

**SASFAA Board Meeting
Hyatt Regency Jacksonville (FL)
August 2-4, 2013
Suite 4108**

Saturday, August 3, 2013

CALL TO ORDER

President Barree called the meeting to order at 9:06 a.m.

Cards for Cindy May and Greg Windham were signed by board members.

Announcement of Substitute Voting:

- Brett Barefoot for Kevin Ammons

Voting Members Present: Zita Barree, Nathan Basford, Jeff Dennis, Tabatha McAllister, Sharon Oliver, Amy Moser, Rachel Cavanaugh, Jeff Gerkin, Ashley Reich, Cathy Crawley, Katie Conrad, Katie Harrison, Wayne Kruger

Board members absent: Kevin Ammons, Greg Windham

Non-Voting Members Present: Amy Berrier, Terri Parchment, Brett Barefoot, Mike O'Grady, Angie Black, Philip Hawkins, Marian Dill, Jane Moore, Sarah Dowd

Non-Voting Members Absent: Tracy Misner

The chair declared 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 Rachel Cavanaugh. The motion was unanimously approved.

The board members participated in a clock icebreaker. The questions were what do you think the key factors are that make a conference valuable or worth attending and what is one interesting thing about yourself that others may not know?

President Barree shared that the due dates for board reports going forward will be moved by a week.

Welcome to Florida

Wayne Kruger welcomed the board members to Florida and shared key facts about Jacksonville, FL.

REPORT OF OFFICERS

President, Zita Barree

Zita reviewed her written report (See Attachment A)

Discussion: Goals and objectives were distributed in July. The GAP Committee looks at recommendations from the prior year to determine if the goals and objectives were met. The final year-end report consists of recommendations which became either GAP goals or President's goals. The goals and objectives spreadsheets will be updated at the end of the year. The format for the board report includes the status of the goals and objectives for officers and committee chairs. A list of goals added by the President will be presented on tomorrow. Angie Black added goals to her spreadsheet as suggested by President Barree. In the GAP report, it is recommended that SASFAA should submit a project for NASFAA every two years. This is the third year. NASFAA has not posted the process for this year, if it remains the same it will be due in February. The project activity must be evaluated before submitting and fairly unique. Florida won the Gold Star award on this year for clock hour training. NASFAA announced that each state has two representatives instead of three (two voting members and one observer) from each region. There will not be any inter-regional visits for 2013-14, since the President serves as an Observer. The SASFAA members who received NASFAA awards in 2013 were Heather Boutell (KY), Bonnie Joerschke (GA) and Ron Day (GA). The state travel schedule was distributed to the state presidents. The only pending conference is Georgia, however, Nathan Basford is tentatively scheduled. President Barree attended the NASFAA Board Orientation and received a Board of Directors resource book which has good information. Jeff Dennis will be the voting member at NASFAA's November board meeting.

President-Elect, Nathan Basford

Nathan reviewed his written report (See Attachment A)

Discussion: Expressions of thanks were shared with board members for the support rendered during the loss of Nathan's mother. Committee chairs selected for next year are Chris Tolson (Conference), Traci Misner (Site selection) and Amy Berrier (Legislative Relations). An update for SASFAA's Operational Calendar will be sent for board members to review and update before the annual conference. President Barree indicated if the former chair did not turn over required documents to new chairs, the operational calendar would assist with preparing the new chair.

Past President, Jeff Dennis

Jeff reviewed his written report (See Attachment A)

Discussion: An update was provided for NASFAA's board of directors meeting. NASFAA is looking at regional workshops to offer credentialing tests, most workshops use NASFAA core material. As an incentive to take the test, a fee will not be charged for 2013-14. A pilot program was held on this year. The credentialing tests will be free for one year for participants who attend the New Aid Officers Workshop. It was suggested to incorporate time during the NAOW to administer the credentialing test, however, it was later decided that participants will take the test after the workshop. Cathy Crawley shared instructors can do the credentialing test ahead of time, attendees can take one practice test and two attempts free on this year. A roster of attendees must be provided within two weeks. Participants must complete the test within six (6) months. There are five (5) modules.

SASFAA members should be reminded to volunteer for NASFAA committees. NASFAA University is going to expand by increasing staff. This is a very popular program. Many of the courses are booked for the maximum number of participants.

NASFAA investment opportunity changed to allow states and regions to invest \$50,000 or \$100,000. There is a different return on the investment for \$50,000. This is the policy going forward. There were no limitations provided regarding a specific timeframe.

NASFAA Board has limited NASFAA President Justin Draeger travel to attend state meetings. NASFAA Board of Directors recommended that President Draeger spend more time in DC. It was suggested that states invite NASFAA trainers to state meetings.

P&P Change

The Nominations and Elections Committee was charged with looking at the past election and recommending a process. The committee met on July 24, 2013 and recommended no changes. The committee agreed to use the current policies and procedures manual with one exception. Polls will open ten (10) calendar days prior to the business meeting through 3:00 p.m. of the last full day of the conference. The Nominations and Elections committee recommended that we return to this format based on the forty-seven responses received from the membership survey. There will not be candidate speeches. The elections will open the same timeframe. The recommended change to P & P 6.13.2 is to remove "The electronic voting site shall be staffed continuously by members or designee of the nominations and elections committee during the posted time," since most members have laptops or electronic devices. If a member needs a computer for voting, the registration desk will be available.

Current:

6.13.3 Elections

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.

Proposed

6.13.3 Elections

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 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.

ACTION ITEM: The Nominations and Elections Committee Chair moved to change P & P section 6.13.3 removing the electronic voting site shall be staffed continuously by members or designees of the nominations and elections committee during the posted times. The motion was unanimously approved.

Vice President, Tabatha McAllister

Tabatha reviewed her written report (See Attachment A)

Discussion: Arrangements must be made to obtain the SASFAA banner from Mike Reynolds who served as the 2012-13 Vice President. Site selection proposals and instructors for the New Aid Workshop are due on September 30, 2013. A form indicating the requirements for instructors has been developed. Instructors must have three years of experience. The policies and procedures manual will be updated. The Vice President posed a question to board members to determine whether or not a management institute or leadership symposium should be held on this year. The Leadership Symposium has been free, however, there is a fee for the Management Institute. The budget was \$45,000 for the Leadership Symposium with the highest expense being travel. It was suggested to host these events before or after the annual conference. There were special appointees assigned to the board for these sessions. There is some flexibility in the GAP report if it is not financially feasible to host these special events. The last sessions were held in 2008. The Leadership Symposium is beneficial for the state and regional associations. There may be an

opportunity to host both events. The Management Institute can be held before the conference. There were forty eight (48) participants in attendance for the Management Institute and twenty-seven (27) representatives for the Leadership Symposium, three representatives from each state. The Vice President solicited feedback for offering a special session for Directors. FASFAA held a session for Directors with three attendees. It was suggested to hold a roundtable session during the annual conference for Directors. Serving as an assistant or associate director does not prepare financial aid professionals for the Director's position. There are two rooms reserved during the annual conference for pre-conference activities. A New Aid Officer's Workshop will be held during the annual conference. Business partners will be recommended for the New Aid Officers Summer Workshop. Brenda Burke indicated that changes were made to the instructor's contracts. Contracts for instructors were provided by Runan Pendergrast which should include all revisions. The NAOW is generally held during the week of Father's Day. The recommended date for the workshop is June 14-20, 2014. Transition and the NASFAA conference will be held on Sunday, June 29, 2014. The Vice President will provide a recommendation for the Management Institute and Leadership Symposium at the November board meeting.

President Barree dismissed the group for a break at 10:43 a.m.

President Barree reconvened meeting at 11:00 a.m.

Secretary, Sharon Oliver

Sharon reviewed her written report (See Attachment A)

Discussion: The Secretary has worked with board members to provide board reports for the board meeting and travel arrangements. Changes have been made to the due dates for board reports. A revised schedule was disseminated to board members. Board members were encouraged to submit board reports on time and respond to travel requests by deadline dates to reserve the appropriate number of rooms.

Treasurer, Amy Moser

Amy reviewed her written report (See Attachment A)

Discussion: Amy reviewed the Proposed Budget for 2013-14. The Treasurer recommended that board members review the actual expenses and disregard the budget. President Barree and Terri Parchment have been very supportive. Special thanks were extended to Angie Black for the great work with Wild Apricots. Investments of short term funds are handled by the Treasurer and the President.

Pending Budget Approval

SASFAA, Inc. Budget vs. Actuals: 2013-2014 Budget- FY 14 P&L

July 2013- June 2014

	Total			
	Actual	Budget	over Budget	%of Budget
Income				
01 Membership Dues	2,660.00	41,125.00	-38,465.00	6.47 %
02 Professional Development		70,400.00	-70,400.00	
03 AnnualMeeting		131,250.00	-131,250.00	
04 Vendors/Sponsors/Patrons		105,000.00	-105,000.00	
05 Advertising		5,000.00	-5,000.00	
07 Interest Earned		2,000.00	-2,000.00	
11 Dividends Earned		7,000.00	-7,000.00	
12 Capital Gains		1,000.00	-1,000.00	
Total Income	\$2,660.00	\$362,775.00	-\$360,115.00	0.73%
Expenses				
101 President		8,500.00	-8,500.00	
102 President-Elect		7,000.00	-7,000.00	
103 Vice President		4,500.00	-4,500.00	
104 Secretary		3,500.00	-3,500.00	
105 Treasurer	451.37	4,500.00	-4,048.63	10.03 %
106 Past President	496.25	8,500.00	-8,003.75	5.84 %
201 Membership		4,000.00	-4,000.00	
202 Electronic Services	493.60	6,000.00	-5,506.40	8.23%
203 Professional Advancement		109,000.00	-109,000.00	
204 Communications & Outreach		1.00	-1.00	
205 Budget and Finance		4,500.00	-4,500.00	
206 AnnualMeeting Program	2,665.80	130,000.00	-127,334.20	2.05%
207 Site Selection		3,000.00	-3,000.00	
210 Executive Board		35,000.00	-35,000.00	
211 President's Contingency		2,500.00	-2,500.00	
213 Advance Program Planning		500.00	-500.00	
214 Global Issues		3,000.00	-3,000.00	
215 Prior Administration Bills		500.00	-500.00	
216 Legislative Relations		6,000.00	-6,000.00	
217 Long Range Planning		4,000.00	-4,000.00	
218 Vendor/Sponsor		3,000.00	-3,000.00	
224 Accounting Fees and Taxes		5,300.00	-5,300.00	
225 Online Payment Processing Fees	62.04	4,000.00	-3,937.96	1.55%
Total Expenses	\$4,169.06	\$356,801.00	\$ -352,631.94	1.17%
Net Operating Income	-\$1,509.06	\$5,974.00	\$ -7,483.06	-25.26%
Net Income	\$ -1,509.06	\$5,974.00	\$ -7,483.06	-25.26%

Tuesday, Jul30, 2013 12:16:24 PM PDT GMT-4 - Accrual Basis

COMMITTEE REPORTS

Conference, Amy Berrier

Amy reviewed her written report (See Attachment A)

Discussion: The Conference Chair expressed gratitude to board members for support with sending requested information. The Biggest Loser winner will serve as the keynote speaker on Sunday. Justin Draeger will attend the board meeting and Craig Munier, NASFAA Chair, will provide the NASFAA update at the annual conference. A tour of the hotel was held on Saturday for board members and the conference committee. The local arrangements chair is Kristi Jones with Nelnet. Kristi is working with the President-Elect and Chris Tolson, Conference Chair for next year. Special thanks were extended to Paul Mittelhammer for the time and support provided to the conference committee. Contact will be made with the Department of Education regarding presenters after the conference committee meeting in August. There were a lot of topics suggested. The Conference Chair worked with Traci Misner and Paul Mittelhammer to develop meeting expenses. The former conference chair, Paul Mittelhammer, had a lot of charges that Inceptia supported. There were approximately \$17,000 of discounts due to room night credits for the additional \$10 charge for each room and a free pre-dinner reception due to the water situation. SASFAA will receive a discount of \$3 per room towards the master bill in Jacksonville, FL. The annual conference with a banquet is \$155,664. To reduce the expenses for the conference, the conference committee suggested eliminating the bartender at the President's Appreciation and Reception, bingo, breaks, entertainment and AnswerQwik.

Budget and Finance, Terri Parchment

Terri reviewed her written report (See Attachment A)

Discussion: The Budget and Finance Chair indicated that GAP 31 should be changed to reflect 2013 instead of 2012. The actual budget for last year and a draft budget for 2013 were provided to board members. Professional Development was increased by \$35,000 for the Management Institute (40 participants at a rate of \$250) and \$35,000 for the Leadership Symposium as placeholders. A question was raised regarding the anticipated attendance of 525 being ambitious for Jacksonville, FL. The Budget and Finance Committee will consider increasing the conference rate from \$250 to \$275. Last year, the final budget income over expenses was approximately \$100,000. Registration for vendors was comped for the 2013 Conference. The 525 in attendees should be noted to consider comps. There were 100 comps for the 2013 Conference. The vendor/sponsor fee was raised to include comp registrations at that time. The board presented a zero based budget. If necessary, the board may spend from reserves. The \$96,847 in net income cannot be changed because it has been transferred to reserves. The conference committee chair indicated that we should be careful with increasing the registration fee when we ended the prior year with net income of nearly \$100,000. When there is an overage, the board should determine in advance a percentage for reserves and a percentage transferred to the next year's budget. A consideration is to transfer twenty percent (20%) to next year's budget to cover increases. The Budget and Finance Chair highlighted key revenue and expenses that increased— NASFAA \$5,000, Special Projects budget for Sarah Dowd \$3,000, \$35,000 added to Professional Advancement, President's Budget, Elected Officers rooms and registration fees.

President Barree suspended the meeting for lunch at 12:06p.m.

President Barree reconvened the meeting at 1:16 p.m.

Budget and Finance, Terri Parchment (Cont.)

Jeff Dennis recommended several changes to income and expenses and increasing conference registration by \$25. Clarity is needed for the NASFAA Hospitality to determine the appropriate budget amount.

ACTION ITEM: Jeff moved that the historical review budget be updated for professional development-\$70,400, annual meeting-\$116,875 fee increase from \$250 to \$275 for 425 registrants, dividends-\$12,875, past president expenses-\$5,725, annual meeting-\$149,000, executive board-\$35,000, SASFAA Hospitality-\$3,000 and add transfer from assets-\$31,500 to adopt the budget with these revisions. Jeff Gerkin seconded motion. The motion was unanimously approved.

