berrier, Dewey Knight, Tracy Misner, and Jane Moore

Non-Voting Members Absent: Amanda Sharp

Welcome to Georgia

GASFAA State President Philip Hawkins welcomed everyone to Georgia

Action Item: The Chair declared a quorum

Establish a Quorum

Action Item: Nathan Basford moved that we approve the agenda with the president authorized to make adjustments to facilitate the flow of business. The motion was seconded by Vickie Adams. The motion was approved unanimously.

REPORT OF OFFICERS

President, Jeff Dennis

Jeff reviewed his written report (see Attachment B)

President-Elect, Zita Barree

Zita reviewed her written report (see Attachment B)

Past President, Brad Barnett

Brad reviewed his written report (see Attachment B)

Discussion: Reviewed current voting procedures and 2011-12 GAP Report recommendations regarding changing the procedures. The Nominations & Elections Committee will review the report, discussion from today's meeting, and have a recommendation to the Board for consideration at the November meeting.

Vice President, Mike Reynolds

Mike was absent from the meeting and no report was submitted

Discussion: Reviewed June 2012 NAOW workshop with Marian Huffman, Nancy Garmroth, Philip Hawkins, and Brad Barnett who attended all or part of the workshop. The campus was good and the staff were friendly. Runan was praised for the work she did. We are back at the number of attendees to warrant six classrooms at NAOW.

Action Item: June 2013 NAOW site is tabled until the November Board Meeting

Secretary, Sharon Oliver

Sharon was absent from the meeting, but her report is Attachment B

Action Item: P & P 3.3.5 Change is tabled until the November Board Meeting

Treasurer, Nancy Garmroth

Nancy reviewed her written report (see Attachment B)

Action Item: *Katie Harrison moved to approve the recommended change below to P&P Appendix A 2.1. Motion was seconded by Zita Barree and approved unanimously.*

2.1 Attachment – Certificates of Exemption

Exemption status in the nine SASFAA states is as follows:

- Alabama - Not Exempt (Current state law prohibits)
- Florida – See certificate below
- Georgia - Not Exempt (Current state law prohibits)
- Kentucky - Not Exempt
- Mississippi - Not Exempt
- ~~North Carolina – SASFAA pays the taxes and then files a claim with their IRS for a refund. This IRS form changes annually. The form completed for 2009 can be found at http://www.dornc.com/downloads/fillin/e585_webfill.pdf;~~
- North Carolina - SASFAA pays the taxes and then files a claim for a refund with the North Carolina Department of Revenue. The form can be found at www.dornc.com.
- South Carolina - Not Exempt (Current state law prohibits)
- Tennessee - See certificate below
- Virginia - Not Exempt (Current state law prohibits)

Jeff Dennis dismissed the group for a break at 10:30am

Jeff Dennis reconvened meeting at 10:40am

Action Item: *Brad Barnett moved that during months in which the Treasurer only has the monthly \$9.95 Formsite charge on her credit card statement that she will not need to secure the President's signature. Motion was seconded by Vickie Adams and approved unanimously.*

COMMITTEE REPORTS

Conference, Paul Mittelhammer

Paul reviewed his written report (see Attachment B)

Discussion: Ryan Smith, Tennessee representative on the committee, had to step down due to a job change. Paul is seeking a replacement for him. The committee is meeting this weekend to begin discussions about the conference agenda. Contact has already been made with DOE requesting their participation in the conference.

Budget & Finance, Marian Huffman

Marian reviewed her written report (see Attachment B)

Action Item: *Nathan Basford moved to approve the recommended SASFAA Policy & Procedure change below. Motion was seconded by Philip Hawkins and approved unanimously.*

Current P & P

7.5 NASFAA Board of Directors Meetings

Prior to the 2013-2014 NASFAA year, 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 serving 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).

Proposed P & P Change

7.5 NASFAA Board of Directors Meetings

The SASFAA immediate past president shall serve as a member of the NASFAA Board of Directors. The president 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 immediate past president to serve as a member of the NASFAA Board of Directors, the president, if eligible, shall serve as the SASFAA representative to the NASFAA Board of Directors.

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

As a voting member of the NASFAA Board, NASFAA shall cover travel expenses for the 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).

Action Item: Nathan Basford moved to approve the recommended SASFAA Policy & Procedure change below. Motion was seconded by Bridget Ellis and approved unanimously.

Current P & P

10.6.4 Travel to NASFAA

a. Annual Conference:

SASFAA shall cover all expenses outgoing president-elect who serves as an observer to the final NASFAA Board meeting of the 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 2013-2014 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 outgoing 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. Beginning with the 2013-2014 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.

Proposed P & P Change

10.6.4 Travel to NASFAA

a. Annual Conference:

SASFAA shall cover all expenses for the outgoing president who serves as an observer to the final NASFAA Board meeting of the year. All travel expenses for NASFAA board meeting and NASFAA Conference (transportation, conference registration, hotel and meals) are paid by SASFAA.

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 outgoing Past President who serves as a voting member 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.

Action Item: Chris Tolson moved to approve the budget as presented by the Budget & Finance Committee. Motion was seconded by Katie Harrison and approved unanimously.

- The budget was built in part based on a conference registration fee of \$250, so the fee was approved based on the budget being approved.

Action Item: Nathan Basford moved to approve the recommended SASFAA Guide to Financial Management changes below. Motion died due a lack of second.

Current GFM

Section 3: Guide to Investments

Proper selection of investments is important to ensure that funds are not placed unnecessarily at risk.

3.1 Short-Term Investments

Normally, the Association elects short-term investment opportunities such as a Certificate of Deposit [CD], to provide liquidity of funds with minimal or no monetary loss for early withdrawal. A Certificate of Deposit or FDIC-insured money market account shall be primary sources of short-term investments of the Association.

CDs are typically selected bearing either a 6- or 12-month maturity. This helps ensure the necessary liquidity and provides the opportunity to roll over the CD into a higher yield CD, if available.

3.2 Long-Term Investments

Any investment that obligates Association funds for more than one year is considered a long-term investment. Long-term investments should be considered using the following guidelines:

- Long- term CDs bear maturities no less than 18 months or greater than 60 months.
- Long-term CD's may be rolled into short-term CD's to take advantage of higher rates, whether or not the CD is scheduled to mature before the transfer. If liquidating a CD prior to its maturity date, an evaluation of net gains must be made before the CD can be liquidated.
- No single CD shall be greater than \$100,000.
- Other types of long term investments that may be considered include, but are not limited to, Jumbo CD's, mutual funds and municipal bonds.
- Investments in mutual funds such as NASFAA's 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.

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

3.4 Safekeeping Investments

The following practices shall be observed in order to protect the assets of the Association.

- SASFAA checking, savings, CDs, and Money Market accounts should be established only with institutions that provide FDIC coverage.

Proposed GFM Change

Section 3: Guide to Investments

Proper selection of investments is important to ensure that funds are not placed unnecessarily at risk.

3.1 Short-Term Investments

Normally, the Association elects short-term investment opportunities such as a Certificate of Deposit [CD], to provide liquidity of funds with minimal or no monetary loss for early withdrawal. A FDIC or its equivalent instrument shall be primary sources of short-term investments of the Association.

CDs are typically selected bearing a 6 to 36 month maturity. This helps ensure the necessary liquidity and provides the opportunity to roll over the CD into a higher yield CD, if available.

3.2 Long-Term Investments

Any investment that obligates Association funds for more than 36 months is considered a long-term investment. Long-term investments should be considered using the following guidelines:

- Long- term CDs bear maturities no less than 36 months or greater than 72 months.
- Long-term CD's may be rolled into short-term CD's to take advantage of higher rates, whether or not the CD is scheduled to mature before the transfer. If liquidating a CD prior to its maturity date, an evaluation of net gains must be made before the CD can be liquidated.
- No single CD shall be greater than \$250,000.

- d. Other types of long term investments that may be considered include, but are not limited to, Jumbo CD's, mutual funds and municipal bonds.
- e. Investments in mutual funds such as NASFAA's 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.

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3.4 Safekeeping Investments

The following practices shall be observed in order to protect the assets of the Association.

- a. SASFAA checking, savings, CDs, and Money Market accounts should be established only with institutions that provide insurance coverage.

Action Item: Zita Barree moved to approve the recommended SASFAA Guide to Financial Management changes below. Motion was seconded by Margaret Murphy. Motion was approved by majority vote. Chris Tolson voted against the motion and all other members approved it.

Proposed GFM Change

Section 3: Guide to Investments

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- b. Long-term CD's may be rolled into short-term CD's to take advantage of higher rates, whether or not the CD is scheduled to mature before the transfer. If liquidating a CD prior to its maturity date, an evaluation of net gains must be made before the CD can be liquidated.
- c. No single CD shall be greater than \$250,000.
- d. Other types of long term investments that may be considered include, but are not limited to, Jumbo CD's, mutual funds and municipal bonds.
- e. Investments in mutual funds such as NASFAA's 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.

3.3 Cash Balance and Reserve Funds

- d. In any instance where purchasing a FDIC, or its equivalent instrument 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. Investments other than those defined in section 3.1 require an approval of the executive board.

3.4 Safekeeping Investments

The following practices shall be observed in order to protect the assets of the Association.

- a. SASFAA checking, savings, CDs, and Money Market accounts should be established only with institutions that provide insurance coverage.

Legislative Relations, Amy Berrier

Amy reviewed her written report (see Attachment B)

Jeff Dennis dismissed the group for lunch at 12:00pm

Jeff Dennis reconvened meeting at 1:05pm

Site Selection, Tracy Misner

Tracy reviewed her written report (see Attachment B)

Action Item: 2015 Annual Conference site is tabled until the November Board Meeting

Action Item: Zita Barree moved that we work with the Crown Plaza Rivinia to renegotiate the conference hotel room rate from \$119 to \$129, with \$10 from each room night being credited back to the SASFAA master bill. Nancy Garmroth seconded and approved unanimously.

Discussion June 2013 Transition Meeting:

- May 30 – June 2 or June 6 – June 9 are possible options
- Don CeSar in St. Pete: \$189/night + \$2500 food/beverage minimum + 32% tax
- Tradewinds in St. Pete: \$169/night and no food/beverage minimum no resort fee, and no parking fee
- Marriott Suites in Clearwater: \$149/night and no food/beverage minimum, no resort fee, and no parking fee

Action Item: Margaret Murphy moved that sign a contract with the Clearwater Beach Marriott Suites for the dates of June 1-4, 2013 at the above price. If those dates and price are not available, then request June 6-9. If those dates are not available, then request May 30 - June 2. Motion was seconded by Ashley Bianchi and approved unanimously.

Sponsorship, Dewey Knight

Dewey reviewed his written report (see Attachment B)

Membership, Deborah Clark

Deborah reviewed her written report (see Attachment B)

2020 Committee, Em McNair

Em reviewed her written report (see Attachment B)

Communications and Outreach, Amanda Sharp

Amanda was absent from the meeting, but her report is Attachment B

Action Item: P & P Change is tabled until the November Board Meeting

Electronic Services, Jane Moore

Jane reviewed her written report (see Attachment B)

Action Item: 6.5 P & P Change is tabled until the November Board Meeting

STATE PRESIDENT REPORTS

South Carolina, Sarah Dowd

Sarah was absent from the meeting, but Katie Harrison reviewed her report in her absence (see Attachment B)

Jeff Dennis dismissed the group at 2:40pm

Jeff Dennis reconvened meeting at 2:55pm

Alabama, Sharon Williams

Sharon was absent from the meeting and no report was submitted, but Vickie Adams provided a verbal report

Tennessee, John Brandt

John was absent from the meeting and no report was submitted, but Ashley Bianchi provided a verbal report. John stepped down as Tennessee President. TASFAA is researching options now for how to handle this.

North Carolina, Bridget Ellis

A written report was not provided, but Bridget gave a verbal report

Kentucky, Chris Tolson

Chris reviewed her written report (see Attachment B)

Virginia, Margaret Murphy

Margaret reviewed her written report (see Attachment B)

Florida, Nathan Basford

Nathan reviewed his written report (see Attachment B)

Georgia. Philip Hawkins

Philip reviewed his written report (see Attachment B)

Mississippi, Cindy May

Cindy reviewed her written report (see Attachment B)

Jeff Dennis recessed the group c until tomorrow morning

Sunday, August 5th

Jeff reconvened the meeting to order at 8:50am

UNFINISHED BUSINESS

Investment Strategy and Investment Decision

No additional discussion in follow up to yesterday’s Budget & Finance and Treasurer report

Review of Mentoring and states receiving 2012 NAOW Participants

Deborah reviewed information about this project. She will send some e-mail text to the board members to use when contacting their mentees. Jane Moore will also provide some verbiage explaining how to use the SASFAA website. Once the board members receive that information they will e-mail each of their designated mentees.

How to handle the transition at NASFAA Board and SASFAA reps attending

Jeff reviewed the rules regarding SASFAA representation on the NASFAA Board.

Discuss how to review Wild Apricot site and note missing links or items

No additional discussion since yesterday’s Electronic Services update

P&P Change to 10.2 and registration forms

Action Item: Nancy Garmroth moved to approve the recommended SASFAA Policy & Procedure change below. Motion was seconded by Philip Hawkins and approved unanimously.

Current P&P

10.2 Conference, Events and Workshop Fees

The fees for the summer workshop, annual conference and other conferences, workshops and events shall be set on an annual basis by the Board upon the recommendation of the budget and finance committee chair. The Conference Chair will provide input to the Board regarding the recommended registration fee before a final decision is made. Registration fees for all events are non-refundable but are transferable for the same event within the same year. The treasurer and president may approve exceptions to this policy.

Proposed P & P Change

10.2 Conference, Events and Workshop Fees

The fees for the summer workshop, annual conference and other conferences, workshops and events shall be set on an annual basis by the Board upon the recommendation of the budget and finance committee chair. The Conference Chair will provide input to the Board regarding the recommended registration fee before a final decision is made. Registration fees for all events are fully refundable 15 days prior to the event. If a refund is requested within 14 days of the event, 75% of the registration fee will be refunded. SASFAA will retain 25% to cover costs associated with the event such as meal guarantees, room guarantees, materials preparation, etc. Refunds will be made according to the original method of payment (i.e., by check for payments made by check; by credit to account for credit card payments). All refund requests must be received by the treasurer to determine percentage of refund. This information will be included on all registration forms.

