

**SASFAA Board Meeting  
Embassy Suites – Raleigh-Durham, NC  
November 1-3, 2013  
Concourse C**

*Saturday, November 2, 2013*

**CALL TO ORDER**

**President Barree called the meeting to order at 9:02 a.m.**

**Announcement of Substitute Voting:**

- Angela Black for Katie Conrad Kentucky State President
- Stephanie Miller for Kevin Ammons, Alabama State President

**Voting Members Present:** Zita Barree, Nathan Basford, Amy Moser, Rachel Cavanaugh, Jeff Gerkin, Ashley Reich, Cathy Crawley, Katie Conrad, Katie Harrison, Wayne Kruger, Greg Windham

**Board members absent:** Kevin Ammons, Jeff Dennis, Tabatha McAllister, Sharon Oliver

**Non-Voting Members Present:** Amy Berrier, Terri Parchment, Mike O'Grady, Angie Black, Philip Hawkins, Sarah Dowd, Janet Nowicki

**Non-Voting Members Absent:** Marian Dill

**The chair declared a quorum.**

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

**Welcome to North Carolina**

Rachel Cavanaugh welcomed the board members to the state of North Carolina.

**REPORT OF OFFICERS**

**President, Zita Barree**

Zita reviewed her written report (See Attachment A).

Discussion: President Barree will provide the Board with the comprehensive summary of all the Goals and Objectives for the GAP Committee. Amy Moser will attend the GASFAA meeting as the Board Representative for SASFAA. President Barree discussed excerpts from the Road to Relevance, a book the NASFAA Board is reading.

**President-Elect, Nathan Basford**

Nathan reviewed his written report (See Attachment A).

**Past President, Jeff Dennis**

Jeff was absent from the meeting, Sarah Dowd presented his Nominations and Elections report. A written report was provided (See Attachment A).

Discussion: The Nominations and Elections Committee Report was reviewed for informational purposes only. The candidates are listed below:

**President-Elect:**

Amy Berrier – North Carolina  
Sharon Oliver – North Carolina

**Vice-President:**

Brenda Burke (has not received permission from her supervisor) - Virginia  
Marian Dill - Tennessee

**Secretary:**

Vickie Adams - Alabama  
Kimberley White-Grimes – South Carolina

**The Executive Board went into executive session at 10:04 a.m. to discuss the awards committee report. The executive session ended at 10:11 a.m.**

**Vice President, Tabatha McAllister**

Tabatha was absent from the meeting, President Barree presented her report. A written report was provided (See Attachment A).

Discussion: President Barree noted that the NAOW pre-conference training will be a separate registration via Wild Apricot. Tabatha is also working on the summer NAOW. She has sent out requests for sites and instructors. A possible site for the NAOW is Jacksonville State University in Alabama (not near an airport). USC Upstate and North Carolina Central University have agreed to submit a proposal. There have been thirteen instructors recommended for the NAOW. The Leadership Symposium may be held in March or April in Charlotte, NC.

**Secretary, Sharon Oliver**

Sharon was absent from the meeting. A written report was provided (See Attachment A).

**Treasurer, Amy Moser**

Amy reviewed her written report (See Attachment A).

Discussion: Amy passed out paper copies of the Profit and Loss Statement of the current status of SASFAA and the SASFAA balance sheet.

**SASFAA, Inc.**  
**Budget vs. Actuals: 2013-2014 Budget - FY 14 P&L**  
 July 2013 - October 31, 2013

	<b>Total</b>			
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>	<b>% of Budget</b>
<b>Income</b>				
01 Membership Dues	23,345.00	41,475.00	-18,130.00	56.29%
02 Professional Development		70,400.00	-70,400.00	0.00%
03 Annual Meeting	3,025.00	116,875.00	-113,850.00	2.59%
04 Vendors/Sponsors/Patrons		100,000.00	-100,000.00	0.00%
05 Advertising		4,000.00	-4,000.00	0.00%
07 Interest Earned	523.46	2,000.00	-1,476.54	26.17%
09 Transfer from Assets		31,500.00	-31,500.00	0.00%
11 Dividends Earned	3,771.96	12,875.00	-9,103.04	29.30%
12 Capital Gains		1,000.00	-1,000.00	0.00%
<b>Total Income</b>	<b>\$ 30,665.42</b>	<b>\$ 380,125.00</b>	<b>-\$ 349,459.58</b>	<b>8.07%</b>
<b>Expenses</b>				
101 President	1,251.25	8,500.00	-7,248.75	14.72%
102 President-Elect	926.33	7,000.00	-6,073.67	13.23%
103 Vice President	598.06	4,500.00	-3,901.94	13.29%
104 Secretary	841.76	3,500.00	-2,658.24	24.05%
105 Treasurer	1,805.39	4,500.00	-2,694.61	40.12%
106 Past President	1,540.17	5,725.00	-4,184.83	26.90%
201 Membership	585.67	4,000.00	-3,414.33	14.64%
202 Electronic Services	923.47	6,000.00	-5,076.53	15.39%
203 Professional Advancement		109,000.00	-109,000.00	0.00%
204 Communications & Outreach	635.40	3,000.00	-2,364.60	21.18%
205 Budget and Finance	771.10	4,500.00	-3,728.90	17.14%
206 Annual Meeting Program	11,030.02	149,000.00	-137,969.98	7.40%
207 Site Selection		3,500.00	-3,500.00	0.00%
210 Executive Board	9,681.61	34,000.00	-24,318.39	28.48%
211 President's Contingency	115.03	1,000.00	-884.97	11.50%
213 Advance Program Planning		500.00	-500.00	0.00%
214 Global Issues	246.07	3,000.00	-2,753.93	8.20%
215 Prior Administration Bills		500.00	-500.00	0.00%
216 Legislative Relations	596.51	6,000.00	-5,403.49	9.94%
217 Long Range Planning		4,000.00	-4,000.00	0.00%
218 Vendor/Sponsor	856.81	3,000.00	-2,143.19	28.56%
219 Special Projects	276.07	3,000.00	-2,723.93	9.20%
224 Accounting Fees and Taxes	327.00	5,400.00	-5,073.00	6.06%
225 Online Payment Processing				
<b>Fees</b>	449.14	4,000.00	-3,550.86	11.23%
227 NASFAA Hospitality 2014		3,000.00	-3,000.00	0.00%
<b>Total Expenses</b>	<b>\$ 33,456.86</b>	<b>\$ 380,125.00</b>	<b>\$ 346,668.14</b>	<b>8.80%</b>
<b>Net Operating Income</b>	<b>-\$ 2,791.44</b>	<b>\$ 0.00</b>	<b>-\$ 2,791.44</b>	
<b>Net Income</b>	<b>-\$ 2,791.44</b>	<b>\$ 0.00</b>	<b>-\$ 2,791.44</b>	

**President Barree dismissed the group for a break at 10:30 a.m.**  
**President Barree reconvened meeting at 10:52 a.m.**

## **COMMITTEE REPORTS**

### **Legislative Relations, Phillip Hawkins**

Phillip reviewed his written report (See Attachment A).

Discussion: Philip reviewed the actions and activities of the Legislative Relations Committee. The committee will submit two session proposals for the February conference. The sessions will be held on Importance of Advocacy presented by Ron Gambill and How to Educate our Students on the Importance of Advocacy will be presented by Dana Kelly. Philip reviewed a list of legislative issues sent to the Board this morning.

#### **Current Congressional Priorities Affecting Federal Student Aid**

- 1) FY14 Federal Budget – *After the Shutdown*
  - a. House/Senate Budget Conference Committee met October 30, 2013 (first time since 2009). Next meeting scheduled November 13. December 13 recommendation to both chambers.
  - b. Current CR keeps federal government funded until January 15, 2014.
  - c. Debt Ceiling extension until February 7, 2014.
- 2) Sequestration – Round 2, 3, . . .
  - a. Iraq/Afghanistan Service Grant – Awards with first disbursements on or after October 1<sup>st</sup> went up
  - b. TEACH Grant – Awards with first disbursements on or after October 1<sup>st</sup> went down
  - c. Direct Loans – Awards with first disbursements on or after December 1<sup>st</sup> – origination fees are going up. Schools expecting processing issues?
  - d. 14-15 Pell – Awards could decrease in next round of sequestration
- 3) Gainful Employment Negotiated Rulemaking – Rescheduled for November 18, 19, 20
- 4) 14-15 Draft FAFSA – Open for comment period until November 21, 2013 – [www.regulations.gov](http://www.regulations.gov).
  - a. Impact of Defense of Marriage Act (DOMA)
- 5) IRS announcement regarding delay of processing 2013 Income Tax Returns
  - a. Could impact availability of 14-15 IRS Data Retrieval Tool?
- 6) HEA Reauthorization – Hearings scheduled prior to shutdown have not been re-scheduled yet. So far, NASFAA is the only professional association to put forth a set of recommendations.
  - a. With current budget crisis, reauthorization has little chance of occurring next year.
- 7) ISIR Prior-Prior Year (PPY) Data – NASFAA Study:
  - a. Low-Income Dependent Students and Independents with Dependents fare well under PPY scenarios
  - b. NASFAA plans to recommend to ED
    - i. implementation of PPY for those student groups that could benefit while not penalizing students who would not benefit from PPY
    - ii. Expansion of DRT to include other types of filers
  - c. NASFAA has a presentation on PPY on 11/8 in DC
  - d. See NASFAA website for more details on PPY
- 8) Student Unit Record Data
- 9) American Opportunity Tax Credit

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

Tracy reviewed her report. A written report was provided (See Attachment A).

Discussion: The transition meeting will be at the Tradewinds Resort in St. Pete's Beach, Florida. Tracy discussed future sites and identifying SASFAA sites as far as 2017. She asked that states send her information, so she can narrow down places for site visits.

### **Membership, Marian Dill**

Marian was absent from the meeting, President Barree presented her report. A written report was provided (See Attachment A).

Discussion: Honorary membership will be discussed during new business tomorrow. The membership and/or awards committee will need to clarify awards information from the Policies and Procedures and the honorary membership list to make sure the information is correct.

**Communications and Outreach, Vacant**

No report provided.

Discussion: This position is vacant. President Barree reviewed some key responsibilities of this committee. She handed out a document from the Policies and Procedures manual regarding the responsibilities of this position. The Board also discussed the calendar for submitting articles to the Communications and Outreach Chair. What do we post where? What do we duplicate?

Facebook/Social Media – as of July 2<sup>nd</sup> – we had 402 fans of the SASFAA Facebook page. As of today, there are 489 fans of the SASFAA Facebook page.

**Technology Assessment & Integration, Sarah Dowd**

Sarah reviewed her written report (See Attachment A).

**President Barree suspended the meeting for lunch at 11:47 a.m.**

**President Barree reconvened the meeting at 1:30 p.m.**

**Conference, Amy Berrier**

Amy reviewed her written report (See Attachment A).

