

**SASFAA Board Meeting  
Crowne Plaza Ravinia – Atlanta, GA  
February 8-10, 2013  
Oakwood A & B**

*Saturday, February 9, 2013*

**CALL TO ORDER**

**President Dennis called the meeting to order at 9:00 a.m.**

**Announcement of Substitute Voting:**

- Amy Berrier for Bridget Ellis

**Voting Members Present:** Jeff Dennis, Zita Baree, Mike Reynolds, Sharon Oliver, Nancy Garmroth, Bridget Ellis, Sarah Dowd, Chris Tolson, Philip Hawkins, Jeffrey Gerkin, Nathan Basford, Margaret Murphy, Cindy May, Sharon Williams

**Board members absent:** Brad Barnett

**Non-Voting Members Present:** Amy Berrier, Deborah Clark, Marian Huffman Dill, Dewey Knight, Em McNair, Tracy Misner, Paul Mittelhammer, Amanda Sharp

**Non-Voting Members Absent:** Jane Moore

**Guests:** Deborah Byers (RMAFSA), Ashley Reich, Liberty University (Virginia President-Elect)

**The chair declared a quorum**

**Action Item: Margaret Murphy moved that we approve the agenda with the president authorized to make adjustments to facilitate the flow of business. The motion was seconded by Nathan Basford moved to accept the agenda.**

The President extended a special greeting to our inter-regional guest, Deborah Byers, President Elect of RMAFSA, from Wichita State University, Wichita, Kansas.

**Welcome to Georgia**

Philip Hawkins welcomed everyone to Georgia. He shared that it gets a little colder in Atlanta during the months of January and February. Varsity Chili was provided to each board member. He expressed his appreciation for hosting SASFAA's 50<sup>th</sup> Celebration in Atlanta.

**REPORT OF OFFICERS**

**Conference, Paul Mittelhammer**

Discussion: An Art Exhibit and state baskets will be displayed in Ashford. There will be several ways to raise money for the charity. Tickets can be purchased for \$1, \$5, (6 tickets) or \$10 (12 tickets). Also, there will be a fifty/fifty raffle. A contribution may be made for backpacks of \$5 or \$10. On Sunday night after the Opening Session, members will be asked to contribute \$1 for the Charity. A raffle will be held on Tuesday evening with one half of the state baskets. The remaining state baskets and the 50/50 raffle will be held on Wednesday morning.

Spellman College Glee Club will sing the national anthem and five (5) songs. The president of CHRIS Kids will attend the opening session. On Monday, there will be a general session led by Justin Draeger, President of NASFAA. Vendor/Sponsor recognition will be held on Monday in Gardenia. There are 585 registrants. Jeff, Zita and Brad will provide greetings for the state meetings. All participants should remain until greetings have been provided by Jeff, Zita or Brad. There will be a buffet lunch available at the hotel for \$15.95. Georgia Perimeter Jazz Band will perform on Tuesday evening. A special reminder will be placed in the conference bags indicating the location of the Ask A Fed session with David Bartnicki. There are several sessions presented by federal representatives. For problems or concerns, please call Paul at (404)702-2131. The hotel has been alerted of the hot water issue.

The evaluation process is a little unique and different. AnswerQwik will be used for evaluating all sessions, general and concurrent sessions. A poll number and password must be entered for each session. The poll number will be different for each session including repeated sessions. The password is sasfaa. On Wednesday, an overall evaluation will be sent to all registrants. Angie Black has done a great job with the conference website. She has also built the New Aid Officer's website.

### **Legislative Relations, Amy Berrier**

Amy reviewed her written report (See Attachment A)

Discussion: Amy indicated that legislative issues change quite frequently. She is going to Capitol Hill on February 21, 2013. A joint Capitol Hill visit will be held with sixty (60) representatives, ten (10) representatives are from SASFAA. There are eighteen (18) congressional representatives on the committee from the SASFAA region. There are eighteen (18) appointments scheduled. Philip has been kept in the loop, as he will serve as the legislative chair on next year. There are two conference calls weekly. There will be a NASFAA Federation call at the end of January. A sequester is scheduled to go in effect on March 1, 2013. Sequester cuts were not considered when tentative campus based allocations were released. Several calls were received from school representatives stating that there was a reduction in their tentative campus based funds. Continuing resolution expires on March 1, 2013. Pell schedules were released in January. Pell is funded for 2013-14. Another key issue, student loan interest rates are set to increase on July 1, 2013. Congress passed the American Taxpayer Relief Act on February 4, 2013. The President signed the debt ceiling bill. Selective service requirements may change. All states are representative except Alabama for the Capitol Hill visit. Sharon Williams confirmed that she did not miss a request for nominating an Alabama representative.

### **President, Jeff Dennis**

Jeff reviewed his written report (See Attachment A)

Discussion: Desserts will be available in the President's Suite for board members and the conference committee. On Sunday evening, Sharon and Nancy will be asked to present minutes and the treasurer's report. State Presidents who have achieved their state goals will be acknowledged. Dewey will recognize vendors and sponsors during lunch on Monday. A NASFAA board meeting has not been held since our last board meeting. A thank you card was received from the recipient of the SASFAA President Scholarship who attends Bellarmine University.

### **President-Elect, Zita Barree**

Zita reviewed her written report (See Attachment A)

Discussion: President-Elect Barree visited Phoenix, AZ for the Western Association of Student Financial Aid Administrators (WASFAA) meeting. She completed a SASFAA Nine News Article highlighting the visit. The highlight of the visit was placed on WASFAA's blog and it appeared in NASFAA's News. Amy Berrier and Christy Jones will be promoting next year's conference. President-Elect Barree will need to fill the Florida slot on the conference committee. The State President's Elect workshop will be conducted by President-Elect Barree on tomorrow. It will begin at 10:00 a.m. on Sunday. Several current State Presidents will participate. Lianne Masterson will conduct a policies and procedure training. Philip Hawkins will serve as the Legislative Relations Chair. Terri Parchment will be the Budget and Finance Chair. In March, President-Elect Barree will attend the NASFAA Leadership Conference.

### **Past President, Brad Barnett**

Brad reviewed his written report (See Attachment A)

Discussion: The Electronic Services Chair, Jane Moore, is not attending the conference. We do not know the results of the election process. Wild Apricot does not have a voting system. Preparing for the election process on February 1, 2013 was quite difficult. Jeff tested the site and discovered issues. The only way to gain access to the site for voting is through email. Jane was asked by President Dennis to develop a solution to address conference walk-ins who desire to vote. A link to vote was added to SASFAA's website. A reminder to vote was sent by Past-President Barnett to the membership. An email was sent to Jane alerting her that double voting may be possible. Dewey indicated that he was not sure if he voted because there was no confirmation acknowledgement. Marian, Margaret and Zita shared information regarding Wild Apricot with President Dennis. The Treasurer, Nancy Garmroth, wanted to ensure that members who paid late would be able to vote. She was advised that there was an automatic transfer to update the membership status. The Past-President and Electronic Services Chairperson have worked with the decision that we made to move from ATAC to a new provider. The Electronic Services Chairperson has been very responsive. Dewey indicated the integrity of the election needs to be scrutinized. We need to come up with a plan B. The board has concerns regarding unintended flaws in the election process. The election process must be done again and open for adequate time to allow members who are not at the conference to vote.

**President Dennis dismissed the group for a break at 10:30 a.m.  
President Dennis reconvened meeting at 10:50 a.m.**

**Past President, Brad Barnett (Cont.)**

Jane stated that she changed the voting to allow the same computer to be used. She changed it back to the original version by resetting the file which will allow everyone to vote again.

**Vice President, Mike Reynolds**

Mike reviewed his written report (See Attachment A)

Discussion: The New Aid Office's Workshop will be held in June 16-21, 2013 at Auburn University. The Vice President will hold a 3:00 p.m. meeting on tomorrow with instructors to discuss the onsite meeting. There will not be a New Aid Officer's session at the annual conference. This is a test to see if not hosting the New Aid during the annual conference will increase the summer new aid officer's workshop attendance. State Presidents and board members were asked to send ideas to Vice President Reynolds of the type and quality of instructors for new aid officer's workshop. He stated that there should be representatives from all sectors. The State Presidents will know if the instructors are good presenters. Vice President Reynolds desire a list or template of the qualities for instructors and business partners which may be helpful for the next Vice President. The New Aid Officer's Workshop has not been held in the state of AL since 1989. Vice President Reynolds would like the New Aid Officer's Workshop rotated by state. He is aware that it may be inconvenient at times for certain states. He suggested that the board and state presidents be encouraged to identify perks, if they would like the workshop held in their state. President Dennis stated the New Aid Officer's Workshop registration process will create two invoices for \$640 registration and \$35 membership dues. In prior years, one invoice has been created (membership and registration combined). In ATAC, it looks like a single payment to the school, however, there are backend processing to update the membership. President Dennis recommended that Vice President Reynolds discuss this further with specific board members.

