

**SASFAA Board Meeting
Hyatt Regency Riverfront – Jacksonville, FL
February 14 – 16, 2014
Grand Ballroom**

Saturday, February 15, 2014

CALL TO ORDER

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

Voting Members Present: Zita Barree, Nathan Basford, Tabatha McAllister (arrived at 11:00 a.m.), Sharon Oliver, Amy Moser, Kevin Ammons, Cathy Crawley, Rachel Cavanaugh, Jeff Gerkin, Katie Harrison, Wayne Kruger, Runan Pendergrast, Ashley Reich, Greg Windham

Board members absent: Jeff Dennis, Stephanie Miller

Non-Voting Members Present: Amy Berrier, Sarah Dowd, Philip Hawkins, Tracy Misner, Janet Nowicki, Terri Parchment

Non-Voting Members Absent: Vickie Adams, Angela Black, Michael O'Grady, 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 Cathy Crawley. The motion was unanimously approved.

Welcome to Florida

Wayne Kruger provided a welcome to the state of Florida.

REPORTS

Conference – Amy Berrier:

Amy reviewed her written report. She indicated that a great pre-conference meeting was held on February 14, 2014. There were 523 registrants for the conference, 141 first time attendees, and 51 unpaid participants. For the New Aid Officer's Pre-Conference Workshop, there were 24 registrants. Board members were invited to attend the meet and greet on Monday night. Special guests Patrick House, Justin Draeger, and Amanda Sharp will be present for the conference. Wood Mason will be unable to attend the conference. The State President-Elects Workshop will be held on Sunday. There is more meeting space at the Hyatt than we had in Atlanta on last year. At least seventy-five percent of the conference sessions will be presented by school representatives and all session topics submitted by the membership were honored.

Action Item: Runan Pendergrast made a motion for Amy Berrier to purchase alcoholic beverages for the venter reception. Greg Windham seconded the motion. The motion passed unanimously.

Sponsorship – Janet Nowicki:

Janet reviewed her written report. There were five priority training sponsors with one new sponsor, Loan Look and thirty-three standard level with two new vendors, J. Hugh and Earle Fellows Memorial Fund and Socle Education. There were 38 paid vendors, many purchased double booths and paid additional funds for priority space or view. We have received \$104,000, after discounts the anticipated projected income is \$101,000. There were 95 vendor representatives who will receive a tote bag with goodies as a thank you. Board members were encouraged to attend the Vendor Appreciation Reception. There is an extra incentive, a booth decoration contest. Attendees will vote for the best booth and a drawing will be held for participants who voted. The registration site and Florida's hospitality area are on the same floor as the vendors.

Site Selection – Tracy Misner:

Tracy reviewed her written report. Limitation with space in Atlanta influenced the decision to assess space in Jacksonville in advance. It is important to re-visit the property in Memphis to ensure adequate space is available especially for vendors.

President – Zita Barree:

Zita reviewed her written report. The comprehensive GAP Goals sheet was sent to all board members to complete the last column of the spreadsheet by April 1, 2014. The GAP committee will meet in April. If there is any feedback regarding the GAP Goals process, please share feedback with President Barree. Board members were requested to provide an annual written summary report which will be included in the President's Annual Report. Sandra Neel will chair the long range planning committee. Mary Givhan is the SASFAA representative for NASFAA awards. The handbook may be an item for SASFAA to submit for a NASFAA award after it has been evaluated. NASFAA changed the board structure and stopped supporting inter-regional visits. A meeting with the regional presidents was held on January 17, 2014 in Washington, DC. Based on the information exchanged at the meeting, SASFAA is in great financial shape in comparison with a few others; similar issues are getting volunteers and getting people to run for office. A summary report of the meeting will be prepared. NASFAA is also seeking ways to partner with regional associations on services, an example is accounting services. A report will be presented at the June board meeting of possible joint service opportunities. NASFAA is seeking ways to work with regional associations to strengthen its association and is interested in credentialing for boot camps and training sessions. They were surprised of the number of attendees who did not seek credentialing after training workshops. NASFAA is seeking to expand the NASFAA Leadership Conference in 2015 to allow for additional participants to attend either at their own cost or the school's cost. The NASFAA Leadership Conference is intended to promote leadership beyond members who are already on a board. Money has been lost on the leadership conference and they are seeking ways to recuperate some of the expenses. NASFAA covered the hotel and meals for the Regional Presidents meeting and the association is responsible for the travel. Regional presidents are hosting a monthly conference call which has been very helpful. NASFAA reduced the size of the board from three to two representatives. Under the old structure, the President-Elect would have served as an observer on the NASFAA board and would have been allowed an opportunity to build a relationship with the President-Elects. It was suggested to NASFAA to either have the President-Elects participate or both the President and the President-Elects attend the Regional Presidents meeting. The next NASFAA Board meeting will be held on March 24-25, 2014 in Annapolis, MD. NASFAA board members read the book "Road to Relevance" which encourages you to apply what you do best and focus on those activities. Ron Day, Brent Tenner, Lisanne Masterson and Jeff Dennis are SASFAA representatives for NASFAA. Heather Boutell was recently elected to serve as a Representative at Large for NASFAA. President Barree will visit six states during the spring, a SASFAA update will be provided and sessions will be conducted for some states.

President-Elect – Nathan Basford:

Nathan reviewed his written report. He extended thanks for cards received due to the loss of his brother and mother. He made a recommendation for the bylaws committee to change the parliamentarian to the immediate past president instead of the President Elect. Chris Tolson will serve as the Conference Chair for 2015. SASFAA President Elect Workshop was held on Sunday and the State Presidents will participate in the training session. Merle Isgett with ERS Contact Center Solutions will present during the SASFAA President-Elect Workshop on commitment, dedication, teamwork and working with groups. The long range planning, parliamentary procedures and budget and finance updates were shared during the workshop. Additionally, calendar items were covered. The President-Elect indicated that he wishes to complete the operational calendar before July 1, 2014, which will include the State Presidents notebook. He attended the NCASFAA conference and will attend the NASFAA Leadership Conference in March, TASFAA Conference, GAP meeting May 14-16, 2014 and Transition Meeting on June 8-9, 2014.

Past President – Jeff Dennis:

Jeff was absent. President Barree discussed Jeff's written report. A new process was put in place for voting which was used in South Carolina. President Barree tested voting twice, she was unable to vote twice. Angie Black has spent a lot of time researching the options. Election buddy is the program that is used for voting on this year. There will be awards presented during the conference on Tuesday night. The NASFAA Regional Leadership Award will be presented to Heather Boutell during the luncheon on Monday.

Secretary – Sharon Oliver:

Sharon reviewed her written report. She expressed thanks to the board members for submitting their board reports in a timely manner. She also encouraged the State Presidents, as well as, President-Elects to share calendar updates.

The Bylaws Committee report was presented by Sharon. Cathy Crawley indicated that Past Presidents should serve on the SASFAA Board instead of the Presidents because the Presidents are very busy serving as state presidents. The State Presidents are learning a lot about SASFAA and their states at the same time. After getting through the Presidency, there would be more time to commit to the SASFAA Board. Another suggestion was to allow the Presidents and President-Elects or President-Elects to serve on the SASFAA board. The Long Range Planning Chairperson Sandra Neel should explore these options. President Barree reminded the State Presidents that they have the option as Presidents to send a substitute voting representative to the board meetings. A Leadership Training Workshop should be held to cultivate the leaders in our state. SASFAA should work more on the leadership efforts. Also, State Presidents should consider meeting on the Friday before SASFAA board meetings are held.

Action Item: Nathan Basford made a motion to change Bylaws Article V-Finance, Section 4 from the books of the Association shall be financial reviewed to the books of the Association shall be financially reviewed. Katie Harrison seconded the motion. The motion passed unanimously.

Action Item: Runan Pendergrast made a motion to delete from Bylaws Article VII-Duties of Officers, Section 3, The president-elect shall serve as the alternate SASFAA representative to the Board of Directors of NASFAA. Greg Windham seconded the motion. The motion passed unanimously.

Action Item: Rachel Cavanaugh made a motion to remove "one of" from Bylaws Article VII-Duties of Officers, Section 4. Jeff Gerkin seconded the motion. The motion passed unanimously.

Action Item: Katie Harrison made a motion to add State Presidents after chief executive officers to Bylaws Article X-Executive Board, Section 2. Runan Pendergrast seconded the motion. The motion passed unanimously.

The Board approved changes to the Bylaws that must be voted on by the membership in 2015.

The Board was excused for a break and will reconvene at 10:38 a.m.

The Board reconvened at 11:00 a.m.

Treasurer – Amy Moser:

Amy reviewed her written report. All of the bills are paid and some were paid in advance because of the \$3,500 line of credit limit for the credit card. A charge for the conference was \$4,000. Consideration should be given to increasing the credit card limits. A hold was placed on the Conference Chair credit card in error. There were few cancellations, 75% refunds are performed, refunds will not be given after the conference begins. The tax refund from the state of NC has been filed, awaiting the refund. Nancy Garmroth received a 1099 from Paypal of

\$144,000. The tax code changed which requires Paypal to send out 1099s. Paypal should be set up with SASFAA EIN and not the Treasurer's SSN. Reimbursements have been submitted in a timely manner.

Budget and Finance – Terri Parchment:

Terri reviewed her written report. Taxes have been filed and all tasks are complete. The Budget and Finance sheet has an asterisk for the total amount of contractual liabilities. There is a variance because the Peabody liability has been added which does not go into effect until 2/19/14 (one year from the date of next year's conference). The Treasurer review was done on 1/17/14 by Jennifer Priest, Sonja McMullen and Terri Parchment. There were two observations; receipts are needed for all expenses on expense report or credit cards including luggage expenses. A return flight was booked in error which created a \$175 change fee. The audit process was very smooth.

SASFAA, Inc.
Budget vs. Actuals: 2013-2014 Budget - FY14 P&L
July 2013 - June 2014

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
01 Membership Dues	36,630.00	41,475.00	-4,845.00	88.32%
02 Professional Development		70,400.00	-70,400.00	0.00%

03 Annual Meeting	104,197.50	116,875.00	-12,677.50	89.15%
04 Vendors/Sponsors/Patrons	85,425.00	100,000.00	-14,575.00	85.43%
05 Advertising		4,000.00	-4,000.00	0.00%
07 Interest Earned	197.61	2,000.00	-1,802.39	9.88%
09 Transfer from Assets		31,500.00	-31,500.00	0.00%
11 Dividends Earned	7,377.85	12,875.00	-5,497.15	57.30%
12 Capital Gains	3,058.71	1,000.00	2,058.71	305.87%
			-\$	
Total Income	\$236,886.67	\$380,125.00	143,238.33	62.32%
Expenses				
101 President	2,675.20	8,500.00	-5,824.80	31.47%
102 President-Elect	2,235.90	7,000.00	-4,764.10	31.94%
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	2,697.41	4,500.00	-1,802.59	59.94%
106 Past President	2,247.68	5,725.00	-3,477.32	39.26%
201 Membership	1,533.16	4,000.00	-2,466.84	38.33%
202 Electronic Services	1,761.04	6,000.00	-4,238.96	29.35%
203 Professional Advancement	318.75	109,000.00	-108,681.25	0.29%
204 Communications & Outreach	635.40	3,000.00	-2,364.60	21.18%
205 Budget and Finance	1,960.31	4,500.00	-2,539.69	43.56%
206 Annual Meeting Program	21,384.23	149,000.00	-127,615.77	14.35%
207 Site Selection	815.25	3,500.00	-2,684.75	23.29%
210 Executive Board	13,972.48	34,000.00	-20,027.52	41.10%
211 President's Contingency	143.96	1,000.00	-856.04	14.40%
213 Advance Program Planning		500.00	-500.00	0.00%
214 Global Issues	491.87	3,000.00	-2,508.13	16.40%
215 Prior Administration Bills		500.00	-500.00	0.00%
216 Legislative Relations	2,092.26	6,000.00	-3,907.74	34.87%
217 Long Range Planning		4,000.00	-4,000.00	0.00%
218 Vendor/Sponsor	979.71	3,000.00	-2,020.29	32.66%
219 Special Projects	521.87	3,000.00	-2,478.13	17.40%
224 Accounting Fees and Taxes	4,527.00	5,400.00	-873.00	83.83%
225 Online Payment Processing Fees	2,963.80	4,000.00	-1,036.20	74.10%
227 NASFAA Hospitality 2014		3,000.00	-3,000.00	0.00%
			-\$	
Total Expenses	\$ 65,397.10	\$380,125.00	314,727.90	17.20%
			\$	
Net Operating Income	\$171,489.57	\$ 0.00	171,489.57	
			\$	
Net Income	\$171,489.57	\$ 0.00	171,489.57	