**Budget and Finance, Terri Parchment**

Terri reviewed her written report indicated below:

**SASFAA, Inc.**  
**Balance Sheet**  
As of October 31, 2013

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BB&T Checking	30,237.85
BB&T Savings	77,757.13
Edward Jones-Money Market	88,257.35
Fifth Third Checking (deleted)	0.00
Fifth Third Savings (deleted)	0.00
Suntrust-Money Market	0.00
Total Bank Accounts	<u>\$196,252.33</u>
Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	<u>\$ 0.00</u>
Other current assets	
CD-AMEX Centrn 3/19/12 1.25% (deleted)	0.00
CD-BofA 2% 5/6/13	0.00
CD-Capmark BK 7/16/12 2.65% (deleted)	0.00
CD-Citibank 2.1% 11/26/12	0.00
CD-Citibank 2.4% 1/27/14	20,497.29
CD-Discover 5% 8/6/13	0.00
CD-GE Money 5% 10/23/13	2,132.39
CD-Leaders BK 6/18/12 1.00% (deleted)	0.00
CD-Midfirst BK 7/16/12 2.60% (deleted)	0.00
CD-Rollstone 1.65% 2/12/14	5,068.70
CD-Sallie Mae Bank 3.25% 3/4/13	0.00
CD-State Bank 1.5% 3/24/14	50,851.99
Charles Schwab (NASFAA)	289,099.80
Franklin Low Duration @ Edward Jones	4,526.51
Short Duration-JP Morgan @ Edward Jones	50,596.07
Short Duration-Lord Abbett @ Edward Jones	168,523.38
Undeposited Funds	0.00
Total Other current assets	<u>\$591,296.13</u>
Total Current Assets	<u>\$787,548.46</u>
<b>TOTAL ASSETS</b>	<b>\$787,548.46</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	757,980.87
Retained Earnings	32,955.47
Net Income	-3,387.88
Total Equity	<u>\$787,548.46</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$787,548.46</b>

Thursday, Oct 31, 2013 08:09:30 AM PDT GMT-5 - Accrual Basis

**SASFAA, Inc. Investments as of September 30, 2013**

BB&T Checking	\$ 17,282.52
BB&T Savings	\$ 77,757.13
Edward Jones – Money Market	\$ 88,257.35
CD – Citibank	\$ 20,497.29
CD – GE Money	\$ 2,132.39
CD – Rollstone	\$ 5,068.70
CD – State Bank	\$ 50,851.99
Charles Schwab/NASFAA	\$289,099.80
Franklin Low Duration/Edward Jones	\$ 4,526.51
Short Duration-JPMorgan/Edward Jones	\$ 50,596.07
Short Duration-Lord Abbett/Edward Jones	<u>\$168,523.38</u>

**Total Assets** **\$774,593.13**

**Sponsorship, Janet Nowicki**

Due to being recently appointed as Chair, Janet did not prepare a written report.

Discussion: Janet has sent out an email to vendors/sponsors to introduce herself as the new sponsorship chair. She will be working with Angie Black regarding the website so we can make sponsorship live. Janet asked that the State Presidents to share their sponsorship lists and vice versa to contact them personally. She has also been working directly with the hotel regarding A/V with electrical issues and GEMS, the drayage company.

**Global Issues, Mike O'Grady**

Mike reviewed his written report (See Attachment A)

**Electronic Services, Angie Black**

Angie reviewed her written report (See Attachment A)

**STATE PRESIDENT'S REPORTS**

**Florida, Wayne Kruger**

Wayne reviewed his written report (see Attachment A)

**Georgia, Cathy Crawley**

Cathy reviewed her written report (see Attachment A)

**North Carolina, Rachel Cavanaugh**

Rachel reviewed her written report (see Attachment A)

**Virginia, Ashley Reich**

Ashley reviewed her written report (see Attachment A)

**Tennessee, Jeff Gerkin**

Jeff reviewed his written report (see Attachment A).

**Alabama, Stephanie Miller**

Kevin was absent from the meeting, Stephanie Miller presented the Alabama report. A written report was provided (See Attachment A).

**South Carolina, Katie Harrison**

Katie reviewed her written report (see Attachment A).

**Kentucky, Angela Black**

Angela presented the Kentucky report. A written report was provided (see Attachment A).

**Mississippi, Greg Windham**

Greg reviewed his written report (See Attachment A).

**President Barree dismissed the group at 3:58 p.m.**

*Sunday, November 3, 2013*

## **UNFINISHED BUSINESS**

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

### **Additional Committee Members:**

President Barree submitted additional new committee members to the board prior to the board meeting.

**Action Item: Nathan Basford moved to approve the new committee members. The motion was seconded by Katie Harrison. The motion was unanimously approved.**

### **State Presidents' group project:**

The state presidents are working on the President-Elect workshop. The time range for the session will be from 10 a.m. to 3 p.m. Wayne has put together a guide for the incoming presidents. Each state has a section in the guide and they hope to have it finalized by mid-January. Katie has been working on a conference schedule where each state President will visit another states conference.

### **NASFAA Investment opportunity – any states planning to commit?:**

President Barree received an email from Brad Barnett who is one of the NASFAA Finance Committee members. They have opened up a lower limit investment account for states that are interested in making moves to join this opportunity. North Carolina is interested and so is Tennessee.

### **SASFAA Hospitality at 2014 NASFAA Conference:**

NASFAA will be in Nashville in 2014 in June or July. SASFAA set aside some funds in this year's budget for the hospitality suite. NASFAA will provide a meeting room or space for SASFAA hospitality in the general conference area for this purpose. We need to have discussion and get this nailed down by February so we can let NASFAA know.

### **Vendors & Gift Policy:**

There is a section in the Policies and Procedures Manual regarding SASFAA's Vendors & Gift Policy. This policy is located in the Policies and Procedure manual in Section 6.16 under the Sponsorship section.

## **NEW BUSINESS**

### **Rotation of Board meetings/conferences:**

President Barree discussed NASFAA board meetings and SASFAA board meetings being held in a particular state very often. The host state provides the welcome and a nominal gift to each board member. SASFAA has held its annual conference, transition board meetings, and regular board meetings in North Carolina, Florida, and Georgia several times which can put a strain on these states. Amy Berrier mentioned that maybe we can split up the different states for each meeting to give everyone an opportunity to highlight fun facts about their state and have the opportunity to provide nominal gifts to each board member.

November Board meeting – Tracy Misner will look possibly at rotating board meetings in different areas keeping in mind Kentucky and North Carolina fall conferences. For 2017, Tracy will look at possible options of shifting the days of the week for the conference to obtain better rates.

### **Mentor Volunteers:**

There are currently fifty-six people who have requested mentor volunteers. This year we added a question to the membership application where it asked them if they wanted a mentor. Zita will work with the Membership Committee in assigning mentors. It would be nice to have a question on the membership form "Do you want to be a mentor?"

### **Retiree Membership:**

Marian sent President Barree information about the definition of a SASFAA member from the bylaws. What about retirees that want to stay involved since there really is not a category for them? Article IV Section 1 (a)(1) of the bylaws include the following



wording: who are associated with the administration and support of student financial aid in postsecondary institutions of education, in government offices and agencies, in lending institutions and organizations, and in other organizations or program.

This can be defined very loosely. Each state interprets it differently and some have a different membership category where retirees can be defined. Virginia uses an Emeritus category which is for members who no longer can qualify for active membership.

Should there be another category? Zita will ask the Bylaws Committee to look at another possible category

**State Information on SASFAA website – updates made, any additional information needed?:**

Each state president should review their part of the website for accuracy and if any other information should be included. Is there any other information that we would want included on a state page? If anyone thinks of anything they should let Angie Black know. She will process the updates for the website.

**Joint Regional Hill Visits in 2014:**

President Barree and Philip Hawkins brought up discussions from NASFAA regarding regional involvement in the Joint Regional Hill Visits. Discussion surrounded this issue from the Executive Board. This event requires a lot of work. Zita will speak with Brian – EASFAA President – and summarize the discussion with him for our board.

**President Barree adjourned the meeting at 10:41 a.m.**

# ATTACHMENT

A

**AGENDA**  
**SASFAA Board Meeting**  
**Embassy Suites Raleigh-Durham/Brier Creek (NC)**  
**November 1-3, 2013**  
**Concourse C**

*Friday, August 2nd*

5:30 PM	Free Managers Reception	Hotel Atrium
7:00 PM	Dinner at hotel	Kitty Hawk area
9:00 PM	Hospitality	President's Suite

*Saturday, August 4th*

8:00 AM	Free Cook-to-Order Breakfast	Hotel Atrium
9:00 AM	Call to Order, Welcome and Introduction of Guests Announcement of Substitute Voting: Angie Black for Katie Conrad, Kentucky State President Stephanie Miller for Kevin Ammons, Alabama State President Establish a Quorum <i>Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business</i> <i>Clock Icebreaker</i> <i>Housekeeping and Board reminders</i>	Zita Barree
	Welcome to North Carolina	Rachel Cavenaugh
	<u>Report of Officers</u> President (p. 3-5) President-Elect (p. 6) Past President (p. 7-9) <i>Action Item: Nominations and Elections Report</i> <i>Action Item: Awards Committee Recommendation</i>	Zita Barree Nathan Basford Jeff Dennis (absent) Sarah Dowd Nathan Basford Tabatha McAllister Sharon Oliver Amy Moser
10:30 AM	Break	
10:45 AM	<u>Committee Reports</u> Legislative Relations (p. 17-20) Site Selection (p. 21-22) Membership (p. 23-25) Communications and Outreach Technology Assessment & Integration	Philip Hawkins Tracy Misner Marian Dill (absent)  Sarah Dowd
12:00 PM	Lunch	

1:30 PM	<u>Committee Reports (cont'd)</u>	
	Conference (p. 26-30)	Amy Berrier
	Budget and Finance (p. 31-35)	Terri Parchment
	Sponsorship (p. 36-38)	Janet Nowicki
	Global Issues (p. 39-41)	Mike O'Grady
	Electronic Services (p. 42-45)	Angie Black
3:00 PM	Break	
3:15 – 4:30 PM	<u>State Presidents' Reports</u> (Guess the order and what it is tied to, the two states with * by their names are tied) This time frame allows for each state to use approximately 8 minutes.	
	Florida (p. 46)	Wayne Kruger
	Georgia (p. 47-48)	Cathy Crawley
	North Carolina (p. 49-52)	Rachel Cavanaugh
	Virginia (p. 53)	Ashley Reich
	Tennessee (p. 54)	Jeff Gerkin
	Alabama*	Stephanie Miller
	South Carolina* (p. 55)	Katie Harrison
	Kentucky (p. 56)	Angie Black
	Mississippi (p. 57)	Greg Windham
5:30 PM	Free Managers Reception	Hotel Atrium
6:30 PM	Meet in lobby for dinner off-site	
9:00 PM	Hospitality	President's Suite

***Sunday, August 5th***

8:00 AM	Free Cook-to-Order Breakfast	Hotel Atrium
9:00 AM	Unfinished Business <ul style="list-style-type: none"> <li>➤ <b><i>Updated volunteer list; approval of additional committee members</i></b></li> <li>➤ <b><i>State Presidents' group project</i></b></li> <li>➤ <b><i>NASFAA Investment opportunity – any states planning to commit?</i></b></li> <li>➤ <b><i>SASFAA Hospitality at 2014 NASFAA Conference '</i></b></li> <li>➤ <b><i>Vendors &amp; Gift Policy</i></b></li> </ul>	
10:30AM	Break	
10:45 AM	New Business <ul style="list-style-type: none"> <li>➤ <b><i>Rotation of Board meetings/conferences</i></b></li> <li>➤ <b><i>Mentor Volunteers</i></b></li> <li>➤ <b><i>Retiree Membership</i></b></li> <li>➤ <b><i>State information on SASFAA web-site – updates made, any additional information needed?</i></b></li> <li>➤ <b><i>Joint Regional Hill Visits in 2014</i></b></li> </ul>	
12:00PM	Adjourn	

## **President Report**

### **Zita Barree**

#### Summary of Activities

GAP 10.1 (11-12): Create SASFAA Kits on committee structure, programs, services, activities etc. Ensure members know how to volunteer and use every volunteer on a committee or project.

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

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

Activity: No activity for this time period

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

Activity: No activity for this time period

GAP 3.1 (12-13): The President must take the Long Range Plan, Policy and Procedures and the Governance and Planning Committee's recommendations in establishing the goals and objectives for the year while adding personal goals that are approved by the Board of Directors. The goals should be given to each Board member immediately following the Transition Meeting to list the activities planned to meet their established goals and objectives

Activity: I distributed the goals and objectives at the beginning of July and requested that each board member return their activities for each goal by July 22, 2013. I received the final updated spreadsheet from a committee on October 10<sup>th</sup>. I have updated the complete spreadsheet of all goals, objectives and activities and distributed a copy by e-mail to all Board members the week of October 21.