**PAST PRESIDENT REPORT CONT'D**

A conference call will be held with the Past-President and Electronic Services Chairperson to discuss the voting process. The Past-President will announce a new election on Monday. President-Elect Barree indicated that people will be voting while the board has made a decision to void the current ballots. It was suggested that voting be turned off based on technical issues and an email the membership when voting re-opens. Everyone will be required to vote again. A suggestion was made to use the company that we are using for session evaluations for voting. The poll can be real time, on demand or longer. The cost was \$500 for four days for the evaluations. The then (10) days will serve as advance notice which means a second advance notice is not required. The Site Selection Chairperson, Tracy Misner, suggested that we shut down voting, notify the candidates and turn it over to the Past-President.

**ACTION ITEM: Margaret Murphy moved that the board close the election and discard all votes due to technical issues experienced with the electronic process. The candidates and membership at large shall be notified. The Nominations and elections committee will announce the opening of a new election and remind the membership that all members need to recast their ballot. Motion Seconded by Nathan Basford. The motion was unanimously approved.**

**Secretary, Sharon Oliver**

Sharon reviewed her written report (See Attachment A)

Discussion: Board members were thanked for submitting timely board reports. A call for updates to the SASFAA operational calendar was requested. As requested by the board, a separate training calendar has been developed by Jane Moore. The Secretary will submit the annual business meeting minutes to the listserve through Jane Moore and a message to Amanda Sharp indicating that the minutes have been posted.

**Treasurer, Nancy Garmroth**

Nancy reviewed her written report (See Attachment A)

Discussion: Membership dues are over 100% of budget, 1,046 paid members does not include New Aid. Dewey has done a fabulous job, income for advertising is \$100,875. Paul will likely be over the revenue by \$26,000. Miscellaneous income represents taxes paid in North Carolina. Investment changes have been beneficial, between capital gains and dividends \$700 was earned in two months. A small refund of \$423 will be received from the board meeting in Concord, NC. The balance sheet represents the CDs, interest rate and maturity date.

## COMMITTEE REPORTS

### **Budget and Finance, Marian Huffman Dill**

Marian reviewed her written report (See Attachment A)

Discussion: Proposed language for GFM 6.4 recommendation from the committee.

### **Proposed New Language to GFM 6.4 Records Maintenance and Retention Standards**

The Association's financial records provide documentation to support all financial transactions. This may be critically important in the event of a financial review where proof of expenditures and income is necessary.

- a. Certain fiscal records and documentation of the treasurer are to be retained in an imaged format. Imaging shall occur on an on-going basis. After the financial review of the Treasurer's records is completed any remaining items should be imaged as listed below. The following records should be stored on the association's website with access as described below:
  1. The following should be made available to the general membership
    - a. Final Budgets
  2. The following should be saved in a secure area. The documents should be made available to the Elected Officers and the Budget and Finance Chair
    - a. IRS & any state tax returns: In accordance with requirements for non-profit organizations, tax returns must be made available to the public upon request.
    - b. Annual Financial Reviews
    - c. Monthly Reconciliations & Associated Bank Statements
    - d. Investment Statements
      - i. Certificates of deposit
      - ii. Monthly investment summaries
- b. The following records should be maintained in their original format (hardcopy or digital) for five fiscal years and then properly destroyed.
  1. Expense reports and supporting documentation
  2. Deposit Slips
  3. Credit Card Statements
  4. Cancelled and Voided Checks
- c. General records that do not support specific financial transactions may be destroyed at the end of the second fiscal year of the Treasurer's term of office.

**ACTION ITEM: The Budget and Finance Chair moved to adopt the changes to the Guide to Financial Management as presented. Chris Tolson seconded the motion. The motion was unanimously approved.**

Discussion: There are more attendees at the annual meeting which will impact the income and expenses (206 and 225). The budget is based on 375 registrants. We guaranteed 516 participants. The hotel is setting up for 568 participants for lunch.

**ACTION ITEM: Nancy Garmroth moved that we increase the annual meeting income by \$20,000 and increase Annual meeting program expenses by \$15,000 to \$145,000 and Online payment Processing Fees by \$5,000 to \$8,500. Motion was seconded by Margaret Murphy. The motion was unanimously approved.**

### **Site Selection, Tracy Misner**

Tracy reviewed her written report (See Attachment A)

Discussion: The Department of Education Officers shared that there are three state meetings during the same week which makes it difficult for the trainers. Vendor/sponsors competition during that week must be juggled. State Presidents need to coordinate the dates for their conferences to avoid conflicts. State President-Elects should begin planning at this time. It was suggested that the President-Elect share this concern during the State President-Elects Workshop. The Department of Education will send representatives from other regions when overbooking occurs. The date state conferences are held has been an ongoing issue. Our next annual conference will be held at the Hyatt in Jacksonville, FL. The contract was negotiated by a third party agency. Amy Berrier, Conference Chair, needs to visit as soon as possible to ensure we have adequate space. There were 475 members the last time we attended.

**Action Item: Nancy Garmroth moved that online payment processing fees (225) be reduced by \$1,000 and increase Site Selection (207) by \$1,000. Motion Seconded by Nathan Basford. The motion was unanimously approved.**

**President Dennis suspended the meeting for lunch at 12:10 p.m.**

**President Dennis reconvened the meeting at 12:54 p.m.**

### **Sponsorship, Dewey Knight**

Dewey reviewed his written report (See Attachment A)

Discussion: There are 39 Exhibiting Sponsors, 11 New sponsors, 1 Non-Exhibiting Sponsor (Ed South). The total revenue is \$105,875. It has increased from last year which was \$79,125. There were approximately 40 to 45 inquiries which yielded 11 new sponsors. Registration is not very vendor/sponsor friendly. Please attend the Vendor/Sponsor session at 5:30 p.m. on Monday. The first time sponsors took advantage of the 25% discount and have continued to come back each year. There were 5 or 6 new sponsors on last year. Email blasts outreach are getting very aggressive, therefore, we need to work with vendors/sponsors on etiquette. All sponsors request a list of registrants.

### **Membership, Deborah Clark**

Deborah reviewed her written report (See Attachment A)

Discussion: The Membership Chairperson is responsible for coordinating the membership during registration. A lot of time has been spent guiding members through the process to apply for membership. On this year, there were 40 to 50 requests for assistance compared with 10 on last year. Name badge holders and ribbons were ordered through the same company. A school printed the name badges. First time attendees are over 200, there were 100 ribbons ordered. A star will be placed on the badges to identify first time attendees. There were 98 new attendees on last year. The Membership Chairperson has been responding to inquiries from sponsors. She has provided membership lists with emails and conference attendees to sponsors.

### **2020 Committee, Em McNair**

Em reviewed her written report (See Attachment A)

Discussion: There are 20 easels available for the art work. Spelman College, Emory University and a school from Florida will provide artwork. The 2020 Committee has been renamed.

### **Communications and Outreach, Amanda Sharp**

Amanda reviewed her written report (See Attachment A)

Discussion: Reminders are sent each month to board members requesting articles for SASFAA Nine News. President Dennis would like to know if the blogs are doing what we attended. Are we not using the blogs or are we not pushing it enough? To send anything to the listserv it must be submitted by Jane. SASFAA replicated RMASFAA with the blog option. Deborah Byers, RMASFAA's President, indicated that they are trying to get people to visit the blog. The listserv is more heavily used at RMASFAA. The Communications and Outreach Chairperson encouraged officers and committee chairs to submit articles.

### **Electronic Services, Jane Moore**

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

Discussion: All board members have administrative rights for updates to the sites. The State Presidents were provided administrative rights to update the state information on SASFAA's website.

## ***STATE PRESIDENT'S REPORTS***

**North Carolina, Bridget Ellis**

A written report was not provided.

Discussion: North Carolina is hosting FAFSA Day on February 23, 2013 in conjunction with North Carolina State Education Assistance Authority. Every county is represented in the state with college administrators or State Employee staff. Scholarship applicants will be reviewed. State President Ellis visited a hotel in Greensboro. The theme for the spring conference is Spring G.E.M.S. – Gathering Exemplary Methods to aid Students. The spring conference will be held on April 21-24, 2013 at Hilton Wilmington Riverside Hotel in Wilmington, NC.

**South Carolina, Sarah Dowd**

Sarah reviewed her written report (see Attachment A)

Discussion: There are twenty-two (22) sites for College Goal Sunday. An ipad will be given out at each site. ETV television live was recently completed. College Goal Sunday was promoted. The conference theme is OASIS and will be held on April 7-10, 2013 in Greenville, SC.

