



AGENDA
Fourth Board Meeting of the 2016-2017 SASFAA Board
B Ocean Hotel – Ft. Lauderdale, FL
June 4 – 6, 2017

Mission Statement as per 2016-2021 Long Range Plan

The Southern Association of Student Financial Aid Administrators was founded in order to establish a community of members, who through the sharing of ideas and professional competencies and experiences would serve more ethically and effectively the diverse needs of students, parents, and institutions. The present and future existence of the association continues to be based on this founding principle.

To facilitate this mission, the association pledges to support professional communications in all areas concerned with the administration of student educational financing programs. The association is committed to developing future leaders by actively involving its membership. To accomplish the goals set forth by the association in a dynamic environment, the Southern Association of Student Financial Aid Administrators offers personal and professional development opportunities and embraces sound principles and practices of aid administration.

Sunday June 4: Travel Day

3:00 – 5:30 PM	Conference Suite Open Snack bags available here.	TBD
5:30 PM	Meet in the Lobby for Dinner	TBD

Monday, June 5

Lido B & C

8:00 AM	Breakfast	Naked Crab or Grad N Go (voucher)
8:45 AM	Call to Order, Welcome & Introduction of Guests Establish a Quorum	Marian Dill

President Dill called the meeting to order at 9:10 am June 5, 2017. The meeting was stated with a reading of the associations mission statement.

Secretary Kruger has checked and a quorum was established.

Announcement of Substitute Voting: President Dill announced the two substitute voting members listed below, replacing the current state presidents that could not be in attendance.

- *Lissa Powell – AL*
- *Stacy Walker - MS*

Welcome to Florida Joan Bailey
 President Bailey gave her welcome to the state

President Dill gave a welcome and thank you to the board, her staff back at her school, and her family. She recognized the issues that the southern region has faced as well as personal issues. President Dill further recognized the state presidents, elected officers, and appointed members as groups individually. Also recognized were the past presidents and other SASFAA members for their assistance this past year.

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

Moved by South Carolina President Perry, second by Virginia President Sartini Motion carries with unanimous vote.

9:00 – 10:00

Action Item: Approval of prior minutes

Secretary Kruger seeking approval of the February Board Meeting Minutes as well as the E-Meetings from March and April. As well as any corrections to the Annual Business Meeting Minutes from the February Conference.

No corrections or additions were submitted, the minutes are approved as submitted and will be posted to the site.

Action Item: Consent of written board reports.

Round of Successes (3-4 minute updates)

Round table 3-4-minute highlight from all 2016-2017 board members, with the 2017-2018 board members doing a quick introduction. Each audible update was a recap of submitted board report.

- Secretary items put forward for review and vote or just review based on time: By-Law suggested changed and one P&P item
- Budget and Finance Chair put forward for review and vote or just review based on time: Guide to Financial Management Budget revision
- Past President Berrier put forward for review and vote or just review based on time: P&P updates

President Dill called a 10-minute break at 10:20AM
Meeting called back to order at 10:30AM

10:00 – 11:30 AM

Review of Reported Action Items/ P&P Suggested Changes

Two By-Laws Changes presented to the board based on By-Law committee recommendations. Please see board reports for full listing of the wording changes.

Change 1: Motion Secretary Kruger, second by Florida President Bailey, Unanimous approval

Change 2: Secretary Kruger, second by Georgia President Allister, Unanimous Approval

Past President Berrier Submitted several recommendations for updates to the P&P. Please see board reports for full listing of the wording changes.

-5.8 change presented with no discussion. Motions by Past President Berrier, Second by Virginia President Sartini, Unanimous Approval.

-6.7b change presented with discussion from several board members as to the need to change the section. Discussion was tabled for further review, not vote taken.

- 6.2 change presented with discussion on if it's meant to be the actual 6 elected members vs meaning the state presidents as well. Past practice was to include the board voting members.: Motions by Past President Berrier, Second by Treasurer Handcox, Unanimous Approval.

- 6.2a change presented but was pulled for future review

- 12.3, 12.4, 12.5.1, presented but did not require vote and will be updated as submitted.

11:30 AM

LUNCH

Wreck Bar

12:00- 1:00 PM

NASFAA Thought Force Conference Call

President Dill and Past President Berrier were on the conference call and it was opened up to board members to attend to listen in so as to better prepare for the meeting at the national conference.

The meeting was called back to order at 12:57PM after the conference call. Clarification on who was invited and who got the invite to the meeting at NASFAA.