Wednesday, Feb 12, 2014 01:24:22 PM PST GMT-6 - Accrual Basis

SASFAA, Inc.
Balance Sheet
As of February 12, 2014

	Total
ASSETS	
Current Assets	

Bank Accounts	
BB&T Checking	198,776.55
BB&T Savings	77,770.23
Edward Jones - Money Market #2	50,000.00
Edward Jones-Money Market	60,549.49
	<hr/>
	\$
Total Bank Accounts	387,096.27
Other current assets	
CD-Rollstone 1.65% 2/12/14	5,068.70
CD-State Bank 1.5% 3/24/14	50,851.99
Charles Schwab (NASFAA)	293,805.26
Franklin Low Duration @ Edward Jones	4,563.43
Short Duration-JP Morgan @ Edward Jones	50,680.85
Short Duration-Lord Abbett @ Edward Jones	170,359.41
	<hr/>
	\$
Total Other current assets	575,329.64
	<hr/>
	\$
Total Current Assets	962,425.91
	<hr/>
	\$
TOTAL ASSETS	962,425.91
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	757,980.87
Retained Earnings	32,955.47
Net Income	171,489.57
	<hr/>
	\$
Total Equity	962,425.91
	<hr/>
	\$
TOTAL LIABILITIES AND EQUITY	962,425.91
	<hr/>
** Outstanding Contract Liabilities as of 2/19/14	\$239,959.25

Wednesday, Feb 12, 2014 06:19:42 PM PST GMT-6 - Accrual Basis

Global Issues – Michael O’Grady:

Michael was absent from board meeting, a written report was provided.

Electronic Services – Angela Black (Absent):

Angie was absent from the board meeting. President Barree reviewed her summary report. Angie is exploring the workflow of the Electronic Services role. She has updated membership settings, learned more about Wild Apricot, created the Conference Site, developed the Sponsorship Registration which worked smoothly including comp registrations, separated the new aid officer’s workshop registration process, and implemented a new process for elections. The New Aid Officer’s Workshop will be another registration event. There are two committee members who serve on the Electronic Services Committee, one is working on the site map and the other handle technical issues.

Legislative Relations – Philip Hawkins:

Philip reviewed his written report. The joint Congressional Hill Visits will be held in less than two weeks. There are eight representatives from SASFAA, a total of forty-five participants will meet with forty-five representatives. Three regions, SASFAA, EASFAA, and MASFAA and the Tri-State association will participate. The representatives will have a common document provided by NASFAA. The topics that will be discussed are stressing the importance of Pell Grant, new ideas of Pell Well or Super Pell, stressing streamlining consumer information for administrators, students and parents, campus based funding, creative options for Perkins, timely Reauthorization regarding Need Analysis and Loan Issues.

There will be two legislative sessions held during the annual conference. A pell grant chart for 2014-15 was released sooner than past years. NASFAA has taken on the leadership to stress reauthorization efforts beating the Department of Education. Senator Alexander is exploring regulatory burdens for schools.

Membership – Marian Dill (Absent):

Marian was absent from the meeting. President Zita reviewed Marian's written report. There are 1,186 active members, statistical data by state will be shared. As of January 29, 2014, GASFAA has the most members with other states in this order SC, FL, NC, and TN. A membership survey will be held after the conference that will benefit the long range planning committee. Marian will assist with registration.

Communications and Outreach – Vickie Adams (Absent):

Vickie was absent from the meeting, a written report was provided.

Technology Assessment & Integration – Sarah Dowd:

Sarah reviewed her written report. The Technology, Assessment and Integration Committee met through technology provided by Dana Kelly. The committee recommended that the Electronic Services Chair should serve a two year term of service or have a transition year whereby the President Elect will place someone on the committee. The rationale for increasing the term is the Electronic Services Chair is responsible for managing all aspects of Wild Apricot. It was suggested that the President and President-Elect work together on selecting the candidate, consider a co-chair or chair-elect. Concerns were raised of extra expenses which may be incurred with adding a co-chair. Angie Black will continue in her role on next year. The President-Elect should identify someone in that position to shadow the Electronic Services Committee member. This position should follow the same model as the Conference Chair. Sarah Dowd will bring specific P & P changes to the June board meeting. A P & P change will be recommended to grant permission for the Electronic Services Chair, with the approval of the President, access to updating documents.

The website updates should be made by the Electronic Services and Conference Chairs. Emails should be sent through the communications and outreach committee. The committee tried to come up with a solution for SASFAA Nine News, the listserv and website. Suggestions should be emailed to Sarah Dowd regarding how you want information to look, should it be posted somewhere, delivered to the membership, etc. One suggestion has been instead of random emails consider a digest format similar to NASFAA news and send it out once a week. SASFAA Nine News has not been used in a systematic way and anyone can sign up, you are not required to be an active member. Amanda Sharp chaired the SASFAA Nine News on last year and indicated that it was not working the way it was intended to work. Facebook has been managed by Amy Berrier. It has grown from 402 likes to 518. Items have been posted to Facebook by Nathan and Zita. It is great for photos, pictures were posted from last year's New Aid Officers Workshop and the annual conference. The membership survey prepared by the Membership Chairperson should include questions to address these issues. There are gray areas. President Barree indicated that feedback should be given to Sarah Dowd and we should survey the membership. The Electronic Services Chair indicated having a transition year will take care of the issues with Wild Apricot. The body needs to consider if electronic services should be outsourced. Membership is not attached to registration for identifying who are active or inactive members. Paypal payments are manually entered. The

main issue is personnel and staffing for managing electronic services. If SASFAA chooses to outsource, it will be costly. Voting is outside the package. SASFAA may wish to look into forums instead of a listserv, similar to blackboard for posting messages.

The Board was dismissed for lunch at 12:00 noon

The Board reconvened for the meeting at 1:08 p.m.

Vice-President – Tabatha McAllister:

Tabatha reviewed her written report. Jacksonville State University bid was the lowest, however, the distance from the airport is 75 to 102 miles which is the reason this site was not selected. The three sites for consideration are University of South Carolina Upstate, North Carolina Central University and Winston-Salem State University. The estimated cost is based on 125 participants for five nights. USC Upstate is a smaller campus with all major rooms in a close proximity, a micro-fridge is included with apartment style living quarters. It has been held at North Carolina Central University. It is a beautiful campus, the residence hall does not have a microwave or refrigerator. Winston-Salem State University will require a lot of walking, new facilities and apartment style living quarters. The budget is \$60,000 for the New Aid Offices Workshop. On last year \$95,000 was spent for the New Aid Officers Workshop and \$59,000 on the year before. The charge per participant is \$675. According to President Barree's summary of expenses for 2012-13, there was \$73,128 (the budgeted amounts of \$60,000 New Aid Officers, \$14,000 Retreat for New Aid Officers). The confirmed expenses are \$73,128. The committee recommended USC Upstate due to cost.

Action Item: The Vice President, Tabatha McAllister, made a motion to enter into a contract with the University of South Carolina Upstate for the New Aid Officers Summer Workshop for 2014. The motion passed unanimously.

Final contracts will need to be sent to Zita Barree and Tracy Misner. Selection of the New Aid Instructors were made by soliciting recommendations from the membership and State Presidents. The classroom size will be 20 to 25 participants with two instructors. Kamesia Ewing (NC) and Brenda Burke (VA) are pending instructors and Brenda Paganelli (VA) is being recommended as a business partner. There will be representatives from each state except MS, if all anticipated instructors participate. All instructors must be approved by the board. A concern was raised with one male instructor, seeking diversity. Instructors who have served as alternates have been called to serve. Clarification was requested regarding if two years is the maximum timeframe for New Aid Officers instructors to serve. Per the P & P, an instructor can serve more than two years. There were concerns raised regarding ensuring that instructors are able to teach the material. Additional instructors for New Aid Officer's Workshop are Jody Darby (GA), Phillip Hawkins (GA), Cedric Trigg (KY), and Victoria Owens (KY).

Action Item: Wayne Kruger moved that the list of NAOW instructors be approved with the additional alternates recommended on today and the instructors may be selected to serve as an instructor or alternate. Cathy Crawley seconded the motion. The motion passed with one abstention.

State Presidents' Reports:

Virginia – Ashley Reich:

Ashley reviewed her written report. VASFAA's Non-Spring Conference Workshop has changed to the University of Mary Washington on March 5, 2014. The spring conference will be held on May 19-21, 2014 in Richmond, VA.

Georgia – Cathy Crawley:

Cathy reviewed her written report. Contracts have not been signed for 2015 and 2016, however, locations will be shared when contracts have been signed. Nancy Ferguson is over leadership development. A pre-conference workshop will be held by nomination submitted by Directors. The Legislative Chairperson has been really active, this is a unique group as none of them work at schools. The seasoned legislative professionals will meet with the Education Committee for the State Capitol for a bipartisan visit to make them more aware of what we do. There will be eight (8) students who will participate who are graduates and some are in professional roles.

Mississippi – Greg Windham:

Greg reviewed his written report. A Financial Aid 101 workshop will be held on March 24-27, 2014. On last year, there were approximately 22 to 25 participants who attended the workshop. A great fall training session was held. Conference dates have been submitted for Biloxi and Philadelphia, MS. The MASFAA Conference will be held on May 14-16, 2014 in Natchez, MS.

Tennessee – Jeff Gerkin:

Jeff reviewed his written report. TASFAA is working on contracts for 2015-16. They are preparing multiple contracts at the same hotel for two years to lock in conference rates. They do not have a fall conference instead a fall training session is held. On last year, most of the participants had five years of experience who attended the fall training session. The participants were not new aid, neither seasoned professionals. Ashley Reich will attend the spring conference. Financial Aid Awareness month is in February as claimed by the Governor.

South Carolina – Katie Harrison:

Katie reviewed her written report. SCASFAA investments have grown. Nancy Garmroth was appointed as the Financial Planning Committee Chair. From September to January, the investments earned \$2,700. February is College Goal month. The primary event will be held on February 22, 2014. The Conference will be held in Myrtle Beach, SC. A pre-conference leadership session will be conducted by Lianne Masterson. The Department of Education representative Mike Roberts is retiring, another DOE representative will attend the conference. There are two offices without a dual slate for SCASFAA's election.

Alabama – Kevin Ammons:

Kevin Ammons reviewed his written report. College Goal Sunday was held on February 1, 2014. There were five members who assisted with College Goal Sunday. The conference will be held on April 22-25, 2014 at The Battle House Renaissance Mobile Hotel & Spa.

North Carolina – Rachel Cavanaugh:

Rachel reviewed her written report. The fall conference was held in Cherokee, NC on November 4-6, 2013. The spring conference will be held at the Holiday Inn Sunspree on April 14-16, 2014. Rachel will be presenting two sessions during SASFAA's conference. Bridget Ellis presented a slate of officers.