**Kentucky, Chris Tolson**

Chris reviewed her written report (see Attachment A)

Discussion: High School Counselors workshops were held. There were ten (10) workshops which includes a financial aid update. On January 13, 2013, College Goal Sunday was held at seventeen (17) sites. There were 197 KASF AA members who volunteered, 537 students and families attended. There were 250 to 300 fewer participants. The College Goal Sunday date was moved up in Kentucky due to need based grants. The need based grant funds were exhausted in February on last year. KASF AA is assessing whether to continue to hold College Goal Sunday. Support staff one day workshop covered verification, mini federal update and loan repayment options. KASF AA voting has taken place. Voting concluded on February 6, 2013. Spring Conference will be held on April 24-26, 2013 at Barren River Lake State Park. The theme for the conference is “KASF AA the Great Outdoors.” Conference contracts have been signed for Fall 2013 and Spring 2014.

**Georgia, Philip Hawkins**

Philip reviewed his written report (see Attachment A)

Discussion: Two weeks ago, Georgia Student Finance Commission hosted 300 students at the state capitol. There were over 40 colleges and universities that were represented at the mini college fair. The winter board meeting was held on January 29, 2013. The annual conference in May will be focus on updating policies and procedures, bylaws and strategic planning. Lisa Mitchell and Philip Hawkins will attend the Capitol Hill visit. Georgia Hope Scholarship began in 1993. They would like to get the Governor who started the Georgia Hope Scholarship program to attend. The conference dates are May 22-24, 2013.

**Tennessee, Jeff Gerkin**

Jeff reviewed his written report (see Attachment A)

Discussion: There were over 200 participants at TASFAA’s fall training series. The Department of Education representative at the conference will be David Bartnicki. The conference will be held on April 14-17, 2013. Polls are still open. State President Gerkin is working on February being named as Financial Aid Awareness month.

**Florida, Nathan Basford**

Nathan reviewed his written report (see Attachment A)

Discussion: There were over 106 attendees at FASF AA’s clock hour workshop in Orlando, FL. The Department of Education representative was David Bartnicki. College Goal Sunday was held on February 23<sup>rd</sup> and 24<sup>th</sup> at 32 sites. Each coordinator will receive \$500 for promotions and a \$500 scholarship is offered at each site to students. A Graduate/Professional webinar will be offered, 200 participants may attend. The webinar will be open to SASFAA members. The conference theme is “Moving Forward – Change Will Do You Good.” The Conference will be held May 21-24, 2013 in Bonita Springs, FL.

**Virginia, Margaret Murphy**

Margaret reviewed her written report (see Attachment A)

Discussion: College Access Grant Program, College Goal Sunday was held at 58 sites across the commonwealth on February 9, 2013. A lot of schools have a deadline of February 15th. VASF AA members will volunteer to participate in Congressman Jim Moran’s Making College Affordable: Financing Your Education workshops. The annual conference theme is Positioning Students and Professionals for Success which will be held on May 12-15, 2013 in Hampton, VA. The Department of Education

representative will be Greg Martin. Non-conference training will be held on verification, fraud and loan repayment. There were 126 participants in October.

**Alabama, Sharon Williams**

A written report was not provided.

Discussion: They are participating in College Goal Sunday with 19 locations. A proclamation is been received declaring financial aid month. AASFAA is celebrating its 45<sup>TH</sup> anniversary, special events will be held. The conference date was rescheduled to avoid a conflict with the Banner Conference. David Bartnicki will be the Federal Trainer. There are three retirees for the state of Alabama.

**Mississippi, Cindy May**

Cindy reviewed her written report (see Attachment A)

Discussion: Financial Aid 101 will be held in Louisville, KY on April 9-11, 2013. This training has not offered in four years. MASFAA donated gift cards to two Financial Aid Administrators who were struck by Hurricane Sandy. The annual conference will be held on May 22-24, 2013. The theme for the annual conference is "Accept the Challenge." The biggest loser winner on last year will attend the conference.

**The President moved to an Executive Session at 2:25 p.m.**

**The President reconvened the meeting at 2:30 p.m.**

The President provided a token of appreciation to all Committee members and Past Presidents in recognition of the 50<sup>th</sup> Anniversary for SASFAA. The gifts were given to the Chairs to disseminate to SASFAA committee members.

**President Dennis dismissed the group for a break at 2:35 pm**

**President Dennis reconvened meeting at 2:52 pm**

**Discussion of SASFAA Officers and comped rooms Sunday thru Tuesday of the Annual Conference - Clarify the P & P if necessary.**

President Dennis brought to the Board's attention the discussion of comped rooms for the SASFAA elected officers on Sunday, Monday, and Tuesday nights at the SASFAA Annual Conference. President Dennis discussed the current and prior Policies and Procedures regarding this issue. A SASFAA Task Force (Jeff Dennis, Dewey Knight, and Marian Dill) examined this issue. This task force was charged with making recommendations of how SASFAA could reduce expenses due to budget issues. The Task Force discussed whether or not the officers should be comped rooms on Sunday, Monday, and Tuesday at the Annual Conference. This task force indicated that there was nothing in the Policies and Procedures and that all the officers would receive complimentary rooms. Before the conference attendance started decreasing, the attendance was large enough that the Association received enough comp rooms being given to the Association so that we could cover the elected officers. As the years have gone by, the number of comped rooms have decreased due to decrease in attendance at the Annual Conference. If we did not have enough comp nights, the charges were going to the budget instead. Officers would be grandfather in who were elected before 2010. Dewey Knight discussed the history of how travel has been defined in the past.

President Elect Zita Barree will prepare the language and present three separate motions at the June business meeting to address the following concerns:

- Vendor/Sponsor (all nights) that SASFAA cover rooms for the conference
- Four (4) Elected Officers (include all officers), rooms for Sunday, Monday and Tuesday and Registration for all Elected Officers
- Should other Committee Chairs, i.e. membership chair, who contribute to the success of the conference be included

**Discuss vendors and membership and contact person signing up other individuals for conference. Wild Apricot requires membership to register for conference. (Dewey)**

*Vendor/Sponsor Chairperson Issues with Wild Apricot for sponsorship*

- Automated system with ATAC, however with ATAC you must be a member to register as a sponsor. The same problem exist with Wild Apricot
- P &P does not state that you must be a member to exhibit
- People will register and desire to take advantage of the 2 to 4 comp registrations

- Member registration gate
- Prevent people without a membership application
- Vendors are set up as an event
- Treasurer and Vendor Sponsor chair need guidance --can you register without being a member
- Membership application must be on file
- The person who complete the registration is generally not the person who actually attends the conference

*Other Wild Apricot Comments*

- TN uses quick books to track vendor/sponsor
- TN and VA are not using Wild Apricot for conference registration, anyone of the two comps will need to pay
- The registration can not be done this way again per Dewey
- RNASFAA charge institutional membership, not individual membership, conference registration is higher for non-members, one person is a voting member from each institution, primary destination representative from each institution
- The decision to switch to Wild Apricot was based on a reduction in cost. Nancy indicated that she did not have any problems with ATAC. The website does not look good, a number of items are outdated. She will not be able to spend the time that was invested in the last month a second time. She is not sure where we would be if Angie Black did not work on the website. Wild Apricot is cheaper because you are responsible for the work. The data is not good in Wild Apricot, excessive hours were spent on processing a refund. Wild Apricot is located in Canada, why are supporting a company outside of the US?
- Zita suggested developing a adhoc committee to work on the communications/website
- The amount that we are saving is \$3,100.
- Ashley Reich from VA can serve as a resource for Wild Apricot
- Ballotbin.com sounds more like an election process than polldaddy.com

The President recommended that Ashley Reich and Zita Barree discuss Wild Apricot further.

**Do we want to continue with Mike Dunn and Blankenship for the Federal 990 return preparation**

Engagement letter received from Mike Dunn and Blankenship, cost approximately \$4,000, the price may increase because we will need to go to a longer form.

**ACTION: Zita Baree moved that we continue with Mike Dunn and Blankenship for filing the Federal 990 return. Motion Seconded by Nathan Basford. The motion was unanimously approved.**

**Have State Presidents send me state news to include in NASFAA BOD report by February 28<sup>th</sup>**

State Presidents must send state updates to President Dennis for the NASFAA Board of Directors report by March1, 2013.

**President Dennis moved to an Executive Session at 4:44 p.m.**

**President Dennis adjourned the meeting at 4:56 p.m.**

# ATTACHMENT

A

**President's Report**  
**Jeff Dennis**

**Summary of Activities**

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

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

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

Activity: I distributed the goals and objectives immediately after the June 2012 transition meeting. All Officers and Committee Chairs have submitted their goals and objectives.

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

Activity: This will be completed later in the year.

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

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

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

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

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

Activity: I have had interaction with the Past-President of SACRAO unofficially discussing budgeting, make-up of their executive board and number of meetings they have. The NACUBO Chair is scheduled to attend the 2013 Annual Conference.

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

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

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

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

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

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

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

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

**President's Report (cont.)**  
**Jeff Dennis**

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

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

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

Activity: The NACUBO chair is scheduled to attend the 2013 Annual Conference.