This does not apply to vendor/sponsor fees. See Section 6.16.2 for vendor/sponsor guidelines.

NEW BUSINESS

Discussion on Officers having substitute voting as state presidents do

Item was discussed and did not go anywhere due to lack of a motion, which means the SASFAA Policy & Procedure will remain unchanged. The SASFAA Elected Officers do not have the authority to designate someone to vote in their absence at SASFAA Board Meetings.

Approval of Committees

Action Item: Zita Barree moved to approve the committee members as presented. Motion was seconded by Katie Harrison and approved unanimously.

Discuss Article II of By-laws and need to remove Snellville, GA address

Nancy will bring something back for the board to consider at the November Board Meeting, with the intent of presenting a by-law change to the membership to vote on during the February elections.

Discuss if any change needs to happen to our current storage of records for SASFAA materials

Marian will research this and bring information back to the November Board Meeting. At the very least, the general consensus is that the SASFAA tax returns should be forwarded to the Secretary for archive purposes. Jeff asked Nancy and Marian to pull together tax returns from the last five years to send to the Secretary to archive.

Tour of the Hotel

Tour is available to those who want to attend

Jeff Dennis adjourned the meeting at 10:42 am

ATTACHMENT B
BOARD REPORTS
Crowne Plaza Ravinia – Atlanta, GA
August 3-5, 2012

President's Report
Jeff Dennis

Summary of Activities

GAP 1 (11-12): The President and President-Elect should determine when a review of the Board should be done and document in what year the Board composition and term limits were reviewed.

Activity: The size of the board was reduced in 2011-2012. I have kept the same composition as the 2011-2012 year.

GAP 2 (11-12): The President must take the Long Range Plan, Policy and Procedures and the Governance and Planning Committee's recommendations in establishing the goals and objectives for the year while adding personal goals that are approved by the Board of Directors. The goals should be given to each Board member immediately following the Transition Meeting to list the activities planned to meet their established goals and objectives.

Activity: I distributed the goals and objectives immediately after the June 2012 transition meeting. I requested that each board member return their activities for each goal by July 15, 2012.

GAP 5 (11-12): The President needs to provide the GAP committee with a comprehensive listing of all SASFAA Board and Committee members with demographic information that includes sector type, ethnicity, gender and years of experience.

Activity: This will be completed later in the year.

GAP 7 (11-12): SASFAA should submit projects for NASFAA award consideration at least every two years.

Activity: Nothing is currently on the horizon for the 2012-2013 year.

GAP 12 (11-12): Create SASFAA Kits on committee structure, programs, services, activities etc. Ensure members know how to volunteer and use every volunteer on a committee or project.

Activity: I have not created a SASFAA kit but did promote volunteering in 2012-2013 through the registration process of the 2012 Annual Conference and through email communication through the list serv.

GAP 18 (11-12): Every effort should be given to invite and plan interactions and discussions with higher education associations such as SACUBO, SACRAO and COHEO.

Activity: I have had interaction with the Past-President of SACRAO unofficially discussing budgeting, make-up of their executive board and number of meetings they have.

LRP 1.2.1 & 1.2.2 & 1.2.3: The advice and assistance provided to the Board of Directors by committee chairs are such that the goals of the Association are readily accomplished, future leadership is developed, and board activities remain fiscally responsible.

Activity: The goals have been distributed to the committee chairs. Future leadership is occurring through committee membership and the programs of the committees. We are remaining fiscally responsible through the budget process. There are five returning committee chairs and 4 new committee chairs. Of the committee chairs, we have diversification by racial, gender, and sectors.

LRP 1.4.1: Members who possess leadership aspirations and capabilities will be identified and developed for significant involvement within the Association.

Activity: This will occur through committee membership service. It will also occur through the executive board mentoring the NAOW attendees from the 2012 NAOW.

LRP 1.6.2: Policies and procedures are accurate and complete in order to provide consistent Associational direction.

Activity: This was done extensively in 2011-2012. It will be continued as needed in 2012-2013.

LRP 2.1.2: Facilitate alliances between and among various sectors and members of the financial aid community.

Activity: I or my representative will be attending state association meetings during the 2012-2013 year. I will also be attending the NASFAA board meetings as well as the annual conference.

LRP 2.1.4 & 2.1.7: Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity: We are using SASFAA Nine News and the list serv to accomplish this goal. I have not created a SASFAA kit but did promote volunteering in 2012-2013 through the registration process of the 2012 Annual Conference and through email communication through the list serv.

LRP 3.1.6: The professional growth and competencies of members are addressed by offering workshops, seminars, meetings and other training opportunities.

Activity: Planning to invite NACUBO's National Chair to our conference in Atlanta in February 2013 as well as our normal professional development opportunities.

PP5.2b: Serves as a voting representative to the NASFAA Board of Directors.

Activity: Attended the NASFAA Board meeting in July 2012 in Chicago, IL.

PP 5.2g: Represents SASFAA at selected SASFAA affiliated state meetings.

Activity: Scheduled to attend the nine state meetings.

Discussion:

NASFAA Update:

NASFAA Ask Regs will be a slick product (knowledge base)

NASFAA University will be actual virtual seats on scheduled times

Schools can have a two week trial membership to decide if they want to join

Jeff Baker discussed the new two verification items were to prevent abuse and fraud (H.S. transcript and identity/statement of educational purpose)

2013-2014 Model Award letter has been sent through NASFAA Today's News (7/24/12)

Michela Perrone Board Development Session

1.4 million non-profit associations in the country

The government loses \$80 billion in tax revenue each year based on the tax benefits these non-profits receive. That means the public is basically subsidizing these groups because the lost tax revenue has to be made up somewhere else. This implies public trust in private hands, with the private hands being the non-profits.

The work of the board is done in two parts:

GOVERN

Legal obligations and done by a group (the group is the boss)

1) Mission - Direction

When doing assessments, are you just assessing what you have done (e.g., how many workshops you helps, how many participants, etc.).

This is an "output" type of assessment. Or, are we assessing the personal impact it had on the individuals who participated in the events.

This is looking at "outcomes" versus "output."

The "output" assessment is more of a qualitative assessment. The "output" is more quantitative. How are we measuring success?

2) Oversight

Fiscal, Programs, CEO, Compliance

Fiscal oversight involves budget and actual expenditures

The auditor should see the board as the client, not management.

Changing the auditor (individual, not necessarily the audit firm), is a good best practice.

Program oversight goes back to the outcomes discussion.

CEO oversight involves a performance evaluation every year. Giving feedback at least annually. It is important that during the year the

board and CEO establish goals together. Those goals are part of the annual evaluation.

Compliance. NASFAA is obligated to be in compliance with local, state, and national laws. NASFAA has contracted with outside agencies to ensure we are in compliance with many of these rules (e.g., Human Resources, CFO, etc.). 86% of lawsuits brought against boards are HR issues. Every year at the last board meeting Justin provides an HR update, which is a summary of where we are based on the work of the HR company we contract with to keep us in compliance, and what NASFAA staff is doing in response to these items.

Make sure boards are providing oversight, not managing day to day operations. Management is more of a function of the CEO and staff.

SUPPORT

Self management - Build future leaders. The board does not work for the staff. The board should be taking action to ensure that it's members are replaced in the future...does the pipeline work?

Moral obligations of individuals (CEO is the boss)

Provide advice and input regularly to the CEO and staff

Represent NASFAA

Act as a link to the members, which also has input on committee volunteers

Volunteer to assist NASFAA with various items and tasks

NOMINATIONS AND ELECTIONS

Currently it is not a requirement for the committee members to have any experience on the board. Only person who does is the chair.

Idea for the future:

Nominating committee have equal amount of internal (current board members) and external (association members, but not board members) members. This helps the board have input in replacing itself and keeps it from becoming an "all boys/girls club" by having input from non-board members.

DUTIES:

The Duty of Care

1. Prepare
2. Participate
3. Respect
4. Use your best judgment...focus on the issues
5. Exercise leadership

The Duty of Loyalty

1. Conflict of interest 2. Primary loyalty should be to this board, even if you are acting as a representative of another association on the board. 3. Obligation of disclosure

The Duty of Obedience

1. Mission
2. Board- Speak with one voice, even after the board meeting if you did not agree with the decision.

P and P Changes:

4.1 Executive Board

Current last paragraph:

The chief executive of a state association may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president who must announce the substitute at the beginning of the meeting.

Change to:

The chief executive of a state association may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president who must announce the substitute at the beginning of the meeting.

The SASFAA President-Elect, Vice President, Past President, Treasurer, and/or Secretary may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president who must announce the substitute at the beginning of the meeting.

5.1 General Expectations of Board Members

Add under the Additionally section “6) The SASFAA President-Elect, Vice President, Past President, Treasurer, and/or Secretary may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president who must announce the substitute at the beginning of the meeting.”

7.1 Board

After this paragraph:

The president of a state association may designate a substitute-voting member for Board meetings. The name of the substitute voting member must be communicated to the SASFAA president who must announce the substitution at the beginning of the meeting.

Add this:

The SASFAA President-Elect, Vice President, Past President, Treasurer, and/or Secretary may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president who must announce the substitute at the beginning of the meeting.

Current GFM

Section 3: Guide to Investments

Proper selection of investments is important to ensure that funds are not placed unnecessarily at risk.

3.1 Short-Term Investments

Normally, the Association elects short-term investment opportunities such as a Certificate of Deposit [CD], to provide liquidity of funds with minimal or no monetary loss for early withdrawal. A Certificate of Deposit or FDIC-insured money market account shall be primary sources of short-term investments of the Association. CDs are typically selected bearing either a 6- or 12-month maturity. This helps ensure the necessary liquidity and provides the opportunity to roll over the CD into a higher yield CD, if available.

3.2 Long-Term Investments

Any investment that obligates Association funds for more than one year is considered a long-term investment. Long-term investments should be considered using the following guidelines:

- a. Long- term CDs bear maturities no less than 18 months or greater than 60 months.
- b. Long-term CD’s may be rolled into short-term CD’s to take advantage of higher rates, whether or not the CD is scheduled to mature before the transfer.

If liquidating a CD prior to its maturity date, an evaluation of net gains must be made before the CD can be liquidated.

- c. No single CD shall be greater than \$100,000.
- d. Other types of long term investments that may be considered include, but are not limited to, Jumbo CD’s, mutual funds and municipal bonds.
- e. Investments in mutual funds such as NASFAA’s 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.

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

3.4 Safekeeping Investments

The following practices shall be observed in order to protect the assets of the Association.

- a. SASFAA checking, savings, CDs, and Money Market accounts should be established only with institutions that provide FDIC coverage.

Proposed GFM Change

Section 3: Guide to Investments

Proper selection of investments is important to ensure that funds are not placed unnecessarily at risk.

3.1 Short-Term Investments

Normally, the Association elects short-term investment opportunities such as a Certificate of Deposit [CD], to provide liquidity of funds with minimal or no monetary loss for early withdrawal. A Certificate of Deposit or insured money market account shall be primary sources of short-term investments of the Association.

CDs are typically selected bearing a 6 to 36 month maturity. This helps ensure the necessary liquidity and provides the opportunity to roll over the CD into a higher yield CD, if available.

3.2 Long-Term Investments

Any investment that obligates Association funds for more than 36 months is considered a long-term investment.

Long-term investments should be considered using the following guidelines:

a. Long-term CDs bear maturities no less than 36 months or greater than 72 months.

b. Long-term CD's may be rolled into short-term CD's to take advantage of higher rates, whether or not the CD is scheduled to mature before the transfer.

If liquidating a CD prior to its maturity date, an evaluation of net gains must be made before the CD can be liquidated.

c. No single CD shall be greater than \$250,000.

d. Other types of long term investments that may be considered include, but are not limited to, Jumbo CD's, mutual funds and municipal bonds.

e. Investments in mutual funds such as NASFAA's 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.

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.

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

3.4 Safekeeping Investments

The following practices shall be observed in order to protect the assets of the Association.

a. SASFAA checking, savings, CDs, and Money Market accounts should be established only with institutions that provide insurance coverage.

President-Elect Report
Zita Barree

Summary of Activities

GAP 3: The President-Elect should be involved in the GAP Committee conversations and meetings prior to taking the office of President. This will help in developing the goals and objectives for the year and in assessing the Board's attainment of the Long Range Plan.

Activity: The Past President, Brad Barnett, has asked me to serve as an observer on the 2012-13 GAP Committee. A meeting is planned for April or May 2013.

PP 5.3a: Serves as parliamentarian to the Board.

Activity: No actions needed for this time period.

PP 5.3e: Conducts an orientation session at the annual conference for state presidents-elect.

Activity: No activity for this time period.

PP 5.3g: Begins initial planning for the next annual conference and for the promotion of the event.

Activity: Amy Berrier, University of North Carolina-Greensboro, has agreed to be the 2014 SASFAA Conference Chair. She will serve as a member of the 2012-2013 Conference Committee. She and I are working on selecting committee members for 2013-2014 and are planning to hold a transition meeting at the 2013 conference in Atlanta.

PP 5.3h: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: In addition to Amy Berrier being selected as the chair of the 2013-14 Conference Committee, I have asked Tracy Misner, Lee County High Tech North (FL) to continue as Site Selection Chair.

PP 5.3i: Fiscal integrity will be ensured.

Activity: No activity for this time period.

Past President's Report
Brad Barnett

Summary of Activities

LRP 1.3.1, LRP 1.3.2, LRP 1.3.3, and LRP 1.3.4: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: Nominations and Elections is pre-defined as the prior year State Presidents, and Awards is the Board. The Past President does not have a choice in committee members on these two committees.

LRP 1.3.5: Meet face-to-face at the June 2012 Transition Meeting, and conduct all other meetings by e-mail and/or conference call.