Kentucky – Runan Pendergrast:

Runan reviewed her written report. Katie Conrad accepted a position outside of the state of Kentucky in December. On December 10, 2013, the KASFAA Executive Board appointed a former KASFAA President, Runan Pendergrast to fill the vacant position. A bylaws change was required. KASFAA board members felt that it would be better to select a Past-President to serve instead of the President-Elect. There are twenty-five sites for College Goal Sunday. Financial aid awareness was held in January, the Governor signed the proclamation. The state ran out of state grants in January. The theme for the spring conference is KASFAA Proud-The Heros Within. It is a challenge to get people to run for office, hoping for a dual slate of officers on next year. Kentucky is extremely proud of Heather Boutell who has been elected as NASFAA's Representative-at-Large.

Florida – Wayne Kruger:

Wayne reviewed his written report. A clock hour workshop will be held after SASFAA. There are 120 attendees for the workshop, participants registered for the workshop are from as far as Colorado. The annual conference will be held on May 26-30, 2014 at St. Petersburg Vinoy. Florida is becoming expensive. Wayne will be conducting three sessions during SASFAA's annual conference. He is serving on the Department of Education Negotiated Rulemaking (Neg Reg) Task Force. There are six topics that will be addressed including Cash Management, clock/credit hour and credit hour conversion.

Unfinished Business:

State Presidents' Group Project:

The State President's book is not finished. The Presidents are working on the SASFAA and NASFAA updates. It will be finalized by the transition meeting. The book will benefit the President-Elects.

SASFAA Hospitality at 2014 NASFAA Conference:

Brent Tener is the conference chair for NASFAA. President Barree received an email from Karen Hauser at Vanderbilt indicating that NASFAA representatives toured the Music City Center. There will be no cost for use of the hospitality room, outside food and beverages are not allowed. President Barree is trying to determine the amount to spend for this initiative, if items must be purchased through the Music City Center. A meeting will be held with Brent Tener and Jeff Gerkin. This has not always been done at other NASFAA Conferences. The hospitality room will be available for local folks and SASFAA folks.

The Board was dismissed for a break at 2:42 p.m.

The Board reconvened for the meeting at 2:58 p.m.

SASFAA Hospitality at 2014 NASFAA Conference (Cont.):

President Barree will need to provide the welcome and gifts at the NASFAA meeting. The transition meeting will be held between now and NASFAA, each state President should bring 25 items for the basket to the transition meeting. The gift should be something nominal and particular to your state.

Status of Honorary Membership & Past Presidents:

A Past Presidents Luncheon will be held during the conference. There are quite a few Past Presidents who are considered honorary members with no contact information. This should be passed on to the next membership chair to resolve. SASFAA Past Presidents should be given honorary membership when they are no longer active members. It is difficult to determine when to give the honorary membership and how to maintain contact data for Past Presidents. This is an ongoing project.

New Business:

Do We Want to Continue with Mike Dunn and Blankenship for the Federal 990 Preparation?

Mike Dunn has been used for a number of years. President Barree requested an estimate from a representative at her church. It appears as if we were paying a lot. The financial information filed for the 990 was shared and the estimated cost was approximately \$1,500. We paid \$4,200 on last year. There were additional questions raised by the representative, such as how ready were our records? SASFAA financial data is maintained in Quickbooks and Mike Dunn was given access to Quickbooks. We have an engagement letter from Mike Dunn. President Barree suggested that we should obtain an additional proposal. Past-President Dennis felt that the amount was a little high for what we were getting done and agreed it is something that SASFAA should explore further. There

are 30 standard questions which are not complicated. A request will be submitted to other accounting firms that work with non-profits and a report will be provided at the June board meeting. To obtain a discount, it may be helpful to consider requesting a rate for multiple associations. FASFAA paid \$4,000 on last year.

State President Updates to Zita by February 24th for NASFAA Board Report

For the NASFAA meeting which will be held in March, President Barree would like to include updates from the states. The State Presidents updates are due on February 24, 2014.

Policy & Procedure Manual Review

President Barree will email individuals to review specific sections of the P & P and will bring them to the June board meeting. An updated P & P will allow President-Elect Basford to begin with a clean P & P manual.

Dissolution of SASFAA Assets

Miriam Dill stated a laptop, miscellaneous software and hardware may need to be dissolved. Per the P & P it is up to the board. The Guide to Financial Management has more specific details. President Barree along with the Membership and Budget and Finance Chairs will decide how to handle these items.

Feedback Needed on NASFAA's Proposed Revisions to the Statement of Ethical Principles and the Code of Conduct

NASFAA is soliciting feedback by February 18, 2014 on the Statement of Ethical Principles and the Code of Conduct. President Barree printed the current and proposed changes. They are combining it differently, striving for transparency and clarity. The Code of Conduct changes: Included in Part D, no amount of cash gift or de minimis amount. Concerns were raised regarding this statement because students and families sometimes give items in recognition of excellent services. The Code of Conduct changes will include more specific items that should be included on the award notification, billable, non-billable, renewal requirements, etc. The changes will be adopted during the March meeting, please inform NASFAA of your feedback.

The NASFAA Regional Leadership Nomination is due on February 28, 2014. The board entered into closed session to select a nominee for SASFAA at 3:36 p.m.

Nominee for NASFAA Regional Leadership Award

SASFAA will nominate a representative for the NASFAA Regional Leadership Award.

The meeting was adjourned after the closed session at 3:49 p.m.

AGENDA
SASFAA Board Meeting
Hyatt Regency Riverfront – Jacksonville, FL
February 14 – 16, 2014
Grand Ballroom 1

*Friday, February 14th – **Happy Valentine's Day!***

6:00 PM	Dinner together for those who have arrived	Vito's
	After dinner, Hospitality in President's Suite	Room #1830

Saturday, February 15th

8:00 AM	Use breakfast vouchers to eat in hotel restaurant
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9:00 AM	Call to Order, Welcome and Introduction of Guests	Zita Barree
	Announcement of Substitute Voting	
	Establish a Quorum	

***Action Item: Approval of Agenda with authority
given to the President to make changes as needed
in order to facilitate the flow of business***

Clock Icebreaker

Housekeeping Items

Welcome back to Florida

Wayne Kruger

Report of Officers

President (pp.3-5)

President-Elect (p. 6)

Past President (pp. 7-9)

Vice President (p. 10)

Secretary (pp. 11-14)

Treasurer (pp. 15-16)

Zita Barree

Nathan Basford

Jeff Dennis (absent)

Tabatha McAllister

Sharon Oliver

Amy Moser

10:30 AM	Break
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10:45 AM	<u>Committee Reports</u>
	Conference (pp. 17-20)
	Sponsorship (pp. 21-26)
	Budget and Finance (pp. 27-35)
	Global Issues (pp. 36-38)
	Site Selection (p. 39)

Amy Berrier

Janet Nowicki

Terri Parchment

Mike O'Grady

Tracy Misner

12:00 PM	Lunch with Conference Committee
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Grand Ballroom 2

1:30 PM	<u>Committee Reports (cont'd)</u>	
	Electronic Services (pp. 40-43)	Angie Black (absent)
	Legislative Relations (pp. 44-48)	Philip Hawkins
	Membership (pp. 49-50)	Marian Dill
	Communications and Outreach (p. 51)	Vickie Adams (absent)
	Technology Assessment & Integration (pp. 52-54)	Sarah Dowd
3:00 PM	Break	
3:15 PM	<u>State Presidents' Reports</u> (Hopefully you will see the order this time!) This time frame allows for each state to use approximately 10 minutes.	
	Virginia (pp. 55-56)	Ashley Reich
	Georgia (pp. 57-58)	Cathy Crawley
	Mississippi (p. 59)	Greg Windham
	Tennessee (p. 60)	Jeff Gerkin
	Alabama (p. 61)	Kevin Ammons
	North Carolina (p. 62)	Rachel Cavenaugh
	Kentucky (p. 63)	Runan Pendergrast
	South Carolina (p. 64)	Katie Harrison
	Florida (p. 65)	Wayne Kruger
4:45 – 5:00 PM	Board Reminders	Zita Barree
6:30 PM	President's Appreciation Dinner	River Terrace 3
	After dinner, Hospitality in President's Suite	Room #1830

Sunday, February 16th

8:00 AM	Use breakfast vouchers to eat in hotel restaurant	
9:00 AM	Unfinished Business	
	➤ <i>Updated volunteer list; approval of additional committee members</i>	
	➤ <i>State Presidents' group project</i>	
	➤ <i>SASFAA Hospitality at 2014 NASFAA Conference</i>	
	➤ <i>Status of Honorary Memberships & Past Presidents</i>	
	New Business	
	➤ <i>Do we want to continue with Mike Dunn and Blankenship for the Federal 990 preparation?</i>	
	➤ <i>Nominee for NASFAA Regional Leadership Award</i>	
	➤ <i>State President updates to Zita by February 24th for NASFAA Board Report</i>	
	➤ <i>Policy & Procedure Manual Review</i>	
	➤ <i>Dissolution of SASFAA Assets</i>	
	➤ <i>Feedback needed on NASFAA's proposed revisions to the Statement of Ethical Principles and the Code of Conduct</i>	
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 but the President and President-Elect will be discussing this goal during the Annual Conference in February 2014.

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 10th. I 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. Another copy was sent during the week of January 27 in preparation for the February Board 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: A spreadsheet with all Board and committee members (to include all needed GAP demographic information) as of October 23rd was provided by e-mail to all Board members for review and feedback to be provided prior to the November 2 – 3 Board meeting. All updates from November Board meeting were made and another copy of the spreadsheet was shared with all Board members for a final review prior to the February Board meeting. A finalized version of the spreadsheet will be provided to the GAP committee prior to their meeting in the spring.

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: Basic information about the NASFAA award process was shared with the Board at the November meeting. The last NASFAA award won by SASFAA was in 2012 – Service to Colleagues or Constituencies: Associations Collaborating for Advocacy on the Hill. More specific application information will be shared with the Board at the February Board meeting but given the criteria outlined (projects had to be initiated, implemented and evaluated within the last two years), it looks like this goal will need to be moved to the 2014-15 year. It is possible that the resource manual/guide that the State Presidents are working on could be a project for consideration next 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: 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

President Report (Cont.)
Zita Barree

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.

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. Although two committee chairs resigned their positions prior to the November Board meeting, their replacements kept the mix between returning and new the same at six new chairs and four returning.

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 initially achieved this year. When the original Sponsorship chair resigned his position, though, he was replaced with Janet Nowicki who does represent diversity. 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 funds were available when the current year budget was built.

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 2013 NASFAA Conference in Las Vegas. It will be awarded to her at the SASFAA 2014 Annual Conference and Heather also recently was elected to the NASFAA Board as a Representative-at-Large for a two-year term.

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: The Vice President is working on this goal with an estimated timeframe for the workshop sometime in the spring.

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.

President Report (Cont.)
Zita Barree

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: I attended the first ever NASFAA Regional Presidents Meeting on January 17th in Washington, DC at the NASFAA office and will provide an update to the membership regarding the topics discussed during the meeting prior to our February Board meeting.

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 attended my first NASFAA Board meeting as an observer last November 11 – 12, 2013. I sent an e-mail to the SASFAA listserv on 12/20/13 with an update of the meeting. My next scheduled NASFAA Board meeting is March 24 – 25 in Annapolis, MD.

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. I am looking forward to my visits to South Carolina in March; North Carolina and Alabama in April; and then Mississippi, my home state of Virginia and Florida in May.

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 14th -16th. 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

Recommendation: Immediate Past-President serves as Parliamentarian. The person has had the previous two years to serve and on the board and see how meetings are conducted. (This would require a By-laws change)

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

Activity: Agenda will be presented during board report.

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. I will ensure that the executive board and committee chairs reach out to encourage diversity and inclusiveness.