Travel will need to be covered by each state for the Leadership Symposium. Knowing the location of the leadership symposium for the state presidents will be helpful for finalizing the budget. A recommendation was made to consider Charlotte, NC which may be more cost effective. It was also recommended to open the Leadership Symposium to all members and participants. Leadership Symposium participants should be responsible for travel expenses. There were concerns regarding increasing the registration fee. A free Leadership Symposium is not possible. Concerns were raised regarding transferring funds from reserves for the Leadership Symposium. The Leadership Symposium may be offered in a different way as a pre-conference or webinar.

Sponsorship, Brett Barefoot

Brett reviewed his written report (See Attachment A)

Discussion: The Sponsorship Chair indicated that vendor rooms should be an extra cost. The hotel allowed vendors to use space free for sessions held before or after the annual conference for other activities. A question was raised regarding generating additional revenue by charging vendors to use space reserved for SASFAA. Vendor sponsored events with breakfast provided which are held before SASFAA sessions may decrease SASFAA's attendance at sessions or breakfast. The hotel should be informed that vendors should work through SASFAA for space reserved for SASFAA. The names of sponsorship packages will remain the same. The gold package for sponsors indicates recognition at the Mid-level workshop. A RFP was sent out for drayage services. Vendors will be contacted on September 15, 2013.

Global Issues, Mike O'Grady

Mike reviewed his written report (See Attachment A)

Discussion: The Department of Education survey indicates minority enrollment is up. The six year graduation rate is not up. The Global Issues Chairperson will create a database of state representatives with a Global Issues or similar committee. Social media survey will be conducted. Women veterans are four more times to be homeless. NCASFAA won NASFAA's Gold Star award for the post-traumatic stress syndrome bookmark.

Electronic Services, Angie Black

Angie reviewed her written report (See Attachment A)

Discussion: The website has been updated. Placement and assessment of documents on the website is under review. The Electronic Services Chairperson is considering enhancing the website by adding committee descriptions, pulling information from the Policies and Procedures, adding links to documents, adding instructions for members to login, adding text in various locations prompting members to login. There have been five goals created for Electronic Services. The goals are to add governance document, review and enhance the overall website, enhance site map, complete overall review of web content and ensure that wild apricot security settings are up to date.

Previous state presidents indicated that website needs to be updated. If the board wishes to post to the listserv, the document was routed to Angie to post. A recommendation was made to place instructions on the website that is more visible for sending information through the listserv. Security has not been assigned to new members.

Legislative Relations, Phillip Hawkins

Phillip reviewed his written report (See Attachment A)

Discussion: The loan interest rate bill did pass through the House and the Senate. The bill is awaiting the President's signature.

The Legislative Relations Committee wants to reach out to Congressional representatives to establish a SASFAA presence, especially with the house education committee and the senate education committee. Each state president has been asked to provide a representative, six have responded thus far and have agreed to serve.

Hill visits combined with EASFAA, SASFAA, MASFAA may have grown too fast, too quickly. It felt like groups were put together in the last minute with representatives out of the region. There should be consistent messaging in supporting NASFAA's position. The Legislative Relations Chairperson has not yet initiated contact with EASFAA and MASFAA to determine if the inter-regional Hill visit should continue or if SASFAA should do this independently. Philip and Zita have talked with Justin Draeger and Megan McClean from NASFAA about this item. Justin will schedule a session with Regional Presidents to discuss

opportunities for legislative advocacy in each region. The suggestion to pull all regional presidents is really good. The NASFAA Leadership Conference was structured better than the inter-regional hill visits which included a webinar in advance. The regional associations should trust NASFAA to be a constant voice. It felt as if the regional associations were working against NASFAA. Rachel Cavanaugh had a great experience on the Hill visiting with Paul Kline, as well as, Nathan Basford. Ron Gamble was unable to attend on last year because it was limited to only schools. It is beneficial to include non-school representatives.

Legislative advocacy on "how to's" will continue, as well as, conference sessions. A monthly blog article of legislative advocacy tips will be developed.

Site Selection, Tracy Misner

Tracy was absent from the meeting, President Barree reviewed her report, a written report was provided (See Attachment A)

Discussion: The Site Selection Chairperson identified a facility for the November board meeting on November 1-3, 2013. The Site Selection Chairperson recommended Embassy Suites near Brier Creek at a room rate of \$109, 20% allowable attrition, \$1,250 food and beverage requirement.

Action Item: Rachel Cavanaugh moved that we accept the board meeting in Raleigh-Durham for November 1-3, 2013 at Embassy Suites near Brier Creek. Motion Seconded by Ashley Reich. The motion was unanimously approved.

The Site Selection Chairperson has obtained a bid for the transition board meeting in June at the same facility in Clearwater, FL at a room rate of \$159 per night on June 7-10, 2014 (Saturday through Tuesday). A bid for the Marriott at Sanibel Island Resort was received with a room rate of \$169 on June 7-10, 2014, one comp suite for every 50 rooms. The third place was the Tradewinds Resort at St. Pete Beach, FL on June 7-10, 2014 at a room rate of \$175 or Sunday –Wednesday, June 8-11, 2014 for \$159 per night, 20% allowable attrition, group rate honored three days before and after the transition meeting. Tax exempted in FL, NC and TN.

Action Item: Amy Moser moved that the transition board meeting be held on June 8-11, 2014 at Tradewinds Resort at St. Pete Beach. Motion Seconded by Cathy Crawley. The motion was approved with one opposed.

Membership, Marian Dill

Marian reviewed her written report (See Attachment A)

Discussion: The board report has been submitted. The proposed membership committee members are Amber Beason - University of TN Chattanooga (TN), Jody Darby - Chattahoochee Technical College (GA) and Dana Kelly - Nelnet (NC). The Membership Chair will also develop instructions that will be a part of the operational calendar. Promoting SASFAA through facebook and requesting members to like the page. Board members were asked to include SASFAA's facebook page when sending items.

Communications and Outreach, Jane Moore

Jane reviewed her written report (See Attachment A)

Discussion: SASFAA Nine News has three tabs. The Communications and Outreach Chairperson is working with State Presidents and wishes to include NASFAA news bits. The Communications and Outreach Chairperson will find out what is allowed by NASFAA. A suggestion was made to post Department of Education updates. A solicitation for best practices for financial aid professionals will be released. The committee need more volunteers. SASFAA's Shining Stars, sponsorship ads and pictures will be posted to the site. The Chairperson will work with President Barree to determine the guidelines for posting. All staff members can receive NASFAA news, there are no limits. Please forward to the Communications and Outreach Chairperson SASFAA Nine News updates. Update access has been given to the Legislative Relations Chairperson, Philip Hawkins.

Technology Assessment & Integration, Sarah Dowd

Sarah reviewed her written report (See Attachment A)

Discussion: A key task for this committee will be to determine access granted to SASFAA's website. The committee will review and assess blogs, facebook, etc. Recommendations will be available at the November board member. There will be representation from six (6) of the nine (9) states on the committee. The NC representative is Dana Kelly.

President Barree suspended the meeting for tour at 3:07 p.m.

President Barree reconvened the meeting at 3:58 p.m.

STATE PRESIDENT'S REPORTS

North Carolina, Rachel Cavanaugh

Rachel reviewed her written report (see Attachment A)

Discussion: On June 26-28, 2013, the transition board meeting was held at Harrahs in Cherokee, NC. There will be a keynote speaker from the area. State President Cavanaugh attended NASFAA's conference. The first NCASFAA meeting was held on July 29, 2013 at CFI headquarters. During the board meeting, the budget was approved. State President Cavanaugh is working on the project with other State Presidents. The program committee has held two conference calls.

Tennessee, Jeff Gerkin

Jeff reviewed his written report (see Attachment A)

Discussion: It has been thirty-four days and the President-Elect has not resigned. A primary focus will be to continue training and assessments from last year to ensure that the association is meeting the needs of the membership. There will be spring training. TASFAA is looking forward to hosting the NASFAA conference in Nashville, TN.

Virginia, Ashley Reich

Ashley reviewed her written report (see Attachment A)

Discussion: On July 24, 2013, a webinar was scheduled with Virginia Department of Housing and Community Development to find ways that VASFAA can be a part of the community and what opportunities are present for the organization in the future in regards to participation. VASFAA President Reich was unable to attend the webinar because the contact information was not provided. A meeting was held with VACRAO to foster new relationships.

Georgia, Cathy Crawley

Cathy reviewed her written report (see Attachment A)

Discussion: During the transition meeting, GASFAA President Crawley introduced new communication skills, approved zero based budget and finalized committee members.

Kentucky, Katie Conrad

Katie reviewed her written report (see Attachment A)

Discussion: During the transition meeting, the members played with ropes. SASFAA board unanimously rendered a decision by email for Katie to remain on the board. There was no vote or call necessary. KASFAA voted to extend State President Conrad active membership status through February. KASFAA bylaws do not address the President-Elect position, if the President-Elect must step in as President and if the President-Elect must serve for two years. There was not a 12-13 transition meeting instead a Leadership meeting was offered. The new board members may not have transitioned. There was no official way to exchange information. The goals for 2013-14 are to enhance communications, established a social media position, review policies and procedures, mentorship and develop leadership within the association.

South Carolina, Katie Harrison

Katie reviewed her written report (see Attachment A)

Discussion: Transitional board meeting was held on last month with leadership ropes course, originated with Sarah on last year. The leadership ropes course provided great leadership, communication and strategies. The Professional Development committee is developing New Aid Officers workshop to include a fall federal update. SCASFAA President Harrison has contacted David and Mike to see if they are available, even through skype. SCASFAA Leadership Symposium is directed to Mid-Level professionals and will be held as pre-conference for assistant and associate directors. SCASFAA was approved for the NASFAA training track. Justin Draeger is scheduled to attend the conference. The program committee is meeting on September 10, 2013 to begin planning the conference. The Global Issues committee wish to focus on mental health and disability on college campuses (traditional and non-traditional students). The Budget committee meeting will be held on next Friday. Nancy Garmroth is chairing the Financial Planning committee which is a new role for SCASFAA.

Alabama, Kevin Ammons

Kevin was absent from the meeting, a written report was provided (See Attachment A).

Mississippi, Greg Windham

Greg was absent from the meeting, Brett Barefoot presented his report. A written report was provided (See Attachment A).

Discussion: The annual conference for Mississippi will be held in May. Our prayers are with Greg Windham and Cindy May.

Florida, Wayne Kruger

Wayne reviewed his written report (see Attachment A)

Discussion: College Goal Sunday will be administered by the state association. The annual conference will be held in May. A clock hour webinar will be held in February. Membership fees will be waived for anyone outside of FL who would like to attend. FASFAA may be able to get more trainers by asking Department of Education representatives to remain in the area.

President Barree dismissed the group at 2:35 p.m.

UNFINISHED BUSINESS

President Barree reconvened the meeting at 9:02 a.m.

Clock Icebreaker: Why do you continue working in the financial aid field?

Collecting demographic information from volunteers

Once committees have been settled out, demographic information is needed. The volunteer information does not collect the demographic information such as gender. Jeff Dennis provided committee members a good spreadsheet. President Barree will provide a spreadsheet. The GAP committee looks at diversity. The GAP report will be due later in the year. SASFAA Committee members must pay the SASFAA membership dues before serving on committees.

Outstanding Board member photos to be taken

A few pictures of board members are needed. Angie Black will take pictures of Jeff, Sarah and Jane.

State Presidents' group project

Wayne Kruger, FASFAA's President, provided an update on the State Presidents group project. Between SASFAA pre-meeting and transition meeting, develop a structure to discuss state issues, formalize the process going forward and provide a handout for incoming state presidents going to NASFAA. President-Elects workshop at the annual conference was good. Suggestions were made for additional items to be included during the President-Elects' Workshop such as develop a guide or checklist for President-Elects, join the NASFAA listserv, prepare for NASFAA Leadership Symposium which will be held on March 9-11, 2014. State Presidents would like to be responsible for a small aspect of the conference such as conducting sessions. The Conference Chairperson, Amy Berrier, will be contacted to determine if assistance is needed from the State Presidents for the annual conference. State Presidents are developing a pamphlet to inform incoming candidates for President in advance of SASFAA responsibilities.

NEW BUSINESS

Approval of Committees

ACTION: Wayne Kruger moved that we approve all committee members and President Barree has the authority to approve new members who are recommended. Motion Seconded by Ashley Reich. The motion was unanimously approved.

Approval of 2013-14 Goals

A handout was delivered for goals added by President Barree. The majority of the goals derived from comments from non-GAP officers, recommendations from committee chair and others added involved communications.

ACTION: Tabatha McAllister moved that the additional goals be accepted as listed for 2013-14 with the addition of the State Presidents. Motion Seconded by Nathan Basford. The motion was unanimously approved.

President Barree adjourned the meeting at 9:46 a.m.

ATTACHMENT

A

AGENDA
SASFAA Board Meeting
Hyatt Regency Jacksonville (FL)
August 2-4, 2013
Suite 4108

Friday, August 2nd

6:00 PM **Meet in lobby; dinner together for those who have arrived**

9:00 PM Hospitality President's Suite

Saturday, August 4th

8:00 AM **Breakfast** **Restaurant**

9:00 AM Call to Order, Welcome and Introduction of Guests Zita
 Barree Announcement of Substitute Voting
 Establish a Quorum

***Action Item: Approval of Agenda with
 authority given to the President to make
 changes as needed in order to facilitate the
 flow of business
 Clock Icebreaker
 Housekeeping and Board reminders***

Welcome to Florida

Wayne Kruger

Report of Officers

President (p. 3-5)

President-Elect (p. 6)

Past President (p. 7-9)

Action Item: 2014 Elections Process

Zita Barree
 Nathan Basford
 Jeff Dennis

Vice President (p. 10)
McAllister

Tabatha

Action Item: Management Institute/Leadership Symposium

Secretary (p. 11-14)

Sharon Oliver

Treasurer (p. 15)

Amy Moser

Action Item: Recommendation from Edward Jones

Action Item: Approve 2013-2014 Budget

10:30 AM Break

10:45 AM

Committee Reports

Conference (p. 16-19)

Budget and Finance (p. 20-24)

Amy Berrier
 Terri Parchment

Sponsorship (p. 25-27)

Global Issues (p. 28)

Electronic Services (p. 29-34)

Brett Barefoot
 Mike O'Grady
 Angie Black

12:00 PM	Lunch	
1:15 PM	<u>Committee Reports (cont'd)</u>	
	Legislative Relations (p. 35-37) Site Selection (p. 38-41) <i>Action Item: June 2014 Transition site</i> <i>Action Item: November 2013 Board meeting</i>	Philip Hawkins Tracy Misner
Membership (p. 42)		Marian Dill
	Communications and Outreach (p. 43) Technology Assessment & Integration (p. 44)	Jane Moore Sarah Dowd
3:00 PM	Tour of the Hotel	
4:00 PM – 5:15 PM	<u>State Presidents' Reports</u> (Guess the order and what it is tied to) (This time frame allows for each state to use approximately 8 minutes)	
	North Carolina (p. 45) Tennessee (p. 46-47) Virginia (p. 48) Georgia (p. 49) Kentucky (p. 50) South Carolina (p. 51) Alabama (p. 52) Mississippi (p. 53) Florida (p. 54-55)	Rachel Cavenaugh Jeff Gerkin Ashley Reich Cathy Crawley Katie Conrad Katie Harrison Kevin Ammons Greg Windham Wayne Kruger
6:15 PM	Dinner with the Conference Committee	
9:00 PM	Hospitality	President's Suite
<i>Sunday, August 5th</i>		
8:00 AM	Breakfast	Restaurant
9:00 AM	Unfinished Business <ul style="list-style-type: none"> ➤ Collecting demographic information from volunteers ➤ Outstanding Board member photos to be taken ➤ State Presidents' group project 	
10:30AM	Break	
10:45 AM	New Business <ul style="list-style-type: none"> ➤ Approval of Committees ➤ Approval of 2013-14 Goals 	
12:00PM	Adjourn	

Summary of Activities

GAP 10.1 (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: No activity for this time period – see reference to SASFAA Kits in GAP 10.1 (12-13) below.