Activity: The committee meet face-to-face at the June 2012 Transition Meeting. Since that point all other conversations have taken place via e-mail.

PP 5.7a: Presents a slate of candidates in accordance with the election schedule or calendar for president-elect, secretary, treasurer and vice president to the Board.

Activity: The committee is actively seeking candidates for the positions of President-Elect, Vice President, and Treasurer in order to present a slate to the board at the November meeting. Currently, it appears the committee has one viable candidate for President-Elect and two for Treasurer, with several possibilities for Vice President.

PP 5.7b: Solicits nominations for Association awards and presents the awards committee recommendations to the Board.

Activity: The Awards Committee is comprised of the voting members of the SASFAA Executive Board. I will utilize the SASFAA listserv and/or SASFAA Nine News to solicit award nominations from the membership. This has not been done yet.

PP 5.7d: Serves as a SASFAA voting representative to the Board of Directors of NASFAA.

Activity: This is being done.

PP 5.7e: Serves as Chair of the Governance and Planning Committee, and submits the annual GAP Report for board approval in June.

Activity: The GAP Committee is set, pending approval of the Board.

PP 6.0b: Submit articles to the Communication and Outreach Chair and/or Electronic Services Chair information for the website and SASFAA Nine News.

Activity: An article soliciting nominations for President-Elect, Vice President, and Treasurer was submitted to the Chair for posting to SASFAA Nine News. An notice was also posted on the SASFAA Listserv regarding nominations.

PP 6.0c: Prepare and submit reports to the secretary and make reports and submit action items at Board meetings.

Activity: This will be done throughout the year.

PP 6.0d: Submit by April 1 an end-of-the-year (GAP) report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities.

Activity: This will be done.

PP 6.0e: Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with guidelines outlined in the Guide to Financial Management.

Activity: This will be done.

PP 6.0g: Forward to their successors all pertinent records and reports by August 1 and in the event of a committee chair's resignation or removal from office, all records must be submitted to the successor or to the Association secretary, as appropriate, within 30 days.

Activity: This will be done.

Past President's Report Brad Barnett

PP 6.13.1(a): Prior to the Fall Board meeting, the nominations and elections committee must determine who will be recommended as candidates for offices for the coming year. To obtain recommendations from the membership, the committee must solicit nominations in advance of this meeting. Solicitation may occur via SASFAA Nine News, listserv, separate mailing, or email to the active membership. Each state should be encouraged to solicit nominations from its membership.

Activity: Solicitation has begun with article being posted to SASFAA Nine News and the SASFAA Listserv in July. A slate of candidates will be presented to the Board at the November meeting.

PP 6.13.1(b): The chair sets the date and time for the full meeting of the committee. At the discretion of the chair, this meeting can be via conference call or in person. Normally the meeting is conducted prior to the November Board meeting and avoids conflicts with state association meetings.

Activity: Outside of the in-person meeting that took place at the June 2012 Transition Meeting, all other meetings will take place via e-mail or phone.

PP 6.13.1(d): The chair shall prepare and present to the Board a written report that includes the proposed slate, the rules adopted by the committee, members present at the committee meeting, and recommendations for consideration for future committee meetings. This is typically reported at the November Board meeting. The slate must be presented to the Board before being presented to the membership.

Activity: This will be done.

PP 6.13.1(c): The chair shall receive and submit candidates' biographical information and other pertinent data. The suggested format includes Name, Institution and/or Organization, Work Experience, Education, Professional Involvement/Activities and Candidate Statement. This information shall be submitted to the Electronic Services chair to be posted on the website.

Activity: This will be done.

PP 6.13.3(a): The past president (chair) shall submit the recommendation of candidates to the Board in advance of the annual conference to allow notification to the membership at least thirty (30) days prior to the opening of electronic voting.

Activity: This will be done.

PP 6.13.3(b): The general election shall commence ten (10) calendar days prior to the initial business meeting and close at 3 pm (local time) on the last full day of the conference. The slate of candidates will be presented during the opening session. Each candidate is then introduced.

Activity: This is being revisited based on the recommendation of the 2011-12 SASFAA Nominations & Elections Committee. The following is an excerpt from the June 2012 Past President Transition Meeting report:

Nominations and Elections: Policy and Procedure 6.13.1

The chair shall receive and submit candidates' biographical information and other pertinent data. The suggested format includes Name, Institution and/or Organization, Work Experience, Education, Professional Involvement/Activities and Candidate Statement. This information shall be submitted to the SASFAA Newsletter Editor or Electronic Services chair to be posted on the website.

With the SASFAA Nine News blog being different than the Newsletter, it is my opinion that we dedicate a place on the website as was done this year for the Nominations and Elections Candidate biographical information.

Voting: *I think we need to re-examine the voting process. There are two options I believe SASFAA should think about. 1. Vote before the conference begins and announce the winners at the opening session 2. Vote only during the conference time and bring back the speeches to give new members of SASFAA a way to get to know the candidates a little better before casting their vote.*

There is a disadvantage to a candidate who may not be as visible at the conference as one who is currently serving on the Board or who is on the Conference Committee.

If we decide to keep the voting process the way it is, then reexamine the voting polls. Are they really necessary? If we determine they are, then make sure the Past State Presidents who are responsible for the polls do not have duties at the conference that will prevent them from fulfilling their Nominations and Elections duties.

Past President's Report Brad Barnett

Also if we decide to keep voting as it is, then we need to make sure we have a venue on Tuesday night to announce the Elected Officers.

Policy and Procedure 6.13.3

The past president (chair) shall submit the recommendation of candidates to the Board in advance of the annual conference to allow notification to the membership at least thirty (30) days prior to the opening of electronic voting.

The general election shall commence ten (10) calendar days prior to the initial business meeting and close at 3 pm (local time) on the last full day of the conference. The slate of candidates will be presented during the opening session. Each candidate is then introduced.

Access to electronic voting will be available on-site during posted times. SASFAA members will, after verification of membership status, be provided an opportunity to vote. Each paid member will have access to an electronic ballot containing the names of the candidates running for office. Provisions for write-in candidates will be available.

The electronic voting site shall be staffed continuously by members or designees of the nominations and elections committee during the posted times. The nominations and elections committee shall verify the election results. The secretary shall be in attendance except in the event that that individual is on the ballot or otherwise unavailable. If that occurs, the president shall designate a substitute.

The nominations and elections chair shall report the results of the election at a business session following completion of voting. Prior to that time, however, the president and each candidate will be contacted and informed of the election results.

PP 6.13.3(c): The nominations and elections chair shall report the results of the election at a business session following completion of voting. Prior to that time, however, the president and each candidate will be contacted and informed of the election results.

Activity: This will be done.

PP 6.2(a): Solicit nominations for outstanding, significant and meritorious contributions to the advancement of student financial aid.

Activity: This will be done.

PP 6.2(b): Make award recommendations to the Board.

Activity: This will be done.

PP 6.2(c): Provide an appropriate plaque to be presented to the recipient(s) at the annual conference, including honorary membership when the recipient ceases to meet membership eligibility requirements.

Activity: This will be done.

PP 6.7(a): Review monitor and evaluate each committee's annual goals as they relate to the long range plan and goals and objectives as approved by the Board of Directors.

Activity: Elected Officers and Committee Chairs should submit reports at each board meeting in the appropriate format, which requires an activity update for the applicable goals outlined in the 2012-13 Goals and Objectives document created by the SASFAA President.

PP 6.7(c): Ensure that the incoming Board of Directors has addressed recommendations as written in the GAP report as part of the annual planning cycle.

Activity: This should be done in the Goals and Objectives created by the SASFAA President.

Discussion

Even though SASFAA has a Nominations & Elections Committee, the Board should feel free to make recommendations to the committee regarding potential candidates for office and/or SASFAA Awards.

Past President's Report Brad Barnett

9.2.1 Distinguished Service Award

This is the highest honor bestowed by SASFAA. Individuals honored with a SASFAA Distinguished Service Award shall have made outstanding, significant, and meritorious contributions to the advancement of student financial aid or the profession. The awards committee, comprised of the elected officers of the Association, shall be charged to consider nominees and recommend them for consideration to the Board. Nominees must be approved by a two-thirds vote of Board members present and voting.

Each recipient shall be presented an appropriate plaque at the annual conference of the Association and shall be entitled to honorary membership in the Association when the recipient ceases to meet active membership eligibility requirements.

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 and Procedures Manual shall be automatically granted honorary membership. Past Presidents and SASFAA Distinguished 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.

NASFAA Regional Leadership Award

NASFAA bestows the NASFAA State and Regional Leadership Award on one notable individual in each region who:

- Exhibits high integrity and character
- Has shown creative leadership and has inspired and encouraged others to actively participate in professional development
- Has made outstanding contributions at the regional and state levels over a sustained period of time, and
- Supports the goals and objectives of NASFAA.

**Secretary/By Laws Committee Report
Sharon Oliver**

Summary of Activities

LRP 1.3.1, LRP 1.3.2, LRP 1.3.3, LRP 1.3.4 and LRP 1.3.5: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: Extended an invitation to all volunteers who demonstrated an interest to serve on the bylaws committee. The recommended committee members are diverse.

PP 5.6f: The By-Laws will reflect the mission, vision and purpose of the Association and support the viability of the organization.

Activity: The Secretary will serve as the chair of the bylaws committee. Committee members have been recommended.

PP5.6j: Distributes agendas developed by the President in advance of Board meetings.

Activity: The Secretary delivered the agenda for the August Board meeting prior to August 3, 2012.

PP5.6k: Sends appropriate cards and gifts to members and colleagues on behalf of the Association; maintains the seal.

Activity: The Secretary sent a sympathy card to Allison Beaver (FL), Cynthia Grant (GA) and Sharon Williams (AL). Birthday greetings were sent to board members for the month of July.

Discussion

The Secretary has worked with the board members to provide board reports for the August board meeting, verify attendees, transportation and room count. A reminder of key items for the month of July was provided on July 2, 2012. State Presidents please provide additional events for the 2012-13 Operational Calendar to the Secretary. As I celebrate my Class Reunion, I would like to personally thank Brad and Amy for their assistance with recording the minutes and updates to the P & P.

P and P Change Current

3.3.5 Stationary and Supplies

Stationary and supplies are the property of the Association and shall be used only for purposes of conducting Association business, as duly authorized by the Board. Unauthorized use of these properties shall be deemed as misrepresentation and illegal use of Association property.

Persons in possession of Association stationary or supplies shall promptly surrender or destroy such properties at the time the individual leaves office or the term of responsibility to the Association expires, when the stationary or supplies become obsolete or as otherwise directed by the president.

The following represents the standard stationary and supplies maintained by the Association:

- stationary listing the names and contact information of all officers of the Board and other persons identified by the president;
- name badges displaying the Association's logo;
- conference and membership registration forms;
- New Aid Officers' Workshop registration forms
- expense and financial reporting forms used by the treasurer, and
- note cards.

P & P Change Current

2.1 Attachment – Certificates of Exemption

Exemption status in the nine SASFAA states is as follows:

- Alabama - Not Exempt (Current state law prohibits)
- Florida – See certificate below
- Georgia - Not Exempt (Current state law prohibits)
- Kentucky - Not Exempt
- Mississippi - Not Exempt
- North Carolina – SASFAA pays the taxes and then files a claim with their IRS for a refund. This IRS form changes annually. The form completed for 2009 can be found at http://www.dornco.com/downloads/fillin/e585_webfill.pdf;
- South Carolina - Not Exempt (Current state law prohibits)
- Tennessee - See certificate below
- Virginia - Not Exempt (Current state law prohibits)

Treasurer's Report
Nancy T. Garmroth

Summary of Activities:

- LRP 4.1.1** Adhere to the practices outlined in the SASFAA Guide to Financial Management.
Activity: Periodically reviews the Guide to Financial Management to ensure adherence.
- PP 5.5a** Establishes and maintains financial accounts while receiving and disbursing monies of the Association.
Activity: Expense & travel claims and other bills paid. Deposits posted.
- PP 5.5b** Maintains adequate and appropriate records of receipts and expenditures.
Activity: Records and accounts maintained in Wild Apricot, Quickbooks, BB&T and investments.
- PP 5.5c** Pays the bills of the Association within thirty (30) days.
Activity: All bills paid upon receipt.
- PP 5.5d** Pays reimbursements to the members within fourteen (14) days; receives all payments to the Association including meeting registrations, membership dues, and sponsorship/exhibitor payments.
Activity: All reimbursements paid upon receipt. Payments for registrations, membership dues and sponsorships received and posted.
- PP 5.5e** Submits financial reports to the Board at each meeting and the annual business meeting.
Activity: Financial reports will be submitted to the Board at each meeting and at the annual business meeting.
- PP 5.5f** Prepares annual year-end financial statements as of June 30.
Activity: Financial reports maintained throughout the year, and year-end statements for 2011-12 completed.
- PP 5.5g** Arranges in coordination with the finance and audit chair for an annual independent audit of the financial records.
Activity: The 2011-2012 records will be given to the Budget & Finance Chair for review.
- PP 5.5h** Files IRS form 990 for the fiscal year by the prescribed deadline, currently November 15, and all financial reports in a proper and timely manner.
Activity: IRS form 990 will be filed timely as will the Georgia State return. All incorporation reports have been filed.
- PP 5.5i** Sets up master accounts and obtains credit for the Association as appropriate.
Activity: In Quickbooks, chart of accounts will be updated to include new lines and all investment accounts. Credit applications will be completed as needed, including 2013 conference.

Update Policies and Procedure – Appendix A

2.1 Attachment – Certificates of Exemption

Exemption status in the nine SASFAA states is as follows:

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- Mississippi - Not Exempt
- North Carolina – SASFAA pays the taxes and then files a claim with their IRS for a refund. This IRS form changes annually. The form completed for 2009 can be found at http://www.dornc.com/downloads/finlin/e585_webfill.pdf;
- South Carolina - Not Exempt (Current state law prohibits)
- Tennessee - See certificate below
- Virginia - Not Exempt (Current state law prohibits)

Recommended language for North Carolina:

North Carolina - SASFAA pays the taxes and then files a claim for a refund with the North Carolina Department of Revenue. The form can be found at www.dornc.com.

