

Southern Association
of Student Financial
Aid Administrators
August Board
Meeting.

Agenda and Board Report



Prepared by Secretary Wayne Kruger

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AGENDA
First Board Meeting of the 2016-2017 SASFAA Board
Beau Rivage – Biloxi Mississippi
August 6-8, 2016

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.

Saturday, August 6: Travel Day

Magnolia B

3:00- 3:15 PM	Call to Order, Welcome & Introduction of Guests Announcement of Substitute Voting Establish a Quorum	Marian Dill
	<i>Announcement of Substitute Voting:</i>	
	<i>Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business.</i>	
	Welcome to Mississippi	Leigh Ann Hussey
3:15 – 4:00	Roberts Rules of Order	Ron Day
4:00 – 4:15	Presentation of 2016-2017 Goals	Marian Dill
4:15 – 5:15	Budget presentation and discussion	Lester McKenzie
5:15 – 5:30	Signing of Annual Commitments <ul style="list-style-type: none"> • Conflict of Interest • Confidentiality 	
6:15 PM	Dinner & Hospitality in SASFAA Suite Pizza, pasta, salad and wings from Sals and Mookie Pizzeria http://www.salandmookies.com/	

8:00 AM	Breakfast	Hotel Restaurant
9:00 AM	Call to Order Establish a Quorum <i>Action Item: Consent of written board reports.</i> Review of report format Quick – Round of Successes	
10:00 AM	Review of Reported Action Items	
10:30 AM	BREAK	
10:45 AM	Continue Action Items / P&P Suggested Changes	
12:00 PM	LUNCH	Biloxi Buffet
1:00 PM	Committee Composition Review Volunteer Thank Yous	
1:30	Book Ideas/ Exchange <ul style="list-style-type: none">• Race to Relevance• Creativity Inc.	
2:00	Working Groups <ul style="list-style-type: none">• Training/ Annual Conference• Financial• Governance• Advocacy & Communication• Presidents	
3:00	GAP Review and Possible Reporting Possibilities Old Business New Business	
5:00	Adjourn	
6:00	Dinner	Tasty Tail Seafood http://www.tastytailsbiloxi.com/

Monday, August 8, 2016

Magnolia E

Breakfast

Hotel Restaurant

9:00 AM

Conference Committee Meeting – Azalea B

If for some reason we do not finish our board meeting on Sunday, we will meet Monday morning starting at 9:00 AM.

See you in Orland FL – Embassy Suites – October 24 – 26, 2016



Southern Association of Student Financial Aid Administrators

Marian Dill/President

Executive Board Report/August 8, 2016

Committee Members – Legacy Think Tank

Some former SASFAA Presidents have agreed to serve as a “Think Tank” and mentors to me. My goal is to tap into their knowledge base and hopefully glean from their experiences. The following individuals are working with me in this capacity. This committee will not have any budgetary impact as all interaction will be conducted by email. Their continued support and leadership to SASFAA is valuable and appreciated.

- | | | |
|------------------|-------------------|---------------------|
| • Bill Cox | • David Gelinas | • Lisanne Masterson |
| • Brad Barnett | • Guy Gibbs | • Nathan Basford |
| • Brent Tener | • Heather Boutell | • Ron Day |
| • Carol Mowbray | • Janet Nowicki | • Sandy Neel |
| • Clark Aldridge | • Karen Fooks | • Susan Little |
| • Dave Cecil | • Keith Reeves | • Zita Barree |

Committee Goals for 2016-2017:

Each member of the board will submit their respective goals. A comprehensive listing of goals will be established after August board reports are submitted. My personal goals are:

- to lead and serve with integrity and excellence
- to facilitate efficient and effective board meetings ensuring that the collective voice of the board is heard
- to facilitate training opportunities for membership consistent with our mission
- to provide advocacy opportunities for the advancement of financial aid programs
- to provide effective financial stewardship to ensure the sustainability of the organization
- to provide leadership development for the perpetuation of the financial aid profession

Some taskforces that have been appointed to help meet the above stated goals and are listed below. The chairs of the respective taskforces who are not otherwise on the board will report to the President and will not attend the board meetings.

- Leadership Symposium – Brad Barnett Chair
- State Presidents Liaison – Nathan Basford
- Web Trainings – Amy Berrier
- Executive Board Cost Containment Planning – Sharon Oliver
- 5 Year Financial Plan – Lester McKenzie

As well Ron Day has been appointed to serve as Legacy/LRP Chair for the purpose of addressing several Long Range Plan goals of:

- Refining the SASFAA mission statement
- Refining the SASFAA vision statement
- Exploring the usefulness of having / developing a diversity commitment statement
- Provide historical voice to the board during meetings

LRP and GAP Goal Activity To Date:

2016-2017 Theme –

The theme for 2016-2017 is *Building a Legacy...One Student at a Time!*

Transition Meeting –

Was held in St. Pete Beach Florida on June 12-15, 2016. Transition began in the late afternoon of June 13 and continued throughout June 14. The goal for transition was training, training and training. The following are some highlights:

- Exchange and collaboration between incoming and outgoing individuals reviewing the position duties and organizational calendars
- Think tanks were held which grouped various individuals into the following groups:
 - State presidents
 - Fiduciary
 - Annual Conference
 - Advocacy / Communication
 - Governance

These respective groups were tasked with reviewing the Long Range Plan and 2015-2016 GAP for the purpose of developing recommendations and providing suggested goals for the 2016-2017 board

- Sandy Neel led a session on elements of success and governing documents. During this session, board members reviewed critical governing documents (Bylaws, P&P, Long Range Plan and 2015-2016 Governance & Planning). A hands-on exercise was conducted to find various things, rules, policies, etc. within the SASFAA governing documents.
- Terri Parchment and Jenelle Handcox provided a session on the fiscal fitness of SASFAA which reviewed various components of financial matters (budgeting, allowable reimbursements, investments, etc.)
- Ron Day presented a session about the legal duties of serving on a non-profit board.
- Celena Tullos led a session on time saving techniques and how the 2016-2017 board will use the SASFAA website to share board information on a secure page.
- Standing Rules of Engagement and board protocol was presented.
- 2016-2017 goals were developed.

NASFAA –

NASFAA celebrated its 50th anniversary in Washington, DC July 10 – 13, 2016. I was able to attend (expenses covered by Lee University) and participate in the following SASFAA focused activities:

- NASFAA's board dinner – It was a pleasure to attend the NASFAA board dinner prior to the opening of the conference. This provided an opportunity to network with the NASFAA board / leadership and to begin the process of preparing to serve on the NASFAA board.
- Breakfast planning meeting with Sharon Oliver, Lester McKenzie and Bryan Erslan. The meeting focused on goal planning and budgeting for 2016-2017 activities. SASFAA paid for the associated cost for breakfast.
- State Presidents dinner – eight of the state presidents, Nathan Basford, Lester McKenzie and I were able to have a networking dinner. This provided an opportunity to discuss projects and goals for 2016-2017 as well as general networking. SASFAA sponsored appetizers for this event.
- NASFAA's regional / state presidents breakfast – I attended this breakfast and learned about potential collaboration opportunities between NASFAA and the other FAAs. I am happy to report the SASFAA region is 2nd in most NASFAA credentials held. Kudos to all the states and members for their focus on serving with excellence and integrity.
- Other spontaneous meetings were held throughout the conference which allowed for idea sharing and collaboration for the development and planning of 2016-2017.

Budget & Finance Transition / Planning Meeting –

Lester McKenzie and I met with Terri Parchment at the TSAC offices on Wednesday, July 20th. There were no travel expenses for me as I was already in Nashville for Lee related business. During this meeting, Terri provided training about SASFAA investments, contracts, budgeting and general overview of the budget and finance position. The SASFAA historical financial records were given to Lester McKenzie 2016-2017 B&F Chair. I appreciate Terri's willingness to provide this training and found the face-to-face meeting very helpful. Thank you to TSAC for providing lunch for us.

The 2016-2017 draft budget has been developed and email communications as occurred with various board members. At the time this report was written, I had not received the final 2015-2016 end of the year budget. In order to help the treasurer, budget and finance chair as well as the incoming president, it will be helpful for the outgoing board to submit all expenses by June 30. Having the end of the year budget from the prior year is critical in the development of the new year draft budget.

Terri Parchment has been working with the various financial institutions to change the authorized signers. Amy Barrier (2016-2016 President), Terri Parchment (2015-2016 Budget and Finance Chair) are being removed from the accounts and Marian Dill (2016-2017 President) and Lester McKenzie (2016-2017 Budget and Finance Chair) are being added. This process should be completed after the August board meeting once the minutes stating the changes have been authorized and the signatures forms have been submitted.

Travel Plans for 2016-2017 –

To help conserve travel cost the following schedule has been developed for state conference travel. As per the P&P individuals representing SASFAA at their respective state conferences will not charge SASFAA for travel to that conference. Also, SASFAA will be represented by various board members at some state conference in order to minimize travel cost.

If the SASFAA budget is strong toward the end of the fiscal year, it is my hope that the board will consider the possibility of covering the cost for the outgoing-president-elect (Sharon Oliver) to attend NASFAA. As indicated above there was substantial amount of SASFAA business conducted during the NASFAA conference. Also, this conference is a leadership development opportunity for the SASFAA incoming-president.