1:00 – 1:30 PM

GAP Report

Amy Berrier

Moved up to 10:30am, Past President Berrier reviewed the annual GAP report. Some suggestions from the current state presidents were brought forward covering the state president exchange, the PowerPoint used at conferences, and better explanation of SASFAA governance and procedure. Further highlights included some fiscal review, GAP process overview, and how best to set current year board goals that tie to LRP and GAP recommendations. One area of concern was a lack of mentorship and how best develop leadership.

Several members of the GAP committee and Board gave input and positive thoughts on the GAP process and how it works for the furtherance of the association. It was questioned if the public posting of the GAP report as if an individual or committee wasn't able to complete its work could that be used against an individual. Some discussion on that topic by the board on how best to address that. It was discussed to maybe formalize a comment and response section for those to with comments to be added to the report and to the GAP committee to respond.

Review of Reported Action Items/ P&P Suggested Changes

Continued Discussion and Voting on P&P changes presented by Past President Berrier at 1:16pm.

Motion by Sharon Oliver to change "Board" to "Board of Directors" as a technical amendment. Second by Past President Berrier, Unanimous Approval.

-12.6 item posted for review, Secretary Kruger and Angie Black will review for wording.

-5.2.B and 5.8.5 changes tabled for reference to NASFAA for guidance on how it is written.

-6.5 submitted with no discussion. Motion by Past President Berrier, Second by South Carolina President Perry, Unanimous Approval

6.5.i Motion by Past President Berrier, second by Tennessee President Hauser, Unanimous Approval

6.7 submitted, technical correction no vote needed will be done

6.7.b changes tabled for further review.

6.7.f changes tabled for further review and clarification.

7.5. changes tabled for reference to NASFAA for guidance on how it is written.

Section 5 discussion of expanded duties presented by Past President Berrier and posted for future review taking into account submitted verbiage.

Section 6 discussion of more clearly defining the roles and responsibilities of the nominations and elections committee.

Both sections 5 and 6 were tabled for future review and voting.

6 changes submitted by Secretary Kruger to clarify that committee members do not require board approval. Striking references to such. Motion by Secretary Kruger, Second by Virginia President Sartini, Unanimous Approval

Secondary motion to strike addition board approval recommendation, seconded by Unanimous Approval

6.1 changes submitted by Secretary Kruger to clarify that ad hoc committee members require board approval and move to 6.1.3. Motion by Secretary

Kruger, Second by Georgia President Ailster, Unanimous Approval.

Treasurer Handcox submitted idea that financial review within first 6 months of his/her term. Budget and Finance

1:30 – 1:45 PM

BREAK

1:45 – 2:00 PM

Old/ Unfinished Business

In accordance with P&P given that this is his third year as a New Aid Instructor the board must approve Sean Johnson to be an instructor this year. Past President Berrier moved to approve, and President Elect Oliver second, Unanimous Approval.

Budget and Finance Chair McKenzie submitted to the board updates and rewording of the budget planning document. A high level overview of the key elements was relayed to the board for review. This is submitted for review and will be voted on in a future meeting. It will be tabled for now.

The conference handbook will be carried over into the 2017-2018 year to continue its work to completion

P&P review to find any conflicts with Roberts Rules of Order will be presented at the July meeting as well.

Discussion on where the GAP report should be presented on the website as well as goals.

Site selection will bring to the July meeting some information on a 2020 conference location and the results of the member survey.

Other unfinished business as listed elsewhere in these minutes will be listed in future meetings.

New Business:

Presentation of gift to the outgoing President Dill.

2:00 – 3:00 PM

Group Activity 1:
Standard Operating Procedures – P&P/GFM Review

A sheet breaking up the board into 5 groups with defined review goals.

Group 1: Organizational Structure and Governance

Group 2: Communication and Collaboration

Group 3: Professional Development

Group 4: Finances/Fiduciary

Group 5: Policy Advocacy

3:00 – 4:00 PM

Group Activity 2:
Goal Setting Transition Activity
Broke up into groups to start reviewing and setting goals and completion dates for the 2017-2018 board goals.

4:00 PM

Adjourn

6:00 PM

Dinner

On own

The 2016-2017 Board will be dismissed at the end of today.

8:00 AM Breakfast **Naked Crab or Grab N Go (voucher)**

9:00 AM **Board Orientation and Planning** Sharon Oliver

Meeting called to order 9:03am with a welcome from President Oliver and a thank you to the board for their volunteering and the work they will do in the 2017-2018 award year.