SASFAA, Inc.
Balance Sheet
As of August 1, 2012

	Total
ASSETS	
Current Assets	
Bank Accounts	
BB&T Checking	65,371.73
BB&T Savings	138,352.74
Edward Jones-Money Market	150,000.00
Fifth Third Checking (deleted)	0.00
Fifth Third Savings (deleted)	0.00
Suntrust-Money Market	220,036.50
Total Bank Accounts	\$ 573,760.97
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	\$ 0.00
Other Current Assets	
AMEX Centrn 3/19/12 1.25%	0.00
Capmark BK 7/16/12 2.65%	0.00
Charles Schwab (NASFAA)	154,175.76
Leaders BK 6/18/12 1.00%	0.00
Midfirst BK 7/16/12 2.60%	0.00
Undeposited Funds	0.00
Total Other Current Assets	\$ 154,175.76
Total Current Assets	\$ 727,936.73
TOTAL ASSETS	\$ 727,936.73
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	757,980.87
Retained Earnings	-42,003.52
Net Income	11,959.38
Total Equity	\$ 727,936.73
TOTAL LIABILITIES AND EQUITY	\$ 727,936.73

Wednesday, Aug 01, 2012 09:31:39 AM GMT-4 - Accrual Basis

“Pending Approval”

SASFAA, Inc.
Budget vs. Actuals: 2012-2013 Budget - FY13 P&L
 July 2012 - June 2013

	Actual	Budget	over Budget	% of Budget
Income				
01 Membership Dues	13,300.00	34,500.00	-21,200.00	38.55%
02 Professional Development	50.00	65,000.00	-64,950.00	0.08%
03 Annual Meeting		93,750.00	-93,750.00	0.00%
04 Vendors/Sponsors/Patrons		85,000.00	-85,000.00	0.00%
05 Advertising		15,000.00	-15,000.00	0.00%
07 Interest Earned	1,316.10	2,000.00	-683.90	65.81%
08 Miscellaneous Income		5,130.00	-5,130.00	0.00%
09 Transfer from Assets		10,000.00	-10,000.00	0.00%
Total Income	\$ 14,666.10	\$ 310,380.00	-\$ 295,713.90	4.73%
Expenses				
101 President	1,889.92	6,950.00	-5,060.08	27.19%
102 President-Elect	321.60	6,300.00	-5,978.40	5.10%
103 Vice President		4,500.00	-4,500.00	0.00%
104 Secretary		3,500.00	-3,500.00	0.00%
105 Treasurer		4,500.00	-4,500.00	0.00%
106 Past President		8,500.00	-8,500.00	0.00%
201 Membership		3,500.00	-3,500.00	0.00%
202 Electronic Services		7,500.00	-7,500.00	0.00%
203 Professional Advancement		74,000.00	-74,000.00	0.00%
204 Newsletter		2,000.00	-2,000.00	0.00%
205 Budget and Finance		4,500.00	-4,500.00	0.00%
206 Annual Meeting Program		130,000.00	-130,000.00	0.00%
207 Site Selection		2,200.00	-2,200.00	0.00%
210 Executive Board		27,130.00	-27,130.00	0.00%
211 President's Contingency		1,000.00	-1,000.00	0.00%
213 Advance Program Planning		500.00	-500.00	0.00%
214 2020 Committee		3,000.00	-3,000.00	0.00%
215 Prior Administration Bills		600.00	-600.00	0.00%
216 Legislative Relations	257.60	6,000.00	-5,742.40	4.29%
217 Long Range Planning		4,000.00	-4,000.00	0.00%
218 Vendor/Sponsor/Patron		2,200.00	-2,200.00	0.00%
224 Accounting Fees and Taxes		5,000.00	-5,000.00	0.00%
225 Online Payment Processing Fees	237.60	3,000.00	-2,762.40	7.92%
Total Expenses	\$ 2,706.72	\$ 310,380.00	-\$ 307,673.28	0.87%
Net Operating Income	\$ 11,959.38	\$ 0.00	\$ 11,959.38	
Net Income	\$ 11,959.38	\$ 0.00	\$ 11,959.38	

**Conference Committee Report
Paul Mittelhammer**

The conference committee membership invitations have been offered and await SASFAA Board approval. The following individuals have agreed to serve on the Conference Committee for 2012-2013.

State			College/ University
AL	Vickie	Adams	Jacksonville State University
FL	Nathan	Basford	Florida State University
GA	Mandy	Branch	University of Georgia
KY	Angela	Black	University of Louisville
MS	Nicole	Patrick	Mississippi University for Women
NC	Rachael	Cavenaugh	Cape Fear Community College
SC	Kimberly	White-Grimes	Trident Technical College
TN	Ryan	Smith	Bryan College
VA	Lisa	Tumer	James Madison University
LAC Co-Chair	Gary	Mann	Southern Polytechnic State University
LAC Co-Chair	Sarah	Baumhoff	Kennesaw State University
Board Members on Committee			
Site	Tracy	Misner	High Tech Center North
Vendor	Dewey	Knight	University of Mississippi
2020 Committee Chair	Em	McNair	Westwood University
2014 Conference Chair	Amy	Berrier	University of North Carolina @ Greensboro

The Conference Committee will meet Saturday, August 3 thru Monday, August 6 to plan the conference schedule, make assignments for activity to support the annual conference.

Progress on 2012-2013 Goals for Conference Committee.

**Budget and Finance
Marian Huffman**

Summary of Goals for 2012-2013

GAP 26 (11-12) Continue to use an outside account firm

Activity: It is the recommendation of the committee that we continue to use Mike Dunn as the accountant for SASFAA.

GAP 28 (11-12) & LRP 4.1.0 Zero based budgeting should be continued

Activity: A zero based budget was emailed to the board on July 16, 2012. It was requested that each individual review the budget and submit suggestions or concerns to the Budget and Finance Chair prior to the August board meeting. A zero based budget will be presented to the board for their approval during that meeting.

GAP 30 (11-12) A committee should be appointed to determine if it is possible to synch banking records and QuickBooks to avoid duplicate data entries.

Activity: The Budget and Finance Chair will a subcommittee to review the possibility of synching banking records and QuickBooks to avoid duplicate data entries.

GAP 31 (11-12) & LRP 4.1.5 Efforts should be made to ensure that reserves total 100% of the one year operating budget and contractual obligations should always be less than the total reserves.

Activity: As of June 30, 2011 SASFAA's assets totaled \$715,977. The 2012-2013 proposed budget at the time this report was written was: \$310,380 and the total contractual obligation was \$109,496.

GAP 32 (11-12) Stress to the entire board the responsibility and importance of working within an established budget.

Activity: During the August board meeting, the Budget and Finance Chair will remind all board members of their fiduciary responsibilities and encourage everyone to stay within their respective budgets as well as to submit the necessary documentation in a timely manner.

LRP 1.3.1, 1.3.2, 1.3.3 & 1.3.4 Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leaders while being fiscally responsible.

Activity: The proposed committee members consist of new and returning members, former treasurers and presidents as well as representing various states.

Marian Huffman – Lee University (TN) Chairperson
Heather Boutell – Bellarmine University (KY)
Tony Carter – UNC Charlotte (NC)
Sonja McMullen (TN)

LRP 1.4.6 Members who possess leadership aspirations and capabilities will be identified and developed for significant involvement within the Association. When fiscally possible provide a scholarship to award to a need-based student in order to recognize the leadership contributions of the SASFAA President. The scholarship will be awarded at the conclusion of the Past-President year.

Activity: The proposed 2012-2013 budget contains \$2000 for a need-based scholarship to be awarded by the Past President.

LRP 4.1.3 & PP 6.3-c Fiscal integrity will be ensured. Review the SASFAA Guide to Financial Management annually to ensure the continuity of sound financial practices.

Activity: The 12-13 Budget and Finance committee will be commissioned with review of the GFM. Any suggested changes will be presented to the board for their consideration.

PP 6.3 (a) The future financial stability of the Association is provided through careful and regular planning and evaluation. The President, treasurer and B&F chair will work together to develop a proposed budget which will be presented to the board in the August meeting.

Activity: The President, treasurer and B&F chair worked together to develop a proposed zero based budget. This was emailed to the board on July 16, 2012 and will be presented at the August board meeting.

PP 6.3 (f) Fiscal integrity will be ensured. The B&F Chair will recommend budget adjustments as appropriate to stay within the budget guidelines

Activity: Budgets will be monitored and adjustments will be proposed as needed.

PP6.3 (g) Fiscal integrity will be ensured. B&F 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.

Activity: The B&F chair has access to the online financial software and will keep electronic copies of the monthly reconciliation statement. Any investment statement that is received by the B&F chair will be scanned and email to the President, Treasurer and President-Elect.

PP6.3 (i) The future financial stability of the Association is provided through careful and regular planning and evaluation. The B&F Chair will work with the treasurer to ensure that all financial reports including tax returns are filed by the established deadline.

Activity: As of the date this report was written, the treasurer has submitted all necessary reports to Mike Dunn – SASFAA’s accountant. He will prepare the report and it will be submitted to the President for signature and filing by the established deadline.

PP 6.3-e Fiscal integrity will be ensured. The B&F Chair will work with the treasurer to reconcile and document daily cash transactions at the annual conference.

Activity: The B&F Chair will work with the treasurer to reconcile and document daily cash transactions at the annual conference.

**SASFAA, Inc.
Hotel Contracts**

Crowne Plaza Atlanta Perimeter at Ravinia – February 7 – 13, 2013 – Conference

Room Rate is \$119 per night

Tax is 12%

Cancellation provisions

365 or more prior = 40% of two peak guest room revenue \$39,984

271-364 days prior = 50% of two peak guest room revenue \$49,980

181-270 days prior = 60% of two peak guest room revenue \$59,976

91-180 days prior = 80% of two peak guest room revenue \$79,968

0-90 days prior = 100% of two peak guest room revenue \$99,960

Total liability as of August 2012: Liability charges based on individual contracts and timing \$59,976

Hyatt Regency Jacksonville Riverfront – February 13 – 19, 2014 – Conference

Room Rate is \$159.00

Tax is 14.13%

Complimentary Rooms and Concessions

- Meeting space complimentary
- One room night for 40 occupied rooms
- One presidential suite and one connecting bedroom
- Thirteen upgraded rooms to Premier Kings
- Fifteen complimentary VIP welcome amenities
- Complimentary use of hours fitness center for all guests
- Complimentary meeting room rental
- Two VIP roundtrip airport transfers
- A 10% discount will be extended on all F&N based upon 2012 pricing
- Two planning meeting of two days will be extended at any time preceding the convention at a reduced room rate of \$125
- One Board meeting of two days at any time preceding the convention at a reduced room rate of \$125
- Complimentary use of 24 hour business center
- Complimentary guest room internet for all guests
- Discounted self-parking at \$10 per day
- Ten complimentary self-parking passes
- Hotel will coordinate with Visit Jacksonville Sponsor offer of \$3.00 per room rebate to the Association
- Meeting planner points to designated by the association (\$50,000)
- 15% discount will be extended on AV
- Five rooms at 50% discount from the group rate – “Staff Rate”

Cancellation Provisions

The fee is a percentage of the two peak nights guest room revenue. Multiply the number of rooms blocked on the two peak nights (350 rooms x 2 nights x rate \$159) by the following schedule

365 days - signed date – 40% of anticipated revenue = \$44,520

364-271 days – 50% of anticipated revenue = \$55,650

270 – 181 – 60% of anticipated revenue = \$66,780

180 days - 91 days - 80% of anticipated revenue = \$89,040

90 days - 0 days - 100% of anticipated revenue = \$111,300

Total liability as of August 2012: Liability charges based on individual contracts and timing \$44,520

Sheraton Greensboro Hotel at Four Seasons – February 5-10, 2016 - Conference

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

Room Rate is \$137 per night

Tax is 12.75%

70% of 1018 guest room commitment = 712 room nights (\$97,544)

Room Rental Fee is \$25,635. This will be offered complimentary if 70% of attrition clause is met.

Exhibit Space Rental: \$225.00 per day for labor charges.

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

- One complimentary room-night for every fifty occupied, revenue-producing guest room nights
- One complimentary Executive Parlor with both connecting rooms
- 10 upgraded rooms if available
- Complimentary Internet Services throughout the hotel to all hotel guest
- Complimentary Parking

Cancellation provisions

Signing date – 1096 days – one sum of \$5000.00

1095-730 days – 25% of anticipated revenue

729-366 days – 50% of anticipated revenue

365 – 181 – 65% of anticipated revenue = \$63,404 + 25,635

180 days - 91 days - 75% of anticipated revenue = \$73,158 + \$25,635

90 days - 0 days - 100% of anticipated revenue = \$97,544 + 25,635

Total liability as of August 2012: Liability charges based on individual contracts and timing \$5,000

Total liability as of June 1, 2011: Liability charges based on individual contracts and timing \$109,496

SASFAA, Inc. Investments as of June 30, 2012

BB&T Checking	\$54,728.45
BB&T Savings	\$37,036.64

Edward Jones Money Market	\$150,000.00
SunTrust Money Market	\$220,036.50
Charles Schwab/NASFAA	\$154,175.76

Capmark CD	\$50,000.00
Midfirst CD	\$50,000.00

Total Assets \$715,977.35

SASFAA, Inc. Inventory as of June 30, 2012

The following items are held by the treasurer.