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: No activity for this time period

GAP 2.1 (12-13): The President and President-Elect should determine when a review of the elected officers of the Board should be done and document in what year the Board composition and term limits were reviewed. This should be accomplished during 13-14.

Activity: No activity for this time period

GAP 3.1 (12-13): 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 at the beginning of July and requested that each board member return their activities for each goal by July 22, 2013.

GAP 4.2 (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. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

Activity: No activity for this time period.

GAP 5.1 (12-13): SASFAA should submit projects for NASFAA award consideration at least every two years. 12-13 is the second year in the cycle.

Activity: Information about the NASFAA award process will be shared with the board at this meeting.

GAP 7.2 (12-13): The President should include a Major Section/Subsection Goal on the Goals Spreadsheet for each Board member to review their section of the P & P and report if any changes are needed.

Activity: This was included as a separate objective in the goals and objectives spreadsheets that were distributed to board members in early July.

GAP 10.1 (12-13): Consider removing the second sentence in Objective 10.6 that refers to the creation of the "SASFAA Kits" when developing the next Long Range Plan.

Activity: No activity for this time period

LRP 3.1: Assess the purpose and need for each committee when making committee chair/liaison appointments.

Activity: This was done. An ad-hoc committee, Technology Assessment & Integration, was created to take a more global look at all of SASFAA's communications with particular attention to the web site, functionality of Wild Apricot and policies and procedures.

President Report (cont.)
Zita Barree

LRP 3.3: Consider whether all committee chairs should be in attendance at all Board of Directors meetings, keeping in mind the need to develop future leadership for the Association yet maintaining the ability to conduct business at reasonable cost.

Activity: All committee chairs will be included in all Board meetings during the 2013-14 year.

LRP 3.4: Select an appropriate mix of returning and new committee chairs to ensure that continuity of Association business and the development of future leadership.

Activity: There are six new committee chairs (two served on the board last year as state presidents) and four returning committee chairs.

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

Activity: Diversity was sought for committee chair appointments but unfortunately due to multiple people declining chair appointment offers, it was not achieved this year. The Board as a whole still does reflect inclusiveness, though.

LRP 5.1: Identify and finance, when financially feasible, one individual annually, other than the President-Elect or Treasurer, to attend the NASFAA Leadership Conference if never attended previously.

Activity: No activity for this time period

LRP 5.2: Finance, when financially feasible and when needed, the SASFAA portion of the NASFAA inter-regional visitation program.

Activity: NASFAA has recently announced that due to transition plan to smaller Board size, this year there will be no inter-regional visits.

LRP 5.3: Provide recognition of state and regional leaders.

Activity: Heather Boutell, Bellarmine University, was awarded NASFAA's Regional Leadership Award at the recent 2013 NASFAA Conference in Las Vegas.

LRP 5.4: Establish a SASFAA leadership workshop, held biannually for developing state member officers and leaders which may be held at a state conference or the SASFAA annual conference. Efforts should be undertaken to track the effectiveness of the leadership workshop in leading to individuals holding leadership positions within the Association or its member-state associations.

President Report (cont.)
Zita Barree

Activity: No activity for this time period

LRP 7.2: Require that officers and committee chairs review and update policies and procedures under their purview. Activity: See response to GAP 7.2 (12-13) at beginning of report.

LRP 9.2: Serve as a link with and between various sectors of the Association, and as a link between the state associations and the National Association of Student Financial Aid Administrators.

Activity: No activity for this time period

LRP 10.3: Provide the SASFAA president's annual report to the membership in accordance with Section 1, Article 7 of the By-Laws. Activity: No activity for this time period

President Report (cont.)
Zita Barree

LRP 10.6: Develop a volunteer process and communicate it clearly. Consider creating “SASFAA Kits” on committee structure, programs, service, etc.

Activity: A volunteer form was posted to the SASFAA web site in mid-March and two Nine News articles were written to solicit volunteers (with cross posts going out on the listserv) and each state president-elect was also asked to share the information within their respective states. A final count of volunteers will be provided after all committee members are approved. See reference to SASFAA Kits in GAP 10.1 (12-13).

PP 5.2b: Represent SASFAA as an observer at the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA).

Activity: I will attend my first NASFAA Board meeting as an observer in November of this year. PP 5.2g: Attend state conferences and provide a SASFAA Update, as well as sessions if asked. Activity: The schedule for attendance at state conferences will be distributed at this meeting.

Discussion

I attended Board orientation at the NASFAA National Conference in Las Vegas on Friday, July 12, 2013.

In addition to Heather Boutell receiving NASFAA’s Regional Leadership Award, congratulations also go to SASFAA for receiving the only NASFAA Gold Star Award this year for their initiatives with clock-hour programs and schools, to Bonnie Jo Joerschke from the University of Georgia for receiving NASFAA’s Meritorious Achievement Award, and to Ron Day who closed out his year as NASFAA National Chair for being awarded the Allan W. Purdy Distinguished Service Award. SASFAA was well represented!

SASFAA 2013-14 Goals Added by President

- 1. Update and publish the SASFAA Operational Calendar. (President-Elect)**
- 2. Explore the possibility of moving the parliamentary role from the president-elect to the past president. (Secretary/Bylaws)**
- 3. Consider discontinuing the practice of reconciling and documenting daily transactions at the annual conference. (Treasurer, Budget and Finance)**
- 4. Review and assess the use of the listserv versus blog versus Facebook. How can each be used most effectively? (per comments shared by last year's chair - Technology Assessment & Integration)**
- 5. Consider whether the SASFAA Nine News blog is working at its fullest potential. (Technology Assessment & Integration)**
- 6. Solicit a person from each state to serve on the committee to help provide material to be shared on the blog. (Communications & Outreach)**
- 7. Work to resolve any remaining issues with Wild Apricot and the Sponsorship process, particularly as it relates to the conference registration process. (Electronic Services, Sponsorship, Technology Assessment & Integration)**
- 8. Given the name change for the committee that was approved by the board this past year, reassess information contained within the P & P and make recommendations for any changes. (Global Issues)**
- 9. Determine how we can we better promote the benefits of becoming/continuing as a SASFAA member. (Membership)**
- 10. New Aid Officer Workshop participants need to be updated in Wild Apricot as 13-14 members before the first membership renewal solicitation is done. (Membership)**
- 11. Using the results of the survey conducted with the membership this past election cycle, determine how best to conduct the process going forward. (Past President)**
- 12. Ensure that any written contracts/agreements are reviewed by the Budget & Finance Chair and President prior to commitment and that copies are provided to both after all signatures are obtained. (Site Selection)**
- 13. Review all areas of the P & P with any aspect to communications or the web-site and make any needed recommendations for updates based on how things should work going forward. (Technology Assessment & Integration)**
- 14. Review who has administrative rights to update Wild Apricot and determine the validity of each person having those rights. Make recommendations for any changes in assigned rights. (Technology Assessment & Integration)**
- 15. Evaluate Wild Apricot – cost/benefit analysis and how can the current issues with it be resolved? (Technology Assessment & Integration)**

Additionally:

State presidents will determine a project to work on as a group that will have a positive impact on future SASFAA activities. (State Presidents)

2013-14 SASFAA State Conference Travel Schedule

Fall 2013

KASFAA	October 9 – 11	Erlanger	Zita
NCASFAA	November 2 – 6	Cherokee	Nathan

Spring 2014

SCASFAA	March 30 – April 2	Myrtle Beach	Zita
TASFAA	April 6 – 9	TBD	Nathan
NCASFAA	April 13 – 16	Wrightsville Beach	Zita
KASFAA	April 14 – 16	Louisville	Nathan
AASFAA	April 22 – 25	TBD	Zita
MASFAA	May 14 – 16	Natchez	Zita
VASFAA	May 19 – 21	Richmond	Zita
GASFAA	May 21 – 23	Macon	Nathan*
FASFAA	May 26 – 30	St. Pete	Zita

*final confirmation on whether it will be Nathan or Zita will be provided by no later than the annual conference in February 2014

President-Elect Report
Nathan Basford

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 Immediate Past President, Mr. Jeff Dennis, has asked me to serve as an observer on the 2013-14 GAP Committee. A conference call meeting is planned. Mr. Dennis will provide update in his report.

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: Ms. Chris Tolson, Campbellsville University, KY, has agreed to be the 2015 SASFAA Conference Chair. She will serve as a member of the 2013-2014 Conference Committee. She and I are working on selecting committee members for 2014-2015 and are planning to hold a transition meeting at the 2014 conference in Jacksonville, FL.

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 Ms. Chris Tolson being selected as the chair of the 2014-15 Conference Committee, I have asked Mrs. Tracy Misner, Lee County High Tech North (FL) to continue as Site Selection Chair, and have asked Ms. Amy Berrier, University of North Carolina-Greensboro to serve as Legislative Relations chair for 2014-15 .

PP 5.3i: Fiscal integrity will be ensured.

Activity: No activity for this time period.

ZB#1: Update and publish the SASFAA Operational Calendar

Activity: Will begin reviewing and getting with other members of board to review and update section that pertains to their position.

Past President's Report Jeff Dennis

Summary of Activities

GAP 3.2 (11-12): 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. 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 President-Elect (Nathan Basford) has been invited to attend and participate in the May 2014 GAP Committee meeting.

GAP 4.2 (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. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

Activity: I have supplied my committee members' demographic information for the committees that the past-president chairs.

GAP 7.2 (12-13): The President should include a Major Section/Subsection Goal on the Goals Spreadsheet for each Board member to review their section of the P & P and report if any changes are needed.

Activity: This is being done.

LRP 4.1, LRP 4.3, LRP 4.4, and LRP 4.5: 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: 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.

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 Secretary in order to present a slate to the board at the November meeting.

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 Secretary was submitted to the Chair for posting to SASFAA Nine News. A 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.

Past President's Report (Cont.)
Jeff Dennis

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.

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: 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.

Past President's Report (Cont.)
Jeff Dennis

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 2012-13 SASFAA Executive Board. A recommendation is coming to the August Board meeting.

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.

Past President's Report (Cont.)
Jeff Dennis

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 2013-14 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.

ZB #11: Using the results of the survey conducted with the membership this past elections cycle, determine how best to conduct the process going forward.

Activity: The Nominations and Elections Committee have met and are bringing a recommendation to the Board at the August 2013 meeting.

Summary of NASFAA Board of Directors Meeting in July 2013:

- NASFAA is going to partner with Regional NAOW workshops to figure out how to offer the test after the workshop to get the participants credentialed.
- We need to promote to membership the need for volunteers in NASFAA as well.
- NASFAA U is going to expand.
- NASFAA Investment opportunity: Going to give states and regions the opportunity to invest at 50,000 or \$100,000 levels.
Investing \$50,000 could have different returns than what NASFAA is experiencing because it would have a different investment strategy. Investing \$100,000 should have the same investment strategy as what NASFAA has.
- Discuss limitations of Justin's ability to travel to state meetings. Justin has traveled extensively these first three years but now he needs to spend time in D.C. I would recommend that states not invite Justin specifically but to invite trainers to their state meetings.

Summary of Activities

PP 3.3.1 Banners – It is the responsibility of the Vice President to transfer the banner of the succeeding Vice President. Activity: Tabatha McAllister initiated contact with Michael Reynolds regarding Association Banners.

PP 5.2 Vice President – roles of the position

Activity: Tabatha McAllister reviewed the duties and responsibilities and created goals and objectives for the 2013-2014 year.

PP Section 6 a – develop goals and objectives

Activity: Tabatha McAllister submitted goals and objectives for professional development activities. PP 6.0.g – Forward to Successor all pertinent records and reports by August 1

Activity: Tabatha McAllister requested all pertinent records/reports from previous Vice President along with survey results of the 2013 NAOW.

PP 6.15.f – Site Selection – Summer Workshop Site and Leadership Symposium or Mid-Level Workshop site

Activity: Tabatha McAllister updated and disseminated the Request for Site Proposal for the 2014 New Aid Officer Summer Workshop. The form was posted to the list serve. It was requested that a response be received by September 30, 2013 for review, discussion and decision at the next Board meeting.

LRP III Professional Development- Determine the training and professional development needs of members, recognizing categorical distinctions among members such as experience, institutional type, constituencies served and level of responsibility.

Activity: Tabatha McAllister in concert with President Zita Barree considered the goals/objectives provided in long range plan for training. The professional development committee will provide, at a minimum the following professional development opportunities for the membership:

- Management Institute or Leadership Symposium [LPR 12.13]
- One-Day NAOW prior to Annual Conference [LPR 12.9]
- New Aid Officers Workshop (Summer 2014) [LPR 12.10]

GAP 12.5 (12-13) – Provide job descriptions from the Summer Workshop Guide to State Presidents and Board members for nomination of instructors and development partners at the first meeting.