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 calendar to all executive board members to review and add comments, suggestions, and changes. Was hoping to have ready to present by the annual conference; however with so many folks being busy this year with office obligations I have only received four recommendations. I encourage each of you that have not submitted your changes to please review and provide to me as soon as possible. I would like to have the draft ready to present via a conference call before July 1.

Other Activity:

- Attended the North Carolina Fall Conference October 8-11th. A great conference and the hospitality was very much appreciated.
- Will be attending the NASFAA Leadership Conference/Workshop March 9-11th in Washington D.C. NASFAA has offered to pay the registration fee since they have moved the board orientation out of the summer board meeting to Washington DC office, so that they can (1) Retain two full days for board business and (2) allow Regional Presidents to attend the Leadership & Legislative conference and (3) become acquainted with the NASFAA central office and staff.
- Attending the Tennessee conference in Franklin Tennessee April 7 & 8th. Will be presenting SASFAA update on behalf of President Barree, and presenting at least one session during the conference.
- Attending the GAP Meeting May 14-16th.
- SASFAA Transition Meeting June 8-11th St. Pete Florida.

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: This has been done.

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: Attended the November 2013 NASFAA Board Meeting.

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. Article soliciting nominations for awards was posted September 5, 2013. Three articles or list serv notices went out in December 2013 concerning Elections information. Two articles or list serv notices went out in January 2014 concerning Elections information.

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

Activity: This has 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 and is being 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: Sent email to listserv and SASFAA Nine News on July 8, 2013 and August 28, 2013

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: Nominations & Elections Committee met via conference call on 9/25/2013.

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 was done at the November 2013 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 has been 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 was done for the November 2013 board meeting. Notification to the membership took place on November 25, 2013 and December 20, 2013 via list serv and December 4, 2013 and December 24, 2013 via SASFAA Nine News.

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 has been done. Elections opened morning of February 7, 2014.

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

Activity: This will be done.

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

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

Past President's Report (Cont.)
Jeff Dennis

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

Activity: This was done at the November 2013 Board meeting.

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

Activity: This will be done February 18, 2014.

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: Emailed listserv and posted to SASFAA Nine News on July 3, 2013. Made a recommendation to board at August 2013 meeting.

**Vice President
Tabatha McAllister**

(No Board Report Submitted for February)

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: The By-Laws Committee members have been requested to review the bylaws and recommended changes will be discussed on Monday, February 10, 2014.

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: P & P changes have been updated and forwarded to the Electronic Services Chair for board meetings held in August and November.

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, October 14, 2013 and November 1-3, 2013.

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

Activity: The By-Laws Committee members have been requested to review the bylaws and recommended changes will be discussed on Monday, February 10, 2014.

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

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

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

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

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

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

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

Activity: The By-Laws committee members have communicated primarily through electronic mail.

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

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, October 14, 2013 and November 1-3, 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, October 14, 2013 and November 1-3, 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, October 14, 2013 and November 1-3, 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: Attended transition meeting, board meetings (except November) and plan to attend the annual conference.

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.

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, October 14, 2013 and November 1-3, 2013 board meetings.

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

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

Activity: Minutes have been recorded for meetings held on August 2-4, 2013, September 18, 2013, October 14, 2013 and November 1-3, 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: The By-Laws Committee members have been requested to review the bylaws and recommended changes will be discussed on Monday, February 10, 2014.

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, October 14, 2013 and November 1-3, 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 has sent sympathy and get well cards to members.

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 and November 1-3, 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 and November 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: The By-Laws Committee members have been requested to review the bylaws and recommended changes will be discussed on Monday, February 10, 2014.

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

Activity: No activity.

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 checking and savings accounts.
PP 5.5c	Pays the bills of the Association within thirty (30) days.
Activity:	All bills paid upon receipt.
PP 5.5d	Pays reimbursements to the members within fourteen (14) days; receives all payments to the Association including meeting registrations, membership dues, and sponsorship/exhibitor payments.
Activity:	All reimbursements paid upon receipt. Payments for registrations, membership dues and sponsorships receipted and posted.
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 2013-14 will be prepared.
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 were reviewed by the Budget & Finance Committee on January 17, 2013.
PP 5.5h	Files IRS form 990 for the fiscal year by the prescribed deadline, currently November 15, and all financial reports in a proper and timely manner.
Activity:	IRS form 990 was filed timely as was the Georgia State return. Incorporation reports will be filed in March 2014. A request for refund for North Carolina taxes paid for the November 2013 board meeting will be submitted.
PP 5.5i	Sets up master accounts and obtains credit for the Association as appropriate.
Activity:	In QuickBooks, chart of accounts was updated to include new lines and all investment accounts. Credit applications were completed for Nov 2013 board meeting and the February 2014 annual conference. A \$4000 deposit was submitted to The TradeWinds for the summer 2014 transition board meeting.

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
Income				
01 Membership Dues	33,375.00	41,475.00	-8,100.00	80.47%
02 Professional Development		70,400.00	-70,400.00	0.00%
03 Annual Meeting	72,810.00	116,875.00	-44,065.00	62.30%
04 Vendors/Sponsors/Patrons	68,400.00	100,000.00	-31,600.00	68.40%
05 Advertising		4,000.00	-4,000.00	0.00%
07 Interest Earned	451.95	2,000.00	-1,548.05	22.60%
09 Transfer from Assets		31,500.00	-31,500.00	0.00%
11 Dividends Earned	6,750.39	12,875.00	-6,124.61	52.43%
12 Capital Gains	3,058.71	1,000.00	2,058.71	305.87%
Total Income	\$ 184,846.05	\$ 380,125.00	-\$ 195,278.95	48.63%
Expenses				
101 President	2,495.29	8,500.00	-6,004.71	29.36%
102 President-Elect	2,235.90	7,000.00	-4,764.10	31.94%
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	2,697.41	4,500.00	-1,802.59	59.94%
106 Past President	2,247.68	5,725.00	-3,477.32	39.26%
201 Membership	1,533.16	4,000.00	-2,466.84	38.33%
202 Electronic Services	1,598.31	6,000.00	-4,401.69	26.64%
203 Professional Advancement	318.75	109,000.00	-108,681.25	0.29%
204 Communications & Outreach	635.40	3,000.00	-2,364.60	21.18%
205 Budget and Finance	1,960.31	4,500.00	-2,539.69	43.56%
206 Annual Meeting Program	20,879.08	149,000.00	-128,120.92	14.01%
207 Site Selection	815.25	3,500.00	-2,684.75	23.29%
210 Executive Board	14,243.38	34,000.00	-19,756.62	41.89%
211 President's Contingency	143.96	1,000.00	-856.04	14.40%
213 Advance Program Planning		500.00	-500.00	0.00%
214 Global Issues	491.87	3,000.00	-2,508.13	16.40%
215 Prior Administration Bills		500.00	-500.00	0.00%
216 Legislative Relations	1,308.38	6,000.00	-4,691.62	21.81%
217 Long Range Planning		4,000.00	-4,000.00	0.00%
218 Vendor/Sponsor	979.71	3,000.00	-2,020.29	32.66%
219 Special Projects	521.87	3,000.00	-2,478.13	17.40%
224 Accounting Fees and Taxes	4,527.00	5,400.00	-873.00	83.83%
225 Online Payment Processing Fees	2,145.63	4,000.00	-1,854.37	53.64%
227 NASFAA Hospitality 2014		3,000.00	-3,000.00	0.00%
Total Expenses	\$ 63,218.16	\$ 380,125.00	-\$ 316,906.84	16.63%
Net Operating Income	\$ 121,627.89	\$ 0.00	\$ 121,627.89	
Net Income	\$ 121,627.89	\$ 0.00	\$ 121,627.89	

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: The agenda has been finalized and made available to the membership. All requests by the membership have been met. The conference committee has also made sure that all sectors and individuals will have something to attend each time slot.

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 has selected Survey Monkey as its evaluation tool. Ken Cole, SC Rep on the Conference Committee, will be responsible for creating the evaluation and reporting on the results. Once the results are available, I will make them available to the Board.

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: Only one in person meeting was needed. All other business has been taken care of by email, conference calls, and WebEx sessions courtesy of Nelnet.

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: The agenda contains two sessions being offered by the Legislative Relations Committee.

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

Activity: The Conference Committee has included time on Monday and Tuesday nights for members to be able to network. On Monday night we are having our Bingo/New Member & First Time Attendee Meet 'n' Greet. We ask that all board members participate to make everyone feel welcome. On Tuesday night after the banquet we are having SASFAA's Got Talent and a DJ. We hope that everyone will participate and we are working with the entertainment committee to make everyone feel included.

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.

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

Conference Report (Cont.)
Amy Berrier

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. Update – there have been no requests made by vendors.

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: There will be a pre-conference New Aid Officers Workshop offered at the conference.

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

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

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

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

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

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

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: All other business has been conducted via conference call and email. Only one on site meeting was needed.

Conference Report (Cont.)
Amy Berrier

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

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

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

Activity: Task completed.

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: This information has been kept in mind when completing the conference agenda.

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 has kept 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 kept 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.

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

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

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

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

Conference Report (Cont.)
Amy Berrier

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

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

Sponsorship Report
Janet Nowicki

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.)
Janet Nowicki

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: Worked with the Electronic Services Chair to gain access to Wild Apricot listing of attendees and have forwarded attendee list to the sponsors three times prior to the conference. A final listing will be sent once the conference concludes to include those on-site conference registrants.

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: Recognition will be given at the Entrance Unit of the Exhibit Area, in the conference program, during the PowerPoint slide presentation, on the SASFAA website and during the luncheon. The Vendors have been invited to attend a reception in their honor to thank them for their support.

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 was finalized after review and approval by conference chair.

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

Activity: See PP 6.16(3).

Sponsorship Report (Cont.)
Janet Nowicki

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

Activity: Execute as stated.

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

Activity: Bids from potential drayage companies via RFP process had been reviewed. Gilbert Exposition Management Services (GEMS) of Orlando, Florida was selected to provide drayage services and a revised contract has been executed by President Barree. The floor plan was created and revisions made according to the number of vendors.

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

Activity: GEMS provided SASFAA with a Service Manual which was distributed to all sponsors.

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

Activity: Executed 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 as well as with the Treasurer to review comp registrations and payments due. Constantly requested sponsors to register for the conference with an explanation of the comp process the Treasurer and I were going to utilize to zero out their charges. Sent emails at least twice a week until all designated comps were registered.

Discussion

Drayage Services have been secured through Gilbert Exposition Management Services (GEMS) of Orlando, Florida. Their Service Manual was distributed to all sponsors.

Encore AV form from the Hyatt was distributed to all sponsors for their AV and Electrical needs.

The space for the exhibitors has been identified and the floor plan was revised and finalized.

The Entrance Unit information was provided to GEMS. The Registration Booth information was provided to GEMS.

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

Solicitation for sponsorship and advertising yielded 35 sponsors. Five of the 35 are first time vendors for SASFAA. (See attached spreadsheet.)

Survey of previous sponsors who elected not to renew their sponsorship for 2013-2014 yielded the following results: Information distributed too late since committed to other regions/states, some going to NASFAA instead since it is in Nashville, several said it was simply due to budget restraints, a couple said we didn't yield any business for them after vending last year.

Issue of Hyatt vs GEMS electrical order form-for future reference for site selection contract.

Issue of charges by hotel for inserts/flyers-for future reference for site selection contract.