Sharp EL-1750V Calculator

HP Photosmart 5514 Combo print/copy/scan/web

CN1BK320Q3

2012-2013 SASFAA Budget Possibilities

July 2012 - June 2013

	2010- 2011 Actual	2011- 2012 Budget	2011- 2012 Actual	2012-2013 Proposed Budget Budget	Comments
Income					
01 Membership Dues	36,810.00	31,500.00	39,200.00	34,500.00	985 @ \$35 + \$25
02 Professional Development	74,645.00	60,000.00	85,225.00	65,000.00	98@650, 26@50
03 Annual Meeting	115,200.00	100,000.00	121,250.00	93,750.00	375@250
04 Vendors/Sponsors/Patrons	54,019.95	55,000.00	62,854.40	85,000.00	
05 Advertising	18,630.05	20,000.00	16,270.60	15,000.00	
07 Interest Earned	8,632.98	8,500.00	4,790.51	2,000.00	No interest will be recognized from \$300,000
08 Miscellaneous Income	4,375.33		2,158.33	5,130.00	
09 Transfer from Assets					
10 Tax refunds		11,407.00	10,970.21		
11 Dividends Earned			3,060.87		
12 Capital Gains			1,469.74		
10 Tax refunds Prior Year planned 50th Anniv. (#227)				10,000.00	
Total Income	\$ 312,313.31	\$ 286,407.00	\$ 347,249.66	\$ 310,380.00	
Expenses					
101 President	6,190.84	8,050.00	7,522.95	6,950.00	
102 President-Elect	5,560.91	8,550.00	5,333.20	6,300.00	Reduced due to no NASFAA travel
103 Vice President	2,061.37	4,850.00	3,063.83	4,500.00	
104 Secretary	2,243.65	3,600.00	2,618.75	3,500.00	
105 Treasurer	2,268.82	4,800.00	3,709.72	4,500.00	
106 Past President	5,228.75	6,700.00	5,865.65	8,500.00	Added \$2000 Scholarship
201 Membership	2,998.74	4,050.00	2,013.92	3,500.00	
202 Electronic Services	7,911.70	9,500.00	8,197.48	7,500.00	
203 Professional Advancement	53,839.69	60,000.00	59,730.68	74,000.00	\$10,000 for NAOW planning meet
204 Communications and Outreach	835.92	1,700.00	0.00	2,000.00	
205 Budget and Finance	2,527.66	4,600.00	3,499.39	4,500.00	
206 Annual Meeting Program	82,470.40	100,000.00	87,761.74	130,000.00	\$10,000 for extra conf. comm. Meet, \$5000 for Conf. Reg. Goodie
207 Site Selection	1,173.62	2,400.00	454.35	2,200.00	
210 Executive Board	20,513.30	35,257.00	26,256.86	26,330.00	
211 President's Contingency	2,095.00	1,000.00	265.13	1,000.00	
212 Lender/Agency Liaison	292.54				
213 Advance Program Planning	111.36	500.00	0.00	500.00	
214 2020 Committee	90.80	3,350.00	1,725.77	3,000.00	
215 Prior Administration Bills		1,000.00	680.98	600.00	
216 Legislative Relations	317.50	4,450.00	3,749.54	6,000.00	adding \$4250 for DC visits vs. 10-11 budget
217 Long Range Planning	695.79	2,150.00	1,705.74	4,000.00	
218 Vendor/Sponsor/Patron	1,337.04	2,400.00	1,955.52	2,200.00	
219 Special Projects	565.64				

224 Accounting Fees and Taxes	3,560.00	5,000.00	4,871.51	5,300.00
225 Online Payment Processing Fees	2,071.61	2,500.00	3,061.23	3,500.00
226 Contractual Obligations	-2,838.94			
227 50th Anniversary for 12-13		10,000.00		
Total Expenses	204,123.71	286,407.00	234,043.94	310,380.00
Net Operating Income	108,189.60	0.00	113,205.72	0.00
Net Income	108,189.60	0.00	113,205.72	0.00

SASFAA Financial Historical Review

	2012-2013 Draft Budget								
		Final 11-12	Final 10-11	Final 09-10	Final 08-09	Final 07-08	Final 06-07	Final 05-06	Final 04-05
INCOME									
Membership Dues	34,500.00	39,200.00	36,810.00	24,290.00	28,675.00	38,510.00	39,060.03	36,082.39	39,710.00
Professional Development	65,000.00	85,225.00	74,645.00	65,295.00	57,625.00	77,569.00	97,770.96	100,770.95	106,108.78
Annual Meeting	93,750.00	121,250.00	115,200.00	86,200.00	90,505.00	132,015.00	154,734.70	141,664.29	161,173.26
Vendor/Sponsors/Patrons	85,000.00	62,854.40	54,019.95	52,447.78	78,451.67	131,165.00	148,211.57	179,757.01	169,524.42
Advertising	15,000.00	16,270.60	18,630.05	17,452.22	25,547.33	30,380.00	46,540.00	52,035.63	39,654.37
Interest Income	2,000.00	4,790.51	8,632.98	14,277.92	26,507.81	30,190.52	28,868.03	22,170.47	17,559.76
Miscellaneous Income	5,130.00	17,659.15	4,375.33	0.28	7,638.33	3,480.07	12,809.69	2,042.19	116.00
Balance Forward			0.00				-	-	
Deposit of Funds from Reserve	10,000.00						-	25,000.00	
Total Income	\$310,380.00	\$ 347,249.66	312,313.31	\$ 259,963.20	314,950.14	443,309.59	527,994.98	559,522.93	533,846.59
EXPENSES									
President	6,950.00	7,522.95	6,190.84	7,571.80	12,631.30	9,498.09	9,067.71	8,993.60	5,794.05
President-Elect	6,300.00	5,333.20	5,560.91	7,314.43	9,511.35	10,474.96	8,310.74	4,587.03	5,881.60
Vice President	4,500.00	3,063.83	2,061.37	1,609.27	2,341.95	2,860.76	4,332.57	1,182.25	973.31
Secretary	3,500.00	2,618.75	2,243.65	4,104.82	4,391.53	4,029.53	3,437.73	3,164.79	2,848.46
Treasurer	4,500.00	3,709.72	2,268.82	2,429.03	4,679.08	2,784.85	4,530.32	5,713.33	6,615.80
Past President	8,500.00	5,865.65	5,228.75	8,366.59	7,400.59	7,306.88	6,714.89	2,717.20	4,772.68
Membership	3,500.00	2,013.92	2,998.74	3,075.57	4,188.35	5,664.42	3,131.80	2,915.67	2,360.57
Electronic Services	7,500.00	8,197.48	7,911.70	9,430.02	9,466.26	12,202.53	7,349.63	7,728.72	7,411.51
Professional Adv	74,000.00	59,730.68	53,839.69	53,467.13	68,858.68	97,703.66	105,438.32	98,865.83	123,431.51
Newsletter	2,000.00		835.92	1,775.88	2,290.23	2,904.74	1,715.19	1,946.42	1,803.43
Budget and Finance	4,500.00	3,499.39	2,527.66	5,480.47	4,648.91	6,525.06	3,336.52	1,738.41	1,890.18
Annual Meeting Program	130,000.00	87,761.74	82,470.40	178,011.07	159,985.87	279,902.29	218,793.44	192,743.77	265,028.38
Site Selection	2,200.00	454.35	1,173.62	2,092.93	2,055.66	1,137.04	711.91	1,085.10	1,064.86
Nominations and Elections					-	-	4,764.16	4,156.95	3,339.00
Executive Board	26,330.00	26,256.86	20,513.30	37,292.60	34,211.89	46,323.92	40,384.24	35,929.63	47,319.92
President's Contingency	1,000.00	265.13	2,095.00	967.57	1,149.00	2,500.46	3,401.45	1,198.44	1,092.87
Lender/Agency Liaison			292.54						
Advance Program Planning	500.00		111.36	309.09	676.71	3,817.55	139.68	44.09	465.82
2020 Committee	3,000.00	1,725.77	90.80	2,423.50	4,428.79	1,824.44	12,554.44	8,829.56	5,143.46
Prior Administration Bills	600.00	680.98	0.00	219.41	-	754.00	9,474.57	6,360.44	20,028.79
Legislative Relations	6,000.00	3,749.54	317.50	1,765.11	2,094.73	2,777.43	2,215.56	2,717.77	715.36
Long Range Planning (includ	4,000.00	1,705.74	695.79	7,832.40	2,024.04	1,982.64	2,666.42	33,029.22	7,532.52

SASFAA Financial Historical Review

	2012-2013 Draft Budget	Final 11-12	Final 10-11	Final 09-10	Final 08-09	Final 07-08	Final 06-07	Final 05-06	Final 04-05
EXPENSES CONT.									
Legislative Relations	6,000.00	3,749.54	317.50	1,765.11	2,094.73	2,777.43	2,215.56	2,717.77	715.36
Long Range Planning (includ	4,000.00	1,705.74	695.79	7,832.40	2,024.04	1,982.64	2,666.42	33,029.22	7,532.52
Vendor/Sponsor/Patrons	2,200.00	1,955.52	1,337.04	1,863.02	3,127.89	3,929.15	4,491.42	2,970.46	1,045.56
Special Projects			565.64		34,600.93	13,619.70	34,006.20	2,997.25	1,646.43
Computer Hardware/Software					-	-	710.80	437.74	
Purchase of CD					-	-	-	25,000.00	
Leadership Development					-	-	5,049.99	-	
Accounting Fees and Taxes	5,300.00	4,871.51	3,560.00	4,441.00	3,477.00	7,175.67	18,107.87		
Contractual Obligations ***			-2,838.94	41,343.17					
Online Payment Processing	3,500.00	3,061.23	2,071.61	1,829.25	1,904.27	2,407.01	-	-	
50th Anniversary (12-13)									
Sub-total Expense	\$310,380.00	\$ 234,043.94	\$ 204,123.71	\$ 385,015.13	380,145.01	530,106.78	514,837.57	457,053.67	518,206.07
Net Income	\$0.00	\$113,205.72	108,189.60	(125,051.93)	(65,194.87)	(86,797.19)	13,157.41	102,469.26	15,640.52
Holdings as of June 30									
Checking		54,728.45	78,724.23	21,325.94	4,758.97	21,408.63	20,605.40		
Savings		37,036.64	86,187.53	22,472.80	63,859.85	65,499.39	150,509.91		
Investments		620,036.50	443,808.82	452,941.62	555,000.00	600,000.00	600,000.00	525,000.00	
Total Assets	\$0.00	\$ 711,801.59	608,720.58	496,740.36	623,618.82	686,908.02	771,115.31	525,000.00	
Additional Information									
Membership		1133	1065	933	1213	1582	1591	1573	1540
Conference Numbers		495	475	361	412	690	918	867	969
Conference City	Atlanta GA Greensboro NC	Jacksonville FL	Louisville KY	Mrytle Beach SC	Crystal City VA	Nashville TN	Greensboro NC	Atlanta GA	
President	Jeff Dennis	Brad Barnett	Sandy Neel	Keith Reeves	Heather Boutell	anne Masterson	Brent Tener	Guy Gibbs	Janet Sain
Treasurer	Nancy Garmroth	lancy Garmroth	Jeff Dennis	Jeff Dennis	Terri Parchment	Terri Parchment	Heather Boutell	Heather Boutell	Lester McKenzie
*as of June 5, 2012									

7.5 NASFAA Board of Directors Meetings

Prior to the 2013-2014 NASFAA year, 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 serving 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).

Proposed P & P Change

7.5 NASFAA Board of Directors Meetings

The SASFAA immediate past president shall serve as a member of the NASFAA Board of Directors. The president 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 immediate past president to serve as a member of the NASFAA Board of Directors, the president, if eligible, shall serve as the SASFAA representative to the NASFAA Board of Directors.

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

As a voting member of the NASFAA Board, NASFAA shall cover travel expenses for the 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).

Current P & P

10.6.4 Travel to NASFAA

a. Annual Conference:

SASFAA shall cover all expenses outgoing president-elect who serves as an observer to the final NASFAA Board meeting of the 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 2013-2014 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. SASFAA will not cover any cost associated with attending the annual conference. Beginning with the 2013-2014 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.

c. 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.

Proposed P & P Change

10.6.4 Travel to NASFAA

a. Annual Conference:

SASFAA shall cover all expenses outgoing president who serves as an observer to the final NASFAA Board meeting of the year. All travel expenses for NASFAA board meeting and NASFAA Conference (transportation, conference registration, hotel and meals) are paid by SASFAA.

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 Past President who serves as a voting member on the NASFAA board. SASFAA will not cover any cost associated with attending the annual conference.

c. 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.

Amy Berrier Legislative Relations

GAP 13: Continue to have joint legislative advocacy with other regions

Activity: Co-Chair Legislative Event in October and February with EASFAA. October - Legislative Briefing and February - Joint Capitol Hill Visits. Continue to participate in NASFAA Regional Federal Issues Committee Conference Calls.

LRP1.3.1: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: Appoint state representatives to the SASFAA Legislative Relations Committee with inclusiveness in mind. This also is contingent upon State Presidents reflecting inclusiveness in their selection of State Legislative Relations Chairs.

LRP1.3.2: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: Work with State Presidents to identify state Legislative Relations Chairs and Agency Representatives to the SASFAA Legislative Relations Committee. Also include any other SASFAA members who volunteered and have an interest in legislative affairs.

LRP 1.3.3: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: It is imperative that the SASFAA Legislative Relations Committee have adequate representation from each of the 9 states. This committee can do the work needed via email and conference call when necessary. Meet during the SASFAA 2013 Annual Conference if necessary with those already in attendance at the conference.

LRP 1.3.4: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: Keep in mind inclusiveness as committee members are selected. This also depends on the State Presidents to choose a mix of new and returning individuals to the State Legislative Chair positions.

LRP 1.3.5: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: This committee will not need to meet in person unless we choose to do so at the Annual Conference with those members already in attendance at the conference. Our work can be done via email and conference call most of the time.

LRP 2.1.1: Facilitate alliances between and among various sectors and members of the financial aid community.

Activity: Select SASFAA Legislative Relations Committee members keeping inclusiveness in mind. This depends on State Presidents to do so as well as they select state Legislative Relations Chairs. Respond to all inquiries and concerns from SASFAA members representing different sectors and agencies and notify the Board/Committee as needed when concerns arise. Work with committee members to assist at Association functions and participate as moderators and session presenters when necessary.

LRP 2.2.2: Apprise members of legislative issues affecting the profession, educate members of alternative approaches, encourage involvement on issues and advocate positions when reasonable consensus exists.

Activity: Alerts and legislative information are forwarded to the SASFAA listserv for members. Keep membership apprised of Board activity and advocacy. When the need arises for communication from individual members, alert the membership via the listserv on how to do so.