Activity: Tabatha McAllister created a nomination form in accordance with the Summer Workshop Guide for dissemination at the 1314 first Board meeting. Nominations are to be returned on/by September 30, 2013

**Vice President Report
Tabatha McAllister**

GAP 4.2 (11-12) - 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: Tabatha McAllister will confirm that VP/Professional Development Chairperson from each state will be a part of SASFAA Professional Development Committee. Request consideration of membership volunteers supplied by President Barree.

Discussion

1. The SASFAA PP lists the committee as Professional Development (6.1.1/ 6.14/ 6.14.1/10.2.1) and Professional Advancement (5.2/ 10.11) inconsistently throughout the document. Which is accurate? Should this be updated for consistency?
2. Nominations for instructors and development partners for NAOW and institute/symposium.
3. Review the list of volunteers to ensure diversity of committee. Solicit committee membership for sectors/groups not represented.

*Secretary/By Laws Committee
Report Sharon Oliver*

Summary of Activities

GAP 4.2: 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. It is the responsibilities

of the committee chairs to have each of the committee members complete this document.

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

GAP 1.1: The Secretary recommends that if the By-Laws Committee identifies changes that are typos, then the committee should send a request to the President for approval and the changes are immediately updated. The changes should be shared as information at the next board meeting.

Activity: No activity.

GAP 7.1: Section 1.3 (Updating the Manual) of the P & P Manual should be reviewed to ensure the language requires the SASFAA Secretary to update the P & P after each Board approved change and send the new version to the Electronic Services Chair for posting to the SASFAA website.

Activity: No activity.

GAP 7.2: The President should include a Major Section/Subsection Goal on the Goals Spreadsheet for each Board member to review their section of the P & P and report if any changes are needed.

Activity: The Secretary has reviewed the goals for 2013-14. There are no changes needed.

GAP 8.1: Although the secretary is responsible for maintaining SASFAA documents, they should also be readily available to the membership on the SASFAA website and in an obvious place.

Activity: No activity.

LRP 1.1.: Review annually to ensure that the By-Laws continue to further the mission of the Association.

Activity: No activity.

LRP 4.1: Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.

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

LRP 4.3: 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: Extended an invitation to all volunteers who demonstrated an interest to serve on the bylaws committee. The recommended committee members are diverse.

LRP 4.4: 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: Extended an invitation to all volunteers who demonstrated an interest to serve on the bylaws committee. The recommended committee members are diverse. There are new and returning members recommended to serve on the Bylaws committee.

LRP 4.5: 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: No activity.

LRP 4.6: 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: No activity.

LRP 7.1: Establish a procedure to ensure that the policies and procedures are accurate and complete and that the Association complies with them. The review should include an analysis of the minutes of each Board Meeting to be sure policy/procedures approvals have been incorporated.

Activity: No activity.

LRP 7.3: Recommendations for policies and procedures changes shall be approved by the SASFAA Board of Directors.

Activity: No activity.

LRP 7.4: The Secretary shall incorporate policies and procedures as they are approved into the Policy and Procedure Manual.

Activity: No activity.

LRP 8.1: Establish procedures to maintain and archive the records of the Association at the close of each fiscal year.

Activity: No activity.

LRP 8.2: Review periodically the methods for maintaining accessibility, retrieval, security and the location for archival of records.

Activity: No activity.

LRP 8.3: Ensure the accessibility and continuity of the Association's records.

Activity: No activity.

LRP 9.1: 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.

PP 5.6(1): All pertinent SASFAA records and documents must be appropriately transferred to the incoming secretary at the end of each departing secretary's term.

Activity: No activity.

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: No activity.

Secretary/By Laws Committee Report (Cont.)
Sharon Oliver

PP 5.6(2): The P&P shall be continually updated as appropriate and updates posted to the SASFAA web site upon approval of the Board.

Activity: No activity.

PP 5.6b: Records the proceedings of the Board and general business meetings.

Activity: No activity.

PP 5.6f: Serves as chair of the bylaws committee, which annually conducts a review and recommends changes to the bylaws to the Board.

Activity: No activity.

Secretary/By Laws Committee Report (Cont.)
Sharon Oliver

PP 5.6h: Prepares and submits meeting minutes with supporting documents and publications, including annual conference programs, special reports, and membership directories to archives.

Activity: No activity.

PP 5.6j: Distributes agendas developed by the President in advance of Board meetings.

Activity: The agenda for the August board meeting was provided to board members on Monday, July 29, 2013 for the board meeting scheduled for August 2, 2013.

PP 5.6k: Sends appropriate cards and gifts to members and colleagues on behalf of the Association; maintains the seal.

Activity: The Secretary sent sympathy cards to Nathan Basford (FL) and Anh Do (FL). Get well cards were sent to Bruce Cabiness (NC) and Cindy Lee (MS).

PP 6.0: Each officer and committee chair must forward documents (as soon as they are finalized) that should be stored in the SASFAA archives to the SASFAA Secretary.

Activity: No activity.

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.

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: No activity.

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

Activity: The report for the Secretary was submitted for the August board meeting.

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: No activity.

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: A travel expense form was submitted for the August board meeting airfare.

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.

Secretary/By Laws Committee Report (Cont.)
Sharon Oliver

Activity: No activity.

PP 6.4: The bylaws committee, chaired by the secretary, annually reviews bylaws governing the Association. The bylaws committee recommends necessary changes to the Board.

Activity: No activity.

ZB#2: Explore the possibility of moving the parliamentary role from the president-elect to the past president.

Activity: No activity.

Secretary/By Laws Committee Report (Cont.)
Sharon Oliver

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. State Presidents are encouraged to provide additional events for the 2013-14 Operational Calendar to the Secretary.

Treasurer's Report
Amy M. Moser

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, and BB&T
- 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 receipted and posted to Wild Apricot and Quickbooks.
- 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 2012-13 were completed by Nancy Garmroth..
- PP 5.5g** Arranges in coordination with the finance and audit chair for an annual independent audit of the financial records.
Activity: The 2012-2013 records will be given upon request 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 changes, new lines and all investment accounts. Credit applications will be completed as needed, including 2014 conference.

SASFAA, Inc.

Balance Sheet

As of July 24, 2013

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
BB&T Checking	56,216.32
BB&T Savings	77,747.33
Edward Jones-Money Market	80,423.43
Fifth Third Checking (deleted)	0.00
Fifth Third Savings (deleted)	0.00
Suntrust-Money Market	0.00
Total Bank Accounts	<u>\$214,387.08</u>
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	<u>\$ 0.00</u>
Other current assets	
CD-AMEX Centr 3/19/12 1.25% (deleted)	0.00
CD-BofA 2% 5/6/13	0.00
CD-Capmark BK 7/16/12 2.65% (deleted)	0.00
CD-Citibank 2.1% 11/26/12	0.00
CD-Citibank 2.4% 1/27/14	20,497.29
CD-Discover 5% 8/6/13	7,319.01
CD-GE Money 5% 10/23/13	2,132.39
CD-Leaders BK 6/18/12 1.00% (deleted)	0.00
CD-Midfirst BK 7/16/12 2.60% (deleted)	0.00
CD-Rollstone 1.65% 2/12/14	5,068.70
CD-Sallie Mae Bank 3.25% 3/4/13	0.00
CD-State Bank 1.5% 3/24/14	50,851.99
Charles Schwab (NASFAA)	286,961.27
Franklin Low Duration @ Edward Jones	4,508.33
Short Duration-JP Morgan @ Edward Jones	50,591.50
Short Duration-Lord Abbett @ Edward Jones	167,240.95
Undeposited Funds	0.00
Total Other current assets	<u>\$595,171.43</u>
Total Current Assets	<u>\$809,558.51</u>
TOTAL ASSETS	\$809,558.51
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	757,980.87
Retained Earnings	54,593.37
Net Income	-3,015.73
Total Equity	<u>\$809,558.51</u>
TOTAL LIABILITIES AND EQUITY	\$809,558.51

Treasurer's Report

Pending Approval

SASFAA, Inc.
Budget vs. Actuals: 2013-2014 Budget - FY 14 P&L
 July 2013 - June 2014

	Actual	Budget	over Budget	% of Budget
Income				
01 Membership Dues	665.00	41,125.00	-40,460.00	1.62%
02 Professional Development		70,400.00	-70,400.00	0.00%
03 Annual Meeting		131,250.00	-131,250.00	0.00%
04 Vendors/Sponsors/Patrons		105,000.00	-105,000.00	0.00%
05 Advertising		5,000.00	-5,000.00	0.00%
07 Interest Earned		2,000.00	-2,000.00	0.00%
11 Dividends Earned		7,000.00	-7,000.00	0.00%
12 Capital Gains		1,000.00	-1,000.00	0.00%
Total Income	\$ 665.00	\$ 362,775.00	-\$ 362,110.00	0.18%
Expenses				
101 President		8,500.00	-8,500.00	0.00%
102 President-Elect		7,000.00	-7,000.00	0.00%
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	496.25	8,500.00	-8,003.75	5.84%
201 Membership		4,000.00	-4,000.00	0.00%
202 Electronic Services	493.60	6,000.00	-5,506.40	8.23%
203 Professional Advancement		109,000.00	-109,000.00	0.00%
204 Communications & Outreach		1.00	-1.00	0.00%
205 Budget and Finance		4,500.00	-4,500.00	0.00%
206 Annual Meeting Program	2,665.80	130,000.00	-127,334.20	2.05%
207 Site Selection		3,000.00	-3,000.00	0.00%
210 Executive Board		35,000.00	-35,000.00	0.00%
211 President's Contingency		2,500.00	-2,500.00	0.00%
213 Advance Program Planning		500.00	-500.00	0.00%
214 Global Issues		3,000.00	-3,000.00	0.00%
215 Prior Administration Bills		500.00	-500.00	0.00%
216 Legislative Relations		6,000.00	-6,000.00	0.00%
217 Long Range Planning		4,000.00	-4,000.00	0.00%
218 Vendor/Sponsor		3,000.00	-3,000.00	0.00%
224 Accounting Fees and Taxes		5,300.00	-5,300.00	0.00%
225 Online Payment Processing Fees	25.08	4,000.00	-3,974.92	0.63%
Total Expenses	\$ 3,680.73	\$ 356,801.00	-\$ 353,120.27	1.03%
Net Operating Income	-\$ 3,015.73	\$ 5,974.00	-\$ 8,989.73	-50.48%
Net Income	-\$ 3,015.73	\$ 5,974.00	-\$ 8,989.73	-50.48%

Wednesday, Jul 24, 2013 11:28:12 AM PDT GMT-4 - Accrual Basis

*Conference
Report Amy
Berrier*

Summary of Activities:

GAP 4.2 (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. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

Activity: I worked directly with the President to select committee members from each state while being aware of sector type, ethnicity, gender, and years of experience. I also worked with the President to select the Local Arrangements Chair. The conference committee members will be approved by the Board in August 2013.

GAP 12.1 (11-12): Priority should be given to determine the training and professional development needs of members, recognizing categorical distinctions among members such as experience, institutional type, constituencies served and level of responsibility. Specific questions should be considered on all events survey/evaluations as well as a listserv solicitation for training needs.

Activity: I sent two emails to the SASFAA listserv soliciting session ideas and volunteers for moderators and session presenters. The committee will start discussing session topics at the August board meeting. I have also asked the state Presidents to send the solicitation out to the state listservs.

GAP 12.2 (11-12): There needs to be survey instrument coordination with current conference chair and future conference chair in order to gather current conference evaluations, membership and professional development surveys, and consideration of current issues and educational trends and the perceived need of members. It is crucial evaluations are distributed timely after each conference and training/workshop event.

Activity: The committee would like to choose a survey instrument that appears to be more reliable than what was used in 1213. AnswerQwik did not appear to be too user friendly. The Committee will work with the Electronic Services Chair as well as the Committee to select an appropriate survey instrument.

GAP 12.3 (11-12): It has been proven under past conference leadership onsite meetings should be limited to maximum of one two night meeting with the location being at the conference hotel. All other business should take place via conference calls and emails. Each conference chair should pay close attention to budget cutting activity. It should not be assumed the entire conference committee needs to arrive Friday afternoon. Well-planned conferences should only need to bring in the committee members as their onsite tasks are needed to minimize cost to the organization.

Activity: There should not be a need for another on-site conference committee meeting other than the one in August. We will conduct the majority of other business via email and conference calls.

GAP 12.4 (11-12): Priority should continue to be placed on providing sessions/training understanding the legislative process and ways to gain confidence when communicating with legislative officials. Efforts should

continue to include topics on public policy and operations as well as competencies in management and human relations

Activity: We will work directly with the Legislative Relations Chair to incorporate at least 1-2 legislative sessions at the conference.

GAP 12.6 (11-12): The conference committee should consider adding an event or time free from sessions to encourage networking.

Activity: The committee will discuss the conference agenda at the August conference committee meeting. We will make sure to include an event/free time from sessions to encourage networking among members/conference attendees.

GAP 12.7 (11-12): It is highly recommended that the membership is solicited at a minimum to gather conference topics and sessions Activity: Task already completed. The committee will continue to solicit ideas from the membership as well as the 9 states.

GAP 12.8 (11-12): It is recommended that SASFAA solicit additional revenue by offering pre-conference opportunities for the exhibitors/sponsors using rooms reserved for SASFAA and SASFAA charging the exhibitor/sponsor to use the room

Activity: As of right now, there is not any additional space available already blocked by SASFAA. If any opportunities become available, I will work directly with the Vendor/Sponsor Chair on options for exhibitors/sponsors.

GAP 12.9 (11-12): Review prior year training to identify level and/or sectors for which training should be offered and not assuming certain pre-conference workshops be offered annually.

Activity: The committee will work with the Vice-President and President when considering pre-conference activities. As of right now, two rooms are reserved for pre-conference workshops/activities on Sunday/Monday at the conference.

GAP 7.2 (12-13): The President should include a Major Section/Subsection Goal on the Goals Spreadsheet for each Board member to review their section of the P & P and report if any changes are needed.

Activity: I do not see any needed changes at this time.

GAP 12.11 (12-13): The conference committee should promote the "job board" available during the conference, and in the pre-conference materials let the membership know it will be available for conference attendees to post jobs free of charge at the event.

Activity: The conference committee will add this to our list of things to take care of at the conference. Several members missed the job board during 2012-2013.

LRP 4.1: Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.

Activity: I worked directly with the President to select committee members from each state while being aware of sector type, ethnicity, gender, and years of experience. I also worked with the President to select the Local Arrangements Chair. The conference committee members will be approved by the Board in August 2013.