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

Activity: Attended the NASFAA Board meeting in November 2012 in Santa Fe, NM.

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

Activity: The president or their designee is scheduled to attend the nine state meetings.

Discussion:

**State Conferences Visits Update - SASFAA representative (Jeff, Brad, or Zita)**

**President-Elect Report  
Zita Barree**

**Summary of Activities**

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

**Activity:** No activity for this time period

**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:** The tentative agenda was e-mailed out to all of the state presidents-elect on January 21<sup>st</sup> after earlier e-mails to the group helped finalize a starting time. We will be starting the workshop at 10 am this year and I have attached the agenda to my report.

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

**Activity:** Amy Berrier, University of North Carolina-Greensboro, the 2014 SASFAA Conference Chair has put together the 2014 Conference Committee (pending Board approval) with representation from all nine states. Kristi Jones, Nelnet Education Loan Servicing (residing in Orange Park, FL), the 2014 Local Arrangements Chair has put together the booth at this conference that will promote the 2014 conference in Jacksonville.

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

**Activity:** In addition to Amy Berrier being selected as the chair of the 2013-2014 Conference Committee, Tracy Misner, Lee County

High Tech North (FL) agreeing to continue as Site Selection Chair, Terri Parchment, Tennessee Student Assistance Corporation, agreeing to serve as Budget & Finance Chair, Philip Hawkins, Kennesaw State University has agreed to be the Legislative Relations Chair and Dewey Knight, University of Mississippi has agreed to continue as Sponsorship Chair (to help maintain continuity on the Board). I will be working to finalize other chair appointments prior to the Transition Retreat.

**PP 5.3i:** Fiscal integrity will be ensured.

**Activity:** No activity for this time period.

**NASFAA Update:**

As part of NASFAA's Interregional Visits Program, I traveled to Phoenix, AZ from November 14 – 16, 2012 for the WASFAA Board meeting. It was a great trip and I reported on my travels in a SASFAA Nine News article posted on December 6<sup>th</sup>. The article was also posted to WASFAA's blog and got picked up by the NASFAA News on December 10<sup>th</sup>.

SASFAA State Presidents-Elect Workshop  
Atlanta, GA  
Sunday, February 10, 2013

**DRAFT AGENDA**

*Meeting will be held in Gardenia*

10:00 a.m.	Welcome Review Agenda Meet and Greet	Zita Barree
	Association Governance <ul style="list-style-type: none"><li>▪ Bylaws</li><li>▪ Policies and Procedures Manual</li><li>▪ Long-Range Plan</li><li>▪ SASFAA Operational Calendar</li><li>▪</li></ul>	
	Organizational Structure <ul style="list-style-type: none"><li>▪ Role of the Elected Officers</li><li>▪ Role and Expectations of the State Presidents</li></ul>	
12:00 p.m.	Lunch with SASFAA Board	<i>Maplewood</i>
1:15 p.m.	Insights and Words of Wisdom from Current State Presidents	Sarah Dowd Jeff Gerkin Philip Hawkins Sharon Williams
2:15 p.m.	Association Finances and Budget	Marian Dill
2:45 p.m.	Parliamentary Procedures	Lisanne Masterson
3:15 p.m.	Calendar Items Transition Board Meeting Q & A Wrap-Up	Zita Barree

*Meeting will conclude by 4 p.m.*

**Past President's Report  
Brad Barnett**

**Summary of Activities**

**GAP 27 (11-12):** Every effort should be made to insure that either the treasurer or Budget and Finance Chair have board experience in their position. (When a new Treasurer is elected the Budget and Finance Chair should be in their second year of service). Nominations and Elections will attempt to present a dual slate for the office of Treasurer, at a minimum, soliciting candidates who have served as Treasurer within their state association.

Activity: The slate of candidates being presented for the February 2013 elections includes two Treasurer candidates who have been Treasurer for their state associations. It will be the responsibility of the President-Elect to select the Budget and Finance Chair. The current Budget and Finance Chair is on the slate for the Vice President position. She has served multiple years as the Budget and Finance Chair and is moving on to other opportunities. Therefore, there will be a new Treasurer and Budget and Finance Chair in 2013-14.

**GAP 6 (11-12):** Efforts should be made to identify and track past Leadership Symposiums participants to determine leadership positions held. Brent Tener has volunteered to assist in gathering names of past participants.

Activity: Past President Brent Tener is responsible for this and has communicated that he is working on it.

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

Activity: No additional information to report since the November report.

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

Activity: No additional information to report since the November report.

**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:

- Election information for the dual slate of candidates was posted to the SASFAA website on 1/8/13.
- Messages were sent to the SASFAA Listserv about the election process on 1/8/13, and 1/23/13. Another message will be sent to the listserv on 1/31/13 reminding members elections will open on 2/1/13.
- Articles were posted to SASFAA Nine News about elections on 12/14/12 and 1/16/13.

On 1/19/13 the candidates were e-mailed the following by the Past President:

Happy New Year everyone!

I'm sure you saw the e-mail below that was sent to the SASFAA listserv yesterday. Please don't hesitate to let me know if you have any questions. Otherwise, there are a few things I need to share a few things with you before the elections.

1. If you are not currently a SASFAA member, you must become a member before the Elections go live on February 1<sup>st</sup>. I believe you are all members already. I'm just covering my basis in case you aren't J
2. The election process has changed a bit this year. The polls will open February 1<sup>st</sup> and close at 5pm on February 10<sup>th</sup>. There will be no voting during the conference.
3. Due some personal commitments, I will not be arriving to the conference until late in the evening on February 10<sup>th</sup>. I will likely miss the opening session and President's Reception. The current tentative conference agenda has the election results being announced Sunday night, but that is being moved to the Monday luncheon.
4. Please take some time to review the P&P to see what is covered for you as far as travel and such if you are elected. I have attached the most up-to-date copy of the document. You can also find this at <http://www.sasfaa.org/Default.aspx?pageId=1351204>.
5. The President-Elect will be going to the NASFAA Leadership Conference in March. If elected, please plan to attend even if you attended the Conference in the past few years. This is where you will meet the people you will serve on the NASFAA Board of Directors with and the State Presidents that will serve on your Board. It is a great bonding experience and it is also important for SASFAA to be represented.

If you guys have any questions or concerns, please feel free to contact me via email or at 540-568-2894.

**Past President's Report (cont.)**  
**Brad Barnett**

I am excited for each of you as I know whatever the outcome SASFAA will be served well! Good luck in the elections and thank you once again for agreeing to run!

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

Activity: At the November 2012 Board Meeting the candidate presented for consideration of the SASFAA Distinguished Service Award was approved. The individual will receive the award at the February 2013 Annual Conference.

**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 and approved. A face-to-face meeting has been scheduled for April 30<sup>th</sup> – May 1<sup>st</sup> to prepare this year's GAP report. The committee is comprised of the Chair (Past President), two first year members, two second year members, and the President-Elect serving as an observer.

**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: Articles were submitted to the Communication and Outreach Chair for posting to SASFAA Nine News according to the established schedule.

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

Activity: This will be done throughout the year.

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

Activity: This will not be done by April 1<sup>st</sup> and it is recommended that this goal be changed as April 1<sup>st</sup> is not a realistic timeframe to gather the GAP information and create the report. This will be completed at the April 30<sup>th</sup> – May 1<sup>st</sup> GAP Meeting that has been scheduled for this year.

**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: The committee has been successful in developing a dual slate to present to the Board at the November 2012 Board Meeting. This slate was approved and includes a diverse group of candidates for the offices of President-Elect, and Vice President. A request for nominations was sent to the SASFAA membership on 7/16/12 and 9/19/12 via the SASFAA Listserv. An article was also posted to SASFAA Nine News on 7/16/12. The committee only received two nominations as a result of these solicitations.

**Past President's Report (cont.)**  
**Brad Barnett**

**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: No additional information to report since the November report.

**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 was accomplished at the November 2012 Board Meeting.

**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 was done and posted to the Election Site of the SASFAA website on 1/8/13.

**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 was 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: At the November 2012 Board Meeting the Board approved the following change to the February 2013 election process:

- Open the polls prior to the conference and cut off voting prior to the beginning of the conference (5:00pm on Sunday of the conference, which is the Opening Session)
- Announce the newly elected officers earlier in the conference rather than at the last event. We will continue with no speeches and have all of the candidate biographical information on the SASFAA website.