2016 DATES	EVENT	LOCATON	SASFAA Rep
October 6-7, 2016	AASFAA Fall Training	Montgomery, AL	NA
October 12-14, 2016	KASFAA Fall Conference	Louisville, KY	Marian
October 26-28, 2016	SASFAA Leadership Symposium	Orlando, FL	Marian, Sharon, Jody
November 13-16, 2016	NCASFAA Fall Conference	Concord, NC	Sharon (no cost)
November 17-18, 2016	NASFAA Fall Board Meeting	New Orleans, LA	Amy / Marian
2017 DATES	EVENT	LOCATION	SASFAA Rep
	NASFAA Leadership Symposium	Washington DC	Sharon & Jody
February 12-15, 2017	SASFAA Annual Conference	Biloxi, MS	
April 2-5, 2017	SCASFAA Annual Conference	Myrtle Beach, SC	Sharon
April 9-12, 2017	NCASFAA Spring Conference	Wrightsville Beach, NC	Amy/Sharon (no cost)
April 9-13, 2017	AASFAA Annual Conference	The Shoals-Marriott Conference Center Hotel and Spa, AL	Marian

April 19-21, 2017	KASFAA Spring Conference	Bowling Green, KY	Brian Erslan (no cost)
April 23-26, 2017	TASFAA Annual Conference	Murfreesboro, TN	Marian (no cost)
April 23-26, 2017	VASFAA Annual Conference	VA Beach, VA	Sharon
May 30-June 2, 2017	GASFAA Annual Conference	Pine Mountain, GA	Jody Darby (no cost)
May 30-June 2, 2017	FASFAA Annual Conference	Orlando, FL	Marian
June 4-7, 2017	SASFAA Transition Meeting	Fort Lauderdale, FL	
June 14-16, 2017	MASFAA Annual Conference	Starkville, MS	Amy
June 26-29, 2017	NASFAA Annual Conference	San Diego, CA	Amy, Marian
TBA	Inter-Regional Exchange		Sharon
TBA	Hill Visits		Amy, Marian & Sharon
TBA	GAP		Amy/ Sharon / elect-elect

2016-2017 Volunteers –

The volunteer form was updated (by outgoing Electronic Services Chari – Ken Cole) to more accurately reflect the 2016-2017 needs/composition of the current board. Volunteers were solicited from the membership throughout the month of June 2016. Thank you to Jody Darby and Angela Black for sending out multiple communications in various formats (listserv, FB, etc.) to communicate the opportunity to volunteer.

The list of 55 volunteers was emailed to the board on 7/13/16. Committee chairs were encouraged to use volunteers when possible. Thank you notes will be written to each volunteer and signed by board members during the August board meeting. Committee members do not require board approval however, during the August meeting time will be dedicated to reviewing the composition of committee members to ensure there is diversity of committee members.

Motion/ Action Item(s):

The purchase of alcohol for SASFAA events requires board approval. If it is the pleasure of the board to have alcohol provided in the SASFAA suite during board meetings, then a motion and approval is needed. For historical reference, the 15-16 board approved a total of \$300 to be spend for all meetings. Please note they had one less face –to-face meeting than this board will. The \$300 in 15-16 represented \$100 per board meeting.

Policy & Procedure: Changes/ Recommendations:

None at this time.

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

I am thankful for the opportunity to serve and appreciate all the efforts and ideas that have generated for consideration during the 2016-2017 year. I look forward to an enjoyable year as we work together to serve the membership of SASFAA.



Southern Association of Student Financial Aid Administrators

Sharon Oliver/President-Elect

Executive Board Report/August 8, 2016

Committee Members

Chris Tolson Mapes, Jennifer Priest, Sonya McMullen, Terri Parchment, Bill Spires, Tracy Misner, Marie Mons, Nancy Ferguson, Susan Smith, Brent Tener, Clark Aldridge, Carol Mowbray, David Gelinis, Zita Barree, Nicole Patrick, Elizabeth Miolen, Dick Smelser, Sarah Baumhoff, and Tarik Boyd.

Committee Goals for 2016-2017:

The goals of the SASFAA Executive Board Task Force will be to examine SASFAA's activities to determine if there are ways to streamline the budget to control cost. The Task Force will maintain the high quality of service delivered to our constituents and explore ways to reduce expenditures. Invitations have been sent to SASFAA Past Presidents, Past State Presidents, Budget and Finance Chairpersons, Site Selection Chairpersons, and one member from each state. All committee members have not accepted the invitation to participate, the deadline for acceptance is July 29, 2016. Invitees have been asked to renew their SASFAA membership dues by August 5, 2016.

LRP and GAP Goal Activity to date:

GAP Goal 4:

Members were invited from all states to serve on the SASFAA Executive Board Task Force. All business will be conducted through conference calls and electronic mail.

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

N/A



Southern Association of Student Financial Aid Administrators

Amy Berrier/Past President

Executive Board Report/August 2016

Committee Members

Nominations and Elections:

Chair – Amy Berrier

Alabama – Phillip Nelson
Florida – Ryan McNamara
Georgia – Sarah Baumhoff
Kentucky – Laura Keown
Mississippi – Nicole Patrick

North Carolina – Joey Trogon
South Carolina – Elizabeth Milam
Tennessee – Richard Smelser
Virginia – Tarik Boyd

GAP:

Chair – Amy Berrier

Returning – Nathan Basford
Returning – Joan Bailey
New – Janet Nowicki

New – Sandy Neel
Observer – Sharon Oliver, President-Elect
Observer – incoming President-Elect (February 2017)

Webinar Task Force:

Chair – Amy Berrier

Michael Morgan – Rhodes College (4 year private, male, African-American)
Sarah Baumhoff – Kennesaw State University (4 year public, female, Caucasian)
Celena Tulloss – University of TN (4 year public, female, Caucasian)
Robert Muhammed – Winston-Salem State University (4 year, HBCU, male, African-American)
Elizabeth Milam – Clemson University (4 year public, female, Caucasian)
Bill Spiers – Tallahassee Community College (2 year public, male, Caucasian)

Committee Goals for 2016-2017:

Nominations and Elections Goals:

- Utilize conference calls, electronic meetings via GoToMeeting, and email to create a slate of candidates for the 2016-2017 election for the office of President-Elect, and Vice-President
- Make sure potential candidates aware of the responsibilities of a board member and the duties of the position
- Present slate of candidates at the October board meeting in Orlando
- Officially solicit candidates for positions since 2016-2017 year has begun

GAP Goals:

- Meet in April or early May
- Work with past LRP Chair, Sandy Neel, to create and effective process of assessing the work of the Executive Board against the new LRP

Webinar Task Force Goals:

- Work with VP (in charge of training) and task force members on topics of interest
- Hold 3-4 webinars during the year for SASFAA members

LRP and GAP Goal Activity to date:

The 2016-2017 goals and objectives spreadsheet has not been provided to the board as of 7/27.

Activity:

- Emailed the potential GAP Committee members with an invitation to serve on the committee
 - Nathan, Sharon, Janet, and Joan have responded. Still waiting on a response from Sandy Neel.
- Emailed the Nominations and Elections Committee members with an invitation to serve on the committee
- Emailed the Webinar Task Force members with an invitation to serve on the committee
- Reviewed Past President and Nominations and Elections section of P and P for potential changes (recommended below)
 - Discussed and sent to Marian back in June
- Reviewed Bylaws and recommended discussion/potential change
 - Also forwarded to Wayne Kruger, chair of Bylaws Committee
 - Also forwarded to Marian
- Finalized 2015-2016 Budget with Terri Parchment and Jenelle Handcox
 - Will footnote budget, post budget to website, and email membership with update
- Attended NASFAA as a board observer and as President
- Provided needed items for Past President budget line to Lester McKenzie, Budget and Finance Chair, via email per his request. This year is unique in that 3 NASFAA conferences will hit the Past President budget line and this needs to be taken into consideration during budget formulation.
 - July 2016 NASFAA Charges – Amy
 - July 2016 NASFAA Charges – Nathan
 - June 2017 NASFAA Charges – Amy
 - August Board Meeting expenses
 - October Board Meeting expenses
 - June Transition Meeting expenses
 - SASFAA 2017 expenses (registration fee, hotel for 5 nights, travel, and food – per P and P)
 - MASFAA June 2017 expenses (travel at the request of the President)
 - April 2017 Hill Visit expenses (Marian confirmed that I will be in attendance at this event however this may be included in the Legislative Relations budget. I have not seen a tentative budget for 2016-2017 yet as of today).
- Sent official solicitation to SASFAA listserve regarding Nominations and Elections for 2016-2017 on July 27, 2016. Due date for nominations is October 1, 2016.
- Request for award nominations will be sent no later than August 31, 2016.

Motion/ Action Item(s):

Section 6.13.1 – anywhere you see November (board meeting) replace with the “fall” (board meeting)

- 3rd paragraph of Section 6.13.1
- Last paragraph of Section 6.13.1

Also see Section on Policy & Procedure: Changes/Recommendations.

Policy & Procedure: Changes/ Recommendations:

- 1) Item for Discussion: Approval of slate of candidates

Section 6.13.1 – last sentence in section on page 35 – The slate must be presented to the board before being presented to the membership.

Section 7.1 Board – last paragraph on page 47 before e-meeting policy states – Annually, the Board shall meet to approve the nominees for elective office.

In my numerous years on the board, “we” have always stated that the board is not required to approve the slate. To me, section 7.1 requires that we do. Section 6.13.1 only addresses the fact that we should at least present the slate to the board before the membership.

My recommendation – remove the following sentence from 7.1 – Annually the Board shall meet to approve the nominees for elective office.

- 2) Item for Discussions: The Bylaws (Article 4, section 1 (a)(3) currently states that active membership in the association is someone who has paid annual membership dues for the current year. Article 4, Section 3 also states that active membership shall be on an annual basis corresponding to the fiscal year as defined in Article 5 of the bylaws. Article 5 states that the fiscal year of the association shall be from July 1 to June 30.

To assist the boards with the transition period from one board to another, we may want to consider a potential bylaws change allowing a new board (like this year when Marian wanted to approve the Orlando addendum) to vote quickly on a necessary item. The majority of board members at the time had not paid membership dues so we could not vote, nor establish a quorum. Even though membership is considered “active” in Wild Apricot until July 15th, that is not complying with our bylaws.