LRP 4.2: 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: I worked directly with the President to select committee members from each state while being aware of sector type, ethnicity, gender, and years of experience. I also worked with the President to select the Local Arrangements Chair. The conference committee members will be approved by the Board in August 2013.

LRP 4.3: 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.

Conference Report (Cont.)
Amy Berrier

Activity: I worked directly with President to select a committee member from each state. I also have included the appropriate ex- officio members on the committee already selected by the President as committee chairs.

LRP 4.4: 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: I worked directly with the President to select committee members from each state while being aware of sector type, ethnicity, gender, and years of experience. There was also careful consideration to insure that there was a good mix of new and returning committee members on the conference committee. The committee members will be approved by the Board in August 2013.

LRP 4.5: 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: I will utilize conference calls and email to conduct business outside of August on-site meeting.

Conference Report (Cont.)
Amy Berrier

LRP 5.5: Provide a forum at the SASFAA conference for recognition of any state project(s) submitted to NASFAA.

Activity: This will be included at the conference depending on the outcome of any state awards at NASFAA in July 2013.

LRP 9.1: Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity: The conference committee will keep this in mind when planning the conference agenda.

LRP 12.2: Continue to develop and offer an annual conference which integrates observations gathered from conference evaluations, membership and professional development surveys, and consideration of current issues and educational trends and the perceived need of members.

Activity: I will utilize suggestions from past conference chairs, conference evaluation information, and solicit ideas about sessions and conference items from the membership and the Board.

LRP 12.3: Provide such a conference which incorporates cost-saving measures to encourage participation, emphasizes content, and is self-supported.

Activity: The conference committee will keep this in mind when planning the conference agenda.

LRP 12.4: Provide a varied conference agenda incorporating legislative, regulatory, public policy and operational topics, as well as, competencies in management and human relations.

Activity: The conference committee will keep this in mind when planning the conference agenda.

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: The conference committee and Chair will make sure that recommendations are taken into consideration from the President

& GAP committee when planning the agenda. The committee will also keep in mind the bylaws, the mission statement and LRP of SASFAA when planning the conference agenda.

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: I will comply with the deadlines to submit articles to the website and SASFAA Nine News.

Conference Report (Cont.)
Amy Berrier

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

Activity: I will submit my Conference Committee reports to the Secretary by the published deadlines.

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: I will submit the GAP report for the Conference Committee by April 1, 2014.

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: I will adhere to budget and Financial Management Guide when conducting SASFAA Conference Committee business and when planning the conference agenda.

Conference Report (Cont.)
Amy Berrier

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: I will forward all records to the 2015 Conference Chair by August 1, 2014.

Discussion:

- 1) Secured Patrick House, Season 10 Winner of The Biggest Loser, as our Keynote Speaker. He will also conduct a current session, conduct two fitness boot camps on Monday and Tuesday morning of the conference, and join us for other conference activities as his time permits. Thanks to Cindy May and Brenda McCafferty (past Conference Chair at this hotel) for assisting me with this matter.
- 2) Communicated with NASFAA President Justin Draeger about his attendance at the 2014 Conference. He will most likely join us on Sunday morning at the board meeting to provide a Washington Update / NASFAA Update, provide a Washington Update / NASFAA Update to the membership as a general session on Monday, and will present a concurrent session on Monday afternoon most likely. He will return to DC late Monday evening due to other obligations. He looks forward to joining SASFAA again this year in Jax.
- 3) Secured a hotel tour of our blocked space at 3 pm on Saturday August 3, 2013.
- 4) Working with Local Arrangements Chair, Kristi Jones (Nelnet), on the Committee's responsibilities. I have included her on communication and other items regarding the conference.
- 5) Working with the 2015 Conference Chair, Christi Tolson, on items that will benefit her in preparing and planning for the 2015 Conference in Memphis. I will work closely with her throughout the year and include her on meetings with the hotel and other items pertinent to conference planning.
- 6) Worked closely with 2013 Conference Chair Paul Mittelhammer on suggestions and issues that arose from the Atlanta Conference. I also worked with him about ideas when planning the agenda for the conference committee meeting here in Jacksonville.
- 7) Once the Conference Committee discusses sessions at the meeting, I will be in contact with the Department of Education about the conference agenda and our needs for ED presentations.
- 8) I have communicated individually with conference committee members about their interests, strengths, and weaknesses regarding committee assignments for the 2014 Conference.
- 9) I intend on working closely with the Global Issues Chair, Site Selection Chair, Legislative Relations Chair, Vice-President and other board members on:
 - a. Including opportunities for Legislative related sessions at the conference
 - b. Including opportunities for Global Issues related sessions at the conference
 - c. Pre-conference activities
 - d. Opportunities for networking by exhibitors
- 10) I will work closely with the President, Heather Boutell (Kentucky Conference Committee Representative), and the Conference Committee in selecting a conference charity from the state of Kentucky.

Summary of Goals for 2013-2014

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: Budget & Finance Chair is working with the Treasurer and President to submit a zero based budget to 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 and Treasurer are reviewing the options available at the current bank to determine if their online product will work with QuickBooks and the SASFAA established procedures.

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, 2012 SASFAA's assets totaled \$812,574. The 2013-2014 proposed budget at the time this report was written was: \$356,800 and the total contractual obligation was \$102,344.75.

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 treasures and presidents as well as representing various states.

Terri Parchment – TSAC (TN)
Chairperson Jennifer Priest –
Transylvania University (KY) Bill Spiers
– Tallahassee Community College (FL)
Sonja McMullen – Sallie Mae (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.

Budget and Finance
Terri Parchment

Activity: Discussion on this topic will take place at the August meeting.

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 13-14 Budget and Finance committee will be commissioned with review of the GFM. Any suggested changes will be presented to the board for their consideration.

Budget and Finance (Cont.)
Terri Parchment

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 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 will submit 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.

Budget and Finance (Cont.)
Terri Parchment

SASFAA, Inc.
Hotel Contracts

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 night's guest room revenue. Multiply the number of rooms blocked on the two peak nights (375 rooms x 2 nights x rate \$159) by the following schedule

365 days - signed date – 40% of anticipated revenue
= \$47,700 364-271 days – 50% of anticipated
revenue = \$59,625

270 – 181 – 60% of anticipated revenue = \$71,550

180 days - 91 days - 80% of anticipated revenue =
\$95,400 90 days - 0 days - 100% of anticipated
revenue = \$119,250

Total liability as of June 2013: Liability charges based on individual contracts and timing **\$71,550**

Budget and Finance (Cont.)
Terri Parchment

SASFAA, Inc.
Hotel Contracts

The Peabody Memphis – February 19-25, 2015

Room Rate: \$159.00

Tax is: 15.95%

Attrition rate:

80%

Concessions

The following concessions will be provided if 80% of the contracted room block is filled.

- One complimentary room night per 40 rooms
- One complimentary bedroom Celebrity suite
- Thirteen upgraded rooms to Club Level
- Fifteen complimentary VIP welcome amenities
- Complimentary use of the in-house fitness center and pool
- Complimentary meeting room rental with Food and beverage minimum of \$45,000
- Two complimentary VIP roundtrip airport transfers
- Two planning meeting of two days each with complimentary meeting space for 10 people
- One SASFAA Board Meeting of two days with complimentary meeting space for 20
- Complimentary use of 24-hour business center
- Complimentary guest room internet for all guest
- Discounted self-parking at \$10.00 per day
- Ten Complimentary self-parking passes
- \$5 rebate per room to the association based on 1,000 room nights
- Meeting planner points to designated by the association \$50,000 points
- 30% discount will be extended on AV
- Hotel service fee waived
- Reduced staff rate of \$109

Cancellation provisions

More than six months – less than a year - 50% damages = \$79,897.50

More than three months – less than six months – 75% damages =

\$119,846.25 Within three months – 100% damages = \$159,795.00

Total liability as of June 2013: Liability charges based on individual contracts and timing **\$0**

Budget and Finance (Cont.)
Terri Parchment

SASFAA, Inc.
Hotel Contracts

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 2013: Liability charges based on individual contracts and timing

\$30,794.7

5

SASFAA, Inc. Investments as of June 30, 2013

BB&T Checking	\$ 59,232.05
BB&T Savings	\$ 77,747.33
Edward Jones – Money Market	\$ 80,423.43
CD – Citibank	\$ 20,497.29
CD – Discover	\$ 7,319.01
CD – GE Money	\$ 2,132.39
CD – Rollstone	\$ 5,068.70
CD – State Bank	\$ 50,851.99
Charles Schwab/NASFAA	\$286,961.27
Franklin Low Duration/Edward Jones	\$ 4,508.33
Short Duration-JPMorgan/Edward Jones	\$ 50,591.50
Short Duration-Lord Abbett/Edward Jones	<u>\$167,240.95</u>

Budget and Finance (Cont.)
Terri Parchment

Total Assets ***\$812,574.24***

SASFAA, Inc. Inventory as of June 30, 2013

The following items are held by the treasurer.

Sharp EL-1750V Calculator

HP Photosmart 5514 Combo print/copy/scan/web CN1BK320Q3

Summary of Activities

GAP 4.2 (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. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

Activity: As a committee of one, only one document will be completed.

GAP 12.8 (11-12): It is recommended that SASFAA solicit additional revenue by offering pre-conference opportunities for the exhibitors/sponsors using rooms reserved for SASFAA and SASFAA charging the exhibitor/sponsor to use the room.

Activity: Further explore this idea with Conference Chair, President and Treasurer to see if this opportunity is feasible, and consider surveying SASFAA membership concerning interest.

GAP 7.2 (12-13): The President should include a Major Section/Subsection Goal on the Goals Spreadsheet for each Board member to review their section of the P & P and report if any changes are needed.

Activity: Execute as stated.

LRP 4.1: 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 4.3: 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 4.4: 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 4.5: 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 Report
Brett Barefoot

LRP 9.1: 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 6.0b: 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.

Sponsorship Report (Cont.)
Brett Barefoot

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 website.

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.

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, Conference Chair, and Workshop Chairs, execute as stated.

Sponsorship Report (Cont.)
Brett Barefoot

PP 6.16-c: Prepare and mail solicitations of sponsorship opportunities to potential sponsors. Activity: 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-e: Recognize publicly the contributions of all sponsors. 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.

Sponsorship Report (Cont.)
Brett Barefoot

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.

ZB #7: Work to resolve any remaining issues with Wild Apricot and the Sponsorship process, particularly as it relates to the conference registration process.

Activity: Work with the Electronic Services Chair to prevent any future issues with the Sponsorship process through the SASFAA website

Discussion

At the August 2013 Board meeting, discuss whether SASFAA should solicit additional revenue by offering pre-conference opportunities for the exhibitors/sponsors using rooms reserved for SASFAA and SASFAA charging the exhibitor/sponsor to use the room.

At the August 2013 Board meeting, meet with hotel personnel and the Conference Chair about exhibitor space and other matters related to exhibitors at 2014 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, 2013.

SASFAA website will be updated with exhibitor information for 2014 Annual Conference by

September 15, 2013. Solicitation for sponsorship and advertising will commence September 15, 2013.

(F is for SASFAA Board reporting purposes, and report. G is for internal committee purposes.)

LRP 4.1 F Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.

G 1) Will build inclusiveness with all institutional types including 4 yr public, 4 yr private, community colleges and technical colleges and for-profit sectors. 2) Will seek cultural diversity among members that reflects our student demographic.

Activity: Initiated process of recruiting committee members.

LRP 4.2 F 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.

G 1) Will build a depository of state organizations with like directed committees (diversity) and list their goals/objectives/activities. 2) All such committee chairs will be included 3) Benchmarking of best practices will be shared through appropriate communication channels.

Activity: No activity for this time period

LRP 4.3 F 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.

G Task-force use will accomplish ad-hoc assignments limiting permanent committee membership

Activity: Taskforce chair established to conduct survey/overview of possible disparities in practices using social media between well-resourced institutions and under-resourced institutions. Meeting with White House HBCU initiative the week of July 29th or August 4th re: the Taskforce.

LRP 4.4 F 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.

G The committee will build a pipeline of future leadership drawing upon new membership from diverse backgrounds and skill sets.

Activity: Met with Tykesia Myrick from NOVA CC. She has agreed to take a leadership position recruiting other first time members to the committee. This will be her first time participating in SASFAA and comes from a robust background including the for-profit sector, HBCU sector and community college sector. She comes highly recommended by VASFAA/SASFAA/EASFAA colleagues.

LRP 4.5 F 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.

G All meetings will be conference calls, electronic mail or other "green" and financial conscious avenues. In -person meetings will accompany state and regional meetings.

Global Issues

Activity: All meetings to date have been one on one not requiring travel expenditures of significance

LRP 9.1 F Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

G Committee will be pro-active in ensuring programs are of value to all participants.

Activity: No activity for this time period

PP 6.0a F 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.

G The committee will provide leadership as appropriate regarding multicultural issues that parallel the organizations goals and objectives

Activity: No activity for this time period

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

G The committee will submit said articles regarding: 1) veteran issues, particularly re-entry issues, and women veteran issues. 2. cutting edge financial literacy and persistence issues. 3) Best practices for "under-resourced" institutions.

Activity: Talked with person at Department of Labor at NASFAA—Women veterans' are four times more likely to become homeless. Will seek more detail.

PP 6.19(a) F Provide recommendations to the Conference Committee for pertinent subject matter and training for conferences regarding diversity. Provide pertinent information via the SASFAA website, e-mail, and SASFAA Nine News regarding multicultural matters.

G 1) Review impact of verification on first generation students 2) Review social media disparities if any. 3) Will develop a taskforce to examine social media practices among institutions with a partnership with NASFAA and the HBCU White House Initiative.

Activity: No activity for this time period

PP 6.19 (b) F Provide subject matter expertise for other standing SASFAA committees on maintaining and building demographic inclusiveness internally, and cross-cultural outreach externally.

G. See PP 6.19 (a) Column G

Activity: No activity for this time period

Given the name change for the committee that was approved by the board this past year, re-assess information contained within the P & P and make recommendations for any changes.

Global Issues

ZB #8 Will visit the use of "Global" in the committee's name. Persistence, access, inclusiveness, multicultural, retention, and non- traditional are seemly more reflective of the diversity nomenclature and fitting to the stated goals and objectives of the committee.

Electronic Services Report
Angela Black

Summary of Activities

GAP 4.2 (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. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

Activity: The Chair recommends the following committee members for the Electronic Services Committee:

- Kevin Delp, Bob Jones University (Independent 4 yr) – he has past experience with the SASFAA Electronic Services Committee, the SASFAA Website (Wild Apricot), and the Electronic Services role at the state level.
- Charlie Rademaker, University of Louisville (Public 4 yr) – he is a new member to SASFAA with vast experience in all aspects of technology, his field of training and expertise.