Sponsorship Report (Cont.)
Janet Nowicki

Date Registered	Organization	Sponsorship Commitment	Amount Due	Amount Paid	Point of Contact	Comp 1	Comp 2	Booth #	Other Attendees	Amount Paid
		Priority Training Level								
11/22/2013	PNC Bank	Package C	\$3,500	\$3,500	Jeff Daniels	Jeff Daniels	Janee Knippenberg	7	Jason VanSickle	\$ 275.00
11/25/2013	Inceptia	Package B-priority	\$5,000	\$5,000	Paul Mittelhammer	Paul Mittelhammer	Mike Lubben	6	Brett Lief, Lenny Akins, Monica Stam, Brenda McCafferty	\$ 1,100.00
12/9/2013	Edfinancial Services	Package C, priority, extra booth	\$4,500	\$0	Shannon Webb-NA	Jonathan Looney	Karen Gibson	8, 9	Judith Witherspoon	\$275.00
1/3/2014	Loanlook/i3 Group	Package C	\$3,500	\$2,625	Natasha Labos	Natasha Labos	Jim Crone	11	Should have paid \$2625. Refund \$875?	
1/15/2014	USA Funds	Package B-priority	\$5,000	\$5,000	MaryLou Hoffa-NA	Mary Jarett Whisler	Deb Gossman	10	Deb paid conf reg \$275 refund	
	Total Priority		\$21,500	\$12,625	\$875 in discounts					
	NA=Not Attending									
		Standard Training Level								
11/15/2013	Discover Student Loans	Exhibit Booth	\$2,500	\$2,500	Lauren Peavler	Lauren Peavler	Billye Jean Stroud	15		
11/18/2013	ERS Contact Center Solutions	Exhibit Booth	\$2,500	\$2,500	John Masini	John Masini	Julie Mitchell Barney	16		
11/19/2013	Financial Aid Services	Exhibit Booth	\$2,500	\$2,500	Nicole Verrett	Nicole Verrett	Ken Garrett	17	Mike O'Grady, Ned Watson	\$550.00
11/19/2013	Sallie Mae	Exhibit Booth	\$2,500	\$2,500	Sonja McMullen	Sonja McMullen	Kelly Savoie	18	Lisa Mitchell, Laura Dickerson	\$ 550.00
11/20/2013	MOHELA	Exhibit Booth	\$2,500	\$2,500	William Shaffner	William Shaffner	N/A	27		
11/21/2013	FEDLOAN Servicing (PHEAA)	Exhibit Booth	\$2,500	\$2,500	Lisa Ciritella	Lisa Ciritella	N/A	28		
11/21/2013	Fifth Third Bank Education Lending	Exhibit Booth	\$2,500	\$2,500	Phil Trocchia	Phil Trocchia	**N/A	29		
11/21/2013	Financial Aid TV	Exhibit Booth	\$2,500	\$2,500	Kathleen Roebuck	Kathleen Roebuck	N/A	30		
11/22/2013	Great Lakes Educatioal Loan Services, Inc.	Exhibit Booth	\$2,500	\$2,500	Bill Horn	Bill Horn-paid \$275	Roger Eldridge-paid \$275	31	Tasha McDaniel(owes, will transfer payment Bill Horn made), Dave Bowman, Biz Daniel, Amy Gerber, Briseida Rios	\$ 1,100.00
11/25/2013	Wells Fargo	Exhibit Booth	\$2,500	\$2,500	Joe Statuto	Joe Statuto	Sylvia Jones	32	Diana Daily, Cory Sturdivant	\$ 550.00
11/25/2013	ELM Resources	Exhibit Booth	\$2,500	\$2,500	Julie Moreno Rehder	Julie Moreno Rehder	Phillip Wade	33		
11/27/2013	TG	Exhibit Booth	\$2,500	\$2,500	Sheila Casey-NA	Doug Savage	****Chansone Durden	34	Cynthia Mayberry-pd, June Perry(one-day rate)	\$ 375.00

Date Registered	Organization	Sponsorship Commitment	Amount Due	Amount Paid	Point of Contact	Comp 1	Comp 2	Booth #	Other Attendees	Amount Paid
12/13/2013	Kentucky Higher Education Student Loan Corp (KHESLC)/KHEAA	Exhibit Booth	\$2,500	\$2,500	Eleanor Kley-NA	Chester Priest	Clark Aldridge	35	Ted Franzeim	\$275.00
12/16/2013	American Student Assistance	Exhibit Booth, priority	\$3,000	\$3,000	Casey Wallen	Casey Wallen	Michael Friedman	13	Fidel Calero, Eddie St. Julien, Doug Cleary	\$ 825.00
12/16/2013	Nelnet	Exhibit Booth	\$2,500	\$2,500	Kristi Jones (Henzler)	Kristi Jones (Henzler)	Ron Hancock	36	Amy Moser-comp, Dana Kelly	\$ 275.00
12/16/2013	SunTrust Bank	Exhibit Booth, extra	\$3,000	\$3,000	Adedayo Lawal	Mike Fuller	Sherrye Ward	37, 38	Mindy Hager, Craig Harris, Adedayo Lawal	\$ 825.00
12/17/2013	AcademicWorks	Exhibit Booth, priority	\$3,000	\$3,000	Kevin Bresser	Kevin Bresser	Bo Kerin	12		
12/18/2013	Charter One Bank	Exhibit Booth	\$2,500	\$2,500	Concepta Williams	Concepta Williams	Jennifer Bastos	39	Michael McFarlane-used transfer of paid reg from Donna Shelby \$275	\$275.00
12/19/2013	Socle Education, Inc	Exhibit Booth	\$2,500	\$1,875	Keith Meyers	Keith Meyers	Jon Hazelgren	40	Tina Faulkner-but Socle overpd, owe refund \$625	\$275.00
12/31/2013	Access Group	Exhibit Booth	\$2,500	\$2,500	Kim Swarski	Kim Swarski	Karen Blankenburg	41		
1/6/2014	CMD Outsourcing Solutions	Exhibit Booth	\$2,500	\$2,500	Tim O'Donnell	Tim O'Donnell	David Cooper	45		
1/6/2014	Fellows Memorial Fund	Exhibit Booth	\$2,500	\$1,875	Virginia Santoni	Virginia Santoni	N/A	44	refund \$625 as 1st timer	
1/7/2014	National Endowment for Financial Education	Exhibit Booth	\$2,500	\$2,500	Amy Marty	Amy Marty	N/A	20		
1/13/2014	Next Gen Web Solutions	Exhibit Booth, extra	\$3,000	\$3,000	Jim Grace	Jim Grace	Taige Haines	42, 43	Tara Clendenen, Sharon Gessner	\$550.00
1/13/2014	EdSouth	Non-exhibit contributor	\$2,500	\$2,500	Ron Gambill	Ron Gambill	Melissa Markis	N/A		
1/14/2014	SoFi	Exhibit Booth	\$2,500	\$2,500	Renee Suryan	Renee Suryan	N/A	21		
1/16/2014	Student Aid Services	Exhibit Booth, priority	\$3,000	\$3,000	Natalie Liebhaber-NA	Jennifer Macy	Bob Sercu*	14		check accidentally sent to SCASFAA Treasurer, Melissa is forwarding to Amy M.
1/24/2014	ECMC	Exhibit Booth	\$2,500	\$2,500	Dave Deibel	Dave Deibel	*****Need	19		
1/26/2014	cuStudentLoans powered by LendKey	Exhibit Booth	\$2,500	\$1,875	Patrick Ziegler	Patrick Ziegler	N/A	24	\$1600 takes into account 1st time, plus he already paid conf reg fee.	
1/28/2014	Nelnet Responsible Repay	Exhibit Booth	\$2,500	\$0	Christopher Earnshaw	Christopher Earnshaw	Carla Holness	23		
2/3/2014	EdManage	Exhibit Booth	\$2,500	\$2,500	Anne Harvin Gavin	Anne Harvin Gavin	Ray Jones	22		
	HigherOne, Inc.	Exhibit Booth	\$2,500	\$0	Dana Pacelli	Mary Johnson		46		
	Total Standard		\$82,500	\$75,625	\$1875 in discounts					
	Total Sponsorship		\$104,000	\$88,250	\$2750 in discounts, \$9500 due=\$101,250					

Date Registered	Organization	Sponsorship Commitment	Amount Due	Amount Paid	Point of Contact	Comp 1	Comp 2	Booth #	Other Attendees	Amount Paid
	*Bob Sercu took Shannon Blackwell's place for SAS. Registering today	**Karen VanMeter cannot attend-Fifth Third No sub at this time	1st Time Vendor-25% discount		***Kailash Mathur-Not atending for LendKey	****Kim Alexander not attending. Chansone subbing so she is now comp	*****Getting to me ASAP		money owed for booth or conf reg.	
		Comp Booths								
	SASF AA 2015	Exhibit Booth	N/A		Chris Tolson	N/A	N/A	26		
	SASF AA New Aid Officers Workshop	Exhibit Booth	N/A		Tabatha McAllister	N/A	N/A	25		
		Tentative Booths								
	EverFi									

Budget and Finance
Terri Parchment

Summary of Goals for 2013-2014

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

Activity: An outside firm was used to file the 990 form with the IRS. This is complete.

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 December 31, 2012 SASFAA's assets totaled \$831,523.12. The 2013-2014 budget is: \$380,125 and the total contractual obligation is currently at \$160,061.75.

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 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 (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.

Budget and Finance (Cont.)
Terri Parchment

Activity: Treasurer submitted all of the necessary reports to Mike Dunn – SASFAA’s accountant. He prepared the report and it was submitted to the President for signature and was filed 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

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

Room Rate is \$159.00

Tax is 14.13%

Complimentary Rooms and Concessions

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

Cancellation Provisions

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

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

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

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

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

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

Total liability as of February 2014: Liability charges based on individual contracts and timing	\$119,250
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Budget and Finance (Cont.)
Terri Parchment

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 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)

Total liability as of February 2014: Liability charges based on individual contracts and timing	\$10,017.00
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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

Budget and Finance (Cont.)
Terri Parchment

- Discounted self-parking at \$10.00 per day
- Ten Complimentary self-parking passes
- \$5 rebate per room to the association based on 1,000 room nights
- Meeting planner points to designated by the association \$50,000 points
- 30% discount will be extended on AV
- Hotel service fee waived
- Reduced staff rate of \$109

Cancellation provisions

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

More than three months – less than six months – 75% damages = \$119,846.25

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

Total liability as of February 2014: 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

Total liability as of February 2014: Liability charges based on individual contracts and timing \$30,794.75

SASFAA, Inc. Investments as of December 31, 2013

BB&T Checking	\$ 68,246.88
BB&T Savings	\$ 77,766.93
Edward Jones – Money Market	\$ 90,309.68
CD – Citibank	\$ 20,497.29
CD – Rollstone	\$ 5,068.70
CD – State Bank	\$ 50,851.99
Charles Schwab/NASFAA	\$293,614.36
Franklin Low Duration/Edward Jones	\$ 4,546.90
Short Duration-JPMorgan/Edward Jones	\$ 50,653.40
Short Duration-Lord Abbett/Edward Jones	\$169,966.99
Total Assets	\$831,523.12

Budget and Finance (Cont.)
Terri Parchment

SASF AA, 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

SASFAA FY 12 Financial Review

Report of the Budget and Finance Committee Financial Review FY 2012-2013

Review Date: January 17, 2014

On January 17, 2014 members of the Budget and Finance Committee completed a financial review of the SASFAA records for fiscal year July 1, 2012 through June 30, 2013. The following is a summary of the review.

Budget and Finance Committee Members:

Terri Parchment:	Budget and Finance Committee Chair
Committee Members:	Sonja McMullen
	Jennifer Priest
	Bill Spiers - absent

General Overview

Primary areas included in the review were extracted from the financial requirements outlined in the SASFAA Policies and Procedures Manual and the Guide to Financial Management with the latter document serving as the primary source for financial requirements. Specific exceptions noted as a result of the review are outlined below.