GAP 4.2 (11-12): The President needs to provide the GAP committee with a comprehensive listing of all SASFAA Board and Committee members with demographic information that includes sector type, ethnicity, gender and years of experience. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

Activity: A spreadsheet with all Board and committee members (to include all needed GAP demographic information) as of October 18 was provided by e-mail to all Board members for review and feedback to be provided prior to the November 2 – 3 Board meeting.

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

Activity: Information about the NASFAA award process will be shared again with the board at this meeting. The last NASFAA award won by SASFAA was in 2012 – Service to Colleagues or Constituencies: Associations Collaborating for Advocacy on the Hill.

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

Activity: This was included as a separate objective in the goals and objectives spreadsheets that were distributed to board members in early July. I have also done a thorough review of the P & P Manual and have sent updates to the Secretary for the list of SASFAA Distinguished Service Award recipients, the NASFAA Leadership Award for 2012, NASFAA State Awards for SASFAA States (Florida's Gold Star Award this year for its program for clock-hour schools), and for some minor typos on several pages.

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

## **President Report (Cont.)**

### **Zita Barree**

Activity: No activity for this time period

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

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

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

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

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

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

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

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

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

Activity: No activity for this time period

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

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

LRP 5.3: Provide recognition of state and regional leaders.

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

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

Activity: No activity for this time period

LRP 7.2: Require that officers and committee chairs review and update policies and procedures under their purview.

Activity: See response to GAP 7.2 (12-13) at beginning of report.

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

Activity: No activity for this time period

## **President Report (Cont.)**

### **Zita Barree**

LRP 10.3: Provide the SASFAA president's annual report to the membership in accordance with Section 1, Article 7 of the By-Laws.

Activity: No activity for this time period

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

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

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

Activity: I will attend my first NASFAA Board meeting as an observer in November of this year.

PP 5.2g: Attend state conferences and provide a SASFAA Update, as well as sessions if asked.

Activity: The schedule for attendance at state conferences was distributed at the August Board meeting.

#### Discussion

For the NASFAA Board Meeting in Nashville, TN November 11 – 12, 2013, all Board members were asked to purchase and read the book "Road to Relevance: 5 Strategies for Competitive Associations." As I write this report, I am only ¼ of the way through reading the book but have already had some real epiphanies. Attached to my report are some quotes from the book that I hope might spark some conversation among SASFAA Board members regarding the future of our association.

## **President-Elect Report**

### **Nathan Basford**

#### **Summary of Activities**

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

Activity: Will be serving as observer on the 2013-14 GAP Committee. Meeting is scheduled for May 14<sup>th</sup> -16<sup>th</sup>. The meeting will be held at our Immediate Past Presidents school.

PP 5.3a: Serves as parliamentarian to the Board.

Activity: No actions for this time period

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

Activity: Working on agenda and presenters for Orientation in February.

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

Activity: Have been in communication with Ms. Chris Tolson, Campbellsville University, KY, who is our SASFAA Conference Chair for 2014-2015. She and I are working on selecting committee members for 2014-2015 and are planning to hold a transition meeting at the 2014 conference in Jacksonville, FL.

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

Activity: Continue to encourage diversity; encourage future leadership by offering sessions at the annual conference as well as reach out to each state in the SASFAA region.

PP 5.3i: Fiscal integrity will be ensured.

Activity: No activity for this time period.

ZB#1: Update and publish the SASFAA Operational Calendar

Activity: Sent out the draft of the operational to all executive board members to review and add comments, suggestions, changes so that we can have ready to present by the annual conference. At this time I have only received one response from the current executive board. Please look over and provide updates, changes, etc. as soon as possible.

#### **Other Activity:**

- Attended the Kentucky Fall Conference October 8-11<sup>th</sup>
- Attending the North Carolina Fall Conference November 3-6<sup>th</sup>.
- Financial Aid Appreciation Day



## **Past President's Report**

### **Jeff Dennis**

#### **Summary of Activities**

**GAP 3.2 (11-12):** The advice and assistance provided to the Board of Directors by committee chairs are such that the goals of the Association are readily accomplished, future leadership is developed and board activities remain fiscally responsible. The President-Elect should be involved in the GAP Committee conversations and meetings prior to taking the office of President. This will help in developing the goals and objectives for the year and in assessing the Board's attainment of the Long Range Plan.

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

**GAP 4.2 (11-12):** The President needs to provide the GAP committee with a comprehensive listing of all SASFAA Board and Committee members with demographic information that includes sector type, ethnicity, gender and years of experience. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

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

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

Activity: This has been done.

**LRP 4.1, LRP 4.3, LRP 4.4, and LRP 4.5:** Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

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

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

Activity: The committee is submitting a slate of candidates for the positions of President-Elect, Vice President, and Secretary at the November 2013 meeting.

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

Activity: The Awards Committee is comprised of the voting members of the SASFAA Executive Board. I have utilized the SASFAA listserv and/or SASFAA Nine News to solicit award nominations from the membership. This was done on September 5, 2013 to the listserv and SASFAA Nine News.

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

Activity: This is being done.

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

Activity: The GAP Committee is set and consists of Brad Barnett, Sandy Neel, Carolyn Sparks, and Sylvia Jones. Nathan Basford is 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: An article soliciting nominations for President-Elect, Vice President, and Secretary was submitted to the Chair for posting to SASFAA Nine News. A notice was also posted on the SASFAA Listserv regarding nominations. This was completed on August 28, 2013.

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

Activity: This will be done throughout the year.

## **Past President's Report (Cont.)**

### **Jeff Dennis**

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

Activity: This will be done.

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

Activity: This will be done.

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

Activity: This will be done.

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

Activity: Solicitation has begun with article being posted to SASFAA Nine News and the SASFAA Listserv on July 8, 2013 and August 28, 2013. A slate of candidates is being presented to the Board at this meeting.

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

Activity: Meeting took place via conference call (September 25, 2013).

**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 is being done at this 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 will be done.

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

Activity: This will be done.

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

Activity: This will be done.

**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.

**Past President's Report (Cont.)**  
**Jeff Dennis**

Activity: This will be done.

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

Activity: Email to listserv and posted to SASFAA Nine News on September 5, 2013.

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

Activity: This is being done at this 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 will be done.

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

Activity: Elected Officers and Committee Chairs should submit reports at each board meeting in the appropriate format, which requires an activity update for the applicable goals outlined in the 2013-14 Goals and Objectives document created by the SASFAA President.

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

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

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

Activity: This was completed at the August 2013 board meeting. We are conducting elections as was published in the Policies and Procedures prior to the August board meeting.

**Vice President  
Tabatha McAllister**

**Summary of Activities**

**PP 3.3.1 Banners** – It is the responsibility of the Vice President to transfer the banner of the succeeding Vice President.

Activity: Banner is secured and with VP McAllister. Thank you Phillip Hawkins for transporting.

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

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

- One proposal received
- Two notifications no intent to submit proposal
- Deadline extended until October 25, 2013 in hopes of obtaining additional potential sites

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

- Management Institute or Leadership Symposium [LPR 12.13] – will occur in spring 2014 potential location Charlotte NC.
- One-Day NAOW prior to Annual Conference [LPR 12.9] – Sunday prior to conference from 9:00-3:00 with \$50 registration fee.
- New Aid Officers Workshop (Summer 2014) [LPR 12.10] – planning underway need site that meets criteria.

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

Activity: Tabatha McAllister created a nomination form in accordance with the Summer Workshop Guide. Disseminated at the 1314 first Board meeting and sent to list serve. Nomination deadline was 9/30/2013.

- Eight recommendations received.
- Sent additional request to SASFAA executive board for recommendations for Alabama, North Carolina, Mississippi and Virginia since none received.

Respectfully Submitted: 11012013 TVM

## **Secretary/By Laws Committee Report**

### **Sharon Oliver**

#### **Summary of Activities**

**GAP 4.2:** The President needs to provide the GAP committee with a comprehensive listing of all SASFAA Board and Committee members with demographic information that includes sector type, ethnicity, gender and years of experience. It is the responsibilities

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

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

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

**Activity:** No activity.

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

**Activity:** No activity.

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

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

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

**Activity:** The Board meeting minutes have been posted to SASFAA's website for August 2-4, 2013, September 18, 2013 and October 14, 2013.

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

**Activity:** No activity.

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

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

**LRP 4.3:** Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

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

**LRP 4.4:** Ensure that the committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of returning and new members to assure the continuity of committee business and development of future leadership.

## **Secretary/By Laws Committee Report (Cont.)**

### **Sharon Oliver**

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

**LRP 4.6:** Require that each committee provides a written annual summary of its activities so this information may be included in the president's annual report.

**Activity:** No activity.

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

**Activity:** The minutes for the board meetings held on August 2-4, 2013, September 18, 2013 and October 14, 2013 have been reviewed to ensure that approved changes to the policies and procedures have been incorporated.

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

**Activity:** Policies and procedures changes have been approved by the board of directors for meetings held on August 2-4, 2013, September 18, 2013 and October 14, 2013.

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

**Activity:** The policies and procedures manual has been appropriately updated for approved changes for August 2-4, 2013, September 18, 2013 and October 14, 2013 board meetings.

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

**Activity:** No activity.

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

**Activity:** No activity.

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

**Activity:** No activity.

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

**Activity:** No activity.

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

**Activity:** No activity.

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

**Activity:** No activity.

## **Secretary/By Laws Committee (Cont.)**

### **Report Sharon Oliver**

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

**Activity:** The policies and procedures manual has been appropriately updated and posted to the SASFAA website for approved changes for August 2-4, 2013, September 18, 2013 and October 14, 2013 board meetings.

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

**Activity:** Minutes have been recorded for meetings held on August 2-4, 2013, September 18, 2013 and October 14, 2013.

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

**Activity:** No activity.

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

**Activity:** Meeting minutes for August 2-4, 2013, September 18, 2013 and October 14, 2013 board meetings have been archived.

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

**Activity:** The agenda for the August board meeting was provided to board members on Monday, July 29, 2013 for the board meeting scheduled for August 2, 2013. The agenda was distributed to board members on October 21, 2013 for the November 1-3, 2013 board meeting.

**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 The Wheeler Family on behalf of Kenneth Wheeler former Assistant Director of East Carolina passed (NC), Joanie Walker on behalf of Clyde Walker (TN), and Elinor Starr's Family (KY). A card was sent to Brett Barefoot (MS) on behalf of his new born daughter.

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

**Activity:** Committee reports for August 2-4, 2013 have been archived.

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

**Activity:** No activity.

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

**Activity:** An article was submitted informing the membership that the August board minutes were available to view.

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

**Activity:** The report for the Secretary was submitted for the August and November board meetings.

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

**Activity:** No activity.

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

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

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

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

**Activity:** The recently appointed Communication and Outreach Chairperson was forwarded pertinent documents received for this committee on October 21, 2013.

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

**Activity:** No activity.

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

**Activity:** No activity.

**Discussion**

The Secretary has worked with the board members to provide board reports for the November board meeting, verify attendees, transportation and room count. State Presidents are encouraged to provide additional events for the 2013-14 and 2014-15 Operational Calendars to the Secretary.