Before approving any other changes past February 2013, the Board requested a survey be conducted to see what the membership wants to occur in the future election processes. As a result, a survey will be added to the February 2013 ballot. The results will be used by the board to determine how to proceed beginning with February 2014 election process. Here are the possible outcomes depending on Board action:

- If the Board does nothing after the survey, then beginning with the February 2014 election SASFAA will go back to was done in the years just before 2013
- The Board can decide to make the current change to February 2013 permanent
- The Board can decide to have a new process beginning in February 2014

The survey will include the following:

Introduction:

The board is evaluating the process of how voting occurs for SASFAA officers. Several years ago a decision was made to eliminate candidate speeches that occurred during the conference opening session. There were many reasons for this, one of which is that as soon as electronic voting was implemented the votes cast during the conference had no bearing on the outcome of the elections. Since the electronic voting polls open 10 days prior to the conference, the majority of votes were cast prior to the beginning of the conference. Partly due to this reason, the board decided to close the voting polls prior to the beginning of the February 2013 conference. Moving forward, the board would like your input in the process before making a decision on how to proceed following this year's elections. Your answers to the questions below will be very helpful as the board continues these discussions.

- Would you like to see the voting process for SASFAA officers continue in future years the way it was done this year? (yes or no)
- Would you like to see the voting process go back to opening 10 days before the conference and closing on the last full day of the conference?
- There would be no candidate speeches under this scenario. (yes or no)
- Would you like to see candidate speeches brought back during the opening session?

**Past President's Report (cont.)**  
**Brad Barnett**

- If candidate speeches are brought back, what option would like to see occur for the voting process? (select one)
  - Open the voting polls after speeches are conducted during the opening session; giving everyone at the conference the opportunity to hear a candidate before casting a vote. Close the polls the afternoon prior to the closing session. This means polls would be open for approximately 2 ½ days. Any SASFAA member, at the conference or not, could vote electronically during this period.
  - Open the voting polls 10 days before the conference and close them the last full day of the event. This is reverting back to the process several years ago. Voting records during that time show the candidate speeches had no impact on the outcome of the elections because the majority of votes were cast before the conference began.

The February 2013 ballot also includes the by-law change below:

Current:

**Article II – Principal Office**

The principal office of the Association, a nonprofit corporation incorporated under the laws of the State of Georgia, shall be in Snellville, Georgia.

Proposed:

**Article II – Principal Office**

The principal office of the Association, a nonprofit corporation, shall be incorporated under the laws of the State of Georgia, ~~shall be in Snellville, Georgia.~~

**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 during the Monday luncheon. On 1/29/13, the Past President e-mailed the candidates the following information:

Good afternoon candidates.

The election process will begin Friday and the conference will be here before we know it. Polls will close at 5:00pm on Sunday the 10<sup>th</sup>, which is the beginning of the opening session. Unfortunately, I will not be able to arrive at the conference until mid-night (or later) on Sunday, so I will miss the opening session. I am scheduled to announce the results of the election at the Monday luncheon. I would like the opportunity to let each one of you know the results prior to the luncheon, which means I will need to call you sometime Monday morning to give you a heads up. Can you please do the following?

- Give me a cell phone number where I can reach you sometime Monday prior to the luncheon. If you are not available to answer the phone when I call I will leave a message on your voicemail.
- Once I tell you the results, please keep them completely confidential, as we don't want word leaking out until they are announced at the luncheon.

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

Activity: No additional information to report since the November report.

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

Activity: This was done at the November 2012 Board Meeting.

**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 was done. Wells Trophy in North Carolina was used for the plaques.

**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: The GAP Committee will review the progress made on these goals at the end of the year GAP meeting.

**Past President's Report (cont.)**  
**Brad Barnett**

**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: No additional information to report since the November report.

**Discussion**

**PP 6.0d** says to "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."

April 1<sup>st</sup> is not a reasonable time for this report to be written as the GAP Committee will not meet until the month of April. It is not realistic to expect the committee to meet earlier than April since the SASFAA year ends on June 30<sup>th</sup>, as that will be evaluating the year with approximately 3 months left in the year. Therefore it is recommended that this date be changed in future years to indicate the report should be written by May 1<sup>st</sup>.

**Vice President's Report**  
**Michael Reynolds**

GAP 14 (11-12)	Professional Development	Professional Development	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.
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Activities: Currently evaluating future avenues to make sure that all members are receiving adequate training.

GAP 22 (11-12)	Professional Development	Professional Development	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
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Activities: Actually opted not to provide New Aid Workshop at annual meeting to gauge if the numbers will increase for summer work-shop. Feel that some managers may think that they can receive the same level of training at the conference as they would in the summer which is definitely not the case.

GAP 23 (11-12)	Professional Development	Professional Development	Written guidelines should be created and provided to state presidents and board members to use to nominate instructors and development partners for the New Aid and Mid-Level Workshops. The information will provide vital information the vice president should use as instructors and development partners are selected and will ensure a diverse committee.
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Activities: Soliciting information, polling state presidents and Board Members at the Annual Conference for viable characteristics and qualities of future instructors and business development partners.

GAP 4 (11-12)	Professional Development	Organizational Structure/Committees	It is recommended that an in-person meeting be reinstated for the Professional Development Committee held at the site of the New Aid Officers Workshop to help build rapport and camaraderie among the instructors.
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Activities: Meeting prior to SASFAA Conference in Atlanta to set date in March on-site visit.

PP 5.4a	Vice President	Professional Development	Serves in a leadership role in the professional development and training activities for the Association
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Activities: Currently working on New Aid Officer Workshop to be held June 16-21 at the campus of Auburn University.

**Vice President's Report (cont.)**  
**Michael Reynolds**

PP 5.4d            Vice President

Professional  
Development

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

Activities: Offering New Aid Workshop in the summer June 16-21 at Auburn University.

PP 6.14-c           Vice President

Professional    Professional  
Development    Development

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

Activities: Offering New Aid Workshop in the summer.

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

**Summary of Activities**

**LRP 1.6.1, LRP 1.6.3, LRP 1.6.4:** Policies and procedures are accurate and complete in order to provide consistent Association direction.

**Activity:** The policy changes approved by the board during the November board meeting were appropriately recorded and updated in the Policies and Procedures manual.

**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:** The Secretary maintains the records electronically on SAFAA's USB Drive and the University Network for safekeeping.

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

**Activity:** The approved P & P changes for the board meeting held in November were forwarded to Electronic Services to post to SASFAA's website.

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

**Activity:** Minutes were recorded at the November board meeting and distributed to board members to review and submit corrections. They were posted to SASFAA's website.

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

**Activity:** The Secretary delivered the agenda for the February Board meeting on February 1, 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 Casey Wallen (NC) for the loss of his father (DOE) and Jane Pennington (TN) for the loss of her husband. A get well card was sent to Nathan Basford (FL) who is progressing well.

**Discussion**

The Secretary has worked with board members to provide board reports for the February board meeting. Board reports were disseminated to board members in a timely manner. The Operational Calendar has been updated to include the Transition meeting date and location. Two contracts were received from the Site Selection Chair. The contracts for the transition board meeting which will be held at the Marriott Clearwater Hotel on June 1-3, 2013 in Cape Coral, FL and the 2015 Annual Conference at The Peabody Hotel on February 19-25, 2013 have been appropriately stored.

**Treasurer's Report  
Nancy Garmroth**

**Summary of Activities:**

- LRP 4.1.1** Adhere to the practices outlined in the SASFAA Guide to Financial Management.
- Activity:** Periodically reviews the Guide to Financial Management to ensure adherence.
- PP 5.5a** Establishes and maintains financial accounts while receiving and disbursing monies of the Association.
- Activity:** Expense & travel claims and other bills paid. Deposits posted.
- PP 5.5b** Maintains adequate and appropriate records of receipts and expenditures.
- Activity:** Records and accounts maintained in Wild Apricot, Quickbooks, BB&T and investments.
- PP 5.5c** Pays the bills of the Association within thirty (30) days.
- Activity:** All bills paid upon receipt.
- PP 5.5d** Pays reimbursements to the members within fourteen (14) days; receives all payments to the Association including meeting registrations, membership dues, and sponsorship/exhibitor payments.
- Activity:** All reimbursements paid upon receipt. Payments for registrations, membership dues and sponsorships received and posted.
- PP 5.5e** Submits financial reports to the Board at each meeting and the annual business meeting.
- Activity:** Financial reports will be submitted to the Board at each meeting and at the annual business meeting.
- PP 5.5f** Prepares annual year-end financial statements as of June 30.
- Activity:** Financial reports maintained throughout the year, and year-end statements for 2011-12 completed.
- PP 5.5g** Arranges in coordination with the finance and audit chair for an annual independent audit of the financial records.
- Activity:** The 2011-2012 records were reviewed by the Budget & Finance Committee on October 24 and October 25, 2012.
- 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 was filed timely as was the Georgia State return. All incorporation reports have been filed. A request for refund for North Carolina taxes paid for the November 2012 board meeting was submitted on January 18, 2013 – total amount \$423.99.
- PP 5.5i** Sets up master accounts and obtains credit for the Association as appropriate.
- Activity:** In Quickbooks, chart of accounts was updated to include new lines and all investment accounts. Credit applications will be completed as needed, including 2013 conference.