The committee commends the treasurer for an outstanding job of complying with the policies and procedures of the association and for maintaining the Association's records in excellent condition and in an orderly manner which was easy to follow and understand. It was noted that board group meals contained a listing of board members and guests. There were notations of payment for the guest attendees. It was further noted that credit card statements or other reimbursement requests were corrected and proper documentation was requested prior to payment. The treasurer's attention to detail was noted on numerous occasions and request forms were corrected prior to payment. The treasurer's efficiency made the review much more manageable.

The committee commends the board for providing MapQuest or other detail of mileage. As well, the committee appreciates the board working within the framework of the established budget.

Scope of the Review

At the recommendation of the 1999 Financial Securities Task Force, the SASFAA Board approved establishing the Finance and Audit Committee, now the Budget and Finance Committee. One responsibility of the Budget and Finance Committee is conducting an annual review of the Treasurer's records and procedures.

This review covered financial transactions and related documentation occurring from July 1, 2012 through June 30, 2013. Transactions were evaluated to verify that established Association guidelines and reporting requirements were followed. A list representing specific areas covered during the review is provided at the end of this report. While this review is not all-inclusive, it provides the Association management with a snapshot of the current condition of its financial practices and an assessment of the procedures in place that drive financial transactions. The absence of reference to specific practices should not be deemed approval of those practices. Specific recommendations resulting from this review, where appropriate, are included wherever an exception is noted.

Budget and Finance (Cont.)
Terri Parchment

Period covered by the review: July 1, 2012 through June 30, 2013
Accounting Software: Quick Books online version
Basis of Accounting: Cash
Treasurer for 12-13: Nancy Garmroth

Reference/Observation/Recommendation:

1) Reference: The SASFAA Travel Expense Guidelines require receipts for luggage fees.

Observation: During the review it is noted a travel reimbursement form did not contain one receipt for a luggage fee paid at the airport. The requestor indicated that they were not able to print the receipt at the airport and that you cannot go back and print it after the trip. These events were documented with the proper emails to the Treasurer from the board member.

Recommendation: Credit Card Users should be diligent to retain the necessary receipts and submit them to the treasurer within the specified timeframe.

2) Reference: SASFAA Travel Expense Guidelines

Observation: It was noted that a committee member had to pay a \$175 airline change fee due to the fact that she incorrectly booked her date to return from her destination. The member tried to check in and the airlines told her she had booked the return flight for the next month. The Treasurer documented this event with emails from the committee member, committee chair, and approval from the President for the fee to be paid and charged to the committee budget line item.

Recommendation: Committee chairs are encouraged to stress to their committee members to use caution when booking flights and entering travel dates. Any errors that will cause a penalty should be reviewed and approved/denied by the President.

Budget and Finance (Cont.)
Terri Parchment

SASFAA Financial Review – FY12

The following represent specific areas to be reviewed as defined by the SASFAA Policies and Procedures Manual and Guide to Financial Management. The committee reviewed 100% of each month's payments.

1	Travel – mileage reimbursed at IRS business rate not to exceed 1000 miles round trip	P&P10.6.1 (1)
2	Travel – airfare reimbursed at coach class are appropriate receipts attached	P&P 10.6.1 (2)
3	Travel – rental vehicles verify President or treasurer approval	P&P 10.6.1 (3)
4	Travel – Taxi and shuttle – verify receipts and “tips” were reasonable	P&P 10.6.1 (4)
5	Lodging – verify reimbursement was at single room rate and receipts	P&P 10.6.1 (5)
6	Meals – verify reimbursement at established rate	P&P 10.6.1 (6)
7	Meals – verify group meal include names of all participants on the receipt Guide: B-\$10 L-\$15 D - \$25	P&P 10.6.1 (6)
8	Printing – verify receipts	P&P 10.6.1 (9)
9	Verify appropriate credit card guidelines were followed	P&P 10.7
10	Expense payments – verify accuracy of approval of payments over \$5,000 and appropriate budget approvals	GFM 7.4.1 Verify 100%
11	a) Payments or reimbursement to President – verify accuracy of expenses and completeness of documentation	Verify 100%
12	Payments or reimbursements to Treasurer – verify accuracy of expenses and completeness of documentation	Verify 100%

Budget and Finance (Cont.)
Terri Parchment

Other items reviewed:

	Other Item reviewed	Reference
13	Tax Returns – ensure that all financial reports including tax returns are filed by established deadlines	P&P 6.3i
14	Verify existence of fidelity bonding	P&P 10.4.1 and GFM 5.3
15	Verify existence of liability insurance	P&P 10.4.2 and GFM 5.4
16	Short Term Investments – ensure no CD greater than or 36 months	GFM 3.1
17	Savings/ Investment: Savings Cash balance and reserve fund - verify no less than most recent operating budget. This amount should not include the current checking account balance	GFM 3.3
18	Checking Account – verify that checking account(s) are interest bearing	GFM 4.1a
19	Checking account – monthly reconciliation reports provided to budget and finance chair	GFM 4.1d
20	Checking account – ensure electronic and online. Access provided to checking and financial software provided to President, Treasurer and Budget & Finance Chair	GFM 4.1e
21	Checking account management a) verify payments greater than \$5000 have two authorizations b) daily reconciliation of cash transactions at the annual conference c) proper receipts for payments verify authorization of President for payments to Treasurer	GFM 4.3 a- f
22	Contractual obligations – verify President is only signature	GFM 5.0

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.

3) Activity 1/14—Reached out to state diversity committees for update on initiatives.

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

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

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

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.

Global Issues Report (Cont.)
Michael O'Grady

Activity continued: 11/1/13-01/29/13 Met with Dr. G. Jones, NASFAA, Dr. Barry Simmons, regarding substituting social media study with financial education/literacy study. Recent University of Maryland Study cites defaults impacted by financial literacy variations based on socio-economic and ethnic background.

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.

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

Global Issues Report (Cont.)
Michael O'Grady

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

Activity: 11/1/13-1/29/14 Preparation for SASFAA conference session on financial aid's role in recruiting and retaining diverse demographics. Committee members Roderick Andrews, University of West Florida, (serves a large veteran population) and Francisco Valines at Florida International (nation's largest Hispanic Serving Institution ((HIS)) will serve as presenters.

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.

Activity: 1/29/14 No activity at this time

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: 11/1/13-1/29/14 As per new White House initiatives—financial education/financial literacy survey will be executed before a social media survey. Survey being vetted. See above.

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.

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.

Site Selection Report
Tracy Misner

(No Board Report for February)

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: 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 has been updated to ensure members are informed of the process to post listserv messages. While the Wild Apricot database is used to manage the listserv group, a new email address has been created to for initial intake, monitoring, and distribution of listserv messages.

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.

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

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

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

Electronic Services Report (Cont.)
Angela Black

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 has been incurred or 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 have 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 February board meeting was prepared and submitted to the secretary by the deadline. No action items are requested from the Electronic Services Committee at this time.

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

Activity: No activity for this time period.

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

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

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

Activity: No activity for this time period.

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

Activity: No activity for this time period.

Electronic Services Report (Cont.)
Angela Black

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

Activity: Overall website assessment, development, maintenance, and enhancement is ongoing – see AMB#2, AMB#3, and AMB#4.

P 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 and discussed with all parties involved in the process last year and this year. A processing and communication plan was put into place. Fields were 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, were directed through the regular conference registration process, provided a deadline for finalizing comps, and advised to hold payment until that time. The treasurer is managing the system action (invoice updates) for the comps in consultation with the Vendor/Sponsor Chair.

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. This is ongoing process. Updates have been made and more are planned.

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.

Activity: A review of the general purpose of a site map has been completed. 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.

Electronic Services Report (Cont.)
Angela Black

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.

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.

Activity – February 2014 – I currently have representation from Kentucky.

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 13th or Thursday, February 20th. 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.

Activity – February 2014 – The EASFAA, MASFAA, and SASFAA “Hill Visits” are scheduled for Thursday, February 27, 2014. So far, six SASFAA representatives are scheduled to be in attendance, representing Virginia, Georgia, North Carolina, and Kentucky.

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.

Activity – February 2014 – 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.

Activity – February 2014 – I currently have representation from Kentucky.

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.

Activity – February 2014 – I currently have representation from Kentucky.

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.

Legislative Relations (Cont.)
Philip Hawkins

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

Activity – February 2014 – I currently have representation from Kentucky.

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.

Activity – February 2014 – I currently have representation from Kentucky.

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.

Activity – February 2014 – I currently have representation from Kentucky.

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.

Activity – February 2014 – Conference calls have been utilized for 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 – August 2013 – No activity to report.

Activity – November 2013 – No activity to report.

Activity – February 2014 – 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.

Activity – February 2014 – The EASFAA, MASFAA, and SASFAA “Hill Visits” are scheduled for Thursday, February 27, 2014. So far, six SASFAA representatives are scheduled to be in attendance, representing Virginia, Georgia, North Carolina, and Kentucky.

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.

Activity – February 2014 – No activity to report.

Legislative Relations (Cont.)
Philip Hawkins

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.

Activity – February 2014 – No activity to report.

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.

Activity – February 2014 – No activity to report.

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

Activity – August 2013 – Done.

Activity – November 2013 – Done.

Activity – February 2014 – 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.

Activity – February 2014 – 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.

Activity – February 2014 – 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.

Activity – February 2014 – 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.

Activity – February 2014 – No activity to report.

Legislative Relations (Cont.)
Philip Hawkins

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

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

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

Activity – February 2014 – I currently have representation from Kentucky.

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

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.

Activity – February 2014 – No activity to report.

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

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

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.

Activity – February 2014 – No activity to report.

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.

Activity – February 2014 – I currently have representation from Kentucky.

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.

Activity – February 2014 – No activity to report.

Legislative Relations (Cont.)
Philip Hawkins

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.

February 2014 – Summary of Activities

- 1) Continued with planning with EASFAA and MASFAA regarding the Joint Associational Hill visits scheduled for February 27, 2014.
- 2) Continued with planning for two conference sessions on Legislative Advocacy for the 2014 Annual Conference in Jacksonville.

Membership Committee
Marian Dill

Summary of Activities

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 third email was sent on January 3, 2014 (Resolve to Join SASFAA) to any individual who had not initiated their 2013-2014 membership.

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 third solicitation email was sent on January 3, 2014 to any individual who had not initiated their 2013-2014 membership.

LRP 6.7 Provide mentoring opportunities for new members

Activity: A subcommittee consisting of three membership committee members (Janee Knippenberg, Dana Kelly and Amber Beason) is overseeing this project. Currently there are 90 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 solicited participation from the Executive Board during the November board meeting and made assignments. Mentors were encouraged to reach out to their mentees before Thanksgiving. As well mentors were encouraged to reach out to mentees prior to the conference to encourage attendance and participation especially during the meet and greet event (Bingo) on Monday evening.

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

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

Activity: As requested by President-Elect Mr. Basford, the membership section of the operation calendar was reviewed and updates were submitted prior to Christmas Break.

PP 6.0e Fiscal integrity will be ensured.

Activity: In collaboration with the Conference Chair, the membership expense line item was charged for conference name badge holders and ribbons.

PP6.11(4) Assist the treasurer with on-site registration at the annual conference.

Activity: Various committee members will work the registration area to assist as needed.

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

Activity: The Wild Apricot database was downloaded on January 27, 2014

Membership Committee (Cont.)
Marian Dill

Statistical Information as of January 29, 2014

2013-2014

- Active Members: 1106
- Honorary Members: 37
- Renewal Overdue or Lapsed 2051

Active Members by State

- Alabama 78
- Florida 143
- Georgia 174
- Kentucky 68
- Mississippi 29
- North Carolina 99
- South Carolina 148
- Tennessee 97
- Virginia 92

Active Members by School Type

- Independent 2 Years 9
- Independent 4 Years 304
- Public 2 Years 169
- Public 4 Years 314
- Graduate/Professional 52
- Proprietary 34
- Lender 38
- Guaranty Agency 25

Communications and Outreach
Vickie Adams

Summary of Activities

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

Activity: Contacted Sara Mackereth at Hollins University work on committee.