## **Treasurer's Report**

### **Amy M. Moser**

#### **Summary of Activities:**

- LRP 4.1.1** Adhere to the practices outlined in the SASFAA Guide to Financial Management.  
**Activity:** Periodically reviews the Guide to Financial Management to ensure adherence.
- PP 5.5a** Establishes and maintains financial accounts while receiving and disbursing monies of the Association.  
**Activity:** Expense & travel claims and other bills paid. Deposits posted.
- PP 5.5b** Maintains adequate and appropriate records of receipts and expenditures.  
**Activity:** Records and accounts maintained in Wild Apricot, Quickbooks, and BB&T. The Budget & Finance Chair is now tracking SASFAA investments.
- PP 5.5c** Pays the bills of the Association within thirty (30) days.  
**Activity:** All bills are paid within the thirty day policy.
- 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:** Reimbursements are paid within the fourteen day policy. Payments for registrations, membership dues and sponsorships receipted 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 2012-13 completed by previous Treasurer, Nancy Garmroth.
- PP 5.5g** Arranges in coordination with the finance and audit chair for an annual independent audit of the financial records.  
**Activity:** The 2012-2013 records are prepared and ready for review.
- PP 5.5h** Files IRS form 990 for the fiscal year by the prescribed deadline, currently November 15, and all financial reports in a proper and timely manner.  
**Activity:** IRS form 990 and Georgia State return will be filed timely. All incorporation reports have been filed.

**Treasurer's Report (Cont.)**  
**Amy M. Moser**

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

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
01 Membership Dues	17,290.00	41,475.00	-24,185.00	41.69%
02 Professional Development		70,400.00	-70,400.00	0.00%
03 Annual Meeting		116,875.00	-116,875.00	0.00%
04 Vendors/Sponsors/Patrons		100,000.00	-100,000.00	0.00%
05 Advertising		4,000.00	-4,000.00	0.00%
07 Interest Earned	6.60	2,000.00	-1,993.40	0.33%
09 Transfer from Assets		31,500.00	-31,500.00	0.00%
11 Dividends Earned	435.57	12,875.00	-12,439.43	3.38%
12 Capital Gains		1,000.00	-1,000.00	0.00%
<b>Total Income</b>	<b>\$ 17,732.17</b>	<b>\$ 380,125.00</b>	<b>-\$ 362,392.83</b>	<b>4.66%</b>
<b>Expenses</b>				
101 President	888.15	8,500.00	-7,611.85	10.45%
102 President-Elect	554.73	7,000.00	-6,445.27	7.92%
103 Vice President	598.06	4,500.00	-3,901.94	13.29%
104 Secretary	841.76	3,500.00	-2,658.24	24.05%
105 Treasurer	2,274.22	4,500.00	-2,225.78	50.54%
106 Past President	1,465.17	5,725.00	-4,259.83	25.59%
201 Membership	585.67	4,000.00	-3,414.33	14.64%
202 Electronic Services	838.57	6,000.00	-5,161.43	13.98%
203 Professional Advancement		109,000.00	-109,000.00	0.00%
204 Communications & Outreach	635.40	3,000.00	-2,364.60	21.18%
205 Budget and Finance	771.10	4,500.00	-3,728.90	17.14%
206 Annual Meeting Program	10,966.86	149,000.00	-138,033.14	7.36%
207 Site Selection		3,500.00	-3,500.00	0.00%
210 Executive Board	10,697.82	34,000.00	-23,302.18	31.46%
211 President's Contingency	115.03	1,000.00	-884.97	11.50%
213 Advance Program Planning		500.00	-500.00	0.00%
214 Global Issues	246.07	3,000.00	-2,753.93	8.20%
215 Prior Administration Bills		500.00	-500.00	0.00%
216 Legislative Relations	596.51	6,000.00	-5,403.49	9.94%
217 Long Range Planning		4,000.00	-4,000.00	0.00%
218 Vendor/Sponsor	856.81	3,000.00	-2,143.19	28.56%
219 Special Projects	276.07	3,000.00	-2,723.93	9.20%
224 Accounting Fees and Taxes		5,400.00	-5,400.00	0.00%
225 Online Payment Processing Fees	288.41	4,000.00	-3,711.59	7.21%
227 NASFAA Hospitality 2014		3,000.00	-3,000.00	0.00%
<b>Total Expenses</b>	<b>\$ 33,496.41</b>	<b>\$ 380,125.00</b>	<b>-\$ 346,628.59</b>	<b>8.81%</b>
<b>Net Operating Income</b>	<b>-\$ 15,764.24</b>	<b>\$ 0.00</b>	<b>-\$ 15,764.24</b>	
<b>Net Income</b>	<b>-\$ 15,764.24</b>	<b>\$ 0.00</b>	<b>-\$ 15,764.24</b>	

## **Legislative Relations**

### **Philip Hawkins**

**GAP 4.2 (11-12)** – The President needs to provide the GAP committee with a comprehensive listing of all SASFAA Board and Committee members with demographic information that includes sector type, ethnicity, gender, and years of experience. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

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

Activity – November 2013 – I currently have representation from six SASFAA states. I still need representation from Alabama, Kentucky, and Mississippi.

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

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

Activity – November 2013 – EASFAA, MASFAA, and SASFAA held its first conference call on October 11, 2013 to discuss an upcoming “Hill Visit” in 2014. Tentative dates are Thursday, February 13<sup>th</sup> or Thursday, February 20<sup>th</sup>. A project plan is being revised from prior years to ensure that we are enlisting adequate representation from all three regions and are developing with NASFAA leadership a sound “Briefing Document” to provide to our Congressional leaders.

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

Activity – August 2013 – No activity to report.

Activity – November 2013 – No activity to report.

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

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

Activity – November 2013 – I currently have representation from six SASFAA states. I still need representation from Alabama, Kentucky, and Mississippi.

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

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

Activity – November 2013 – I currently have representation from six SASFAA states. I still need representation from Alabama, Kentucky, and Mississippi.

**LRP 4.2** – Ensure that committees with broadly-defined responsibilities such as legislative relations, professional development, and annual conference include at least one representative from each state in the region. Discuss appointments with the current state presidents at the time of selection.

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

Activity – November 2013 – I currently have representation from six SASFAA states. I still need representation from Alabama, Kentucky, and Mississippi.

## **Legislative Relations (Cont.)**

### **Philip Hawkins**

**LRP 4.3** – Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

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

Activity – November 2013 – I currently have representation from six SASFAA states. I still need representation from Alabama, Kentucky, and Mississippi.

**LRP 4.4** – Ensure that the committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of returning and new members to assure the continuity of committee business and development of future leadership.

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

Activity – November 2013 – I currently have representation from six SASFAA states. I still need representation from Alabama, Kentucky, and Mississippi.

**LRP 4.5** – Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

Activity – August 2013 – No activity to report.

Activity – November 2013 – No activity to report.

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

Activity – August 2013 – No activity to report.

Activity – November 2013 – No activity to report.

**LRP 11.1** – Promote the SASFAA region's role in the higher education community.

Activity – August 2013 – No activity to report.

Activity – November 2013 – No activity to report.

**LRP 11.2** – Increase SASFAA members' awareness of the potential effect and outcome of legislative issues, proposals and actions.

Activity – August 2013 – No activity to report.

Activity – November 2013 – Beginning October 1, 2013, I started sending update messages to the SASFAA listserv regarding the Federal government shutdown. I designed this to be a "clearinghouse" for questions that schools might be having regarding procedural issues during the shutdown. Several questions surfaced regarding IRS Tax Return Transcripts, availability of certain federal websites (i.e., Selective Service, IPEDS/NCES, etc.), and the impact of possibly breaching the debt ceiling on availability of funds to draw from G-5.

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

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

Activity – November 2013 – No activity to report.

## **Legislative Relations (Cont.)**

### **Philip Hawkins**

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

Activity – August 2013 – No activity to report.

Activity – November 2013 – Beginning October 1, 2013, I started sending update messages to the SASFAA listserv regarding the Federal government shutdown. I designed this to be a “clearinghouse” for questions that schools might be having regarding procedural issues during the shutdown. Several questions surfaced regarding IRS Tax Return Transcripts, availability of certain federal websites (i.e., Selective Service, IPEDS/NCES, etc.), and the impact of possibly breaching the debt ceiling on availability of funds to draw from G-5.

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

Activity – August 2013 – Done.

Activity – November 2013 – Done.

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

Activity – August 2013 – No activity to report.

Activity – November 2013 – No activity to report.

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

Activity – August 2013 – In progress throughout the year.

Activity – November 2013 – In progress throughout the year.

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

Activity – August 2013 – No activity to report.

Activity – November 2013 – No activity to report.

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

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

Activity – November 2013 – Beginning October 1, 2013, I started sending update messages to the SASFAA listserv regarding the Federal government shutdown. I designed this to be a “clearinghouse” for questions that schools might be having regarding procedural issues during the shutdown. Several questions surfaced regarding IRS Tax Return Transcripts, availability of certain federal websites (i.e., Selective Service, IPEDS/NCES, etc.), and the impact of possibly breaching the debt ceiling on availability of funds to draw from G-5.

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

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

Activity – November 2013 – I currently have representation from six SASFAA states. I still need representation from Alabama, Kentucky, and Mississippi.

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

Activity – August 2013 – No activity to report.

## **Legislative Relations (Cont.)**

### **Philip Hawkins**

Activity – November 2013 – Beginning October 1, 2013, I started sending update messages to the SASFAA listserv regarding the Federal government shutdown. I designed this to be a “clearinghouse” for questions that schools might be having regarding procedural issues during the shutdown. Several questions surfaced regarding IRS Tax Return Transcripts, availability of certain federal websites (i.e., Selective Service, IPEDS/NCES, etc.), and the impact of possibly breaching the debt ceiling on availability of funds to draw from G-5.

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

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

Activity – November 2013 – Beginning October 1, 2013, I started sending update messages to the SASFAA listserv regarding the Federal government shutdown. I designed this to be a “clearinghouse” for questions that schools might be having regarding procedural issues during the shutdown. Several questions surfaced regarding IRS Tax Return Transcripts, availability of certain federal websites (i.e., Selective Service, IPEDS/NCES, etc.), and the impact of possibly breaching the debt ceiling on availability of funds to draw from G-5.

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

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

Activity – November 2013 – I currently have representation from six SASFAA states. I still need representation from Alabama, Kentucky, and Mississippi.

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

Activity – August 2013 – No activity to report.

Activity – November 2013 – Beginning October 1, 2013, I started sending update messages to the SASFAA listserv regarding the Federal government shutdown. I designed this to be a “clearinghouse” for questions that schools might be having regarding procedural issues during the shutdown. Several questions surfaced regarding IRS Tax Return Transcripts, availability of certain federal websites (i.e., Selective Service, IPEDS/NCES, etc.), and the impact of possibly breaching the debt ceiling on availability of funds to draw from G-5.

#### August 2013 – Summary of Activities

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

#### November 2013 – Summary of Activities

- 1) Kept SASFAA membership updated regarding activities related to the Federal government shutdown and asking membership for examples of impact to their offices and to students.
- 2) Involved with planning conversations with EASFAA and MASFAA regarding the Joint Associational Congressional Hill visits in February 2014.
- 3) Continue to explore ideas for Conference session(s) on Legislative Advocacy for the 2014 Annual Conference in Jacksonville.
- 4) Continue to explore a monthly article series that will update membership on Congressional activities, Legislative Relations Committee activities, and tips on effective legislative advocacy.



## **Site Selection Report**

### **Tracy Misner**

#### **Summary of Activities**

**GAP 4.2 (11-12):** The President needs to provide the GAP committee with a comprehensive listing of all SASFAA Board and Committee members with demographic information that includes sector type, ethnicity, gender and years of experience. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

**Activity:** Approval granted for the following committee members for the Site Selection Committee:

- Brad Barnett
- Maureen Anderson
- Brenda McCafferty

**GAP 12.11 (11-12):** Site Section should give consideration to soliciting locations other than the conference state for other training events within the same year .