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

	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
01 Membership Dues	32,795.00	34,500.00	-1,705.00	95.06%
02 Professional Development	50.00	65,000.00	-64,950.00	0.08%
03 Annual Meeting	63,900.00	93,750.00	-29,850.00	68.16%
04 Vendors/Sponsors/Patrons	84,231.25	85,000.00	-768.75	99.10%
05 Advertising	4,143.75	15,000.00	-10,856.25	27.63%
07 Interest Earned	1,846.74	2,000.00	-153.26	92.34%
08 Miscellaneous Income	5,298.28	5,130.00	168.28	103.28%
09 Transfer from Assets		10,000.00	-10,000.00	0.00%
11 Dividends Earned	4,075.49		4,075.49	
12 Capital Gains	1,121.81		1,121.81	
	\$	\$	-\$	
<b>Total Income</b>	<b>197,462.32</b>	<b>310,380.00</b>	<b>112,917.68</b>	<b>63.62%</b>
<b>Expenses</b>				
101 President	2,503.08	6,950.00	-4,446.92	36.02%
102 President-Elect	1,496.70	6,300.00	-4,803.30	23.76%
103 Vice President	457.12	4,500.00	-4,042.88	10.16%
104 Secretary	314.12	3,500.00	-3,185.88	8.97%
105 Treasurer	1,415.11	4,500.00	-3,084.89	31.45%
106 Past President	1,415.29	8,500.00	-7,084.71	16.65%
201 Membership		3,500.00	-3,500.00	0.00%
202 Electronic Services	2,110.76	7,500.00	-5,389.24	28.14%
203 Professional Advancement		74,000.00	-74,000.00	0.00%
204 Communications & Outreach		2,000.00	-2,000.00	0.00%
205 Budget and Finance	1,816.06	4,500.00	-2,683.94	40.36%
206 Annual Meeting Program	5,722.45	130,000.00	-124,277.55	4.40%
207 Site Selection	1,358.16	2,200.00	-841.84	61.73%
210 Executive Board	9,779.55	26,330.00	-16,550.45	37.14%
211 President's Contingency	960.18	1,000.00	-39.82	96.02%
213 Advance Program Planning		500.00	-500.00	0.00%
214 2020 Committee	370.88	3,000.00	-2,629.12	12.36%
215 Prior Administration Bills	600.00	600.00	0.00	100.00%
216 Legislative Relations	1,255.68	6,000.00	-4,744.32	20.93%
217 Long Range Planning		4,000.00	-4,000.00	0.00%
218 Vendor/Sponsor	557.82	2,200.00	-1,642.18	25.36%
224 Accounting Fees and Taxes	4,732.50	5,300.00	-567.50	89.29%
225 Online Payment Processing Fees	2,116.47	3,500.00	-1,383.53	60.47%
	\$	\$	-\$	
<b>Total Expenses</b>	<b>38,981.93</b>	<b>310,380.00</b>	<b>271,398.07</b>	<b>12.56%</b>
	\$	\$	\$	
<b>Net Operating Income</b>	<b>158,480.39</b>	<b>0.00</b>	<b>158,480.39</b>	
	\$	\$	\$	
<b>Net Income</b>	<b>158,480.39</b>	<b>0.00</b>	<b>158,480.39</b>	

# SASFAA, Inc. Balance Sheet

## ASSETS

### Current Assets

#### Bank Accounts

BB&T Checking	206,527.80
BB&T Savings	77,721.26
Edward Jones-Money Market	0.02

\$

**Total Bank Accounts** **284,249.08**

#### Other current assets

CD-BofA 2% 5/6/13	2,014.78
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-Rollstone 1.65% 2/12/14	5,068.70
CD-Sallie Mae Bank 3.25% 3/4/13	2,012.60
CD-State Bank 1.5% 3/24/14	50,851.99
Charles Schwab (NASFAA)	284,995.44
Short Duration-JP Morgan @ Edward Jones	50,509.32
Short Duration-Lord Abbett @ Edward Jones	164,807.14

\$

**Total Other current assets** **590,208.66**

\$

**Total Current Assets** **874,457.74**

\$

**TOTAL ASSETS** **874,457.74**

## LIABILITIES AND EQUITY

### Liabilities

#### Total Liabilities

### Equity

Opening Balance Equity	757,980.87
Retained Earnings	-42,003.52
Net Income	158,480.39

\$

**Total Equity** **874,457.74**

\$

**TOTAL LIABILITIES AND EQUITY** **874,457.74**

Saturday, Jan 26, 2013 04:51:14 PM PST GMT-5 - Accrual Basis

**Budget and Finance**  
**Marian Huffman Dill**

**Summary of Activities**

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

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

Current reserve funds total **\$590,649.57** and the most recent operating budget (11-12) was \$275,000. The approved operating budget for 12-13 is within GAP guidance.

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

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

**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 January 29, 2013 SASFAA's reserves totaled \$590,649.57. The 2012-2013 approved budget is: \$310,380 and the total contractual obligation was \$105,671.

**Proposed New Language to GFM 6.4 Records Maintenance and Retention Standards**

The Association's financial records provide documentation to support all financial transactions. This may be critically important in the event of a financial review where proof of expenditures and income is necessary.

- d. Certain fiscal records and documentation of the treasurer are to be retained in an imaged format. Imaging shall occur on an on-going basis. After the financial review of the Treasurer's records is completed any remaining items should be imaged as listed below. The following records should be stored on the association's website with access as described below:
  3. The following should be made available to the general membership
    - a. Final Budgets (Please note: These are currently on the website from 2005-2006 forward.)
  4. The following should be saved in a secure area. The documents should be made available to the Elected Officers and the Budget and Finance Chair
    - a. IRS & any state tax returns: In accordance with requirements for non-profit organizations, tax returns must be made available to the public upon request.
    - b. Annual Financial Reviews
    - c. Monthly Reconciliations & Associated Bank Statements
    - d. Investment Statements
      - i. Certificates of deposit
      - ii. Monthly investment summaries
- e. The following records should be maintained in their original format (hardcopy or digital) for five fiscal years and then properly destroyed.
  5. Expense reports and supporting documentation
  6. Deposit Slips
  7. Credit Card Statements
  8. Cancelled and Voided Checks
- f. General records that do not support specific financial transactions may be destroyed at the end of the second fiscal year of the Treasurer's term of office.

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

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

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

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

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

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

**Total liability as of February 2013: Liability charges based on individual contracts and timing \$55,650**

**Budget and Finance (cont.)  
Marian Huffman Dil**

**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 February 2013: Liability charges based on individual contracts and timing **\$0****

**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

**Budget and Finance (cont.)**  
**Marian Huffman Dill**

Cancellation provisions

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

1095-730 days – 25% of anticipated revenue = \$24,386 + \$25,635

729-366 days – 50% of anticipated revenue = \$48,772 + \$25,635

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 February 2013: Liability charges based on individual contracts and timing** **\$50,021**

**Total liability as of February 2013: Liability charges based on individual contracts and timing** **\$105,671**

**SASFAA, Inc. Holdings & Investments as of January 29, 2013**

BB&T Checking	\$209,807.80
BB&T Savings	\$ 77,721.26

Edward Jones Money Market	\$ 5.54
Charles Schwab/NASFAA	\$284,995.44
Short Duration – JP Morgan	\$ 50,541.26
Short Duration – Lord Abbett	\$165,216.11

CD- Sallie Mae Bk 3.25% 3/4/13	\$ 2012.60
CD-BofA 2% 5/6/13	\$ 2014.78
CD-Discover 5% 8/06/13	\$ 7,319.01
CD-GE Money 5% 10/23/13	\$ 2,132.39
CD-Citibank 2.4% 1/27/14	\$ 20,497.29
CD-Rollstone 1.65% 2/12/14	\$ 5,068.70
CD-State Bank 1.5% 3/24/14	\$ 50,851.99

**Total Holdings & Assets** **\$878,184.17**

**SASFAA, Inc. Inventory as of June 30, 2012**

*The following items are held by the treasurer.*

Sharp EL-1750V Calculator

HP Photosmart 5514 Combo print/copy/scan/web

CN1BK320Q3

**Legislative Relations**  
**Amy Berrier**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Legislative Relations (cont.)**  
**Amy Berrier**

Activity: This will be done on a continuous basis considering the fact that legislative information is very time sensitive.

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

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

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

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

**PP 6.0e:** Fiscal integrity will be ensured.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Site Selection Report  
Tracy Misner**

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

Activity: As a committee of one, this is not applicable.

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

Activity: As a committee of one, this is not applicable.

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

Activity: As a committee of one, this is not applicable.

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

Activity: As a committee of one, this is not applicable.

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

Activity: Article submitted for SASFAA Nine News.

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

**Site Selection Report (cont.)**  
**Tracy Misner**

Activity: Execute as stated.

**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.

Activity: Execute as stated.

**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.

Activity: Conducted an on-site visit of the Peabody Hotel in Memphis, Tennessee. I presented a preliminary proposal at the November SASFAA board meeting. On recommendation of the SASFAA Board continued negotiations with the hotel to secure a formal contract.