LRP 4.2; LRP 4.3; LRP 4.4; LRP 4.5: Committees should be of sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: Contact will be made to each state president to solicit financial aid news worthy activities.

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

Activity: No activity

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

Activity: Following schedule set up by previous committee chair.

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

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

PP 6.0e: Fiscal integrity will be ensured.

Activity: No costs incurred. Chair will work to use email and phone calls to committee members to keep costs to a minimum.

PP 6.0g: Maintain the records of the Association.

Activity: All posts have been maintained since accepting committee chair position in November 2013.

PP 6.12(3); PP 6.12(4); PP 6.12(a); PP 6.12(b); PP 6.12-c: Disseminate quality information to enhance communications among members in a timely and cost-efficient manner.

Activity: Information has been posted in a timely manner from members requesting via emails.

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

Activity: No activity.

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

Activity: A schedule has been planned and is being followed. Post any and all request from the Board when requested.

ZB #6: Solicit a person from each state to serve on the committee to help provide material to be shared on the blog.

Activity: Contact will be made to each state through email and phone contact.

Technology Assessment & Integration
Sarah Dowd

Summary of Activities

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

Activity: Approval granted for the following committee members for the Technology Assessment & Integration Committee:

- Angie Black
- Dana Kelly
- Lester McKenzie
- Janet Nowicki
- Ashley Reich
- Doug Tanner

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: complete – there is no P&P section for the TA&I committee.

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: No activity.

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

Activity: Extended an invitation to all members recommended by state presidents and SASFAA president. The recommended committee members are, to the extent possible, 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: TA&I Committee has 7 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: The committee met via conference call. Special thanks to Dana Kelly for providing the technology to facilitate the conference call.

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 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: Complete.

Technology Assessment & Integration (Cont.)
Sarah Dowd

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

Activity: No activity.

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

Activity: Report complete and submitted to the Secretary for the February Board meeting.

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

Activity: No activity.

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

Activity: No activity.

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.

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: Complete.

ZB #4: Review and assess the use of the listserv versus blog versus Facebook. How can each be used most effectively?

Activity: No activity.

ZB #5: Consider whether the SASFAA Nine News blog is working at its fullest potential.

Activity: No activity.

➔ **ZB #13:** Review all areas of the P & P with any aspect to communications or the web-site and make any needed recommendations for updates based on how things should work going forward.

Activity: The TA&I committee has begun review of the P&P. Suggested changes in web access and P&P as follows:

The committee recommends changing the position description for the Electronic Services Chair to a two year term or including a transition year as rising chair. The appropriate President-elect should facilitate the transition year by placing the rising chair on the Electronic Services committee early in the year.

The committee recommends changing the policy to allow some amount of flexibility, for the Electronic Services Chair to grant access to other individuals, with approval from the President, when deemed appropriate to accomplish tasks associated with SASFAA business or goals and expected outcomes.

➔ **ZB #14:** Review who has administrative rights to update Wild Apricot and determine the validity of each person having those rights. Make recommendations for any changes in assigned rights.

Activity: The TA&I Committee has begun review of administrative rights and suggests access levels as follows:

Technology Assessment & Integration (Cont.)
Sarah Dowd

Website Updates - With the exception of the Conference Chair, should pass through the Electronic Services (ES) Chair. This will allow for consistency in information presented on the website. It also gives better monitoring of layout and settings. The Conference Chair should be given Administrator access to allow for immediate updates of important conference information and assistance with registration issues.

Emails – Emails should be posted through the Communications and Outreach Chair, or the Electronic Services Chair.

➔ **ZB #15: Evaluate Wild Apricot - cost/benefit analysis and how can the current issues with it be resolved?**

Activity: Requested Executive Board members send list of praises for and/or concerns with Wild Apricot. None received. Is this item complete - with no current issues?

VASFAA President Report
Ashley Reich

Summary of Activities

- On Wednesday, August 7, 2013, Ashley Reich participated in a CACGP (College Access Challenge Grant Program) Meeting in Richmond, VA. The purpose of this meeting was to collaborate with other state organizations and to develop partnerships for the future. This meeting focused on discussing the various events throughout the state and the challenges that are being faced with budget cuts.
- On Thursday, August 15, 2013, Ashley Reich participated in a Roanoke Roundtable that was put on by the U.S. Department of Education. This particular meeting focused on various activities to promote growth and awareness of the different events happening in all of the organizations. VASFAA was able to start a partnership with VCAN (Virginia College Access Network) and VACRAO (Virginia Association of Collegiate Registrars and Admissions Officers) during this 1-day meeting.
- On Friday, October 4, 2013, Liberty University in Lynchburg, VA hosted our annual one-day Fall Non-Conference Workshop. Due to sequestration, our ED speaker was unable to join us, but we were able to have Karen McCarthy from NASFAA, Beth Miller/Becky Robinson from Virginia529 and Lee Andes from the State Council of Higher Education in Virginia (SCHEV) as our distinguished panel of speakers. There were 132 registered attendees for this one-day workshop.
- Ashley has participated in once a month conference calls with ED to discuss updates to Virginia's FAFSA Completion goal. Virginia was challenged to increase their FAFSA completion by 4% over last year, which equates to approximately 14,939 additional applications.
- On Friday, November 1, 2013-Sunday, November 3, 2013, Ashley Reich attended the SASFAA Fall Board Meeting in Raleigh, NC.
- The first of Virginia's "Going to College is as Easy as 1-2-3" campaign began with College Nights in Virginia that took place from November 1, 2013-November 15, 2013. This is an ECMC-sponsored activity and it focuses on helping students choose the right college, understanding why college is important, how to pay for college and scholarship searches and scams. There were 27 sites available for students to attend this year and most of the sites had attendance ranging from 200-500 students. ECMC sponsors pizza and refreshments, along with four \$500 scholarships awarded in a random drawing at each site.
- The second of Virginia's "Going to College is as Easy as 1-2-3" campaign took place shortly after from November 18, 2013-November 22, 2013. This event was Virginia College Application Week, sponsored by I-Am-The-One, where students are encouraged to submit at least one college application and many colleges/universities waive college application fees during this time.
- On Wednesday, December 4, 2013-Friday, December 6, 2013, Ashley Reich attended the VCAN Conference in Portsmouth, VA as a special guest and presenter as part of the VACRAO/VCAN/VASFAA partnership. Ashley Reich was privileged to be able to have the opportunity to speak on Loan Repayment Plans and provide this organization with a VASFAA update at the closing session.
- On Thursday, December 12, 2013-Friday, December 13, 2013, Ashley Reich attended the VACRAO Conference in Wintergreen, VA as a special guest and presenter as part of the VACRAO/VCAN/VASFAA partnership. Ashley Reich provided the Federal Update as well as a VASFAA update at the closing lunch session.
- On Friday, January 31, 2014, Ashley Reich participated in an Executive Roundtable on College Access at SCHEV's headquarters in Richmond, VA. This meeting gathered other state organizations to discuss college access in Virginia as well as the collective impact that each organization has throughout the state. There were challenges and initiatives presented in this meeting from each organization.
- February 1, 2014-February 8, 2014 kicked off the third event of Virginia's "Going to College is as Easy as 1-2-3" campaign with Super FAFSA Week. Over 60 sites participated in this event for 2014 and focused on providing one-on-one FAFSA filing assistance for students as well as giving a Financial Aid presentation on the various grant/loan/scholarship options.

VASFAA President Report (Cont.)
Ashley Reich

- On Monday, February 10, 2014, Ashley Reich attended and led VASFAA's Winter Board Meeting in Norfolk, VA. This board meeting focused on visiting a potential 2015 conference site at the Norfolk Waterside Hotel. Each board member provided updates for their various committees and the board brought in two committee chairs to attend this meeting, Conference and Non-Conference, as they are preparing for upcoming events in March and May.
- Virginia was featured in the National College Access Network Digest for its work on the "Going to College is as Easy as 1-2-3" campaign and providing consistent access to students throughout the state.
- **Upcoming Events:**
 - Thursday, March 6, 2014 will be VASFAA's Spring Non-Conference Workshop at the University of Mary Washington in Fredericksburg, VA.
 - Sunday, May 18, 2014 will be the New Aid Officer's Workshop at the Omni Richmond in Richmond, VA.
 - Monday, May 19, 2014-Wednesday, May 21, 2014 will be VASFAA's Annual Spring Conference at the Omni Richmond in Richmond, VA.
- No items for discussion at this time.

Respectfully submitted,

Ashley Ann Reich, 2013-2014 VASFAA President

Georgia Board Report **Cathy Crawley**

Summary of Activities

GASFAA Executive Board members and their committees continue to dedicate many hours to insure that our annual goals are achieved during 2013-2014. Our winter board meeting was initially scheduled for Thursday, January 30, 2014 in Macon, Georgia but was cancelled to the winter snow storm. This meeting has been rescheduled for Wednesday, February 5, 2014.

Susan Smith, President-Elect, and her committee have finalized proposals for conference sites for the 2015 and 2016. These proposals will be presented to the Board at their rescheduled winter meeting. Susan has registered for NASFAA's Leadership Conference scheduled in March.

Past-President, Philip Hawkins, and his committee have worked diligently to present a full slate of officers and it will be presented to the Board for approval at the rescheduled winter meeting. In addition, nominations for GASFAA awards will be reviewed.

Sarah Baumhoff, Vice President of Programs, met with her committee in November 2013 at the conference hotel. Conference theme/logo, tentative agenda, session proposals, and registration information are in the final stages. The conference will be held at the Macon Marriott Conference Center on May 21st – 23rd. We look forward to GASFAA's own, Amy Moser, providing the SASFAA update due to scheduling conflicts for Zita and Nathan.

Anté Williams, Vice President of Professional Development, and his committee are hosting a Winter Workshop on Tuesday, February 5th at Central Georgia Technical College. The session will highlight current and upcoming FAFSA changes as well as Verification updates. Also, Jill Rayner, a GASFAA Past-President from the University of North Georgia, will present on Veterans' Benefits. Jill is an expert in this area having worked at UNG which is designated as the University System of Georgia's Military College.

Pat Barton, Treasurer, and Jody Darby, Treasurer-Elect have worked collaboratively to continue the definitions of duties of these positions. In addition, they have worked with other board members in the implementation of new on-line services related to payments.

Pennie Strong, Budget & Finance, and fellow committee member, Doug Tanner, have met with GASFAA's Edward Jones representative to review our investment plan. Plans are underway for our representative to present to the Board in May with invitations being sent to the officer candidates to attend to learn more about our investments. Pennie continues to research potential liability insurance needs for GASFAA.

Communications & Technology Chair, Mitchell Fagler, has worked collaboratively with other board members to implement a new Sponsors Payment page on our website. This new attribute is "live" and working successfully. Additional to regular maintenance of the website, Mitchell has been busy with blog posting submitted by various members of the board.

Amber Singletary, Diversity & Community Action Chair, and her committee have been an active group during this "revitalization" this year. Amber attended the Georgia School Counselor Association conference on Jekyll Island in November hosting a table with various financial aid information brochures available. On January 24th, Amber provided a table at a college fair held in conjunction with Georgia Student Finance Commission's "College, Yes You Can" event. The committee is busy preparing for a charity function at our annual conference.

Nancy Ferguson, Leadership Development Chair, and her committee have done a fantastic job communicating with the membership via the listserv this year with monthly leadership-themed articles. Nancy has contacted all institutional Financial Aid Directors to solicit nominations for participants in a free, pre-conference Leadership workshop. Her committee is meeting on February 4th to finalize course content and presenters.