**Activity:** Execute as stated.

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

**Activity:** Goal spreadsheet for site selection was reviewed and no changes were suggested.

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

**Activity:** Inclusiveness was practiced when selecting the committee.

**LRP 4.2:** Ensure that committees with broadly-defined responsibilities such as legislative relations, professional development, and annual conference include at least one representative from each state in the region. Discuss appointments with the current state presidents at the time of selection.

**Activity:** Execute as stated.

**LRP 4.3:** Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

**Activity:** Execute as stated.

**LRP 4.4:** Ensure that the committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of returning and new members to assure the continuity of committee business and development of future leadership.

**Activity:** Execute as stated.

**LRP 4.5:** Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

**Activity:** Execute as stated.

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

**Activity:** Execute as stated.

**PP 6.0a:** 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.

## **Site Selection Report (Cont.)**

### **Tracy Misner**

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.

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: Will schedule site visits for 2017 potential conference site.

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

Activity: Execute as stated.

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

**Activity:** Contracts for the November board meeting and 2014 transition meeting have been executed.

**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:** Will work with the VP to secure a site for the new Aid Workshop.

**ZB #12:** Ensure that any written contracts/agreements are reviewed by the Budget & Finance Chair and President prior to commitment and that copies are provided to both after all signatures are obtained.

**Activity:** The November board meeting and 2014 transition meeting contracts were reviewed and approved by the Budget & Finance Chair and President prior to commitment. Copies have been provided.



## Membership Committee Marian Dill

### Summary of Activities

GAP 4.2 (11-12) Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association

Activity: At the request of the President, the committee size has increased to 9 with two honorary members who are helping with specific projects.

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

Activity: A second email was sent on September 17 to any individual who had not initiated their 2013-2014 membership.

GAP 7.2 (12-13) : Policies and procedures are accurate and complete in order to provide consistent Associational direction.

Activity: An email was received from a retired FA Administrator asking if continued membership in SASFAA was allowed. According to the Bylaws membership is as follows:

Active membership in the Association shall be open to individuals who meet the following criteria:

(1) who are associated with the administration and support of student financial aid in postsecondary institutions of education, in government offices and agencies, in lending institutions and organizations, and in other organizations or programs; and

(2) who are located in, or who have administrative responsibility in Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee or Virginia; and

(3) who have paid annual dues for the current year; and

(4) who have been approved by the Executive Board.

**Discussion Item:** The Bylaws do not define “active”. What happens at the state level? Is there any objection to allowing a retired administrator to join?

LRP 4.1 - 4.5 Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: Committee members

Beason	Amber	University of Tennessee - Chattanooga	TN
Darby	Jody	Chattahoochee Technical College	GA
Dill	Marian	Lee University	TN
Gillispie	Melanie	Southern Wesleyan University	SC
Hughes	Kristie	Western Kentucky University	KY
Knippenberg	Janee	PNC Bank	NC
O'Quinn	Donna	Pearl River Community College	MS
Weaver	Andy	University of Alabama - Huntsville	AL
Williams	Teresa	Wingate University	NC

## **Membership Committee (Cont.)**

### **Marian Dill**

LRP 6.1, 6.4, 10.5 & PP 6.0b-d & 6.11 (3 & 8) Disseminate quality information to enhance communications among members in a timely manner.

Activity: A second email was sent on September 17 to any individual who had not initiated their 2013-2014 membership. Throughout the month of October multiple communication was sent using various means of communication

- Facebook postings regarding FA Day were posted throughout the month
- Committee members sent FA Day Announcement and membership solicitation to the various state list serves
- Emails were sent to active members
  - October 10 – FA Day Introduction
  - October 14 – Nathan Basford's Article – How we got here and why we stay
  - October 16 – Ron Day's – God Made FA Administrators
  - October 21 – Dave Bartnicki's Poem – FA Administrators
- Appreciation E-card was sent on October 16 – in recognition of FA Day

LRP 6.7 Provide mentoring opportunities for new members

Activity: A subcommittee consisting of three membership committee members is overseeing this project. The three individuals have each agreed to oversee the mentorship program in three states. Currently there are 50 individuals who have indicated they are interested in having a mentor. An email has been sent to the mentees explaining the program is being developed and they will receive more detail information in November.

President Baree has agreed to solicit participation from the Executive Board during the November board meeting. Once that information has been received, additional request will be made as needed, assignments will be made and the mentees will be notified.

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

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

### **Statistical Information as of October 15, 2013**

2013-2014

- Active Members: 690
- Honorary Members: 36
- Renewal Overdue or Lapsed 2190

Active Members by State

- Alabama 58
- Florida 105
- Georgia 95
- Kentucky 55
- Mississippi 21
- North Carolina 72
- South Carolina 110
- Tennessee 65
- Virginia 63

**Membership Committee (Cont.)**  
**Marian Dill**

Active Members by School Type

- Independent 2 Years 2
- Independent 4 Years 199
- Public 2 Years 101
- Public 4 Years 187
- Graduate/Professional 31
- Proprietary 21
- Lender 24
- Guaranty Agency 18

Active Members by State

- Alabama 58
- Florida 105
- Georgia 95
- Kentucky 55
- Mississippi 21
- North Carolina 72
- South Carolina 110
- Tennessee 65
- Virginia 63

Active Members by School Type

- Independent 2 Years 2
- Independent 4 Years 199
- Public 2 Years 101
- Public 4 Years 187
- Graduate/Professional 31
- Proprietary 21
- Lender 24
- Guaranty Agency 18

## **Conference Report**

### **Amy Berrier**

**GAP 4.2 (11-12):** The President needs to provide the GAP committee with a comprehensive listing of all SASFAA Board and Committee members with demographic information that includes sector type, ethnicity, gender and years of experience. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

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

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

**Activity:** I sent two emails to the SASFAA listserv soliciting session ideas and volunteers for moderators and session presenters. The committee discussed session topics at the August board meeting. I also asked the state Presidents to send the solicitation out to the state listservs. The conference committee has a tentative list of sessions. We have also communicated with the Department of Education, specifically David Bartnicki, regarding ED presence at the conference. We have not been able to follow up with him due to the federal gov't shutdown.

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

**Activity:** The committee would like to choose a survey instrument that appears to be more reliable than what was used in 1213. AnswerQwik did not appear to be too user friendly. The Committee will work with the Electronic Services Chair as well as the Committee to select an appropriate survey instrument. The Conference Chair will work with the committee and the Electronic Services Chair to make this a success for 1314.

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

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

**GAP 12.4 (11-12):** Priority should continue to be placed on providing sessions/training understanding the legislative process and ways to gain confidence when communicating with legislative officials. Efforts should continue to include topics on public policy and operations as well as competencies in management and human relations

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

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

**Activity:** The committee discussed the conference agenda at the August conference committee meeting. We will make sure to include an event/free time from sessions to encourage networking among members/conference attendees. Update – we are working on an event in conjunction with the Bingo night to encourage networking between our seasoned members and our newer members. We also are in the process of planning an activity after the banquet to do the same.

## Conference Report (Cont.)

Amy Berrier

**GAP 12.7 (11-12):** It is highly recommended that the membership is solicited at a minimum to gather conference topics and sessions

**Activity:** Task already completed. The committee will continue to solicit ideas from the membership as well as the 9 states.

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

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

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

**Activity:** The committee will work with the Vice-President and President when considering pre-conference activities. As of right now, two rooms are reserved for pre-conference workshops/activities on Sunday at the conference. Update – there will be one pre-conference workshop (NAOW) at the conference. The \$50 pre-conference fee will be incorporated into the conference registration process.

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

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

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

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

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

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

**LRP 4.2:** Ensure that committees with broadly-defined responsibilities such as legislative relations, professional development, and annual conference include at least one representative from each state in the region. Discuss appointments with the current state presidents at the time of selection.

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

**LRP 4.3:** Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

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

**LRP 4.4:** Ensure that the committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of returning and new members to assure the continuity of committee business and development of future leadership.

## Conference Report (Cont.)

Amy Berrier

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

**LRP 4.5:** Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

**Activity:** I will utilize conference calls and email to conduct business outside of the August on-site meeting.

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

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

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

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

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

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

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

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

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

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

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

**Activity:** The conference committee and Chair will make sure that recommendations are taken into consideration from the President & GAP committee when planning the agenda. The committee will also keep in mind the bylaws, the mission statement and LRP of SASFAA when planning the conference agenda.

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

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

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

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

## **Conference Report (Cont.)**

### **Amy Berrier**

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

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

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

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

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

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

### **Discussion:**

- 1) Secured Patrick House, Season 10 Winner of The Biggest Loser, as our Keynote Speaker. He will also conduct a current session, conduct two fitness boot camps on Monday and Tuesday morning of the conference, and join us for other conference activities as his time permits. Thanks to Cindy May and Brenda McCafferty (past Conference Chair at this hotel) for assisting me with this matter.
- 2) Communicated with NASFAA President Justin Draeger about his attendance at the 2014 Conference. He will most likely join us on Sunday morning at the board meeting to provide a Washington Update / NASFAA Update, provide a Washington Update / NASFAA Update to the membership as a general session on Monday, and will present a concurrent session on Monday afternoon most likely. He will return to DC late Monday evening due to other obligations. He looks forward to joining SASFAA again this year in Jax.
- 3) Secured rooms for the conference committee and board for February 2014. Also blocked rooms for the VIPs as well. I have worked closely with the Site Selection Chair on these items.
- 4) Working with Local Arrangements Chair, Kristi Jones (Nelnet), on the Committee's responsibilities. I have included her on communication and other items regarding the conference.
- 5) Working with the 2015 Conference Chair, Christi Tolson, on items that will benefit her in preparing and planning for the 2015 Conference in Memphis. I will work closely with her throughout the year and include her on meetings with the hotel and other items pertinent to conference planning.
- 6) Worked closely with 2013 Conference Chair Paul Mittelhammer on suggestions and issues that arose from the Atlanta Conference. He has been very helpful regarding the budgeting process as well.
- 7) Once the Conference Committee discusses sessions at the meeting, I will be in contact with the Department of Education about the conference agenda and our needs for ED presentations. Update – our initial contact has been made with David Bartnicki about ED presence at the conference. We will resume discussions once the federal gov't is reopened.
- 8) I have communicated individually with conference committee members about their interests, strengths, and weaknesses regarding committee assignments for the 2014 Conference. We have made tentative assignments for everyone for the conference.
- 9) I have working closely with the Global Issues Chair, Site Selection Chair, Legislative Relations Chair, Vice-President and other board members on:
  - a. Including opportunities for Legislative related sessions at the conference – plan on discussing these at the November meeting with Philip.
  - b. Including opportunities for Global Issues related sessions at the conference – plan on discussing this in more depth with Michael at the November Meeting
  - c. Pre-conference activities – NAOW only
  - d. Opportunities for networking by exhibitors – will work with Brett closely on this.

**Conference Report (Cont.)**  
**Amy Berrier**

- 10) I have been working closely with Brett, Angie, and Zita regarding conference registration. We hope this will be up and running by the meeting. Thanks to Angie and everyone for their hard work and support of our committee!



## **Budget and Finance** **Terri Parchment**

### **Summary of Goals for 2013-2014**

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

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

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

Activity: Budget & Finance Chair presented a zero based budget to the Board in August 2013. Budget was approved, with adjustments.

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

Activity: The Budget and Finance Chair and Treasurer are reviewing the options available at the current bank to determine if their online product will work with QuickBooks and the SASFAA established procedures.

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

Activity: As of June 30, 2013 SASFAA's assets totaled \$812,574. The 2013-2014 approved budget is \$380,125 and total contractual obligations are currently \$138,559.75.