How should we proceed? One possibility is to change the following:

- Leave fiscal year defined as July 1 to June 30 in Article 5
- Article 4, Section 3 currently reads:
 - Active membership shall be on an annual basis corresponding to the fiscal year as defined in Article V of these Bylaws. Active membership shall terminate at the end of the membership year when a member no longer meets the criteria outlined in Section 1A of this Article. Associate and Retired membership terminates at the end of the membership year.
- Change Article 4, Section 3 to read as follows:
 - Active, Associate, and Retired membership shall be on an annual basis ***and shall expire on July 31st following the end of the fiscal year as defined in Article 5 (July 1 – June 30).*** Active membership shall terminate at the end of the membership year when a member no longer meets the criteria outlined in Section 1(A) of this Article.

Secretary Wayne Kruger and I have discussed this situation. A second possibility is:

Has SASFAA ever considered working into the conference fee next years' membership? FASFAA does so that on July 1 we roll to paid everyone that went to the last year's conference which would include most board members? Or what about the possibility of waiving membership fees for those that serve the board?

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

I will review prior to the August board meeting.



Southern Association of Student Financial Aid Administrators

Michael D. Morgan/ Vice President

Board Report – 8/2016

New Aid Officer Workshop (NAOW)

Heroes: Save a Student; Save the World

The 2016 SASFAA New Aid Officers' Workshop (NAOW) in Jacksonville, Alabama. As a final count we ended up with 91 registrants representing each of the 9 states in the association and DC. Using the NASFAA CORE training materials and Participants had the opportunity to test the following NASFAA credentials depending on their class and experience. The NASFAA University subjects include:

- Application Process
- Student Eligibility
- Cost of Attendance
- Need Analysis
- Verification
- Pell Grants and Afghanistan Service Grants
- Direct Loan
- Return to Title IV
- Satisfactory Academic Progress
- Administrative Capabilities

Aria Simmons, NAOW Curriculum Coordinator, worked directly with Dana Kelly at NASFAA in the determination and approval of credentialing. On July 22nd each participant received a personalized email from Aria instructing them on what credentials they would be eligible. Each participant has been given until October 19th to pass each test they were approved for certification. The class breakdown from most experienced to least was as follows:

Team	Credentials
Captain America	10
Bat Woman and Man	10
Firefighters	8
Unsung Heroes	6
Superman and Wonder Woman	6

Credentialing opportunities will become a significant part of the NAOW experience and as such potential instructors will be prioritized based on their credentialing. I plan on having several discussions with Dana Kelly over the next year to see how SASFAA can lead that initiative.

In addition, David Bartnicki joined us to give a federal update as well as teach Cash Management, Compliance Issues, and help the instructors in teaching professional judgment. All of the states were represented in the NAOW staff.

Last Name	First	Title	Institution	State
Morgan	Michael	SASF AA Vice President	Rhodes College (Avengers)	TN
Simmons	Aria	Curriculum Coordinator	Midlands Technical College (Avengers)	SC
Miller	Stephanie	Campus Coordinator	Jacksonville State University (Avengers)	AL
Hutchins	Wendy	Business Partner	Postlethwaite and Netterville (Avengers)	MS
Molinares	Irma	Business Partner	ECMC (Avengers)	FL
Basford	Nathan	Instructor	Florida State University (Unsung Heroes)	FL
Tulloss	Celena	Instructor	University of TN (Unsung Heroes)	TN
Davidson	Dotti	Instructor	Regent University (Firefighters)	VA
Ball	Derek	Instructor	Kentucky Community & Technical College System (Firefighters)	KY
Hamilton	Ronnette	Instructor	North Carolina A&T State University (Bat Woman)	NC
Tretter	April	Instructor	Bellarmino University (Bat Woman)	KY
Lawrence	Stephanie	Instructor	Albany State University (Wonder Woman)	GA
Cole	Kenneth	Instructor	University of SC – Lancaster (Superman)	SC
Johnson	Sean	Instructor	Hillsborough Community College (Captain America)	FL
Baumhoff	Sarah	Instructor	Kennesaw State University (Captain America)	GA

Following the event we sent out a survey one week after the event and received a 75% response. The overall results were very positive.

The take away from the free form part of the survey, such as:

- Too much material for the week, extremely fast passed.
- Loved the campus, facilities and the food
- Efficiency of having sleeping quarters, meals and classrooms in one building
- General sessions well received
- Concurrent sessions though appreciated rated lower in the NASFAA U subjects
- We need to provide coffee throughout the day

Below are a random sample of some of the comments:

I really enjoyed myself at the workshop. It was very informative and fun! My only concern was not having enough time to effectively learn the information that was provided.
I appreciate all of the hard work and dedication from the staff to make the workshop a success! Keep up the great work! :)
Overall a great workshop. Class time was a bit lengthy and needed maybe a few more breaks. Schedule changed without prior knowledge, however the daily bulletins helped! Dorm room was really warm in middle of night

and classroom A/C was never fixed so it was distracting and uncomfortable. School maintenance should have been notified to correct problem. This was awesome campus and the hospitality was GREAT! Thank you
Please provide coffee 24/7 for us coffee drinkers, lol!
Thank you for a great experience.
The training materials and networking available at the training are in-valuable and I am thankful for the instructors taking time out of their own working schedule to come teach us, the newer and less experienced employees. I know cost is a major variable in the evaluation of potential locations for the training but I would suggest maybe finding a location with more available activities during the evening. Also, I would suggest that spending more time on Sunday, Monday, Tuesday training and covering material-that way it would allow students, and instructors, to "somewhat" have more time on wed-thurs evening to relax and enjoy the networking opportunities.
very well done. Kudos to all of you for putting on a great workshop!
There was too much information presented at the workshop. A better model would be to allow attendees to select 4-6 sessions they would like to attend and focus on those subjects, perhaps shortening the workshop by a couple of days. Also, my instructors made what I thought to be an inappropriate comment about gender when discussing Selective Service requirements.
Had so much fun and learned a lot :)
I had a great time meeting and networking with others in my field. The staff were great and the location was very nice.
The NAOW team did a great job of making the conference enjoyable and very informative, I felt very comfortable asking lots of questions and was happy to learn from others.
This was the best workshop I have ever attended in my many years of working. I had a blast. I will pay out my own pocket to attend next year. That much fun!!! Can't stop laughing and talking about the many activities after class and the food was great.
I really enjoyed this NAOW. Based on my colleagues' info from last years it seems that this JSU location was the best.

Of the 67 who responded to the travel survey of those who drove and carpoled the average travel expense was \$179.67 of those respondents that flew the average cost was \$402.77. This would suggest the travel to the workshop is economical to a majority of the schools in the state. Most participants who flew were from Florida, Virginia, Northern Kentucky and Western TN.

	Poor	Fair	Good	Very Good	Excellent	N/A	Total	Weighted Average
Overall rating of instructors	1.47% 1	1.47% 1	8.82% 6	20.59% 14	67.65% 46	0.00% 0	68	4.51
Instructors teaching abilities	2.94% 2	5.88% 4	8.82% 6	22.06% 15	60.29% 41	0.00% 0	68	4.31
Effectiveness of this workshop	1.47% 1	1.47% 1	7.35% 5	26.47% 18	63.24% 43	0.00% 0	68	4.49
Workshop materials	0.00% 0	2.94% 2	8.82% 6	27.94% 19	60.29% 41	0.00% 0	68	4.46
Compatibility of instructors	1.47% 1	4.41% 3	7.35% 5	19.12% 13	66.18% 45	1.47% 1	68	4.46

Stephanie Miller's creative thinking and hard work allowed us to come in under budget this year. By having the meals catered and NAOW staff setting up, serving and cleaning we were able to significantly reduce our expenses. I should also mention, Wendy Hutchins and Irma Molinaries did an incredible job as business partners. Three business partners are ideal when putting on this workshop and allow the association to better control costs. A special thanks to Amy Berrier who was able to join us for most of the workshop, and provide her insight, instruction and her example of servant leadership.

I believe NOAW along with a higher level of training can be sustained as a value added service of the association annually. We are prepared to implement a few additional cost saving measures this year that will allow us to provide sustainable, desirable training to our membership long term. I recommend that we return to Jacksonville, Alabama in June of 2017.



Southern Association of Student Financial Aid Administrators

Wayne Kruger, Secretary

Executive Board Report/August 8, 2016

Committee Members: The By-Laws committee, chaired by the secretary, annually reviews By-Laws governing the Association. The By-Laws committee recommends necessary changes to the Board. Began forming the committee and am first tapping into previous secretaries to relay on their experience and prior knowledge as well as Ron Day who helped bring attention to aspects of the By-Laws that need to be reviewed. Will expand to additional members as work progresses.

Current Member: Ron Day, Sandra Neel, Amy Berrier, Wayne Kruger

Potential Members from Volunteer form:

Last Name:	First Name:	Institution Name:
Ray	Patricia	The Sullivan University System
Priest	Jennifer	Transylvania University
Reeves	Keith	Clemson University
Hunter-Goldsworthy	Heidi	University of Mary Washington
Spiers	Bill	Tallahassee Community College
Gambill	Ron	Edsouth

Committee Goals for 2016-2017: The committee hopes to review other regional association as well as NASFAA By-Laws to determine if there are any holes to our current By-Laws as well as do a review to ensure that we are on good legal grounds with our By Laws. Our goal is to bring to the October board meeting some preliminary suggestions for By-Law changes in order to have them in place to be vote on in the 2016-2017 election cycle.

LRP and GAP Goal Activity to date:

LRP:

I. **ORGANIZATIONAL STRUCTURE**

- a. **BY-LAWS GOAL:** Ensure the association is legally sound. **OBJECTIVE:** Review the By-Laws annually.
 - i. Formed 2016-2017 By-Laws committee and began to pull together for review examples of By-Laws and legal justification for them.