Felicia Ailster, Legislative Affairs Chair, and committee are in the final stages of planning and hosting the first annual "Achieving the Dream Trip" to the Georgia State Capitol to meet with state representatives. Nominations were solicited from the GASFAA membership for students that are currently or have in the past received some type of state aid to finance their education. The selected students will accompany the committee on this visit to share their success stories that may not have been possible without the state aid funds. Additionally, Felicia has committed to participate in the SASFAA Legislative event in late February.

Truitt Franklin, Vendor/Sponsor Coordinator, worked collaboratively with other board members to plan, create, and implement the new on-line Sponsorship form and payment module.

Georgia Board Report (Cont.)
Cathy Crawley

Georgia Student Finance Commission hosted its annual “College, Yes You Can Day” at the State Capitol on Friday, January 24th. Over 250 middle and high school students assembled in the South Wing of the State Capitol to hear remarks from several keynote speakers. Dr. Pat Burd, GSFC Board Chairwoman welcomed the crowd. I, as GASFAA President, discussed the importance of post-secondary education and financing a college education. Concluding the speakers, the Honorable Governor Nathan Deal encouraged the students to play their part in all that Georgia has to offer. The students were then escorted to the Atlanta Freight Depot for information sessions, a college fair and lunch.

Discussion

None presented at this time.

Mississippi Board Report
Greg Windham

Summary of Activities

Greetings everyone, I hope that you have all settled in from the holiday vacations. I also hope that each of you were able to enjoy the time off with your families and reflect on all that we have to be thankful for. Please remember those who have lost loved ones or that have been going through various illnesses. SASFAA is a big family and we all need someone to lean on from time to time.

Our Financial Aid 101 workshop will be held at beautiful Lake Tiak-O'Khata, March 25-27. We had wonderful reviews from last year's meetings and this year should be nothing less. Brenda Pittman has been working hard to make sure everything is in place. This is a wonderful opportunity for those who have been in our profession for about a year or less. There is lots of knowledge to be learned as well as great food and fellowship.

Networking is a key part of the MASFAA structure and this is a great place to start. Space is limited so sign up now before it is too late. All related information can be found on our website.

We had an outstanding Fall training session and it was huge success. We had another great turnout and received valuable information from our resident Fed expert as well as from our own members. Thanks to everyone that attended and helped make it such a success.

Please remember the SASFAA Conference coming up February 16-19.

Also remember the MASFAA Conference will be held in beautiful downtown Natchez, MS, May 14 – 16. Hopefully by then we will have much warmer weather.

Thanks and God Bless

Tennessee Board Report
Jeff Gerkin

The TASFAA Fall Training Series workshops, consisted of three training events held in locations across the state to provide a federal update, State update, and specialized financial aid training in the areas of direct loans and verification. The Training Chair announced that over 160 participants attended the one day workshops. Over 60% of this year's attendees had more the 5 years of financial aid experience.

The TASFAA Executive Board met on January 24, 2014. One of the main action items was the approval of several Association Bylaw amendment proposals. The amendments of note relate to the voting process regarding Bylaw amendments and non-school members serving in elected Executive Board positions.

The 2014-15 TASFAA election process will be completed as of the presentation of this report. The election process and selection of candidates went very well as the Nominations Committee had a wide range of members willing to run for office this year, resulting in a nearly full slate of candidates. The approved election slate also resulted in a number of first time candidates, which is an encouraging sign as TASFAA seeks to develop future Association leaders.

Preparations are well underway for 2014 TASFAA Conference being held at the Cool Springs Marriott in Franklin, TN, April 6-9, 2014, under the coordination of Karen Hauser, Conference Chair. This year's conference theme will be "Driving Uncertainty into Opportunity". General session speakers scheduled to present include inspirational speaker, Matt Jones, a guest from NASFAA and a federal presenter. TASFAA also looks forward to hosting Nathan Basford - SASFAA President Elect and Ashley Reich - VASFAA President at the conference as guests and workshop presenters.

Once again, TASFAA secured a proclamation from Tennessee Governor, Bill Haslam, to designate February as "Financial Aid Awareness Month" in the State of Tennessee.

Celena Tulloss, TASFAA President Elect will attend the NASFAA Leadership Conference in March 2014.

Alabama Board Report
Kevin Ammons

AASFAA had several members participate in 2013 College Goal Sunday Fair on February 1, 2013. I would like to recognize the following members for assistance:

Ashley D. Clemons
Elizabeth Clark
Fred Carter
Stephanie Miller
Sharon Williams

Alabama will host its spring workshop on April 22-25, 2014 at The Battle House Renaissance Mobile Hotel & Spa – Marriott. Currently our conference committee is working on topics and finalizing the agenda. We look forward to hosting SASFAA President Zita Baree, MASFAA President Mr. Greg Windham, and “Our Fed” Mr. Dave Bartnicki providing federal updates.

North Carolina Board Report
Rachel Cavanaugh

Held third Board meeting November 3, 2013 at Harrah's in Cherokee, NC

Held fall conference Nov. 4-6, 2013 in Cherokee, NC

Pending:

Work on project with other State Presidents for SASFAA

2 sessions at SASFAA (one with Mike O'Grady and one with Wayne Kruger)

President-Elect workshop at SASFAA

Board meeting NCASFAA at Cape Fear Community College February 28, 2014

Attend South Carolina's conference March 30-31, 2014

Working on North Carolina's spring conference to be held April 14-16, 2014

Kentucky Board Report
Runan Pendergrast

Katie Conrad resigned her position as KASFAA President. Katie accepted a position outside the state and could no longer serve as KASFAA President. December 10 2013, the KASFAA Executive Board appointed former KASFAA President, Runan Pendergrast to fill the vacant position.

December 13, KASFAA held NASFAA Training at Bluegrass Community and Technical College in Lexington, KY. The training conducted by Ray Kimmel, Assistant Bursar, from the University of Cincinnati. There were 36 attendees that participated in the training.

College Goal Kentucky was hosted at 25 sites throughout Kentucky from December 14, 2013 through February 6, 2014. Many Kentucky parents and students were assisted with completing the FAFSA. This was the first year KASFAA held the event on multiple days.

January 28, KASFAA held its annual KET Call-In Show. This was a live broadcast shown across the state as well as bordering cities in Ohio and West Virginia. On air panelists included: Sandy Neel, Bellarmine University; Victoria Owen, Kentucky State University; Derek Ball, Kentucky Community and Technical College Systems Office; and Summer Gortney, KHEAA. Michael Birchett and the Public Relations Committee did a great job coordinating this event.

KASFAA elections were held January 29 – February 11, 2014. Members voted online for the following candidates: President-Elect Rhonda Bryant, University of Kentucky, and Laura Keown, Centre College; Vice-President for Training Judy Bradley, University of Pikeville; Secretary Kate Ware, Midway College; Private School Representative Mayme Clayton, Transylvania University; and Dawn Graviss, Bellarmine University; Non-School Representative David Baliey, KHEAA/KHESLC. Election results will be announced during the State Meeting at the SASFAA Conference.

KASFAA Support Staff Workshop will be held February 20, in Frankfort, KY. Bob Fultz and committee are planning an informative and fun day for those staff members who keep our offices running daily.

KASFAA's 2014 Spring Conference will be held April 14 – 16 at the Louisville Marriott Downtown Louisville, KY. The conference theme will be *KASFAA Proud - The Heroes Within*. Conference Chair, Mayme Clayton, along with her team are working diligently to provide an outstanding Spring Conference.

KASFAA is proud to announce that Heather Boutell has been elected the 2014 – 2015 NASFAA Representative-at-Large. Congratulations Heather.

South Carolina Report Katie Harrison

The SCASFAA Executive Board met on Friday, January 31st to review the year so far and to discuss future endeavors. Since my last report, and under the guidance of the ad-hoc Financial Planning committee chaired by Nancy Garmroth, SCASFAA has successfully closed out three CDs and has converted those assets to a managed investment account. A number of changes have been approved by the Board and made to the Policies & Procedures Manual to reflect these changes relating to the financial planning of the Association. In just three months, SCASFAA has netted over \$2700 in earnings as a result of this significant change in investment strategy.

SCASFAA's New/Intermediate Aid Officers workshop was held in Columbia on November 4th and 5th, with 39 members in attendance. Vice President Kevin Delp and the Professional Development committee, along with the instructors for the event, did a wonderful job covering a variety of topics for attendees. The feedback was overwhelmingly positive, and select quotes from the evaluation have been posted on the front page of the SCASFAA website.

College Goal events are currently underway, as we have expanded College Goal to a month-long event throughout February. In addition to the primary event on February 22nd, many high schools throughout the state are hosting College Goal activities at their schools throughout the month. College Goal SC is a collaborative effort with the state's Commission on Higher Education, and SCASFAA is actively working with CHE to identify future partnership opportunities in addition to College Goal.

Moving forward, we are working diligently to plan our Annual Conference, in addition to a Pre-Conference Leadership Symposium geared toward mid-level financial aid professionals. We are changing the format of the conference from previous years and will be holding concurrent sessions on Sunday instead of a general session. In addition, we will be experimenting with a two-luncheon format, holding an awards luncheon on Tuesday instead of a dinner banquet. We are looking forward to a number of special guests, including Zita Barree, Justin Draeger, Amanda Sharp, Rachel Cavanaugh, Lisanne Masterson, and a Department of Education trainer. At this time, SCASFAA has secured a total of seven sponsors/exhibitors who will be joining us, and our Sponsorship Chair, Nikki Merritt, is diligently working to increase and finalize that list of partners.

Our Long Range Planning committee, chaired by Elizabeth Milam, has begun work on revising and streamlining our new five-year strategic plan, which will take effect in 2015. The committee is also building in procedures for more thorough and consistent oversight and implementation of the Long Range Plan in the future.

Past President Sarah Dowd and the Nominations and Elections committee have secured and presented a slate of candidates for office for the 2014-2015 year, which has been accepted by the Executive Board and will be voted on by the membership leading up to and throughout the annual conference. Due to a lack of qualified individuals who have the appropriate level of support from their administration, the committee was not able to present a dual slate for each office. However, the candidates we do have are all capable of great work in their respective offices and will be of valuable service to SCASFAA. The slate follows:

President-Elect:	Elizabeth Milam, Clemson University Kevin Perry, Coastal Carolina University
Vice President:	Donna Quick, Columbia College Carolyn Sparks, Wofford College
Secretary:	Kevin Delp, Bob Jones University
Treasurer-Elect:	Earl Mayo, SC Tuition Grants Commission
Member at Large:	Allison Keck, Greenville Technical College Rosalind Elliott, University of South Carolina, Columbia

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.

Training:

- Our Clock Hour Workshop will be held this year February 19-21 in the Jacksonville area. Just across the street from the hotel where the SASFAA Conference will be held. We have both David and Wood presenting. At the time of this submission we have 110 attendees with 8 from out of state (two from Colorado).
- We will hold our 5 regional workshops' for the spring term and expect to have close to 200 in attendance.
- We are working with our State Department of Education to provide a webinar for our members this year using their system. And participated in a state wide line by line FAFSA training.

Executive Board Tasks:

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

Policy & Procedure: Work has begun on combining both our Policy and Procedure manuals into one so as to make it more functional.

Scholarship: This past fall we had a meeting with our financial advisor to go over our scholarships endowment fund and to discuss options. The results and recommendations from that meeting will be presented to the board this February.

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: We are already over our 40k goal for this year's conference with several months to go.

Newsletter: Our fall newsletter went out and was a huge success, we provided it in two formats this fall and will be doing another one this spring.

Membership/Ambassador/Volunteer: no updates

Nominations: We have had a good deal of interest in our open positions, it seems as though we will have a full slate of candidates this year. Our process will begin in earnest after our February meeting in preparation for the elections which will take place the 30 days before our conference.

Outreach: College Goal Sunday planning is well under way. Training for volunteers occurred this week. The Office of Student Financial Assistance has done a great job taking over the main administration of CGS and we foresee great things this year.

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