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

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

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

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

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

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

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

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

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

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

## **Budget and Finance (Cont.)**

### **Terri Parchment**

Activity: The President, Treasurer and B&F chair worked together to develop a proposed zero based budget. This was presented at the August board meeting.

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

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

PP6.3 (g) Fiscal integrity will be ensured. B&F Chair will have access to the Association's online financial software. As well, the chair will maintain electronic copies of the monthly reconciliation statements and investment statements.

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

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

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

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

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

### **SASFAA, Inc. Hotel Contracts**

#### **Embassy Suites – November 1 - 3, 2013 – November Board Meeting**

Have to meet 80% of guest room commitment

Room Rate is \$109 per night

Tax is 12.75%

Other Considerations:

- If room usage is less than 80% of the contracted rooms per night, SASFAA pays the difference between the contracted number of rooms per night and the actual number of rooms used multiplied by the group room rate. Hotel will credit SASFAA for any room nights that are resold to other transient guests or groups, if the Hotel achieves 96% or higher occupancy on the contracted dates.
- A taxable 22% service charge will be added to food, beverage, audio visual and meeting room rental. Food and beverage is taxable at 7.75%. Service charge, audio visual rental, and meeting room rental are taxable at 6.75%.
- SASFAA will provide minimum Food & Beverage revenue of \$1,250, exclusive of applicable service charges and taxes, as a part of the event.
- Cancellation –
  - From signing to 61 days prior to arrival date – 25% of room revenue and food & beverage minimum
  - Within 60-31 days prior to arrival date – 50% of revenue and food & beverage minimum
  - Within 31 days prior to arrival date – 75% of room revenue and food & beverage minimum
- Room rates include a cooked-to-order Embassy Breakfast, Complimentary Evening Reception with 2 adult beverages and light hors d'oeuvres/snacks at the hotel bar, Complimentary guest Wi-Fi access, Complimentary Hotel shuttle service to and from RDU International Airport, Hotel shuttle also available for guests that would like to be dropped off and picked up from the Briar Creek Shopping District.
- One VIP Amenity for Group President.

## **Budget and Finance (Cont.)**

**Terri Parchment**

**Embassy Suites - Total liability as of November 2013: Liability charges based on individual contracts and timing**  
**\$5,687.00**

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

Room Rate is \$159.00

Tax is 14.13%

#### **Complimentary Rooms and Concessions**

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

#### **Cancellation Provisions**

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

365 days - signed date – 40% of anticipated revenue = \$47,700

364-271 days – 50% of anticipated revenue = \$59,625

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

180 days - 91 days - 80% of anticipated revenue = \$95,400

90 days - 0 days - 100% of anticipated revenue = \$119,250

**Hyatt Regency Jacksonville Riverfront - Total liability as of November 2013: Liability charges based on individual contracts and timing**  
**\$95,400**

### **Trade Winds Island Resorts on St. Pete Beach – June 8 - 10, 2014 – Transition Meeting**

Have to meet 80% of guest room commitment

Room Rate is \$159 per night

Tax is 12%

#### **Other Considerations:**

- Function room rental charges will be waived based on current Food & Beverage Minimum of \$1,600 contracted. Additional meeting space will be subject to meeting room charges plus 22% service charge tax (taxes are currently 7%).
- Hospitality Events – Housekeeping charge of \$150 per day in addition to the guestroom rate.
- Food and Beverage prices applicable to the functions will be confirmed approximately 3 months prior to the event. Service charges for Food and Beverages is 22% and taxes are 7%. Menu selections must be submitted 21 days prior to

## **Budget and Finance Report (Cont.)**

### **Terri Parchment**

- the function. Final attendance should be submitted 72 hours prior to the event. Hotel will provide 5% over the guarantee for groups below 100, should last minute additions arise.
- Guestroom Attrition – The resort will allow the Group to reduce the guestroom block of provided in writing. If reductions are taken, group will be responsible for contracted block minus the allowed reductions below. The Attrition Damages will be charged to the Group master based on the number of unused rooms in the block times the room rate. The Group is only responsible for the unused rooms that the Resort is unable to resell.
  - From signing to April 8, 2014 – 10% of total Guestroom block of 84 nights
  - From April 9, 2014 to May 8, 2014 – 10% of the remaining total Guestroom Block
- Food and Beverage Minimum is \$1,600, excluding service charge and sales tax, is required for the space listed above. Any remaining difference from the minimum revenue will be assessed as a room rental charge.
- Self-parking for one car per bedroom. Valet \$8.00 per night additional. Drive-in guest parking is \$20.00 per day.
- One upgrade to a Gulf Front One Bedroom Suite with Balcony at the group rate From June 8 – 11, 2014.

#### Cancellation provisions:

##### Food and Beverage

Signing date to May 8, 2014: 30% of each function cancelled

May 7, 2014 to May 31, 2014: 50% of each function cancelled

June 1, 2014 to June 11, 2014: 100% of each function cancelled

##### Full Group Cancellation:

Signing date to December 8, 2013: 50% of Total Room Revenue Contracted (Currently \$6,678)

From December 9, 2013 to March 8, 2014: 75% of Total Room Revenue Contracted (Currently \$10,017)

From March 9, 2014 to June 8, 2014: 100% of Total Room Revenue Contracted (Currently \$13,356)

**Trade Winds Island Resorts - Total liability as of November 2013: Liability charges based on individual contracts and timing**  
**\$6,678.00**

#### **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

**Budget and Finance Report (Cont.)**  
**Terri Parchment**

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

**The Peabody Memphis - Total liability as of November 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

Cancellation provisions

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

1095-730 days – 25% of anticipated revenue

729-366 days – 50% of anticipated revenue

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

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

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

**Sheraton Greensboro Hotel - Total liability as of November 2013: Liability charges based on individual contracts and timing**  
**\$30,794.75**

**SASFAA, Inc. Investments as of September 30, 2013 (See Attachment)**

**SASFAA, Inc. Inventory as of June 30, 2013**

*The following items are held by the treasurer.*

Sharp EL-1750V Calculator

HP Photosmart 5514 Combo print/copy/scan/web

CN1BK320Q3

## **Sponsorship Report**

### **Brett Barefoot**

#### **Summary of Activities**

**GAP 4.2 (11-12):** The President needs to provide the GAP committee with a comprehensive listing of all SASFAA Board and Committee members with demographic information that includes sector type, ethnicity, gender and years of experience. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

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

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

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

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

Activity: Execute as stated.

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

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

**LRP 4.3:** Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

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

**LRP 4.4:** Ensure that the committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of returning and new members to assure the continuity of committee business and development of future leadership.

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

**LRP 4.5:** Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

Activity: Execute as stated.

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

Activity: Execute as stated.

## **Sponsorship Report (Cont.)**

### **Brett Barefoot**

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

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

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

Activity: Execute as stated.

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

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

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

Activity: The Sponsorship section of the SASFAA website has been updated for 2013-2014.

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

Activity: Sponsorship opportunities will be communicated to all potential sponsors beginning November 1, 2013.

**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 the exhibitors has been identified and the floor plan will soon be finalized.

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

Activity: Execute as stated.

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

## **Sponsorship Report (Cont.)**

### **Brett Barefoot**

Activity: Execute 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 have been reviewed. Gilbert Exposition Management Services (GEMS) of Orlando, Florida was selected to provide drayage services and a contract has been executed by President Barree.

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

Activity: Execute as stated.

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

Activity: Execute as stated.

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

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

### **Discussion**

Drayage Services have been secured through Gilbert Exposition Management Services (GEMS) of Orlando, Florida.

The space for the exhibitors has been identified and the floor plan will soon be finalized.

SASFAA website has been updated with sponsorship and exhibitor information for the 2014 Annual Conference.

Solicitation for sponsorship and advertising will commence November 1, 2013.



## **Global Issues Report**

### **Michael O'Grady**

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

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

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

Activity: Committee complete. Committee members reflect the diversity of SASFAA and are regionally diverse as well.

LRP 4.2 F Ensure that committees with broadly defined responsibilities such as legislative relations, professional development, and annual conference include at least one representative from each state in the region. Discuss appointments with the current state presidents at the time of selection.

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

Activity: 1) Contacted all state 'diversity' or likeminded committee chairs. Created a depository of goals and activities for each state/committee. Will have a conference call with committee chairs to benchmark each state's activities

2) Contacted financial aid chairs for EASFAA, WASFAA, MASFAA (new committee). I have not made contact with SWASFAA yet.

MASFAA just added a diversity committee and I will serve as a member and represent SASFAA.

LRP 4.3 F Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

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

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

Activity continued: 9/26/13 –9/27/13 Met with Department of Education officials responsible for “underserved” institutions to work on partnership with SASFAA including conference participation. Attended the White House Initiative for HBCU's. Challenging issues include PLUS credit check changes, and severe enrollment declines. CDR also present challenge of possible losses of Title IV funds.

LRP 4.4 F Ensure that the committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of returning and new members to assure the continuity of committee business and development of future leadership.

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

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

Committee is diverse geographically, ethnically, and by institutional size and mission. Francisco Valines has joined and has agreed to present at SASFAA. Francisco is the financial aid director at Florida International -- the largest Hispanic Serving Institution (HSI) in the United States.

## **Global Issues Report (Cont.)**

### **Michael O'Grady**

LRP 4.5 F Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

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

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

Phone meetings with individual state committee chairs (see LRP 4.2 G 1)

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

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

Activity: No activity for this time period

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

Activity: No activity at this time

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

Activity: No activity for this time period

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

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

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

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

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

Activity: No activity for this time period

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

G. See PP 6.19 (a) Column G

Activity: No activity for this time period

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

**Global Issues Report (Cont.)**  
**Michael O'Grady**

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

Activity: No activity at this time.

## **Electronic Services Report**

### **Angela Black**

#### **Summary of Activities**

**GAP 4.2 (11-12):** The President needs to provide the GAP committee with a comprehensive listing of all SASFAA Board and Committee members with demographic information that includes sector type, ethnicity, gender and years of experience. It is the responsibilities of the committee chairs to have each of the committee members complete this document.

**Activity:** Committee member information has been submitted to the President.

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

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

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

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

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

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

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

**Activity:** Assessment is ongoing and updates continue to be made.

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

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

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

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

**LRP 4.2:** Ensure that committees with broadly-defined responsibilities such as legislative relations, professional development, and annual conference include at least one representative from each state in the region. Discuss appointments with the current state presidents at the time of selection.

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

**LRP 4.3:** Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.

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

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

### **Angela Black**

**LRP 4.4:** Ensure that the committee chair, with approval of the Board of Directors, makes every effort to identify an appropriate mix of returning and new members to assure the continuity of committee business and development of future leadership.

**Activity:** Current committee member recommendation includes new and returning members.

**LRP 4.5:** Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

**Activity:** Electronic Services Committee meetings utilize electronic and phone communication; no cost to the association is expected for Electronic Services Committee meetings.

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

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

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

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

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

**Activity:** Submission of articles from the Electronic Services Chair has not been necessary to date. All information submitted to the Electronic Services Committee (from other members of the board) for the website and listserv has been distributed in a timely and cost-efficient manner.

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

**Activity:** The report for the November board meeting was prepared and submitted to the secretary, with extension to the deadline granted. No action items are requested from the Electronic Services Committee at this time.

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

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

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

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

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

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

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

### **Angela Black**

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

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

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

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

**PP 6.5(b):** Encourage development and utilization of cost-efficient, timely means of communication, including the web, list serves and e-mail by the Board, committees and the membership.

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

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

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

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

**Activity:** Wild Apricot automatically backs up Wild Apricot accounts on a daily basis and stores the backups at a location separate from their data center. These backups protect our data from catastrophic threats to their data center, and can be used to restore lost data only in case of emergency. Additionally, the Electronic Services Chair completes periodic local backups to key data in the database.