PP 6.0a: The advice and assistance provided to the Board of Directors by committee chairs are such that the goals of the Association are readily accomplished, future leadership is developed, and board activities remain fiscally responsible.

Activity: Adhere to the Long Range Plan, the Bylaws, the GAP report, and the Mission of SASFAA when providing updates, participating in advocacy, and keeping members apprised of important legislative information.

PP 6.0b: Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.
Activity: This will be done on a continuous basis considering the fact that legislative information is very time sensitive.

Amy Berrier
Legislative Relations

PP 6.0c: Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity: prepare and submit board reports to the Secretary by the published deadline, including any necessary action items.

PP 6.0d: Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity: Continue to submit GAP report by the deadline of April 1st.

PP 6.0e: Fiscal integrity will be ensured.

Activity: Comply with the Legislative Relations budget approved by the 2012-2013 Executive Board

PP 6.0g: Maintain the records of the Association.

Activity: Provide copies of board reports, expense vouchers, advocacy information, etc. as necessary to the 2013-2014 SASFAA Legislative Relations Chair

PP 6.8(a): Apprise members of legislative issues affecting the profession, educate members of alternative approaches, encourage involvement on issues and advocate positions when reasonable consensus exists

Activity: Alerts and legislative information are forwarded to the SASFAA listserv for members. Keep membership apprised of Board activity and advocacy. When the need arises for communication from individual members, alert the membership via the listserv on how to do so.

PP 6.8(b): Apprise members of legislative issues affecting the profession, educate members of alternative approaches, encourage involvement on issues and advocate positions when reasonable consensus exists

Activity: Keep in mind inclusiveness as committee members are selected. Make sure that sectors are adequately represented. This also depends on the State Presidents to choose a mix of new and returning individuals to the State Legislative Chair positions.

PP 6.8(d): Apprise members of legislative issues affecting the profession, educate members of alternative approaches, encourage involvement on issues and advocate positions when reasonable consensus exists

Activity: Publish information via the listserv and/or SASFAA Nine News information regarding legislative issues or regulatory proposals. Provide deadline and contact information to appropriate party for response

PP 6.8(i): Apprise members of legislative issues affecting the profession, educate members of alternative approaches, encourage involvement on issues and advocate positions when reasonable consensus exists

Activity: Alerts and legislative information are forwarded to the SASFAA listserv for members. Keep membership apprised of Board activity and advocacy. When the need arises for communication from individual members, alert the membership via the listserv on how to do so.

PP 6.8-c: Apprise members of legislative issues affecting the profession, educate members of alternative approaches, encourage involvement on issues and advocate positions when reasonable consensus exists

Activity: Communicate with state legislative relations chairs for selection to the SASFAA Legislative Relations Committee. Continue to participate in the NASFAA Regional Federal Issues Committee Conference Calls. Continue to communicate with NASFAA President and Policy Department to ensure that the states/SASFAA region is working together as necessary.

PP 6.8-e: Apprise members of legislative issues affecting the profession, educate members of alternative approaches, encourage involvement on issues and advocate positions when reasonable consensus exists

Activity: Continue to respond to Congressional representatives as necessary with President and SASFAA Executive Board. Respond to inquiries from NASFAA, States, Congressional representatives, and other entities as necessary.

Site Selection Tracy Misner

Contract Status

Crown Plaza Ravinia Feb. 2013 – SASFAA currently has no attrition built into the room block. Paul Mittlehammer and I are meeting with the Sales Manager on August 3 to address this issue – will provide update.

Hyatt Jacksonville 2014 – Have spoken with Mr. Bruce Lacey at the Hyatt to discuss the possibility of adding some attrition into the contract. This is SASFAA's final IMN contract.

2015 – Have been in contact with Seph Anderson who forwarded a proposal from the Peabody in Memphis. Currently working with Betsy Wilson in the Peabody sales office and plan site early Fall.

Sheraton Greensboro 2016 – Reviewed contract with Brad, 30% attrition on room block. Good contract.

Transition Meeting 2013

I will present three proposals from the St. Petersburg/Clearwater area. Properties include: Don Cesar, Tradewinds, and the Marriot Clearwater Suites.

Board Meetings

August 2012 - Arrangements have been finalized for the August meeting at the Crown Plaza Marriott. This has been a great team effort. A big thanks to Paul, Sharon and Jeff.

November 2012 – The dates are November 9-11, 2012 at the Great Wolf Lodge in Concord. Thanks to Casey Wallen for setting this up.

**Sponsorship Chair's Report
Dewey Knight**

Summary of Activities

LRP 1.3.1: Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.

Activity: As a committee of one, this is not applicable. Going forward, will work with President-Elect to determine successor so that individual can shadow all activities of the current Sponsorship Chair.

LRP 1.3.2: Ensure that committees with broadly-defined responsibilities such as legislative relations, professional development, and annual conference include at least one representative from each state in the region. Discuss appointments with the current state presidents at the time of selection.

Activity: As a committee of one, this is not applicable. Going forward, will work with President-Elect to determine successor so that individual can shadow all activities of the current Sponsorship Chair.

LRP 1.3.3: Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

Activity: As a committee of one, this is not applicable. Going forward, will work with President-Elect to determine successor so that individual can shadow all activities of the current Sponsorship Chair.

LRP 1.3.4: Ensure that the committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of returning and new members to assure the continuity of committee business and development of future leadership.

Activity: As a committee of one, this is not applicable. Going forward, will work with President-Elect to determine successor so that individual can shadow all activities of the current Sponsorship Chair.

LRP 1.3.5: Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

Activity: Execute as stated.

**Sponsorship Chair's Report (Cont.)
Dewey Knight**

LRP 2.1.1: Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity: Execute as stated.

PP 6.0a: Develop goals and objectives in keeping with committee/liaison charges, the bylaws, the mission statement and long-range plan and in consideration of the recommendations of the governance and planning committee.

Activity: Execute as stated.

PP 6.0b: Submit articles to the Communication and Outreach Chair and/or Electronic Services Chair information for the website and SASFAA Nine News

Activity: Execute as stated.

PP 6.0c: Prepare and submit reports to the secretary and make reports and submit action items at Board meetings.

Activity: Execute as stated.

PP 6.0d: Submit by April 1 an end-of-the-year (GAP) report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities.

Activity: Execute as stated.

PP 6.0e: Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with guidelines outlined in the Guide to Financial Management.

Activity: Execute as stated.

PP 6.0g: Forward to their successors all pertinent records and reports by August 1 and in the event of a committee chair's resignation or removal from office, all records must be submitted to the successor or to the Association secretary, as appropriate, within 30 days.

Activity: Execute as stated.

PP 6.16(1): Each sponsor will be provided with a directory of attendees.

Activity: Work with the Electronic Services Chair and Membership Chair to ensure accurate and timely information is available via SASFAA Web site.

PP 6.16(2): Review the policies affecting sponsorship and make recommendations when appropriate.

Activity: Execute as stated

PP 6.16(3): A reception or some form of public recognition to honor the contributions of the sponsors, by category, will occur during the annual conference and will be coordinated by the sponsorship and conference chairs after consulting with the president.

Activity: In collaboration with the President, Secretary and Conference Chair, ensure this task is executed in accordance with current regulations and the P&P.

PP 6.16(a): Develop materials and brochures for potential contributors.

Activity: Update the Sponsorship section of SASFAA Web site.

Sponsorship Chair's Report (Cont.) Dewey Knight

PP 6.16(b): Identify activities and events for sponsorship opportunities including SASFAA Nine News and directory advertisements, the annual conference, the New Aid Officers' Workshop, other training events.

Activity: In collaboration with the President, Communication and Outreach Chair, Conference Chair, and Workshop Chairs execute as stated.

PP 6.16(d): Serve as the liaison to the conference committee for sponsorship needs and effective use of exhibitor spaces.

Activity: Execute as stated.

PP 6.16(f): Review and recommend, with assistance from the budget and finance chair, the standard advertising rates as well as any discounts offered to sponsors.

Activity: Execute as stated.

PP 6.16(h): Contract with a drayage company and design an exhibitor floor plan for the conference.

Activity: Solicit bids from potential drayage companies via RFP process. Work closely with Conference Chair and Site Selection Chair as well as conference hotel's event manager to ensure exhibit space at annual conference exceeds expectations.

PP 6.16(i): Electronically mail special instructions regarding exhibit space and storage of materials to exhibitors in advance of the conference.

Activity: Execute as stated.

PP 6.16(j): Coordinate all vendor and sponsor activities and benefits.

Activity: Execute as stated.

PP 6.16-c: Prepare and mail solicitations of sponsorship opportunities to potential sponsors.

Activity: Execute as stated.

PP 6.16-e: Recognize publicly the contributions of all sponsors.

Activity: Execute as stated.

Discussion

Presented at the Transitional Board Meeting in June, 2012, proposed revisions to P & P related to Sponsorship and Advertising. Proposed revisions included clarification of the “requirement” that each sponsor’s representative be members of SASFAA, changes in sponsorship packages and pricing, and changes needed due to the elimination of the Newsletter and the advent of the *SASFAA Nine News* blog.

The proposed revisions were approved and made a part on the P & P (dated June 15, 2012).

At June, 2012, Board Meeting I requested state presidents to provide information with respect to their state association’s most current sponsorship pricing and policies, total number of members, number that attended their most recent conference, and the number of exhibitors at their most recent conference. As of the submission of this report, I have received information from FASF AA, MASFAA, NCASF AA, SCASF AA, and VASF AA.

At the August, 2012, Board meeting will meet with hotel personnel and the Conference Chair about exhibitor space and other matters related to exhibitors at 2013 Annual Conference. Names for sponsorship packages A, B, and C will need to be determined at August Board meeting.

RFP for Drayage Services will be released by August 31, 2012.

SASFAA Web site will be updated with exhibitor information for 2013 Annual Conference by September 15, 2012.

Solicitation for sponsorship and advertising will commence September 15, 2012.

Membership Committee Report Deborah H. Clark

GAP 10 (11-12): Develop a mentoring program specifically targeting new members in the association that attended the New Aid Workshop

Activity: Randomly assigned 5-6 NAOW attendees to each member of the Executive Board

GAP 8 (11-12): Reach out to those persons who have not renewed their membership from one year to the next to see why they did not renew and what SASFAA could do to encourage

Activity:

GAP 9 (11-12): Review the most recent membership survey and incorporate any ideas that came forward about membership

Activity: In an effort to determine when the last Membership survey was conducted, the Chair contacted the Membership Chair from 3-4 years ago.

Activity:

LRP 1.3.1: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity:

LRP 1.3.2: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity:

LRP 1.5.1: The membership of the Association should represent the composition of financial aid professionals in the region.

Activity: A member from each SASFAA state has been invited to join the 12-13 Membership Committee.

LRP 2.1.1: Facilitate alliances between and among various sectors and members of the financial aid community.

Activity:

PP 6.11(1): Maintain the records of the Association.

Activity:

PP 6.11(3): Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity: The availability of the online membership form/process was announced to solicit membership dues on July 30, 2012. A thank you blast was sent to the 384 members who renewed by July 31, 2012, which included a note to mark calendars for the 50th annual conference in February 2013.

PP 6.11(5): Provide a list of conference registrants to conference sponsors upon request, to include: first name, last name, title, institution, street address, city, state, zip, email address, and institution type.

Activity:

PP 6.11(7): Download the membership list to a personal computer on a periodic basis (twice a year at minimum) and maintain the most recent copy until the next download occurs.

Activity:

PP 6.11(8): On June 30 download the membership list to an Excel spreadsheet and send it to the SASFAA Secretary to be archived with that year's SASFAA information

Activity:

SASFAA Mentees for Executive Board Members

Jeff Dennis (President)

Melissa S. Smallwood, James Madison University
Stephanie Green, University of Mississippi-Medical Center
Brenda L. Johnston, Chattanooga State
Theron K. Martin, Georgia State University
Beth Moses, Birmingham-Southern College

Brad Barnet (Past President)

Janice L. Waugh, Robert & Janice McNair Educational Foundation
Darwin R. Hadrack, Fayetteville State University (DNA)
LaQuita Jones, John Tyler Community College
Martha I. Martinez, Aquinas College
Vonda L. Mullino, Fayetteville State University (DNA)

Zita Barea (President-Elect)

Kelly H. Wilkerson, Georgia Gwinnett College

Lawana J. Haynes, Georgia Gwinnett College
Sandra Jones, Fayetteville State University
Yvonne Williams, Furman University
Sharon K. Marzola, St. Petersburg College

Mike Reynolds (Vice President)

Shana C. Smith, James Madison University
Laura E. Murphy, Clemson University
Linda J. Patel, Central Piedmont Community College
Priscilla E. Randolph, John Tyler Community College
Kayla L. Sergent, Eastern Kentucky University

Sharon Oliver (Secretary)

Davita L. Weary, University of Mississippi-Medical Center
Misty J. Byington, Northeast State Community College
Araceli Cruz, St. Petersburg College
Christine M. Fowler, Mercer University-Atlanta
Zoe E. Hickerson, Augusta State University

Nancy Garmroth (Treasurer)

Philip L. Wilkerson, Northern Virginia Community College
Rebecca C. King, Eastern Kentucky University
Toyann D. Mason, Mercer University-Macon
Victoria I. Musheff, Citadel (The)
Mikki A. Pazman, Gulf Coast Community College

SASFAA Mentees for Executive Board Members

Keith Reeves (Awards)

Sherry T. Whitaker, Mountain Empire Community College
Lisa M. Holder, Georgia Highlands College
Sarah N. King, Northern Virginia Community College
Andrea N. McCoy Garrett, Southwestern Community College
Vanessa Napier, Mercer University-Macon

Marion Huffman (Budget/Finance)

Ingrid S. Stewart, Triviss Technical Center (DNA)
Adam Penninger, Central Piedmont Community College
Sonya C. Richardson, Vance-Granville Community College
Geneva Shaw, John Tyler Community College
Leslie D. Rhaney, St. Petersburg College