II. **COMMUNICATION/COLLABORATION COMMUNICATION**

- a. Disseminate information to the membership and appropriate constituencies.
 - i. Collected and sent out to the committee and state presidents links to By-Laws and Articles of incorporation of the various regions as well as links to legal information for each of the SASFAA states.

- ii. Working to separate out appendices into separate documents for posting as well as the Vision and Mission statements into their own document for posting.
- iii. Organized governing documents on the SASFAA website to put them in better order.
- iv. Updated Calendar of events and solicited changes from state presidents.
- v. Begin to pull together several examples of “Safe Harbor” statements that we might use at events to help indemnify SAFSAA against any misinformation.

GAP:

- I. Archive prior versions of the Bylaws on the SASFAA website (at least going forward) so that a historical perspective can be maintained.
 - a. Began to organize and label data on jump drive to ensure the proper order and history is posted on the website.

Other activity: Reviewed the secretary line item on the budget to determine if the current allocation is sufficient. At this time, I have no updates or recommendations. I believe last year’s budget line should be more than sufficient.

Motion/ Action Item(s):

None at this time

Policy & Procedure: Changes/ Recommendations:

None at this time

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Fantastic reading all around, the book on board governance really hit home some points that I think all our organizations can learn from. I think we are already headed there but when the various boards meet in person I think more time needs to be spent in work groups dealing with specific issues and less time reviewing board reports. In general, I think the book gives me some new perspective on what it means to serve on the board of a non-profit. Its good to view what we do from the lenses of a general non-profit.

With regards to “Creativity Inc.” I have been fascinated by this on multiple levels, its more than just a book on creating a productive and creative team, it’s a history of animated films, Pixar, Lucas Arts, etc. Its been a great read and I highly recommend it to everyone. One of the fist chapters of the book talks about meeting structures and how seating arrangements and table layout can create a sense of hierarchy and involvement for some. I would suggest that for each meeting we randomize the seating when possible so that we can create a more inclusive environment for all. It will also help the board get to know one another better and help increase our cohesiveness.



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/Treasurer

Executive Board Report/August 7, 2016

LRP and GAP Goal Activity to date:

Final 2015-2016 expenses were paid and June 30, 2016 bank accounts have been reconciled
Expense claims, travel claims and other reimbursements paid upon receipt
All bills paid upon receipt
Deposits posted bi-weekly
Records and accounts maintained weekly in BB&T, QuickBooks and Wild Apricot
Payments for membership dues posted and receipted weekly
Bank accounts reconciled monthly
Credit card reconciled and outstanding balance paid monthly
PayPal reconciled and deposited monthly
Credit cards have been ordered for new Board members and accounts for prior Board members have been closed
Provided updated forms to Electronic Services Chair for web site

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:



Southern Association of Student Financial Aid Administrators

Lester McKenzie/Budget & Finance Chair

Executive Board Report/August 8, 2016

Committee Members

Sonja McMullen, Tennessee, Vendor - returning
Vanessa Whitley, Florida, Public (4yr) - new
Bill Spiers, Florida, Public (2yr) - returning
Christi Mapes, Kentucky, Independent (4yr) - new
Jim Gibson, Mississippi, Public (2yr) - new
Kendra Ruff, Tennessee, Public (4yr) - new
Jennifer Priest, Kentucky, Independent, (4yr) – returning
Jenelle Handcox, North Carolina, Treasurer, ex-officio

Committee Goals for 2016-2017:

- The future financial stability of the Association is provided through careful and regular planning and evaluation.
- Fiscal integrity will be ensured.
- Develop an Investment Policy Statement
- Update Section 9 of Policy & Procedure Manual for Approval
- Create 5-year financial plan task force
- Budget for a legal review of Bylaws

LRP and GAP Goal Activity to date:

GOAL

Monitor, review and revise, as necessary, the Association's investment strategy for positioning the Association's finances.

Update:

Investments are continually monitored to assure that the reserve fund is in alignment with the policies of the SASFAA board.

GOAL

Policy and Procedures shall be reflective of current practices and shall be compliant with the By-law. +

OBJECTIVES

- The elected board and committee chairs shall continuously review P&P.
- Board and Committees chairs shall document their review of the P&P.
- When updated, a new P&P shall be created as to keep historical information intact.

UPDATE

Review of Policy and Procedural Manual has begun with some changes to be submitted at August Board Meeting

GOAL

The SASFAA Board of Directors (elected and appointed) should be reflective of the diversity of the organization, be knowledgeable financial aid practitioners, Involved, engaged and committed to the success of the organization.

OBJECTIVES:

- Ensure the Board of Directors understand the responsibilities and time commitment of their positions.
- Use transition meeting to develop committee goals and objectives and publish the goals on the website.

UPDATE

Discussed opportunity to accept the role of Budget & Finance Chair with President in June
Met with finance group at transition board meeting to discuss role of Budget & Finance Chair
Held a transitional meeting with President and outgoing Budget & Finance Chair in July

GOAL

Committees should represent the mosaic abilities of the membership.