GAP 6.3 (12-13): Add a question to the membership application inquiring if mentorship is desired. If so, Membership will assign to an appropriate mentor.

Activity: Question was added to membership application as directed prior to July 1, 2013 for the start of the new membership year.

GAP 7.2 (12-13): The President should include a Major Section/Subsection Goal on the Goals Spreadsheet for each Board member to review their section of the P & P and report if any changes are needed.

Activity: Appropriate sections of the P&P have been reviewed. No recommendations for changes are suggested at this time.

GAP 8.1 (12-13): Although the secretary is responsible for maintaining SASFAA documents, they should also be readily available to the membership on the SASFAA website and in an obvious place.

Activity: Updated P&P, Bylaws, and Meeting Minutes submitted by the secretary were placed on the website on 7-10-13. Website placement (to include location, structure, format, and layout) of documents is currently under review – see AMB#1 and AMB#3.

GAP 10.2 (12-13): Assessment of the website, specifically the maintenance and organization of content, in 12-13. This includes implementing any changes identified during the assessment process.

Activity: Website assessment is currently underway. Two implemented changes include committee descriptions, as information has been received, on committee pages and the addition of SASFAA leadership and governing document links on the "About SASFAA" section (page) on the website.

GAP 10.3 (12-13): Make the listserv available for all SASFAA members to post.

Activity: A SASFAA website page is available to ensure members are informed of the process to post listserv messages, currently received and distributed by the Electronic Services Committee. Immediate responses to every SASFAA listserv posting request has been made to ensure timely delivery of information to membership.

LRP 4.1: Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.

Activity: Current committee member recommendation includes all available to serve in the role, including a new member.

LRP 4.2: 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: Representation from each state does not appear to be necessary or applicable to the role of the Electronic Services Committee at this time. Further assessment will take place as workload and role of the Electronic Services Committee is reviewed.

LRP 4.3: 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: The recommendation of two additional committee members achieves the goal of functioning with the fewest number of members sufficient to accomplish the goals of the committee.

Electronic Services Report (Cont.)
Angela Black

LRP 4.4: 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: Current committee member recommendation includes new and returning members.

LRP 4.5: 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: All Electronic Services Committee meetings will utilize electronic and phone communication; no cost to the association is expected for Electronic Services Committee meetings.

LRP 9.1: Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity: Participation from all sectors is not available for the Electronic Services Committee. However, different sectors are represented for the committee members that have been recommended.

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: The goals and objectives of the Electronic Services Committee have been made with consideration given to the committee/liaison charges, bylaws, mission statement, long-range plan and recommendation of the governance and planning committee as outlined in the 13-14 Goals and Objectives spreadsheet completed by the Electronic Services Committee.

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: All information submitted to the Electronic Services Committee for the website and listserv has occurred in a timely and cost-efficient manner.

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

Activity: The report for the August board meeting was prepared and submitted to the secretary as directed by the deadline. No action items are requested from the Electronic Services Committee at this time.

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: No activity for this time period.

Electronic Services Report (Cont.)

Angela Black

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: Budget parameters have been reviewed, associated expenses have been tracked, and applicable reimbursements have been requested in accordance with guidelines.

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: No activity for this time period.

PP 6.5(2): Assist the Communications and Outreach Chair with maintaining SASFAA Nine News

Activity: No activity for this time period.

Electronic Services Report (Cont.)
Angela Black

PP 6.5(a): Provide guidance for the development, maintenance and enhancement of the SASFAA Web site.

Activity: Overall website assessment is current taking place – see AMB#2, AMB#3, and AMB#4.

PP 6.5(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.

Activity: The Electronic Services Committee has utilized the website and listserv emails as a timely form of communication for all requested postings by the Board, committees and membership.

PP 6.5(f): Assist in the implementation of any long-range plan recommendations concerning communications that are deemed appropriate by the Board and the president.

Activity: The goals and objectives of the Electronic Services Committee include long-range plan recommendations. A report of activities is noted in sections LRP 4.1, LRP 4.2, LRP 4.3, LRP 4.4, LRP 4.5, and LRP 9.1 of the board report.

PP 6.5(h): Develop and monitor contingency plans to transfer list serve and Web site management to other locations.

Activity: No activity for this time period.

ZB #7: Work to resolve any remaining issues with Wild Apricot and the Sponsorship process, particularly as it relates to the conference registration process.

Activity: No activity for this time period.

AMB #1: Review placement of governing documents on website to further assist in compliance with GAP 8.1 (12-13).

Activity: A review of website placement to include consideration of location, structure, format, and layout of pages for documents is in progress.

AMB #2: Review and enhance overall website layout, theme, and general organization of content to further assist in compliance with GAP 10.2 (12-13) and PP 6.5a.

Activity: A review of the overall website to include structure, format, layout, and content is in progress.

AMB #3: Review and enhance the Site Map section of the SASFAA Website to further assist in compliance with GAP 8.1 (12-13), GAP 10.2 (12-13) and PP 6.5a.

Activity: A review of the general purpose of a site map is currently in progress.

AMB #4: Complete overall review of web content. Collaborate with executive board members and committee chairs as necessary to ensure information is current, further assisting in compliance with PP 6.5a.

Electronic Services Report (Cont.)

Angela Black

Activity: Executive board and committee chairs have been contacted as needed for updated information. The leadership information on the website has been updated to 13-14 leadership and new pages have been created for 13-14 committees. Updates to membership, sponsorship, treasurer, legislative, states, electronic services and association information have been made. In addition, updates to payment settings, receipt settings, and membership settings have been made.

AMB #5: Ensure Wild Apricot security settings are up-to-date and assigned to appropriate members of leadership.

Activity: Removal of security has taken place for those no longer serving in any capacity that necessitates security to the Wild Apricot database and documents.

***Electronic Services Report
(Cont.) Angela Black***

Summary of Activities

GAP 4.2 (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. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

Activity: The Chair recommends the following committee members for the Electronic Services Committee:

- Kevin Delp, Bob Jones University (Independent 4 yr) – he has past experience with the SASFAA Electronic Services Committee, the SASFAA Website (Wild Apricot), and the Electronic Services role at the state level.
- Charlie Rademaker, University of Louisville (Public 4 yr) – he is a new member to SASFAA with vast experience in all aspects of technology, his field of training and expertise.

GAP 6.3 (12-13): Add a question to the membership application inquiring if mentorship is desired. If so, Membership will assign to an appropriate mentor.

Activity: Question was added to membership application as directed prior to July 1, 2013 for the start of the new membership year.

GAP 7.2 (12-13): The President should include a Major Section/Subsection Goal on the Goals Spreadsheet for each Board member to review their section of the P & P and report if any changes are needed.

Activity: Appropriate sections of the P&P have been reviewed. No recommendations for changes are suggested at this time.

GAP 8.1 (12-13): Although the secretary is responsible for maintaining SASFAA documents, they should also be readily available to the membership on the SASFAA website and in an obvious place.

Activity: Updated P&P, Bylaws, and Meeting Minutes submitted by the secretary were placed on the website on 7-10-13. Website placement (to include location, structure, format, and layout) of documents is currently under review – see AMB#1 and AMB#3.

GAP 10.2 (12-13): Assessment of the website, specifically the maintenance and organization of content, in 12-13. This includes implementing any changes identified during the assessment process.

Activity: Website assessment is currently underway. Two implemented changes include committee descriptions, as information has been received, on committee pages and the addition of SASFAA leadership and governing document links on the "About SASFAA" section (page) on the website.

GAP 10.3 (12-13): Make the listserv available for all SASFAA members to post.

Activity: A SASFAA website page is available to ensure members are informed of the process to post listserv messages, currently received and distributed by the Electronic Services Committee. Immediate responses to every SASFAA listserv posting request has been made to ensure timely delivery of information to membership.

LRP 4.1: Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.

Activity: Current committee member recommendation includes all available to serve in the role, including a new member.

LRP 4.2: 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: Representation from each state does not appear to be necessary or applicable to the role of the Electronic Services Committee at this time. Further assessment will take place as workload and role of the Electronic Services Committee is reviewed.

Electronic Services Report (Cont.)
Angela Black

LRP 4.3: 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: The recommendation of two additional committee members achieves the goal of functioning with the fewest number of members sufficient to accomplish the goals of the committee.

LRP 4.4: 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: Current committee member recommendation includes new and returning members.

LRP 4.5: 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: All Electronic Services Committee meetings will utilize electronic and phone communication; no cost to the association is expected for Electronic Services Committee meetings.

LRP 9.1: Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity: Participation from all sectors is not available for the Electronic Services Committee. However, different sectors are represented for the committee members that have been recommended.

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: The goals and objectives of the Electronic Services Committee have been made with consideration given to the committee/liaison charges, bylaws, mission statement, long-range plan and recommendation of the governance and planning committee as outlined in the 13-14 Goals and Objectives spreadsheet completed by the Electronic Services Committee.

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: All information submitted to the Electronic Services Committee for the website and listserv has occurred in a timely and cost-efficient manner.

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

Activity: The report for the August board meeting was prepared and submitted to the secretary as directed by the deadline. No action items are requested from the Electronic Services Committee at this time.

Electronic Services Report (Cont.)
Angela Black

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: No activity for this time period.

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: Budget parameters have been reviewed, associated expenses have been tracked, and applicable reimbursements have been requested in accordance with guidelines.

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: No activity for this time period.

Electronic Services Report (Cont.)
Angela Black

PP 6.5(2): Assist the Communications and Outreach Chair with maintaining SASFAA Nine News

Activity: No activity for this time period.

PP 6.5(a): Provide guidance for the development, maintenance and enhancement of the SASFAA Web site.

Activity: Overall website assessment is current taking place – see AMB#2, AMB#3, and AMB#4.

PP 6.5(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.

Activity: The Electronic Services Committee has utilized the website and listserv emails as a timely form of communication for all requested postings by the Board, committees and membership.

PP 6.5(f): Assist in the implementation of any long-range plan recommendations concerning communications that are deemed appropriate by the Board and the president.

Activity: The goals and objectives of the Electronic Services Committee include long-range plan recommendations. A report of activities is noted in sections LRP 4.1, LRP 4.2, LRP 4.3, LRP 4.4, LRP 4.5, and LRP 9.1 of the board report.

PP 6.5(h): Develop and monitor contingency plans to transfer list serve and Web site management to other locations.

Activity: No activity for this time period.

ZB #7: Work to resolve any remaining issues with Wild Apricot and the Sponsorship process, particularly as it relates to the conference registration process.

Activity: No activity for this time period.

AMB #1: Review placement of governing documents on website to further assist in compliance with GAP 8.1 (12-13).

Activity: A review of website placement to include consideration of location, structure, format, and layout of pages for documents is in progress.

AMB #2: Review and enhance overall website layout, theme, and general organization of content to further assist in compliance with GAP 10.2 (12-13) and PP 6.5a.

Activity: A review of the overall website to include structure, format, layout, and content is in progress.

AMB #3: Review and enhance the Site Map section of the SASFAA Website to further assist in compliance with GAP 8.1 (12-13), GAP 10.2 (12-13) and PP 6.5a.

Activity: A review of the general purpose of a site map is currently in progress.

Electronic Services Report (Cont.)
Angela Black

AMB #4: Complete overall review of web content. Collaborate with executive board members and committee chairs as necessary to ensure information is current, further assisting in compliance with PP 6.5a.

Activity: Executive board and committee chairs have been contacted as needed for updated information. The leadership information on the website has been updated to 13-14 leadership and new pages have been created for 13-14 committees. Updates to membership, sponsorship, treasurer, legislative, states, electronic services and association information have been made. In addition, updates to payment settings, receipt settings, and membership settings have been made.

AMB #5: Ensure Wild Apricot security settings are up-to-date and assigned to appropriate members of leadership.

Activity: Removal of security has taken place for those no longer serving in any capacity that necessitates security to the Wild Apricot database and documents.

Legislative Relations Report
Philip Hawkins

Summary of Activities

GAP 4.2 (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. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

Activity – August 2013 – I requested the nine SASFAA state Presidents to recommend either their own state legislative relations chair or another member of their state to serve on the SASFAA Legislative Relations Committee. This should ensure representation from all SASFAA states on legislative advocacy efforts, especially with Congressional representatives from each of the nine SASFAA states.

GAP 11.1 (11-12) – Continue to have joint legislative advocacy with other regions

Activity – August 2013 – I have a conference call scheduled with Justin Draeger and/or Megan McClean from NASFAA to discuss the effectiveness of the combined EASFAA/MASFAA/SASFAA Congressional Hill visits from February 2013. Based on this conversation, plans will develop regarding the specific legislative advocacy activity for the 2013-2014 year.

GAP 7.2 (12-13) – The President should include a Major Section/Subsection Goal on the Goals Spreadsheet for each Board member to review their section of the P&P and report if any changes are needed.

Activity – August 2013- No activity to report.

GAP 11.2 (12-13) - Identify one person from each state to be the “state” legislative contact person.

Activity – August 2013 – I requested the nine SASFAA state Presidents to recommend either their own state legislative relations chair or another member of their state to serve on the SASFAA Legislative Relations Committee. This should ensure representation from all SASFAA states on legislative advocacy efforts, especially with Congressional representatives from each of the nine SASFAA states.

LRP 4.1 – Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.

Activity – August 2013 – I requested the nine SASFAA state Presidents to recommend either their own state legislative relations chair or another member of their state to serve on the SASFAA Legislative Relations Committee. This should ensure representation from all SASFAA states on legislative advocacy efforts, especially with Congressional representatives from each of the nine SASFAA states.

LRP 4.2 – 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 – August 2013 – I requested the nine SASFAA state Presidents to recommend either their own state legislative relations chair or another member of their state to serve on the SASFAA Legislative Relations Committee. This should ensure representation from all SASFAA states on legislative advocacy efforts, especially with Congressional representatives from each of the nine SASFAA states.

LRP 4.3 – 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.

Legislative Relations Report

Activity – August 2013 – I requested the nine SASFAA state Presidents to recommend either their own state legislative relations chair or another member of their state to serve on the SASFAA Legislative Relations Committee. This should ensure representation from all SASFAA states on legislative advocacy efforts, especially with Congressional representatives from each of the nine SASFAA states.

LRP 4.4 – 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.