Paul Mittlehammer (Conference)

Yvonne Williams, Furman University
Sha'Kia D. Boggan, Norfolk State University
Rachel Foster, University of Louisville

Cassie S. Forbes, Mayland Community College
Michael E. Flora, Virginia Polytechnic Institute

Em McNair (20/20)

Acacia L. Sturdivant, Alabama A&M University
Judi H. Norwood, Georgia Highlands College
Kamina Perdue, University of Alabama-Birmingham
Elizabeth A. Romagni, Southwest Tennessee Community College
Kendra L. Shaw, St. Petersburg College

Jane Moore (Electronic Services)

Kelly Werner, Columbia International University
Erroll E. Paden, Georgia Institute of Technology
Latoya S. Franklin, Southwest Tennessee Community College
Michael K. Rumsey, Southern Adventist University
Virginia K. Phillips, Clemson University

Amy Berrier (Legislative)

Linda M. Wendel, University of South Carolina Regional Campuses
Jasmine E. Taylor, Furman University
Paula Whitaker, Brewton-Parker College
Dorothy L. Fultz, Fayetteville State University
Catherine Hyde, Santa Fe College

Deborah Clark (Membership)

Katherine M. Wilson, Jefferson College of Health Sciences
Megan L. Garrison, Midway College
Suzanne Jabaley, North Georgia College & State University
Martha M. Lewis, Columbia International University
Benjamin J. Miller, University of North Carolina- Charlotte

SASFAA Mentees for Executive Board Members

Traci Misner (Site Selection)

Ashley N. Swing, Wake Technical Community College
Hillary M. Olivier, Oxford College of Emory University
Erin Phillips, Central Piedmont Community College
Diadra Rountree, Augusta State University
Aireyll D. Simmons, North Georgia College & State University

Dewey Knight (Sponsorship)

Robert Wetherbee, Ridge Technical Center
Penny H. Gindlesperger, Milligan College
Margaret A. Jaronski, Virginia Polytechnic Institute
Carol O. Lopez, Southern Adventist University
Sandra N. Moore, Sentara Healthcare

(Communication/Outreach)

Martha H. Todd, Forsyth Technical Community College
Christine Gomez, Emory University
Jarrel T. Johnson, Emory University
Lana C. Mangum, Wake Technical Community College

Kesha N. Morrow, Norfolk State University

Sharon Williams (AL Pres)

Naona J. Wood, Wake Technical Community College
Stephen L. Adcock, Enterprise -Ozark Community College
Lauren A. Bennett, Clemson University
David N. Brookshire, Appalachian School of Law
Rocky S. Coleman, Central Piedmont Community College

Philip Hawkins (GA Pres)

Frankie L. Lee, Pearl River Community College
Roy H. Alligood, Santa Fe College
Minerva Betancourt, High Tech Center North
Amanda K. Brown, Not Specified
Sarah Colston, Georgia Highlands College

Nathan Basford (FL Pres)

Mark A. Messingschlager, Thomas More College
Dominique Almeida, Gainesville College
Jamie L. Bland, Kentucky Community and Technical College System
Heather Y. Burnette, Stanly Community College
Rosemary M. Crew, St. Petersburg College
Eric S. Shannon, Virginia Polytechnic Institute

Chris Tolson (KY Pres)

Arnette W. Tolhurst, Robert & Janice McNair Educational Foundation
Paul E. Parker, Kennesaw State University
Marta Przyborowski, St. Petersburg College
Victoria Scott, Medical University of South Carolina
Rene' A. Argueta, Northern Virginia Community College
Timley D. Simmons, James Madison University

SASFAA Mentees for Executive Board Members

Cindy May (MS Pres)

Felix N. White, Georgia State University
La'Tanja I. Banks, Oakwood College
Shadrina Brooker, Chattanooga State
John A. Cage, Tusculum College
Ronald J. Cruz, Norfolk State University
La'Kesha Z. Ruff, Santa Fe College

Bridget Ellis (NC Pres)

Charlotte V. Ward, Baptist College of Florida (The)
Kim I. Barnes, University of South Carolina-Upstate
Lindsey Boutwell, Mercer University-Macon
Kisha L. Caldwell, Chattanooga State
Maura C. Daquila, Santa Fe College

Sarah Dowd (SC Pres)

Cynthia L. Wilder, Central Piedmont Community College
Lynda M. Bartholomew, Oakwood College

Melody Braswell, Stanly Community College
Megan N. Carr, University of Louisville
Christi L. Doll, James Madison University
Elizabeth O'Sullivan, University of Louisville

John Brandt (TN Pres)

Ann W. Saddler, Forsyth Technical Community College
Joshua D. Baugher, James Madison University
Nastasha S. Brazier, Caldwell Community College and Technical Institute
Deborah Claborn, Oakwood College
Eric Elkins, Norfolk State University
Natasha N. Powell, Georgia State University (DNA)

Margaret Murphy (VA Pres)

Kristen E. Smalley, Central Piedmont Community College
Olivia J. Benjamin, Northern Virginia Community College
Alice P. Bridge, College of The Albemarle
Mayme Clayton, Transylvania University
Melinda B. Ewers, Georgia Highlands College
Jacqueline M. Owens, Tennessee Student Assistance Corporation

**2020 Committee
Em McNair**

Proposed dates and times for **Diversity/20-20 Committee Meetings**

Friday, August 10, 2012	Teleconference	2 P.M.
Friday, October 19 th	Teleconference	2 P.M.
Thursday, November 29 th	FSA Conference	6 P.M. The Peabody
Friday January 18 th	Teleconference	2 P.M.

**Communications and Outreach Committee
Amanda Sharp**

Summary of Activities

LRP 1.3.1, LRP 1.3.2, LRP 1.3.3, LRP 1.3.4, LRP 1.3.5: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: Committee members have been recruited pending board approval. If approved members are: Dan Weigle, PHEAA; Sarah Baumhoff; Kennesaw State University; Daniel McClanahan, Liberty University; Aaron White, Memphis College of Art; and Jan Price, Edward Via College of Osteopathic Medicine. We will not have any face-to face meetings thereby containing our costs. All committee meetings will be held electronically.

LRP 2.1.1: Facilitate alliances between and among various sectors and members of the financial aid community.

Activity: Recruited committee members from all sectors of the financial aid industry. The members who have agreed to serve represent various sectors of the financial aid community.

LRP 2.1.3, LRP 2.1.5, PP6.0b, PP6.0c, PP6.0d, PP 6.12(3), PP 6.12(4), PP 6.12(a), PP 6.12(b), PP 6.12(c): Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity: There have been a number of postings to the SASFAA Nine News since the June 2012 transition meeting. Attempts are being made to remind members when submissions are due. Attempts have also been made to solicit submission of materials for publication that would be of interest to the SASFAA membership. Hopefully board members and committee chairs will submit articles per the schedule at a minimum.

PP 6.0a: The advice and assistance provided to the Board of Directors by committee chairs are such that the goals of the Association are readily accomplished, future leadership is developed, and board activities remain fiscally responsible.

Activity: The SASFAA Nine News may assist the Board of Directors in getting information out to the membership regarding goals. Any requests to have materials posted are responded to in a timely manner.

PP 6.0g: Maintain the records of the Association..

Activity: The publication records for the SASFAA Nine News are being maintained.

PP 6.12(h): Facilitate alliances between and among various sectors and members of the financial aid community.

Activity: Recruited committee members from the various sectors of the financial aid community. The SASFAA Nine News accepts items for publication from all sectors of the financial aid community.

PP 8.1.1(1), PP 8.1.1(2): Manage the SASFAA Nine News.

Activity: This activity is ongoing.

Discussion:

Since the June transition meeting, the SASFAA Nine News has been updated with the following: Loan Repayment Options for Grads (article), Tennessee President's Report, Virginia President's Report, Three-Year Cohort Default Rate (article), Past-President Report, The Outsourcing Dilemma (article), and SASFAA President's Report. The Communications and Outreach Committee has been formed. Links to the postings are being cross posted on our SASFAA Facebook page.

Electronic Services Report Jane Moore

Summary of Activities

GAP 2: The terms of office for elected officers will be of sufficient length to ensure continuity and to complete official business while providing opportunities for new leadership.

Activity: No activity to report.

GAP 4: Continue to use the web-based form that was instituted during 2010-11. Ensure the Board and committee chairs have access to the compiled data.

Activity: No activity to report.

GAP 8: The Board should continue to consider alternatives to on-site meetings and utilize other electronic tools whenever possible to keep costs at the most reasonable level while maintaining sufficient size committees and diversity.

Activity: No activity to report.

GAP 9: Committee members should be solicited from each state to serve on committees when appropriate in order to engage volunteers and develop future leaders.

Activity: No activity to report.

GAP 10: Committee chairs should post minutes from meetings on the website immediately following every meeting.

Activity: Electronic Services minutes are up to date.

GAP 11: Continue the development of potential leaders of the Association through workshops, pre-conference activities, symposiums, conference sessions, webinars, etc.

Activity: No activity to report.

GAP 16: Continue to archive the membership database at the end of each fiscal year.

Activity: Full database from ATAC backed up. Members from last three years loaded to new Wild Apricot site.

GAP 19: Continue to timely post the president's year-end report on the web site.

Activity: President's yearend report for 2012 is posted to website.

GAP 22: Legislative alerts should be "archived" on the website (Resources section) so prior alerts can be easily accessed.

Activity: Not currently listed on website. Will be part of new website structure.

Electronic Services Report Jane Moore

LRP 1.5: Require that each committee provides a written annual summary of its activities so this information may be included in the president's annual report

Activity: Currently up to date.

LRP 2.1: Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity: No activity at this time.

PP 5.6(2): Ensure all records are backed up for security purposes. These duplicate records should be kept by the Electronic Services Committee chair.

Activity: All records are currently backed up to alternate media.

PP 6.0a: Develop goals and objectives in keeping with committee/liaison charges, the bylaws, the mission statement and long-range plan and in consideration of the recommendations of the governance and planning committee.

Activity: No activity at this time.

PP6.0b: Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity: Continued use of SASFAA Nine News and website.

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

Activity: Reports submitted as needed.

PP6.0d: Submit by April 1 an end-of-the-year (GAP) report to assess the committee's effectiveness in reaching its goals/objectives and make recommendations for future activities.

Activity: Report submitted.

PP6.0e: Comply with budget parameters and approve expenditures and requests of reimbursement in accordance with guidelines outlined in the Guide to Financial Management.

Activity: Budget within guidelines.

PP6.5(1): Begin work towards the migration of the website from ATAC to Wild Apricot, culminating with the switch taking place beginning with the 2012-13 SASFAA year.

Activity: Migration in process.

PP6.5(2): Assist the Communications and Outreach Chair with setting up SASFAA Nine News.

Activity: Provided help/input when needed.

PP6.5a: Provide guidance for the development, maintenance and enhancement of the SASFAA Web site.

Activity: Development of new website in process.

PP6.5b: Encourage development and utilization of cost-efficient, timely means of communication, including the web, list serves and e-mail by the Board, committees and the membership.

Activity: No activity at this time.

PP6.5f: Assist in the implementation of any long-range plan recommendations concerning communications that are deemed appropriate by the Board and the president.

Electronic Services Report Jane Moore

Activity: No activity at this time.

PP6.5h: Develop and monitor contingency plans to transfer list serve and Web site management to other locations.

Activity: Currently have backup copies of all website information, in preparation for the migration to Wild Apricot.

Discussion

Currently migrating data from ATAC website to Wild Apricot. Plan to begin testing within next few weeks for July 1st launch.

P and P Change Current

6.1 Electronic Services

The electronics services committee explores ways to enhance the internal and external communications of the Association using a variety of media. In this capacity the committee will:

- a. Provide guidance for the development, maintenance and enhancement of the SASFAA Web site.

- b. Encourage development and utilization of cost-efficient, timely means of communication, including the web, list serves and e-mail by the Board, committees and the membership.
- c. Provide guidance and suggestions to the Board and committee chairs on ways to improve communications with the membership.
- d. Survey the membership as to their needs and satisfaction with information provided by SASFAA and solicit suggestions for improvement on a periodic basis.
- e. Evaluate, on a periodic basis, software options and make recommendations to the Board about the purchase of software that will enhance and facilitate communication and transmission of data between the treasurer and membership chair and within and between committees. Such software applications may include, but are not limited to word processing, database, spreadsheet, presentation and e-mail software.
- f. Assist in the implementation of any long-range plan recommendations concerning communications that are deemed appropriate by the Board and the president.
- g. Provide an annual report or committee activities to the governance and planning committee and the president for inclusion in the annual evaluation of the long-range plan and the Association's annual report.
- h. Develop and monitor contingency plans to transfer list serve and Web site management to other locations.

Presently SASFAA maintains the following list serve addresses for member use:

- SASFAA - All active SASFAA members
- SASFAA-Exec Board - Board members
- SASFAA-Conference - Conference Committee and Presenters
- SASFAA-Summer - Summer Workshop Committee
- SASFAA-LegRel- Legislative Relations Committee

**South Carolina State President's Report
Sarah Dowd, SCASFAA President**

SCASFAA is looking forward to a great year celebrating the “Oasis” that SCASFAA provides to aid administrators wandering through the desolate landscape of federal regulations, office budgets, and daily student issues.

On June 4, 2012, Allison Sullivan passed the president’s gavel to Sarah Dowd during the transitional board meeting held at Kinard Camp and Conference Center in Leesville, SC. Allison reported on the successful annual conference held in Charleston April 1st thru 4th. Highlights of her year include a successful College Goal SC FAFSA completion event, new aid officers’ and directors’ level training events for SCASFAA members, and the implementation of *SCASFAA Scoop* our association blog.

At the end of the first day of the transitional board meeting, *on a voluntary basis only*, Executive Board members participated in a Ropes Course, which turned out to be both an *amazing* team building experience, *and* quite entertaining! Pictures are available on SCASFAA’s Facebook page.