- Getting Acquainted
 - In order to get the acquainted, we did the 2 truths and a Lie ice breaker.
- Roles and Expectations of Board Members
 - Meeting Highlights – Whiteboard
 - Overview of each person’s roles on the board.
- Goals and Objectives/GAP Report
 - Overview of Association Goals and Objectives so as to start off on the same page
- Volunteer Form Required for All Volunteers
 - Board member read the standing rules of engagement and protocols and signed a confidentially agreement.
- SASFAA Meeting Calendar

Immediate Past-President Marian Dill

- NASFAA Think Tank
 - Also known as the thought force, each member has received the invite to the meeting at NASFAA.
 - Question on how to get information on how many state members compared to the region to the national level. The fear is that if we all fall under NASFAA in some way that many institutions will no longer have a voice.
 - Thought to look into it based on institutions.
- GAP Reporting
 - Goal is to continue to refine the process to make it as supportive as possible and to have it be a helpful tool for the board.
 - Discussion on how follow ups are done and how best to review and understand GAP comments.

President-Elect Bryan Erslan

- Summer 2017 NAOW’s Evaluation
- Year of Planning
 - Overview of activities to date and guide to future updates.

Secretary Wayne Kruger

- P & P Overview
- Board Contact Information
- Board Reports Due Dates
- Operational Calendar Updates and State Conference Dates
- Meeting Minutes Review
- Whiteboard Training
- Creating a Historical Documents Section (prior versions of governing documents, handbooks, guides, and manuals are stored

Coverage of each of the above areas as well as how to update, discussion on creating of a historical document area or how best to handle it. Thought of the

board is to create a link/notice on the page that states that the secretary holds all historical documents and if need be an email to us.

Treasurer

Jody Darby

- Review travel reimbursement procedures
- Reimbursement forms – travel & miscellaneous
- Use of credit cards
- Individual Monthly Reports of Expenses
 - Overview of how to report expenses with examples of proper documentation in a PowerPoint that will be posted to the whiteboard.

Budget and Finance

Nancy Tate

- Overview of SASFAA Finances
 - Last year's budget will be sent out to this year's board as a reference.
- Zero Based Budgeting
 - Description of how and why zero based budgets are used in SASFAA budgets.
- Budget Form
 - Budget reports and estimates are due to Nancy Tate by June 15th. Overview of how to budget for zero base. Most yearly meetings are already budgeted but if there are additional budget items needed it should be on the estimate sent in by the 15th.
 - Discussion of SASFAA property and how to determine its relevance and how to request new and dispose of old property.

12:00

Lunch

Wreck Bar

1:00

Vice President

Celena Tulloss

- Webinars
 - Looking for someone to spearhead the webinars this year with the goal of having at least three this year.
 - Suggestion on a webinar on Legislative Advocacy.
 - Suggestion to use the webinar tool as a way for committee members and board members to connect to the state boards as well.
- Fall Training Workshop/Summit/Conference
 - New this year there will be an enrollment management symposium in an attempt to draw in new members to SASFAA. This will be limited to 40.
- New Aid Officer Summer Workshop Site for 2018
 - Some issues with turn over this year has actually helped to find a good list for next year. This year has been filled. Also working on locations for 2018 with the survey results leading to be near major airports.
- Annual Conference Training Sessions
 - Plan and goal to have two pre-con workshops at this year's conference, with yet to be determined.

Communications and Outreach

Sarah Dowd

- Parliamentary Procedures
 - Overview of Roberts rules of order and how a meeting runs was reviewed.
- Electronic Communications and Notices
 - Plan to coordinate a calendar of events so as to get info out on time and remind people of due dates.
- Articles for Board Members (P&P, p. 51-52)

Other

Sharon Oliver

- Budget Forms
 - Covered in previous section, due June 15th.
- Operational Calendar Updates & State Conference Dates
 - Updated earlier, send to Wayne, Celena, and Chad to update.
- Review and Select Committee Members
 - Review of volunteer list and how to select your committee members. We will use as many volunteers as possible this year and notify them. We need to be sure that when we select our committee to be as inclusive as possible. We will use the white board to track who has been selected to serve. Committee heads will be responsible that their members have selected and have paid memberships.
 - The list of committee memberships from last year will be sent out to review.
 - Discussion of how members are picked and if they should or should have been active at the state level. Sharon will send out a letter as a follow up to each committee chairs email, in that email she will encourage volunteers to be members of their state association as well.
- Goals and Tasks for 2017-18 All
 - Due to the president by June 30th, with mentorship as a key. Review of yesterday's work and how it ties to LRP and GAP. These will then be used to guide future board reports as you continue to work on these goals.
- Individual and group photos for SASFAA Website All

Wrap-Up

Dinner

On Own

Safe travels and see you in Alexandria, VA – July 21-23, 2017.