Legislative Relations Report (Cont.)
Philip Hawkins

Activity – August 2013 – I requested the nine SASFAA state Presidents to recommend either their own state legislative relations chair or another member of their state to serve on the SASFAA Legislative Relations Committee. This should ensure representation from all SASFAA states on legislative advocacy efforts, especially with Congressional representatives from each of the nine SASFAA states.

LRP 4.5 – 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 – August 2013 – No activity to report.

LRP 9.1 – Work with all sectors of the region’s financial aid community to ensure representation and participation in all Association programs and activities.

Activity – August 2013 – No activity to report.

LRP 11.1 – Promote the SASFAA region’s role in the higher education

community. Activity – August 2013 – No activity to report.

LRP 11.2 – Increase SASFAA members’ awareness of the potential effect and outcome of legislative issues, proposals and actions. Activity – August 2013 – No activity to report.

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 – August 2013 – Objectives under development in conjunction with the 2013-2014 SASFAA President’s priorities.

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 – August 2013 – No activity to report.

PP 6.0c – Prepare and submit reports to the secretary and make reports and submit action items

at Board meetings. Activity – August 2013 – Done.

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 – August 2013 – No activity to report.

Legislative Relations Report (Cont.)

Philip Hawkins

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 – August 2013 – In progress throughout the year.

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 – August 2013 – No activity to report.

PP 6.8(a) – Advise members and the Board of federal regulatory and legislative issues

Activity – August 2013 – Sent listserv messages to the SASFAA membership regarding current Congressional activity on student loan interest rates.

Legislative Relations Report (Cont.)
Philip Hawkins

PP 6.8(b) – Appoint committee members representing each member state, including representation from all sectors and institutional type, as well as agency representatives and members of the lending community.

Activity – August 2013 – I requested the nine SASFAA state Presidents to recommend either their own state legislative relations chair or another member of their state to serve on the SASFAA Legislative Relations Committee. This should ensure representation from all SASFAA states on legislative advocacy efforts, especially with Congressional representatives from each of the nine SASFAA states.

PP 6.8(d) – Community timelines to respond to legislative or regulatory

proposals. Activity – August 2013 – No activity to report.

PP 6.8(i) – Use the SASFAA listserv to inform members of legislative and regulatory activities, as well as information from the 9 state agencies and lending community.

Activity – August 2013 – Sent listserv messages to the SASFAA membership regarding current Congressional activity on student loan interest rates.

PP 6.8-c – Communicate with state and federal legislative relations chairs.

Activity – August 2013 – I requested the nine SASFAA state Presidents to recommend either their own state legislative relations chair or another member of their state to serve on the SASFAA Legislative Relations Committee. This should ensure representation from all SASFAA states on legislative advocacy efforts, especially with Congressional representatives from each of the nine SASFAA states.

PP 6.8-e – Draft correspondence, prepare position papers, and

surveys Activity – August 2013 – No activity to report.

August 2013 – Summary of Activities

- 1) Selected committee members representing each of the nine SASFAA states.
- 2) Advised SASFAA membership via the listserv regarding current Congressional activity on student loan interest rates.
- 3) Arranged a conference call with Justin Draeger and/or Megan McClean with NASFAA to discuss the effectiveness of the EASFAA/MASFAA/SASFAA Congressional Hill visits from February 2013. These conversations will guide plans for SASFAA's Legislative Advocacy efforts in 2013-2014.
- 4) Developing a monthly article series that will update membership on Congressional activities, Legislative Relations Committee activities, and tips on effective legislative advocacy.
- 5) Developing ideas for Conference session(s) on Legislative Advocacy for the 2014 Annual Conference in Jacksonville.

Site Selection Report
Tracy Misner

Code	OBJECTIVE/TASK	ACTIVITIES THAT SUPPORT THE TASK
GAP 4.2 (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. It is the responsibilities of the committee chairs to have each of the committee members complete this document.	Submitting approval for two committee members - Brad Barnett and Maureen Anderson. n/a
GAP 12.11 (11-12)	Site Section should give consideration to soliciting locations other than the conference state for other training events within the same year	
GAP 7.2 (12-13)	The President should include a Major Section/Subsection Goal on the Goals Spreadsheet for each Board member to review their section of the P & P and report if any changes are needed.	Goal spreadsheet for site selection was reviewed and no changes were suggested.
LRP 4.1	Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.	Inclusiveness was practiced when selecting the committee.
LRP 4.2	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.	Committee members selected have knowledge of contracts.
LRP 4.3	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.	Committee will be a total of three including the chair.

Site Selection Report (Cont.)
Tracy Misner

LRP 4.4	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.	Committee will consist of two new members.
LRP 4.5	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.	Committee will consist of two new members.
LRP 9.1	Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.	Committee will be representative of three different sector's.
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.	n/a
PP 6.0b	Submit articles to the Communication and Outreach Chair and/or Electronic Services Chair information for the website and SASFAA Nine News	Will follow the calendar and submit information on a timely basis.
PP 6.0c	Prepare and submit reports to the secretary and make reports and submit action items at Board meetings.	First board report submitted on July 24, 2013
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.	n/a
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.	n/a

Site Selection Report (Cont.)
Tracy Misner

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.	n/a
PP 6.15	The Site Selection Chair should have a vast knowledge of contract negotiation and that at least one member of the committee be trained as a potential Site Selection Chair.	Participate in meeting planner association. Stay current with hotel chain booking incentives.
PP 6.15c	Visit viable sites and evaluate them using the SASFAAA site facility guidelines and hotel checklist for additional information pertaining to site selection procedures and facility guidelines, respectively. The secretary retains the guidelines and hotel checklist.	Will schedule site visits for 2017 potential conference site.
PP 6.15d	Provide to the Board a site report with a recommendation and tentative contract for a future site.	Providing proposals for the November board meeting and the 2014 Transition meeting.
PP 6.15e	Work to secure final contracts for the president's signature.	Will secure contracts for the November board meeting and the 2014 Transition meeting.
PP 6.15f	Assist the vice president in the selection of a summer workshop site and assist the president and other committee chairs with the identification of meeting locations, as requested.	Will work with the VP to secure a site for the new Aid Workshop.

Site Selection Report (Cont.)

Tracy Misner

ZB #12

Ensure that any written contracts/agreements are reviewed by the Budget & Finance Chair and President prior to commitment and that copies are provided to both after all signatures are obtained.

All contracts will be reviewed by the site selection committee, Budget and Finance Chair and President prior to commitment.

Membership Report

Marian Dill

Summary of Activities

GAP 4.1 (11-12) Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association

Activity: The proposed committee size is four.

GAP 6.1 - 6.4 (11-12 and 12-13) and LRP 6.1 - 6.8 the membership of the association should represent the composition of financial aid professionals in the region.

Activity: Will work with Electronic Services Chair to preset searches to identify the various group types (institution type and ethnicity).

LRP 4.1 - 4.5 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: Proposed committee members

Amber Beason - University of TN Chattanooga (TN)

Jody Darby - Chattahoochee Technical College (GA)

Dana Kelly - Nelnet (NC)

LRP 10.5 & PP 6.0b-d & 6.11 (3 & 8) Disseminate quality information to enhance communications among members in a timely manner.

Activity: An email was sent to "all contacts" in the Wild Apricot database on July 31 reminding them to renew their membership and encouraging them to pay via PayPal and to like SASFAA's Facebook page.

PP 6.0g, 6.11 (1, 4, 5 and 7) Maintain the records of the Association

Activity: The membership records of the association are maintained online in Wild Apricot

Communication and Outreach Committee
Jane Moore

Summary of Activities

LRP 4.1: Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.

Activity: Contacted Jan Price from Prince Edward Via College of Osteopathic Medicine to work on committee. We will work together to determine duties that we each will be tasked with.

LRP 4.2; LRP 4.3; LRP 4.4; LRP 4.5: 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: Email to all State Presidents to request a contact from each state who can be helpful in providing updates about each state's activities.

LRP 9.1: Facilitate alliances between and among various sectors and members of the financial aid community.

Activity: Working on a strategy to encourage input from all other areas of financial aid, including institution, state, national and federal levels.

LRP 10.1; LRP 10.4; PP 6.0b; PP 6.0c; PP 6.0d: Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity: Schedule is being developed to solicit and post different types of information from the membership. Plan to hi-light a SASFAA state each month on the blog. Would like to do NASFAA Bits and include items from the NASFAA Today's News (either on daily or weekly basis) – need to make sure this is ok with NASFAA. Solicit articles based on volunteerism from the membership, their experiences and how it has changed them. Best practices from institutions/offices that can be shared with everyone.

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: By expanding use of the SASFAA Nine News, this will hopefully pull more people into the organization.

PP 6.0e: Fiscal integrity will be ensured.

Activity: Working to keep costs within the budget.

PP 6.0g: Maintain the records of the Association.

Activity: Developing a binder of procedures to detail how the blog is used and pertinent information to keep in mind when soliciting and posting articles.

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: Solicit articles from all avenues of financial aid arena. Work with states, sponsors, national organizations and federal government to get contributions.

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

Activity: Developing ideas that the membership can contribute information about. Try to draw in the sponsors to contribute more than an ad to the blog. Encourage creativity in determining article content – provide ideas.

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

Activity: Develop a schedule of postings for the first six months. Add to that as needed. Review and make sure that articles received are accurate.

ZB #6: Solicit a person from each state to serve on the committee to help provide material to be shared on the blog. Activity: Hope to use the designees from each State President to be part of this committee.

Technology Assessment & Integration (ad hoc)
Committee Report Sarah Dowd

Summary of Activities

GAP 4.2 (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. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

Sarah Dowd asked state presidents to recommend members from their states to serve on the committee and sent invitations to those recommended. Sarah will provide a complete list once the membership is confirmed.

LRP 4.1 ***Appoint committee members, to the extent possible, to reflect a practice of inclusiveness.***

TA&I Committee membership is expected to include 7 of the 9 SASFAA states and a range of sectors.

LRP 4.3 ***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.***

TA&I Committee membership is expected to be 8.

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.***

The goals & objectives of the TA&I Committee will adhere to the charges, bylaws, mission, LRP and expectations of the President and Executive 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***

The TA&I Committee membership includes the other committee chairs and will work cooperatively with them to provide needed resources at specified intervals.

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

The TA&I Committee Chair will adhere to all reporting requirements of the Association.

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.***

The TA&I Committee Chair will adhere to all reporting requirements of the Association.

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.

The TA&I Committee Chair will adhere to all fiscal policies of the association and honor the spirit and intent of those policies.

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.

Accurate records and reports will be maintained and shared as directed by the President or Association bylaws and P&P.

Discussion

In the coming quarter, the Technology Assessment & Integration (Ad hoc) Committee will begin its work to review the communication strategies of the association and structure and use of the website.

***North Carolina Board
Report Rachel
Cavanaugh***

Held Transition Board meeting for North Carolina June 26-28, 2013 at Harrah's in Cherokee (site of Fall Conference)

Attended NASFAA July 13-17, 2013 in Vegas

Attended President's Breakfast at NASFAA on July 16, 2013

Held first NCASFAA meeting July 29, 2013 at CFI headquarters in Raleigh, N.C.

Pending:

Work on project with other State Presidents for SASFAA

Set schedule for visiting other states' conference with other 8 State Presidents

Work on fall and spring conferences for North Carolina

Tennessee Board Report
Jeff Gerkin

I am humbled and grateful for the honor to serve as TASFAA President for 2013-14 and represent Tennessee on the SASFAA Executive Board. The unique circumstances that have allowed me to serve in consecutive years provide a great opportunity to continue and build upon the excellent work of the 2012-13 TASFAA Executive Board. I am confident that the elected officers and committee chairs who comprise this year's TASFAA Board will work together to make this a great year for TASFAA and its membership.

2013-14 Elected Officers/Executive Board

President Jeff Gerkin, University of
Tennessee President Elect Celena Tulloss,
University of Tennessee Past President
Clyde Walker, Vanderbilt
University
Treasurer Leah Louallen, Nashville State Community
College Secretary Gwen Fleming, Tennessee Technology
Center – Memphis 4 Yr Public Robbie Snapp, Middle
Tennessee State University
4 Yr Private Janie Burns, Bethel University
2 Yr Public Dick Smelser, Pellissippi State Community
College Proprietary Debra Stratman, Miller-Motte
Technical College
TN Tech Ctr Joe Paul Bryant, Tennessee Technology Center
– Crump At Large Melissa Smith, Vanderbilt University

Committee Chairs

Association Governance	Clyde Walker, Vanderbilt University
Awards	Lester McKenzie, Tennessee Tech University
Budget/Finance	Cara Suhr, Tennessee Technology Center – Nashville
Conference	Karen Hauser, Vanderbilt University
Diversity	Robbie Snapp, Middle Tennessee State University
Electronic Services	Wes Armstrong, Tennessee Tech University
Fin Aid Awareness/Mentorship	Dick Smelser, Pellissippi State
Community College Governmental Relations	Ron Gambill, Edsouth
Historical	Jan Lassiter, Edsouth
Membership	Charles Harper, Belmont
University Newsletter/Public Relations	Aaron White, Memphis College of Art
Nominations	Clyde Walker, Vanderbilt University (as Past President)
Site Selection	Sonja McMullen, Sallie Mae

Special Projects Sandra Rockett, Dyersburg State Community
College Sponsorship Development Jeanne Hinchee, Chattanooga State
Community College State Programs Liaison Tim Phelps, TSAC
TASFAA Advisory Cmte TSAC Clyde Walker, Vanderbilt University
(as Past President) Training Larry Rector, Johnson University

Goals for 2013-14

Training has always been, and continues to be, the core mission of TASFAA.

Goal #1: Continue the review, assessment, and enhancement of the training needs of the Association membership.

- *Fall Training:* Assess the effectiveness of the Fall Training series. Review for areas of enhancement and improvement. Evaluate the need for an expanded training series to reach a broader range of attendees.
- *Annual Conference:* Assess the annual conference topics and training format to insure adequate professional development opportunities exist for all sectors. Survey membership to assess training needs and location preferences.

Goal #2: Present a zero-based budget for the 2013-14 to insure efficient use of available Association funding while providing the necessary training opportunities for the membership.

***Tennessee Board Report
(Cont.) Jeff Gerkin***

Goal #3: Promote the Ann Tinnon Scholarship throughout the year to the membership and examine ways to enhance the available funding for the scholarship through donations, etc.

Goal #4: Enhance communications efforts to the membership through available conduits

Training and Conference Dates

The TASFAA Fall Training Series agenda and site selection process is well underway and will include federal and state updates, as well as, technical training. Three separate sites will be identified to provide convenient, regional locations for the membership across the state. The training provided is intended to target financial aid staff who cannot attend the annual conference.