Our 2012-2013 Elected Officers:

Sarah Dowd, President
Allison Sullivan, Past President
Katie Harrison, President-Elect
Kevin Perry, Vice- President

Ellen Chiles, Secretary
Violette Hunter, Treasurer
Deborah Williams, Treasurer-elect
Alicia Hugee, Representative at Large

Following SCASFAA's mission to promote the advancement of financial assistance programs and provide personal and professional development opportunities that embrace sound principles, practices, and ethics in aid administration, our committees have established their 2012-13 goals and have begun implementation.

Consumer Relations – Carol Parker, Chair, has met with the SC Commission on Higher Education and established a timeline for this year's College Goal SC event. The timeline allows for more advance preparation and dissemination of information to the site coordinators which in turn allows them more time for planning and preparation. Additional sites are to be added this year.

Counselor Relations – Donna Quick, Chair, plans a late fall training event for guidance counselors, updating the guidance counselor listserv and partnering with Consumer Relations to provide College Goal SC information to guidance counselors.

Communications and List-Serve – Rosalind Elliott, Chair, will update SCASFAA's policies and procedures to reflect our new communication tools, as we move from the newsletter format to the blog.

Electronic Services – Kevin Delp, Chair has completed the move from ATAC to Wild Apricot, and is working on fine tuning the new SCASFAA website and its support features for membership and committees.

Global Issues (previously Diversity) – Heather Swaminathan, Chair, requested "hot topics" from the Executive Board on which student populations her committee should focus its efforts.

Conference – Ellen Green, Chair, the 2013 conference planning is well under way with plans to include a pre-conference workshop in conjunction with the Vice-President, a dynamic Opening Speaker (to be revealed soon), and of course, a federal trainer. The 2013 conference will be April 7-10 in Greenville, SC

Site Selection – Tamy Garofano, Coordinator, is already at work on our 2014 conference site. She is requesting bids from several coastal locations, so get ready for a beach trip!

Kentucky State President's Report Chris Tolson, KASFAA President

On June 22, 2012 Aaron Gabehart passed the president's gavel to Chris Tolson at the transition retreat and final executive board meeting of the fiscal year. Chris is very excited about serving as the President of KASFAA this year. She is looking forward to a successful and fun year working along with the dedicated and talented people serving on the board this year. Many of the committees are hard at work already.

The 2012-2013 Board includes:

Chris Tolson, President	Shelley Park, Four-Year Public Representative
Katie Conrad, President Elect	Elaine Larson, Private School Representative
Aaron Gabehart, Past President	April Tretter, Proprietary School Representative
Tiffany Hornberger, Vice President	Tracy Tollefson, Two-Year Public Representative
Rhonda Bryant, Secretary	Jeff Daniels, Non-School Representative
Lindsay Driskell, Treasurer	

The KASFAA Board also includes the following volunteers:

Jennifer Likes, Archivist/Historian
Kate Ware, Public Relations
Jennifer Priest, Budget/Finance
Michael Abboud, College Goal Sunday
Kim Dolan, College Goal Sunday
Gina Kuzuoka, Training
Michael Morgan, Long Range Planning
Robin Buchholz, Membership
Sandy Neel/Dave Bowman, Fall Program
Kristie Hughes/Rick Wilson, Spring Program

Jennifer Toth, Newsletter
Jessica Cook, Training
Britt Allen, Training
Chuck Anderson, Training
Angie Black, Vendor Sponsor

Charles Vinson, Awards
Diversity, Nancy Melton

Goals

One of the themes this year is, “Each One Reach One” with the goal of collaborating and promoting development of future leaders by actively involving our membership throughout the year.

We will also seek to enhance professional growth opportunities for KASF AA members in the graduate and professional school sector with specific focus on inclusion of sessions of interest at our conferences and training events.

Transition Meeting

The KASF AA transition meeting was held at Barren River Lake State Park June 21, 2012. The meeting consisted of exercises in reviewing KASF AA’s strengths, weaknesses, opportunities, and threats; work on goals for 2012-13, meeting with outgoing and incoming board members and some time for socializing. This was the first overnight transition meeting for KASF AA since 2008 and everyone was glad to get back to this style of transition retreat.

Finances

As a result of ending the last two fiscal years with a positive cash balance, we were able to add to our association reserves and build a fiscally sound budget without increasing fees.

Conference Planning

Under the capable direction of Sandy Neel and Dave Bowman the conference committee met at the Clarion Hotel to begin the planning of our Fall Conference to be held at the Clarion Hotel October 10-12, 2012. KASF AA will celebrate our 45th year and our conference theme; will be “KASF AA’s Top 40” celebrating 40 years of leadership. We will invite our past presidents to thank them for their service to our organization. Our spring conference will be held April 24-26, 2013 at Barren River Lake State Resort Park near Glasgow, KY.

VASF AA Board Report Margaret L. Murphy

Greetings from the Commonwealth of Virginia! On June 18, 2012, Melissa Barnes passed the president’s gavel to Margaret Murphy during the transition retreat held at the beautiful, rustic 4H Conference Center in Wakefield, Virginia. Melissa finished her year by reporting on the successful annual conference held in Norfolk, Virginia May 20 thru 23, 2012. Highlights of her year include a successfully Super Saturday outreach event at 63 locations across the state, two non-conference training events for VASF AA members, guidance counselor workshops at 11 sites, and the creation of the VASF AA Enrichment & Reinvestment Program or VERP.

Our 2012-2013 Board includes:

Margaret Murphy, President
Melissa Barnes, Past President
Ashley Reich, President-Elect
Etta Feinauer, Secretary
Lisa Tumer, Treasurer

Tarik Boyd, Representative at Large
Lisa Branson, Representative at Large
Brian DeYoung, Representative at Large
Paul Farrar, Representative at Large
Elizabeth “Biz” Daniel, Treasurer-Elect

Focusing on positioning students and professionals for success, VASF AA committees are moving forward on their goals for the year. In addition to the Awareness Committee’s continued support of Super Saturday, we are increasing our grant request to further support our secondary school outreach. Secondary School Relations plans to expand our training outreach from 11 to 24 sites for guidance counselor workshops. If grant funding is not available, the Board supports the committee’s goals and urged the committee apply for VERP funding as a secondary funding source. Paula Craw is the chair of the Awareness Committee and is working with her State Council for Higher

Education in Virginia liaison for a timely filing of our grant application. That form is not yet available, but the association will have 30 days from posting in which to file the application.

VERP funding will also be requested to fund non-conference training events for paid VASF AA members (all others would be charged a \$35 registration fee). Currently Training Committee has scheduled a day-long, training event for October 11, 2012 at Liberty University in Lynchburg, Virginia. Greg Martin will provide a fall federal update. It is anticipated that a SCHEV representative will provide an update, and the committee will provide two or more concurrent sessions on hot topics. A presenter has been located for a session on Pell LEU. A similar training event is being planned for March elsewhere in the state. The possibility of another NAOW day in the fall in addition to the one held in conjunction with our annual conference is being researched.

Our membership committee will be sponsoring an early bird paid membership drive by offering a drawing for a conference registration to one lucky VASF AA member who has paid his or her membership dues by the end of August. Current and past VASF AA members will receive information about that opportunity. Of course, the other incentive for early payment is attending the fall training at no cost. Site Selection is already at work on our 2014 conference site. The 2013 Conference Committee is already at work planning our annual conference which will be held at the Hampton Roads Convention Center in Hampton, Virginia, May 12 thru 15, 2013.

Our next board meeting is scheduled for October 11, 2012 in conjunction with our non-conference training event.

Florida Board Report Nathan Basford

Summary:

The Florida Association of Student Financial Aid Administrators (FASF AA) is again busy this year ensuring that our association remains strong for the future. Training is our top priority and we will continue to work to provide valuable training opportunities as you will see from the list below:

Training:

- New Aid Officer Workshop (Late October- Central Florida)
- Clock Hour Workshop/Experienced Aid Officer Workshop (January-Crystal River, FL)
- Fall & Spring Regional Workshops (throughout the entire Florida Region)
- Include sessions at each Regional workshop on: Getting involved in FASF AA

In providing training to our members and hopefully new members, we want to include more outreach to the schools, address diversity issues within the regions and state, and begin to have our member's think-out-side-the-box when we talk about diversity.

The executive board members will be busy this year working on the following task:

Policy & Procedure:

Each member of the executive board is responsible for reviewing and providing updates/changes/recommendations to the executive board for presenting to membership for approval.

Scholarship:

- Policy & Procedure update based on information from last year.
- 50/50 at region workshops and other training activities
- Set a Goal how much we hope to raise for the year toward the scholarship
- More information on the website about Bonnie, and the history of the scholarship
- Thinking out-side-the-box conference activities

Annual Conference:

- WOW Factor
- Family orientated functions
- Repeated sessions if needed.
- Diversity session at conference

Facebook:

- Look at using Facebook as an outreach tool.
- Rotating responsibility of each elected board member to maintain each month

Sponsorship:

- Reach out to new vendors
- Maintain contact from our current and past vendors
- Contributions during the year in reference to workshops and training activities

Newsletter:

- Schedule of Issues: Two a year possibly three
- Assign BE members months to write articles
- History of FASFAA in each Newsletter, get with past presidents, etc. to have them give insight to where it all began, etc.
- Have some printed versions at annual conference, at Archives table in vendor area.
- Articles of scholarship winners, most recent and past. What are they doing now after school
- College Goal Sunday update

Florida Board Report (Cont.) Nathan Basford

Membership/Ambassador:

- Contact New Members from this past conference. A sense of belonging
- Clean up membership database (**Administrative Access for John & Maria**)
- List of Florida Schools from Theresa Antworth
- Check paid against not paid members (**Memberclicks Access**) see **Brenda or Tony**
- Possible Membership Card
- Group rate membership **VS** Individual membership

Volunteer Coordinator:

- Review and update volunteer form
- Constant outreach to members encouraging them to volunteer
- Link on website of volunteer positions and descriptions (get information from Each Committee chair)

Nominations:

- Full Slate
- Know the People (It's ok to say know)
- Start reaching out early to get people interested in running for office

Outreach:

- College Goal Sunday
- Reach out to High School Counselors
- Reach out to the entire state offering them assistance with their financial aid nights, etc. All Executive Board members should be able to help out in each region to make sure that we, FASFAA will be there to help with any training opportunities.

Please visit our website; www.fasfaa.org for a listing of executive board members and their contact information, and all other training opportunities within the state of Florida.

My Commitment to SASFAA:

As a state president, I will continue to work with this year's executive board to ensure that we address all members' needs; I am again excited to be able to serve on the conference committee.

It is a pleasure and honor to be able to serve the regional association.

**Georgia Board Report
Philip Hawkins**

The GASFAA Transition Board meeting was held in on June 25-26, 2012 in Athens, Georgia. Nancy Ferguson facilitated the closing meeting of the 2011-2012 board on Monday, and Philip Hawkins began his presidency of the 2012-2013 board on Tuesday. Ron Day, NASFAA Chair-Elect, presented a brief session on the responsibilities of non-profit boards and the relationship of the state association to the regional and national associations. The 2012-2013 board began work on establishing the budget for the new year and on committee selection (ongoing).

2012-2013 GASFAA Board members include:

President - Philip Hawkins, Kennesaw State University
President-Elect - Cathy Crawley, Georgia College & State University
Past President - Nancy Ferguson, University of Georgia
Vice President for Programs - Patrick Harris, University System of Georgia ITS
Vice President for Professional Development - Jared Smith, University of Georgia
Secretary – Felicia Ailster, Georgia Perimeter College
Treasurer – Pat Barton, Clayton State University
Budget & Finance Chair – Amy Moser, Nelnet

Communications & Technology Chair – Susan Smith, Gainesville State College
Diversity & Access Chair – Letrell Thomas, Ogeechee Technical College
Leadership Development Chair – Susan Little, Retired from University of Georgia
Legislative Relations Chair, Federal – Lisa Mitchem, Georgia Tech
Legislative Relations Chair, State – David McMillion, Piedmont College
Membership, University System – Larry Mitcham, Gordon College
Membership, Technical College System – Mitchell Fagler, Southeastern Technical College
Membership, Private – Marcia McConnell – Berry College
Membership, Proprietary – Em McNair, Westwood College
Strategic Planning Chair – Pennie Strong, Georgia Student Finance Commission
Vendor/Sponsor Coordinator – Jody Darby, Chattahoochee Technical College

Mississippi Board Report
Cindy May

MASFAA held the Transitional Board Meeting on July 12-13th at Lake Tiak-O'Khata in Louisville, MS. The 2012-13 Board includes:

President – Cindy May, University of Mississippi
President-Elect – Greg Windham Northeast Mississippi Community College
Past-President – Seph Anderson, University of Mississippi
Vice President – Nicole Patrick, Mississippi University for Women
Secretary – Brenda Pittman, William Carey University
Treasurer – Brett Barefoot, University of Mississippi
Member-At-Large – LaShanda Chamberlain, Mississippi Gulf Coast Community College
Director – Ann Margaret Mullins, Delta State University
Director – Bob Walker, Itawamba Community College
Director – Jennifer Rogers, Institutions of Higher Learning

Committee Chairs:

Audit and Finance Committee – Terry Bland, Northwest Mississippi Community College
Electronic Services – Billye Jean Stroud, Discover
Diversity Committee – Alex Washington, Mississippi State University

Archives Committee – Brenda Pittman, William Carey University
Legislative Committee – Joe Statuto, Wells Fargo
High School Relations Committee – Teresa Shannon, Mississippi State University
Conference Committee and Site Selection – Brenda McCafferty, Inceptia
Vendor/Sponsor Committee – Carrie Cooper, University of Mississippi Medical Center

The Board is excited about the upcoming year and has already started working on our goals. We have set a date of November 1st for our Fall Training that will be held in Jackson, MS and the board decided to bring back Financial Aid 101 in the spring, something we have not been able to do for several years. Financial Aid 101 is a 3 day training event for new financial aid administrators. We are working on ways to increase membership and create a mentoring program for new members.

The Conference Committee has started working on the 2013 Annual Conference that will be held at the Gold Strike Casino in Tunica, MS, May 22-24th. The Board also voted to move forward to finalize the contract for the 2014 Conference in Natchez, MS.