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

**Activity:** Information pertaining to the process last year was collected. Discussion has taken place with all parties involved in the process last year and this year. A plan is in place. Fields have been added where applicable within the sponsorship registration to allow sponsors to identify the names of those that should be setup as a comp for conference registration. All sponsors, including comps, will be directed through the regular conference registration process. They will be advised to hold off on payment for conference registration until they have finalized decisions about those within their company that should be provided with the comp benefit. Invoices will be deleted after the deadline established to confirm the final comp information. An effective communication plan is expected to address any remaining concerns.

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

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

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

**Activity:** The first phase of a theme and layout change has been implemented. Updates continue to be made as further assessment takes place.

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

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

### **Angela Black**

**Activity:** A review of the general purpose of a site map is currently in progress. A plan of action has been initiated and a member of the Electronic Services Committee is dedicated to this task.

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

**Activity:** Updates to committee, membership, conference, sponsorship, states, training, and association information have been made. In addition, updates to payment, security, and membership settings have been made.

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

**Activity:** Removal of security has taken place for those no longer serving in any capacity that necessitates security to the Wild Apricot database and documents. Addition of security has been granted when needed for board and/or committee members to perform the tasks required to conduct SASFAA business.

## **Florida Board Report**

### **Wayne Kruger**

#### **Summary:**

The Florida Association of Student Financial Aid Administrators (FASFAA) is again busy this year ensuring that our association remains strong for the future. Training is our top priority and we will continue to work to provide valuable training opportunities as you will see from the list below. This year we hope to also initiate some greater outreach activities to students and families in the state.

#### **Training:**

- Our Annual New Aid Officer Workshop was held October 22-24<sup>th</sup>, with 30 new aid professionals in attendance.
- Our Clock Hour Workshop will be held this year February 19-21 in the Jacksonville area. Still working on a hotel contract.
- We held our 5 regional workshops' for the fall term with over 178 in attendance. We will have similar workshops in the spring.
- We are working with our State Department of Education to provide a webinar for our members this year using their system.

#### **Executive Board Tasks:**

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

**Policy & Procedure:** Each member of the executive board was responsible for reviewing and providing updates/changes/recommendations to the full executive board by our October meeting. We will be combining our Policy and Procedure manuals into one so as to make it more functional.

**Scholarship:** No Updates

**Annual Conference:** We have confirmed that Wood Mason and Justin Draeger will be in attendance to our annual conference. This year our annual conference will be held at the beautiful St. Petersburg Vinoy from May 26-30, 2014. We are still working of David Bartnici and others.

**Sponsorship:** No updates

**Newsletter:** No updates

**Membership/Ambassador/Volunteer:** Previous chair had to step down due to health concerns but our new chair has already reached out to all those that filled out the volunteer form and reminded the whole association about the different chances to volunteer.

**Nominations:** We have had a good deal of early interest in our open positions, it seems as though we will have a full slate of candidates this year.

#### **Outreach:**

- College Goal Sunday: FASFAA has handed off the administration of CGS to the Florida Department of Education, Office of Student Financial Assistance. However we will continue to partner with them serving as the fiscal agent to administer grants funds. They are up and running and have over 56 sites in the state to host CGS this upcoming February.

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



## **Georgia Board Report** **Cathy Crawley**

### **Summary of Activities**

GASFAA Executive Board members and their committees have kicked off the year strong. Several e-meetings were utilized during the summer months to finalize the 2013-2014 budget and committee members. The GASFAA President has held one meeting with the Georgia Student Finance Commission (state agency) President to discuss collaborative opportunities. Similar meetings are scheduled for late October and early November with representatives from the Technical College System of Georgia (TCSG), the University System of Georgia (USG), and the Georgia Independent College Association (GICA). Further, the GASFAA Executive Board held its Fall meeting on October 11<sup>th</sup> in Tucker, Georgia.

Susan Smith, President-Elect, and her committee have performed initial reviews of potential sites for the 2015 GASFAA Spring conference. Final proposals will be submitted to the board electronically with decisions being made before the end of December 2013.

Past-President, Philip Hawkins, and his committee will begin solicitation of elected offices nominations and awards within the next month.

Sarah Baumhoff, Vice President of Programs, will be meeting with her committee at the conference hotel in late October or early November to begin the planning process for the Spring 2014 conference in Macon, Georgia.

Anté Williams, Vice President of Professional Development, and his committee met in late August at the Georgia Student Finance Commission in Tucker, Georgia. On October 16<sup>th</sup> & 17<sup>th</sup>, a workshop entitled Core Academy (using the NASFAA Core) is being held at Central Georgia Technical College in Macon, Georgia. Trainers and participants will have the opportunity to complete NASFAA Credentials tests at no charge utilizing the offer promoted by NASFAA this year. Plans are already underway for Winter training opportunities by the committee.

Pat Barton, Treasurer, and Jody Darby, Treasurer-Elect have worked collaboratively to establish procedures for separation of duties. Jody was elected in May 2013 as the first Treasurer-Elect of GASFAA. In addition, Jody has researched and provided the Board with BMI license information.

At the initial 2013-2014 GASFAA Board meeting the last week of June 2013, on-line payments with GoMerchant integrated with website provider, ATAC, was approved. With many hours of hard work, dedication, and collaboration of several board members, the functionality was tested and launched on September 3<sup>rd</sup> to GASFAA members. As of 10/3/13, 30% of 2013-2014 membership payments have been pay on-line with credit cards. A big GASFAA "Thanks!" to Jody Darby, Pat Barton, and Mitchell Fagler (Communications & Technology).

Pennie Strong, Budget & Finance, continues to facilitate the transition of account updates appropriately for new board members employing her years of experience in GASFAA leadership roles. In addition, she is researching potential liability insurance needs for GASFAA.

Communications & Technology Chair, Mitchell Fagler, hit the ground running this year. Numerous website updates for the new board including text and permissions have been made successfully. In addition, he and his committee oversee the GASFAA blog, the "Grapevine". In addition to his work with the execution of the on-line payment module, Mitchell has research conference call options for the board as well as worked with a team with implementation data for a vendor/sponsor web module in ATAC.

Amber Singletary, Diversity & Community Action Chair, and her committee have planned for an exciting year of "revitalization" of this group/committee. They will be involved in state-wide programs hosted by our state agency (GSFC), act as a vendor/sponsor at the Georgia School Counselor conference in November, submit monthly blog posts to raise awareness, and plan for conference activities (sessions, charity function, etc).

A Past-President and phenomenal leader, Nancy Ferguson is chairing the Leadership Development committee. The committee has provided articles to membership via our listserv and is working on a pre-conference Leadership event targeted for small group of members identified through a nomination process.

Felicia Ailster, Legislative Affairs Chair, and her talented committee have been invited to moderate a debate at Emory University on October 24<sup>th</sup> based on the theme of effects of legislative votes/decision concerning federal and state aid. Other plans are underway that show promise for exciting year for GASFAA in the legislative arena.

**Georgia Board Report (Cont.)**  
**Cathy Crawley**

Membership Development Chair, Marcia McConnell, has sent several messages encouraging members to renew. She and her committee will be hard at work contemplating new activities to instigate new members from the financial aid profession as well as others outside that may benefit from developing their knowledge.

Truitt Franklin, Vendor/Sponsor Coordinator, is preparing to release information for 2013-2014 within the next month. A sponsorship sub-committee of Jody Darby, Mitchell Fagler, and Truitt are working to implement ATAC's vendor/sponsor module. Additionally, Jody and Truitt are acting as an ad hoc committee for a conference mobile app possibility at the upcoming Spring 2014 conference.

**Discussion**

None presented at this time.

## **North Carolina Board Report**

### **Rachel Cavanaugh**

Held second Board meeting September 27, 2013 at CFI in Raleigh, NC

Sending cards to all new members when they join welcoming them to NCASF AA

Sending out e-mail to all members advising of board meeting inviting anyone to would like to attend location and time

Pending:

Work on project with other State Presidents for SASF AA

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

Work on fall and spring conferences for North Carolina

North Carolina board members attached

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**North Carolina Board Report (Cont.)**  
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**North Carolina Board Report (Cont.)**  
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**North Carolina Board Report (Cont.)**  
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**VASFAA President Report**  
**Ashley Reich**

**Summary of Activities**

- On Wednesday, August 7, 2013, I participated in a CACGP Meeting in Richmond, VA. The goal of this meeting was to network with other partners and stakeholders throughout the Commonwealth.
- On Thursday, August 15, 2013, I participated in a Department of Education Roundtable meeting in Roanoke, VA. I was able to network with VCAN and VACRAO during this time. As a result, all three organizations decided to partner together and attend each other's conferences and waive each other's registration fees for the first time in a very long time. I will be attending and speaking at both conferences in December.
- I have participated in several General Body Department of Education conference calls for the state of Virginia. I have presented the attendees with the items that VA is working in effort to raise our state-wide FAFSA increase goal by 4%.
- On Friday, October 4, 2013, Liberty University (my host school) hosted the annual Fall Non-Conference Workshop. We had the following speakers in attendance:
  - Karen McCarthy from NASFAA gave a Federal update and 150% update
  - Lee Andes from SCHEV gave a State update
  - Beth Miller and Becky Robinson gave an update from Virginia529
  - We had a total of 123 attendees present
- We have three events throughout the state of VA that are coming up starting next month to coincide with our theme this year of "Going to College in Virginia is as Easy as 1-2-3". This is all in effort to increase FAFSA completion by 4% between September 2013 and May 2014. 4% equals approximately 15,000 more FAFSA's completed than the prior year. All submitted FAFSA's will be tracked by the U.S. Department of Education.
  - **College Events in Virginia: November 1-15**
    - Sponsored by ECMC and focuses on helping students understand why college is important, choosing the right college, paying for college and scholarship searches and scams.
  - **Virginia College Application Week: November 18-22**
    - Sponsored by IamtheOne campaign and focuses on assisting first-generation and low-income students pursuing a college degree. Most colleges offer an application waiver **during this week**.
  - **Super FAFSA Week: February 1-8, 2014**
    - Formerly known as Super Saturday and is a service project offered annually by VASFAA. This event helps students with one-on-one FAFSA filing assistance and provides a presentation on financial aid options.
- No items for discussion at this time.

Respectfully submitted,

Ashley Ann Reich, 2013-2014 VASFAA President

## **Tennessee Board Report**

### **Jeff Gerkin**

The past several weeks have been a difficult time for TASFAA as the Association experienced a great loss due to the passing of Clyde Walker, Associate Director of Financial Aid at Vanderbilt University. Clyde had a great love for TASFAA and its mission, which was evidenced by his many years of service to the Association in the roles of 2007-08 TASFAA President and numerous committee positions. At the time of his passing, Clyde was serving as the 2013-14 Past President and Association Governance Chair. The TASFAA Executive Board met on October 18, 2013 and elected Cara Suhr to fulfill the remainder of the term as Past President, including serving as the Tennessee representative on the SASFAA Nominations Committee. Cara is the Financial Aid Manager at the TN College of Applied Technology at Nashville and served as the 2002-03 TASFAA President.

Other activities conducted at the TASFAA Executive Board meeting included continued planning for the fall and spring training activities for the Association. The TASFAA Fall Training Series will take place at three locations across the state November 5-7, 2013 and feature a federal update and topic training, state program updates, and professional development training. Preparations for the 2014 TASFAA Conference being held at the Cool Springs Marriott in Franklin, TN are already underway and are being coordinated by Karen Hauser, Conference Chair. TASFAA looks forward to hosting Nathan Basford, SASFAA President Elect at our annual conference. Additionally, the Board voted to begin drafting several key revisions to amend the TASFAA Bylaws and the Policies and Procedures.