**PP 6.15d:** Provide to the Board a site report with a recommendation and tentative contract for a future site.

Activity: On recommendation of the SASFAA Board continued negotiations with The Peabody Memphis to secure a formal contract. I worked with Jeff Dennis, Dewey Knight and Brad Barnett on final contract negotiations. On January 22, 2013 I presented a final contract to the SASFAA Board for the SASFAA 2015 Conference to be held at The Memphis Peabody. The board voted to move forward with the contract.

**PP 6.15e:** Work to secure final contracts for the president's signature.

Activity: On January 29, 2013 the contract between SASFAA and The Memphis Peabody was executed. Please see attached.

**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.

Activity: Worked with Mike Reynolds on the NAOW site. I am continuing to work with Paul Mittelhammer on site issues for the 2013

SASFAA conference. I secured a site for the 2013 Transition meeting to be held at the Clearwater Marriott Suites, June 1 – 4, 2013. Please see attached contract.

**Sponsorship Chair's Report  
Dewey Knight**

*Summary of Activities*

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

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

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

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

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

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

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

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

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

Activity: Submitted article for December, 2012, SASFAA Nine News.

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

**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: Provided sponsors a list of registrants as of January 15, 2013, and will provide same as of February 4, 2013, and final list after the Conference on February 15, 2013.

**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, have ensured that this task will be executed in accordance with current regulations and the P&P.

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

Activity: The Sponsorship section of SASFAA Web site has been updated for 2012-2013.

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

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

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

Activity: The space for exhibitors has been identified and floor plan finalized.

**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: Executed as stated.

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

Activity: Bids from potential drayage companies via RFP process were received. Cherry Convention Services, Inc., of Atlanta, Georgia was selected to provide drayage services and a contract for same has been executed by President Dennis.

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

Activity: Executed as stated.

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

Activity: Execute as stated.

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

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

Activity: Sponsorship opportunities were communicated to all potential sponsors beginning November 1, 2012.

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

Activity: This will be done at Conference.

*Discussion*

**As of the submission of this report, the sponsorship solicitation for 2012-2013 has resulted in 38 exhibitors, including 10 first-time exhibitors, and one non-exhibiting sponsor. Total revenue for Vendor/Sponsor/Patrons and Advertising, to date, stands at \$105,000 which exceeds the budgeted revenue of \$100,000. The 2012-2013 revenue level compares to \$79,125 in 2011-2012, \$72,650 in 2010-2011 and \$69,900 in 2009-2010. To date, Cherry Convention Services has provided superior drayage services.**

**Membership Committee Report**  
**Deborah H. Clark**

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

Activity: N/A

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

Activity: N/A

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

Activity: N/A

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

LRP 1.3.2: Committees should be of sufficient size and number and represent the diversity of the membership to

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

Activity: N/A

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

Activity:

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

Activity:

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

Activity:

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

Activity: A list was provided to the Vendor/Sponsor Coordinator on January 14, 2013

Activity: A list of paid members including email addresses was provided to individual Vendors/Sponsors as requested

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

Activity: The Membership Directory was downloaded and saved to a jump drive

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

Activity:

**2020 Committee  
Em McNair**

Committee Members:

**Felicia Alister, Lisa Carey, Chansone Durden, Jackie Owens, Melinda Shoy-Clarke, Heather Vaughan  
Sylvia Jones, Secretary of the Committee; Nathan Basford, Co-Chair of the Committee**

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**Sunday, February 10, 2013**

- 4:30 P.M. Art Exhibited throughout conference coordinated by Chansone Durden assisted by Felcia Alister
- 5 P.M. The Spelman College Glee Club will provide music for the opening session
- Dr. Sandy Jap, keynote speaker
- 7 P.M. The Atlanta Institute of Music Jazz Ensemble will provide reception music

**Monday, February 11, 2013**

- 11:15 A.M. Session: Addressing the Needs of Homeless students and students with Emotional Challenges  
Moderator: Sylvia Jones  
Presenters: Diana Bowman, National Center for Homeless Education SERVE Center, UNC Greensboro  
Nancia Leath, MA,LPC, NCC –GA dept. of Behavioral Health and Developmental  
Disabilities

**Tuesday, February 12, 2013**

- 9:45 A.M. Session: Family Dynamics-What defines a family?  
Moderator: Lisa Carey  
Presenters: Nathan R. Basford, Jr. Assist. Dir. Florida State University  
Opral Davis, Program Coordinator, Florida State College at Jacksonville
- 6:30 P.M. The Urban Harp Ensemble will perform a mini concert and provide soft dinner music
- 8:30 P.M. till Midnight The Georgia Perimeter College Jazz Band will perform
- 9 P.M. Art Exhibit ends...all artist should pick up art work

**Communications and Outreach Committee**  
**Amanda Sharp**

**Summary of Activities**

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

Activity: No new activity since last report.

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

Activity: No new activity since last report.

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

Activity: There have been a number of postings to the SASFAA Nine News since the November 2012 board meeting. Attempts are being made to remind members when submissions are due. Attempts have also been made to solicit submission of materials for publication that would be of interest to the SASFAA membership. Will continue to request submissions per the schedule for board members in addition to requesting submissions from other member states.

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

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

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

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

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

Activity: No new activity since last report.

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

Activity: This activity is ongoing.

**Discussion:**

Since the November 2012 Board Meeting, the SASFAA Nine News has been updated with the following: Georgia State Report, Budget & Finance Committee Report, Nomination and Election Committee Report, President-Elect Report, Conference Report, along. Links to the postings are being cross posted on our SASFAA Facebook page. Continued efforts have been made to obtain reports from board members. The suggested article submission schedule is sent out periodically to all board members to serve as a reminder of when the articles are due.

**Electronic Services Report**  
**Jane Moore**

**Summary of Activities**

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

Activity: No activity to report.

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

Activity: No activity to report.

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

Activity: No activity to report.

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

Activity: No activity to report.

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

Activity: Currently the website committee folders are down. They were deleted from the website and are in the process of being rebuilt.

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

Activity: No activity to report.

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

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

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

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

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

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

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

Activity: Currently up to date.

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

Activity: No activity at this time.

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

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

## **Electronic Services Report (cont.)**

**Jane Moore**

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

Activity: No activity at this time.

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

Activity: Continued use of SASFAA Nine News and website.

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

Activity: Reports submitted as needed.

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

Activity: Report submitted.

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

Activity: Budget within guidelines.

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

Activity: Due to removal of major folders (Finance, Committees, and Executive Board) from the Wild Apricot site, the sections must be rebuilt and the information added again.

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

Activity: Provided help/input when needed.

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

Activity: Development of new website in process.

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

Activity: No activity at this time.

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

Activity: No activity at this time.

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

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

### **Discussion**

Some major folders (Finance, Committee, and Executive Board – still researching what else may be gone) were deleted from the “File Management” section of the website. This is the section that houses the images, documents, etc. – anything that set up as a link on the site. Since the system has no capability to log changes/modifications, there is no way to determine who may have deleted these sections. I ask that those who use the site please do not delete anything from the site. Reviewed the Policies & Procedures and do not see any information regarding removal/cleanup of information on the website. This might be something for discussion.

**Georgia Board Report**  
**Philip Hawkins**

On Monday, January 28, 2013, many GASFAA members participated with the Georgia Student Finance Commission (GSFC) in a “College Yes You Can” day at the state capitol in Atlanta. Over 300 middle school and high school students attended the event. Philip Hawkins, GASFAA President, provided brief remarks to those students alongside Georgia Governor Nathan Deal, GSFC Board Chairman Mid Ramsey, and GSFC President Tim Connell.

On Tuesday, January 29, 2013, the GASFAA Executive Board held its Winter meeting at the campus of Kennesaw State University. Much work is being done on updating our By-Laws, Policies & Procedures, and the five-year Strategic Plan.

Sarah Baumhoff and Gary Mann continue their work as Local Arrangements Chairs for the upcoming SASFAA conference to be held in Atlanta in February 2013.

Philip Hawkins and Lisa Mitchem will be participating in the SASFAA/EASFAA/MASFAA/Tri-State Congressional visits in Washington, DC on February 21, 2013.

Plans continue for the GASFAA Spring Conference to be held at the Athens Classic Center on May 22-24. The working theme is “GASFAA Celebrates 20 Years of HOPE” in recognition of the 20<sup>th</sup> anniversary of the first Georgia HOPE Scholarship award which was made in the Fall of 1993. Plans are to recognize several of the early state legislative and government leaders which envisioned and implemented the HOPE Scholarship Program in Georgia in the 1990s.

Respectfully Submitted,

Philip Hawkins  
GASFAA President  
2012-2013

**South Carolina Board Report**  
**Sarah Dowd**

SCASFAA's year is in full swing with committees working hard to provide training and support to all of our constituencies.