The annual TASFAA Conference will be held at the Marriott Cool Springs, in Franklin, TN, April 6-9, 2014. Tennessee is looking forward to hosting the 2014 NASFAA conference, June 29-July 2, Nashville, TN.

***Virginia Board
Report Ashley
Reich***

Summary of Activities

- On June 19, 2013, Ashley Reich met with the Budget & Finance Committee for VASFAA and assisted in reviewing and proposing the '13-'14 budget to bring before the board at the Transitional Retreat. We met at Virginia Military Institute in Lexington, VA.
- On June 24-25, 2013, the VASFAA Board and Committee Chairs had their annual Transitional Retreat. The retreat was held in Syria, VA at Graves Mountain Lodge. There were over 20 attendees present for the retreat and a good time was had by all. At this retreat, the old board transitioned off on the 24th and the new board and new committee chairs transitioned into their positions on the 25th.
- The theme for Ashley Reich's 2013-2014 Presidency is "Press On: Helping Students and Colleagues Press On with Perseverance Toward the Future". This theme will take on two functionalities this year:
 1. Helping students persevere towards their individual goal of completing a degree
 2. Persevering as financial aid professionals during these ever-challenging times
- On July 13th-July 17th, Ashley Reich attended the NASFAA Conference in Las Vegas, NV and was able to participate in presenting two different sessions during the conference. Ashley Reich presented on the below topics:
 - "Successful Financial Aid Literacy Initiatives from the Aid Administrators' Perspective
 - "Counseling Families on Education Financing"
- On July 24, 2013, Ashley Reich participated in a Virginia Department of Housing and Community Development Webinar to find ways that VASFAA can be a part of the community and what opportunities are present for the organization in the future in regards to participation.
- No items for discussion at

this time. Respectfully submitted,

Ashley Ann Reich, 2013-2014 VASFAA President

**Georgia Board
Report Cathy
Crawley**

Summary of Activities

The 2012-2013 and 2013-2014 Transitional Board meeting was held on Tuesday, June 25, 2013 at the Atlanta Conference

Center/Georgian Terrace in Midtown Atlanta. Immediately following, the 2013-2014 Executive Board held a day and half meeting to review their roles, participate in group activities to establish goals for each committee, provide input for devising a budget, selecting a diverse representation of committee volunteers, and participate in discussion of old and new business items. The 2013-2014 GASFAA Board is as follows:

NAME	BOARD POSITION	INSTITUTION OR ORGANIZATION
Cathy Crawley	President	Georgia College & State University
Philip Hawkins	Past-President (Awards/Nominations)	University of West Georgia
Susan Smith	President-Elect (Site Selection)	University of North Georgia
Sarah Baumhoff	VP for Programs	Kennesaw State University
Ante' Williams	VP for Professional Development	Georgia Student Finance Commission
Sonja Walker	Secretary	Laurus Technical Institute
Pat Barton	Treasurer	Clayton State University
Jody Darby	Treasurer-Elect	Chattahoochee Technical College
Pennie Strong	Budget & Finance Chair	Georgia Student Finance Commission
Amber Singletary	Diversity & Community Action Chair	Georgia Southern University
Mitchell Fagler	Communications & Technology Chair	Southeastern Technical College
Nancy Ferguson	Leadership Development Chair	University of Georgia
Felicia Ailster	Legislative Affairs Chair	Georgia Perimeter College
Marcia McConnell	Membership Development Chair	Berry College
Truitt Franklin	Vedor/Sponsor Chair	Toccoa Falls College

Discussion

Kentucky Board Report

Katie Conrad

The KASFAA Board began the 2013-2014 year with a Leadership Retreat on June 25th and 26th. We had five hours of team building and discovery at the Asbury College Challenge Course. We learned how to work together to overcome obstacles and how to creatively solve problems as a team. The retreat also included an orientation to board service, a review of association governance, and goal setting for each officer and committee chair.

The Program Committee met on July 26, 2013 to plan the KASFAA Fall Conference, and the full KASFAA Board met the following day. The Board voted to extend active membership status to allow me to serve as President during a period of unemployment. In the event of a vacancy in the office of President, the KASFAA Bylaws state that the President-Elect shall succeed to the office of President; however, the bylaws do not specifically address how the office of President-Elect is affected. I have formed an ad-hoc committee to address this concern and develop a proposal for the Board to review at our October meeting.

2013-2014 KASFAA Executive Board and Committee Chairs

President	Katie Conrad	
President-Elect	Kristie Hughes	Western Kentucky University
Vice President	Tiffany Hornberger	Georgetown College
Secretary & Articles and Bylaws	Rhonda Bryant	University of Kentucky
Treasurer	Lindsay Driskall	University of Louisville
Past President & Nominations	Chris Tolson	Campbellsville University
4-year Public	Mike Abboud	University of Louisville
Private	Mary Givhan	Thomas More College
2-year Public	Tracy Tollefson	Elizabethtown Community & Technical College
Proprietary	April Tretter	ATA College
Non-School	Dave Bowman	Great Lakes
Awards	Nimmi Wiggins	University of Kentucky
Archivist/Historian	Dyane Foltz	Northern Kentucky University
Budget & Finance	Jennifer Priest	Transylvania University
College Goal Sunday	Kim Dolan	KHEAA / KHESLC
Diversity	Britt Allen	Midway College
H.S. Counselor Training	Michelle Standridge	Spalding University
Legislative Issues	Shelley Park	Eastern Kentucky University
Long Range Planning	Heather Boutell	Bellarmino University
Newsletter	Jennifer Toth	KHEAA / KHESLC
Membership	Robin Buchholz	KHEAA / KHESLC
Program (Fall)	Runan Pendergrast	Bluegrass Community & Technical College
Program (Spring)	Mayme Clayton	Transylvania University
Public Relations	Michael Birchett	Bluegrass Community & Technical College
Social Media	Laura Keown	Centre College
Training (NASFAA)	Daniel Patterson	Somerset Community College
Training (Support Staff)	Bob Fultz	Georgetown College
Vendor/Sponsor	Angie Black	University of Louisville
Website/Technology	Chester Priest	KHEAA / KHESLC

President's Goals for 2013-2014

1. **Communications:** enhance communications by embracing technology as a more timely and cost-efficient means of communicating with the membership. A new committee has been formed, Social Media Committee, to explore the various options available such as Facebook and Twitter.
2. **Policy and Procedure:** Conduct a thorough review of the KASFAA Policy and Procedure Manual, making updates as necessary.
3. **Mentorship:** Develop an environment within KASFAA that encourages the emersion of new leaders for the association.

Conference Schedule

Fall Conference: October 9-11, 2013
Spring Conference: April 14-16, 2014

Hebron, Kentucky
Louisville, Kentucky

South Carolina Board Report
Katie Harrison

The SCASFAA Executive Board kicked off the 2013-2014 year at the annual transitional board meeting, which was held June 24-25 at Bishop Gravatt Camp and Conference Center in Aiken, SC. The meeting included a wrap-up of 2012-2013 business by Sarah Dowd, transition time for officers and committee chairs, an orientation session for the 2013-2014 Executive Board, and goal-setting for 2013-2014. In addition, Board members participated in several low ropes and other teambuilding efforts, which greatly enhanced our cohesiveness as a group and led to some fun discoveries about communications styles and the importance of working together toward common goals. These activities effectively complemented this year's SCASFAA theme, "Together We Serve," which underscores the importance of service to our members and the message that involvement and participation by our volunteers is what allows us to provide such service. A few highlights of the 2013-2014 year are listed below:

Professional Development

SCASFAA's Professional Development Committee is planning a fall training workshop to be held November 4-5 at Columbia College in Columbia. This will be a new/intermediate aid officers workshop with sessions targeted for each level based on the NASFAA CORE curriculum. We are also planning to provide a federal update during this workshop and have spoken with David Bartnicki about participating either in person or via Skype or some other electronic means.

The Professional Development Committee is also in the early stages of planning a Leadership Symposium, to be held as a pre-conference workshop on March 30th prior to our annual conference. Lisanne Masterson, Director of Financial Aid at Blue Ridge Community College in NC, and Dr. Ed Miller, Director of Financial Aid at the University of South Carolina, have both agreed to present as part of this workshop, which will provide leadership skills and development opportunities to mid-level financial aid professionals throughout the state. The leadership symposium has been an important and reputable service for our members for many years, and we are looking forward to continuing this excellent tradition.

Annual Conference

SCASFAA's conference will be held at the Sheraton Myrtle Beach Hotel and Convention Center March 30th – April 2nd. We are excited to have been chosen for the NASFAA Training Track this year and are looking forward to having Amanda Sharp join us. In addition, NASFAA President Justin Draeger has accepted an invitation to join SCASFAA during our conference and will be providing policy updates, in addition to concurrent sessions. Kevin Perry from Coastal Carolina University and his committee will be working over the next several months to coordinate and plan the annual conference.

Site Selection

Carolyn Sparks from Wofford College and her committee will be evaluating sites for the annual conference in 2016, which will be SCASFAA's 50th anniversary celebration.

Global Issues

Traci Singleton from The Citadel is heading up our Global Issues committee this year. In addition to providing relevant general information on topics of concern to our membership, her committee will also be providing specific messages focusing on mental health issues on college campuses throughout the year. We are hoping to provide a general session on this topic to our membership during the conference, in addition to supporting a related charity that provides mental health services for students.

Consumer Relations

College Goal South Carolina is in the planning stage and will be held February 22, 2014. Josephine Brown from Trident Technical College is heading up our Consumer Relations committee this year and will also be expanding

College Goal events to FAFSA nights being held at colleges and high schools throughout the state during the month of February.

Financial Planning

Nancy Garmroth from Spartanburg Community College has agreed to chair an ad-hoc committee for Financial Planning this year. In this role, she will use her past experience as a state and regional treasurer to recommend investment strategies for the Association, review the current budget structure and make recommendations for streamlining the budget process, research and recommend options for online payments, and coordinate the annual financial review. In addition, Nancy plans to work with our Treasurer and Treasurer- Elect to ensure the structure of these two positions is set up in the most effective manner to move SCASFAA forward.

SCASFAA Officers for 2013-2014 are:

Katie Harrison, President

Kenneth Cole, President-Elect

Sarah Dowd, Past President

Ellen Chiles, Secretary

Kevin Delp, Vice President

Deborah Williams, Treasurer

Melanie Gillespie, Treasurer-Elect

Michelle Upchurch, Member at Large

Alabama Board Report
Kevin Ammons

Alabama Association of Student Financial Aid Administrators Report

The Alabama Association of Student Financial Aid Administrators met on June 25th for its annual transition meeting. We met at Trenholm State Technical Community College. At this time our past and current officers met to discuss the upcoming 2013-2014 year. The new officers will be:

Kevin Ammons- President
Stephanie Miller- President Elect
Lissa Powell- Vice President
Ann Campbell- Treasurer
Jay Powell-Treasure Elect
Tammy Spratlin- Secretary
Sharon Williams-Past President

We met and planned our fall workshop. We will host our fall workshop on October 25th at Auburn University Montgomery.

Respectively Submitted,

Kevin Ammons

Mississippi Board Report
Greg Windham

Mississippi held its annual conference in May in Tunica, MS. While attendance was down a little we still had a successful conference. We enjoyed having Patrick House as a guest speaker and to represent our chosen charity LEAN on Me. He also did two days of boot camp with us that turned out to be tougher than most expected! We had a good response from our training sessions and guest speakers.

We have delayed our transitional board meeting for a few weeks due to some sicknesses within some of our board members families. We plan on having the meeting in late August or early September. Brenda Pittman is busy planning our Fall Training session. We look forward to what she will have in store for us as this will be an extremely busy year with all the changes going on. We are also very excited about having our Financial Aid 101 again this year. Under Cindy May's leadership last year we brought this back and had a great response. We had a little over 20 attendees along with a handful of great instructors.

Our Annual Conference will be held in Natchez, MS, May 14-16, at the Grand Hotel. Meghan Smith is our conference chair and she has hit the floor running. I am very excited about the job she is doing. She has been working with Brenda McCafferty so I know she is in good hands.

I would respectfully ask for each of you to remember Cindy May and her daughter during her sickness and to remember my dad as well. We are both dealing with some tough times right now and would covey your prayers.

Florida Board Report Wayne Kruger

Summary:

The Florida Association of Student Financial Aid Administrators (FASFAA) 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. This year we hope to also initiate some greater outreach activities to students and families in the state.

Training:

- Our Annual New Aid Officer Workshop will be held in late October – possibly in the central Florida.
- Our award winning Clock Hour Workshop will be held this year in February in the Jacksonville area.
- We are well into the planning of our 5 regional workshops' for the fall & will have similar workshops in the spring.
- We are working with our State Department of Education to provide a webinar for our members this year using their system.

Executive Board Tasks:

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 full

executive board by our October meeting.

Scholarship: The past year we raised \$2500 to go towards our Bonnie Pirkle Scholarship fund. This year we plan to do the follow.

- 50/50 at region workshops and other training activities, and have a similar raffle at our annual conference to the IPAD and weekend getaways we had last year.

Annual Conference:

Our annual conference will be held at the beautiful St. Petersburg Vinoy from May 26-30, 2014

Sponsorship:

- This year's goal is 30K; we plan to maintain contact from our current and past vendors as well as continue to reach out to new vendors.

Newsletter:

- Schedule of Issues: One in the fall and one in the spring
- Assigned EB members months to write articles
- Will include in the first newsletter and article on the rising costs of conferences to educate our members on just how much things are costing us (such as \$90 per gallon coffee and \$6 per soda.

Membership/Ambassador/Volunteer:

- We will be contacting new members from this past conference attempt to get as many to volunteer this year as possible.
- Clean up membership database (**Administrative Access for John & Maria**)
- A challenge to each board member to find and mentor a new member and share knowledge has been made this year.
- Reviewed and updated update volunteer form to include more options such as conference presenter/moderator, region workshop presenter, etc.

Nominations:

- Have 5 positions this year and our goal is to reach a full slate as always. Need to fill Treasurer, President Elect, VP of Training, and 2 region reps
- Start reaching out early to get people interested in running for office

***Florida Board
Report (Cont.)
Wayne Kruger***

Outreach:

- College Goal Sunday: FASFAA has informed USA Funds that we will no longer be the point person for this event; we are in the transition of moving it to OSFA. However we will continue to partner with them serving as the fiscal agent to administer grants funds.
- Reach out to High School Counselors

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.