Several members of TASFAA met in conjunction with the October Board meeting to continue work on the Local Arrangements for the upcoming NASFAA Conference scheduled to begin June 29, 2014 in Nashville, TN.



**Alabama Board Report**  
**Kevin Ammons**

**SPRING 2013 CONFERENCE**

During the Executive Board meeting it was voted to increase the membership dues from \$15 to \$25 for 2013-2014 and beyond.

**TRANSITION MEETING**

The Alabama Association of Student Financial Aid Administrators (AASFAA) held its Transition Meeting in Montgomery at H.C. Trenholm State Technical College's Culinary Institute in the Regions Building on June 10, 2013. As listed below, the Elected Board and Committee Chairs were transitioned for the upcoming year except for the position of Treasurer Elect. The Treasurer Elect's position was not filled at this time pending a special election as Darryl Jackson had to step down due to school conflicts. Jay Powell was elected as Treasurer Elect on July 12, 2013 by the membership.

**ELECTED BOARD MEMBERS**

President	Kevin Ammons	kammons@escc.edu
Past President	Sharon Williams	sdwilliams@lawsonstate.edu
President Elect	Stephanie Miller	sdmiller@jsu.edu
Vice President	Lissa Powell	lissa.powell@usafunds.org
Secretary	Tammy Spratlin	tspratlin@suscc.edu
Treasurer	Ann Campbell	annpcampbell@gmail.com
Treasurer Elect	Jay Powell	jaypowell06@gmail.com

**COMMITTEE CHAIRS**

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Diversity	Laticia Dubose	ldubose@escc.edu
Electronic Services	Anthony Richey	arichey@mail.aum.edu
Fall Local Arrangements	Phillip Nelson	pnelson1@aum.edu
Fall Program Committee	Lissa Powell	lissa.powell@usafunds.org
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Legislative Relations (Nat'l)	Kelly D'Eath	kdeath@gadsdenstate.edu
Legislative Relations (State)	Cheryl Newton	cheryl.newton@ache.alabama.gov
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Scholarships	Bill Wall	bbwall1978@gmail.com
Sponsorship	Kristi Jones	kristi.jones@nelnet.net
Spring Local Arrangements	Jennifer Epperson	jmmarcus@samford.edu
Spring Program Committee	Chip Quisenberry	cquisenberry@escc.edu
Special Liaison to President	Chip Quisenberry	cquisenberry@escc.edu
Site Selection	Brian Quisenberry	bquisenb@bsc.edu
Special Projects	Stephanie Miller	sdmiller@jsu.edu
Two Year Concerns	Amy Rowell	arowell@ascc.edu

**TRAINING**

AASFAA's 2013 Fall Workshop was held on October 25, 2013 at Auburn University Montgomery. We had 114 members in attendance. Lissa Powell, AASFAA Vice President and USA Funds Representative, began the day by training the membership on the updates for 2014-2015 Verification. Michael Roberts from the US Department of Education presented Map-21 and the Federal Update.

AASFAA's 2014 Spring Conference will be held at The Battle House Hotel and Spa in Mobile on April 23rd -25th with the Executive Board meeting on April 22<sup>nd</sup>. This year, AASFAA has chosen the Big Oak Boys and Girls Ranch as the sponsored charity during the conference. If anyone from SASFAA plans to attend the AASFAA conference, please contact Stephanie Miller at 256-782-5361 or [sdmiller@jsu.edu](mailto:sdmiller@jsu.edu) for more information.

**Alabama Board Report (Cont.)**  
**Kevin Ammons**

**OUTREACH**

In July, AASFAA's Special Project Chair was invited to and attended the US Department of Education's Roundtable Meeting at the University of Alabama – Birmingham to discuss FAFSA filing within the state.

On Sunday, September 15<sup>th</sup>, AASFAA members worked the financial aid booth at the NACAC College Fair at the Birmingham Jefferson Civic Center in downtown Birmingham. This event allowed the membership to speak with and answer questions from parents and student who were interested in the financial aid process. This college fair had over 4,000 attendees.

On Saturday, February 1<sup>st</sup>, AASFAA will be working the FAFSA filing mobile bus for the 2014 Alabama Money Expo at the BJCC East Exhibit Hall. This will be Alabama's first unified program featuring everything about money and is sponsored by the Financial Education Outreach.

FAFSA February, a project of Alabama College Goal Sunday, is once again gearing up for the upcoming FAFSA season with the AASFAA's Special Projects chair as the state coordinator.

## **South Carolina State Report**

### **Katie Harrison**

SCASFAA has been busy this year! Our biggest success so far has been the work of the ad-hoc Financial Planning committee. Under the leadership of Nancy Garmroth, the Guide to Financial Management and the Office of Treasurer has been updated and revitalized, certain budget categories have been changed, added, or expanded to best represent the association's income and expenses, an investment strategy has been put into place, and all relevant areas of the Policies & Procedures Manual have been updated to reflect the changes approved by the Board. After many years of discussion, SCASFAA is in the process of moving the funds from our current CDs, which were earning less than 0.5% interest, to a managed investment portfolio with Edward Jones, as voted on by the Board at our September meeting.

In other areas, our New/Intermediate Aid Officers workshop will be held November 4<sup>th</sup> and 5<sup>th</sup> in Columbia. As of October 11<sup>th</sup>, nearly 40 members have already registered, and we are looking forward to providing them with training and professional networking opportunities. The new aid track will cover an overview of federal programs, FAFSA highlights, EFC/COA, and verification basics, while the intermediate aid track will consist of sessions on loan administration, conflicting information, financial literacy, and policies & procedures manual. The workshop will continue with combined sessions, offering training on SAP, professional judgment, communications skills in the FA office, and advanced verification. There will also be a director's roundtable as part of the workshop. Many thanks to Vice President Kevin Delp and the Professional Development committee for their work in coordinating this training opportunity.

SCASFAA's Counselor Relations committee is currently evaluating future outreach possibilities, as we have determined that the guidance counselor community is being offered credentialed webinar-style training opportunities that cover the financial aid process. Current ideas are to coordinate a volunteer speaker's bureau, which would allow guidance counselors to have access to SCASFAA members in their area who are willing to present at financial aid nights, and to revamp our periodic newsletter geared toward the guidance counselor community. If other state associations have similar positions on their Boards, input would be appreciated as we further study the future direction of this committee.

The use of our blog has increased over the past few months, as officers and committee chairs have begun posting announcements and information. The Legislative Relations committee has a separate page on the blog, which hosts the text of all the legislative-related emails that are sent to the membership via Wild Apricot. A blog posting schedule has been created so that each committee chair has the opportunity to post updates and news from their committee each month. In September, the Global Issues Committee posted a suicide awareness article in conjunction with Suicide Awareness month.

In addition to the New/Intermediate Aid Officers workshop, planning is currently underway for College Goal SC, the annual conference, and a pre-conference leadership symposium.

SCASFAA Officers and Committee Chairs for 2013-2014 are:

President:	Katie Harrison, SC Tuition Grants Commission
President-Elect:	Kenneth Cole, University of South Carolina – Lancaster (Special Projects)
Past President:	Sarah Dowd, Tri County Technical College (Nominations/Elections)
Secretary:	Ellen Chiles, Clemson University (By Laws)
Vice President:	Kevin Delp, Bob Jones University (Professional Development)
Treasurer:	Deborah Williams, Piedmont Technical College (Budget)
Treasurer-Elect:	Melanie Gillespie, Southern Wesleyan University
Member at Large:	Michelle Upchurch, Limestone College (Membership/Peer Support)
Advisory to CHE:	Violette Hunter, University of South Carolina TRIO
Annual Conference:	Kevin Perry, Coastal Carolina University
Communications:	Allison Keck, Greenville Technical College
Consumer Relations:	Josephine Brown, Trident Technical College
Counselor Relations:	Donna Quick, Columbia College
Electronic Services:	Missy Perry, Piedmont Technical College
Financial Planning:	Nancy Garmroth, Spartanburg Community College
Global Issues:	Traci Singleton, The Citadel
Legislative Relations:	Ken Bernard, Central Carolina Technical College
Long Range Planning:	Elizabeth Milam, Clemson University
Site Selection:	Carolyn Sparks, Wofford College
Sponsorship:	Nikki Merritt, Coastal Carolina University

## **Kentucky Board Report**

### **Katie Conrad**

During the July meeting of the KASFAA Executive Board I asked for the formation of an ad-hoc committee to investigate a possible by-laws change with regard to vacancies on the board. Heather Boutell agreed to serve as the chair of this ad-hoc committee. She contacted all of the SASFAA states to obtain access to their association by-laws for comparison. Based on the recommendation of that committee and our Articles and Bylaws Committee, we presented a proposal to change our bylaws to allow the Executive Board to appoint a person to the position of President in the event of a vacancy. The Membership will vote on this change during the second week of November.

I am very proud of the conference program that the Program Committee organized this fall. Runan Pendergrast, Fall Program Chair, worked tirelessly on all of the details and also served as a superb mentor to Mayme Clayton who will be chairing the Spring Conference in April 2014. In conjunction with the conference our Membership Committee conducted a New Members Workshop for 9 new members. Unfortunately due to the government shutdown our federal trainer, David Bartnicki, was not able to attend the conference. He did provide the presentations for the federal update and a general session on the DL 150% subsidized limit which were presented by members of our board.

This year KASFAA decided to revamp the College Goal Sunday program that has deep roots within KASFAA. For the last several years the attendance at our 22 CGS sites has dwindled while our FAFSA completion rate has increased. Our message to “file early” is getting across to our students by other means, and CGS needed to evolve. We have elected to host “FAFSA completion workshops” at different sites all over the state at different times from November to March. Institutions can publicize these events (which are always open to the public) as College Goal Kentucky events. KASFAA is maintaining a website with all event information and will be sending a postcard notification to most Kentucky high school seniors.

During the month of November KASFAA will be hosting High School Counselor Workshops at 10 locations. These workshops offer a session on Financial Aid, a presentation by ACT, and sessions by the Kentucky Office of Employee Training and by the KHEAA Outreach team. We have over 200 HS Counselors registered thus far.

The NASFAA Training event will be held on December 13, 2013 in Lexington, KY. We expect to begin registration for this event soon.

I am excited to report that on October 14, 2013 I began a new position with Miami University in Oxford, Ohio. With this move I regret that I will not be able to fulfill my term as President on the KASFAA Board. I have agreed to continue my leadership until such time the KASFAA Board has an approved plan for succession (likely the end of November). I wish to extend my sincere thanks for all of the friendship and support my KASFAA and SASFAA friends have shown throughout my 13 years in Kentucky. I take comfort in knowing I will leave KASFAA in very capable hands. I wish SASFAA and her members the best, and hope to return to my “southern roots” one day soon.

**Mississippi Board Report  
Greg Windham**

**Summary of Activities**

**On September 3<sup>rd</sup>, 2013, MASFAA held its transitional board meeting at Meridian Community College in Meridian, MS. We had a great turnout even though we were having the meeting at such a later time than normal. We were able to accomplish several key goals including but not limited to; setting our budget, setting key dates for the year and planning for upcoming events. We also revised our Vendor / Sponsor pricing to encourage more participation at our events.**

**We will be holding our Fall Training on Friday Oct. 25<sup>th</sup>. We are happy to have Dave Bartnicki from the Department of Education presenting information on the new 150% regulations. We will also be having a panel discussion on verification.**

**We are very happy to continue our FA 101 training camp this year. It was brought back last year after being dormant for several years. We had a little over 20 participants last year and have already seen a great interest in it this year. It will be held once again on the beautiful grounds of Lake Tiakata in late April, 2014.**

**The spring conference will be in Natchez on May 14 thru 16, 2014, at The Grand. We will have representatives from the Department of Ed, SASFAA and NASFAA. We are very excited to be back in Natchez.**