The Executive Board will meet February 18<sup>th</sup> at the Greenville Marriott, our conference hotel. Ellen Green, SCASFAA's Conference Chair is our host for the meeting.

Following SCASFAA's mission to promote the advancement of financial assistance programs and provide personal and professional development opportunities that embrace sound principles, practices, and ethics in aid administration, our committees are currently working as follows:

Consumer Relations – Carol Parker, Chair, has this year's College Goal SC event set for February 23<sup>rd</sup>. The coordinators are disseminating information to high schools, planning their site agendas and preparing for the food and prizes at their locations.

Communications and List-Serve – Rosalind Elliott, Chair, has updated SCASFAA's policies and procedures to reflect our new communication tools and options for members, sponsors and exhibitors. She also continues to manage the SCASFAA Scoop, our blog.

Electronic Services – Kevin Delp, Chair is learning the ropes and teaching the Executive Board about Wild Apricot.

Global Issues (previously Diversity) – Heather Swaminathan, Chair, has decided to continue in this role and is planning speakers for the annual conference.

Conference – Ellen Green, Chair, is busily planning a great conference for April 7-10 in Greenville, SC. 'Cell Phones for Soldiers' has been chosen as the charity for this year and members have already been encouraged to begin collecting unused cell phones to donate. The list of speakers currently includes presidents from two SC colleges, in separate sessions.

Site Selection – Tamy Garofano, Coordinator, is working on a site for 2015. SCASFAA wishes to cautiously return to planning conferences further in advance, to allow more bargaining power.

Respectfully Submitted,  
Sarah Dowd  
SCASFAA President  
January 29, 2013

**Virginia Board Report**  
**Margaret Murphy**

Margaret Murphy, 2012-2013 VASFAA President, travelled to Richmond, Virginia for the State Council on Higher Education in Virginia and College Access Challenge Grant Program meeting at the VirginiaCAN conference regarding the upcoming CACGP applications. CACGP partially funds VASFAA's Super Saturday efforts.

VASFAA's Super Saturday event is scheduled for February 9 across the state at 48 sites. Financial aid presentations and assistance with completing the FAFSA will be provided to students of all ages. Paula Crow, Awareness Committee Chair, and the Awareness Committee have been conducting webinars to train site coordinators, presenters and volunteers for the upcoming event.

Members of VASFAA in northern Virginia have volunteered to participate in Congressman Jim Moran's **Making College Affordable: Financing Your Education** workshops in February and March.

Margaret Murphy continues to represent VASFAA with the U. S. Department of Education's Virginia Education Roundtable via conference calls.

The Secondary School Relations Committee under the guidance of Dr. Pam Rambo conducted guidance counselor workshops at 12 sites across the Commonwealth this past fall and January.

The winter board meeting is scheduled for February 1, 2013 in Richmond, Virginia at the Omni. Ashley Reich, President Elect, and the Site Selection Committee will be presenting on the site for the 2014 annual conference. Final preparations for the 2013 Conference will be reviewed as well.

Flu season has devastated many offices across the state but all seem to be on the mend. The Association mourns the loss of Linda H. Woodley, who worked at SCHEV and was a key supporter of VASFAA through the Awareness Committee and CACGP efforts. A remarkable woman, Linda impacted the lives of many across the state through her work with college access.

Looking forward to seeing everyone in Dunwoody, Georgia on February 8!

Respectfully submitted  
Margaret Murphy, 2012-2013 VASFAA President

**Kentucky Board Report**  
**Chris Tolson**

High School Counselor Workshops were held in ten sites around the state October 29 and November 15. Each workshop featured a presentation from ACT, KHEAA and the Office of Employment and Training, in addition to a financial aid presentation with FAFSA information and updates for the 2013-14 year. Attendance was down this year at 308 compared to 370 last year.

KASF AA promoted and sponsored "College Goal Sunday" on January 13, 2013 at seventeen (17) sites throughout the Commonwealth. At this time, the number of volunteers and families served is unknown.

The KASF AA Support Staff Workshop will be held on March 13, 2013 at the KHEAA building in Frankfort, KY. Agenda items include: verification, mini federal update, and loan repayment options.

Voting to fill the offices of President-Elect, Vice President for Training, Treasurer and Four-Year Public Representative are underway. Online voting opened January 28<sup>th</sup> and will conclude February 6<sup>th</sup>.

Plans are underway for the KASF AA Spring Conference to be held on April 24-26 at Barren River Lake State Park. The theme is "KASF AA the Great Outdoors". Kristie Hughes, Rick Wilson and their committee are busy with plans.

President-Elect, Katie Conrad has secured the fall 2013 and spring 2014 conference sites.

**Tennessee Board Report**  
**Jeff Gerkin**

The TASFAA Fall Training Series workshops, mentioned in the previous TN President's report, consisted of three training events held in locations across the state to provide a federal update, State update, and specialized financial aid training in the areas of direct loans and verification. The Training Chair announced that over 200 participants attended the one day workshops. This number is significant in that the majority of attendees are financial aid staff members that do not normally attend the annual TASFAA Conference. Therefore, TASFAA has been able to expand its training efforts to meet the needs of a greater number of the financial aid staff in Tennessee than ever before.

Preparations are well underway for 2013 TASFAA Conference being held at the Cool Springs Marriott in Franklin, TN, April 14-17, 2013, under the coordination of Celena Tulloss, Conference Chair. In light of the overall theme of training this year, the conference theme will be "Taming the Beast". General session speakers scheduled to present include Ron Day - NASFAA Chair, and a yet to be named, federal presenter. TASFAA also looks forward to hosting Zita Barree - SASFAA President Elect, at the conference.

The 2013-14 TASFAA election process will be completed as of the presentation of this report. The election process and selection of candidates went very well as the Nominations Committee had a wide range of members willing to run for office this year, resulting in a nearly full slate of candidates. This is a welcome change from recent years in which it has been difficult to secure enough members willing to run for office to generate a full slate of candidates. The Association's effort to cultivate newer members into leadership positions is beginning to show promising results.

Through the coordinated efforts of two TASFAA Committees, Financial Aid Awareness and Governmental Relations, TASFAA is pursuing a proclamation from Tennessee Governor, Bill Haslam, to designate February 2013 as "Financial Aid Awareness Month" in the State of Tennessee.

Ashley Bianchi, TASFAA President Elect will attend the NASFAA Leadership Conference in March 2013.

**Mississippi Board Report**  
**Cindy May**

MASFAA will hold our Financial Aid 101 in Louisville, MS April 9-11. This training event focuses on new financial aid professionals in the state. We will cover a variety of topics including need analysis, verification, and R2T4. We are very excited that we are able to bring back this training event for the first time in several years.

MASFAA received information about two financial aid administrators in Brooklyn, New York who lost everything after Hurricane Sandy. MASFAA members donated funds and we were able to send the two administrators VISA Gift Cards to help our colleagues get needed items just before Christmas.

One of my goals as President of MASFAA is to get MASFAA involved in discussions about state aid programs with our Legislature and IHL Board. I have created the State Legislative Committee. The Committee is made up of Directors and Associate Directors with representatives from public and private 4-year school and community colleges. The Committee will meet January 31<sup>st</sup> in Jackson, MS to discuss priorities and goals. The Director of the State Office of Financial Aid will work closely with the committee. I'm excited to see what the committee will be able to accomplish. With permission from our President-Elect, the Committee Members have all agreed to serve for a year and a half.

The Conference Committee continues to prepare for the MASFAA Annual Conference May 22-24, 2013 in Tunica, MS at the Gold Strike Casino.

**Florida Board Report**  
**Nathan Basford**

**Summary:**

Training continues to be our top priority. The following training opportunities have been held since our last board meeting:

**Training:**

FASFAA Clock Hour Workshop: January 23-25<sup>th</sup> Orlando, Florida

**Upcoming Training Opportunities:**

Region Workshops: Please visit our website at: [www.fasfaa.org](http://www.fasfaa.org) for dates and locations

**Topics at regional workshop:**

1. Getting involved in FASFAA:
2. Diversity
3. Hot topics:

**FASFAA Annual Conference dates:**

Annual Conference: May 21-24<sup>th</sup> Hyatt/Bonita Springs, Florida

Annual Conference: May 26-30<sup>th</sup> Vinoy Renaissance Resort/ St. Pete, Florida

**My Appreciation to members of the Executive Board:**

It has been an honor to serve on the board this year, and I appreciate all that our president, Mr. Jeff Dennis has done to lead us forward.

I have enjoyed being able to be a part of the SASFAA Executive Board and will continue to give my time, energy, and support in making SASFAA a better association.

I have enjoyed serving on the 20/20 committee with other committee members, and enjoyed serving under the leadership of Ms. Em McNair.

It has been an honor to serve on the annual conference committee with all the committee members, and Kudos to Mr. Paul Mittelhammer for being an excellent leader as conference chair.