OBJECTIVES

- All efforts should be made to fully vet members who are considered for committees.
- The volunteer form should be redesigned to include detailed qualifications, state affiliation and interests of the volunteers.
- Committee chairs shall provide a summary of the committee's composition to be included in the president's annual report.

UPDATE

Each volunteer member was contacted via email prior to August Board Meeting detailing the responsibilities of Budget & Finance Committee.

GOAL

Be fiscally prudent.

OBJECTIVES:

- To ensure adequate organization reserves are available, a zero base budget should be developed and maintained.
- Review and update the Guide to Financial Management annually to ensure sound financial practices.

UPDATE

Zero-based budget has been created and updated and will be released during August 2016 Board Meeting

GOAL

Develop a 5-year financial plan

OBJECTIVES:

- Provide for the establishment, maintenance, investment and monitoring of an Associational reserve fund which is sufficient to cover at least one year's operating expenses and outstanding contractual obligations.
- Explore investment opportunities to grow the reserves

UPDATE

No action taken.

Motion/ Action Item(s):

Motion to Approve Budget & Finance Committee Members

Action Item: State Presidents provide a suggestion for a 5 Year Action Plan Task Force Member

Action Item: Adjustments to Investments Accounts and Online Bank Accounts

To be Removed from accounts: Amy Berrier, 2015/16 SASFAA President

To be Added to accounts: Marian Dill, 2016/17 SASFAA President

To be remove from accounts: Terri Prachment, 2015/16 Budget/Finance Chair

To be Added to accounts: Lester McKenzie, 2016-17 Budget/Finance Chair

Policy & Procedure: Changes/ Recommendations:

None at this point.

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Creating a historical budget that shows not only current budget and actual expenses but adds initial budget to show changes in line items for a more accurate depiction of where we started and where we ended up.

Hotel/Contract Liabilities

B Ocean in Fort Lauderdale Florida – June 4 - 7, 2017 – Transition Meeting

Have to meet 80% of guest room commitment

Room cut-off date in May 5, 2017

Room Rate is \$160 per night

Tax is 11%

Other Considerations:

- Complimentary meeting space based on \$3000 Food & Beverage minimum
- B in Touch with free B Wi-Fi: complimentary high speed internet access in guestrooms and meeting space (Valued \$20 per guestroom and \$300 per meeting room)
- B Active with complimentary 24-hour fitness center access (valued \$15 daily)
- Group rate available up to three days pre- and post-event, based on availability
- Waived daily resort fee (valued \$20 daily)
- One (1) B Enhanced Corner King at group rate over event dates
- Specially reduced \$20 daily self-parking (valued \$30)

Cancellation provisions:

Full Group Cancellation:

Signing date to December 6, 2016: 25% of Total Anticipated Revenue Contracted (Currently \$4395.00)
 From December 7, 2016 to February 4, 2017: 50% of Total Room Revenue Contracted (Currently \$8,790.00)
 From February 5, 2017 to March 6, 2017: 75% of Total Room Revenue Contracted (Currently \$13,185.00)
 From March 7, 2017 to May 4, 2017: 90% of Total Room Revenue Contracted (Currently \$15,822.00)
 From May 5, 2017 to June 4, 2017: 100% of Total Room Revenue Contracted (Currently \$17580.00)

Total liability as of August 8, 2016: Liability charges based on individual contracts and timing \$4,395.00

Beau Rivage Resort and Resort and Casino - Biloxi – February 10 - 14, 2017 – Conference

Have to meet 70% of guest room commitment - SASFAA must pay unused portion

Room Rate is \$139 per night

Daily Resort fee of \$9 is included in the guestroom rates. Fee includes: daily newspaper, access to fitness facility, 2 bottles of water, access to notary, unlimited 800 calls, printing of boarding pass, wireless internet, complimentary parking and pool access.

Tax is 12.00%

80% of 1220 guest room commitment = 976

No charge for convention space provided that Meeting Group's program meets or exceeds \$50,000 in total catering revenue (excluding tax and gratuity).

Exhibit Space Rental: \$35.00 per booth. We are confirmed with 50 booths.

Deposit of \$5,000 by February 10, 2016

If 80% of the Room Attrition is met the following will be provided

- One complimentary room-night for every forty occupied, revenue-producing guest room nights
- One bedroom Cypress Suite for the dates of Friday, February 10, 2017 – Wednesday, February 15, 2017. This comp is predicated on a minimum guestroom pickup of 80%, 976, of the cumulative room nights.
- 12 upgraded rooms to upper floor/ocean view at group rate.
- \$10 per authorized room night rebate to February 2017 master account
- 2 VIP round trip airport transfers complimentary
- 4 room nights and one meeting room which will accommodate up to 15 attendees will be provided complimentary based on availability to group for pre-planning meeting. (Excludes Friday/Saturday nights).
- Hotel will extend 2017 Regional Conference group rates to Association for a Board Meeting in July or August 2016 with one suite upgrade at group rate based on availability. (Excludes Friday/Saturday nights)
- Hotel will extend government per-diem rate to four rooms per night February 10-15, 2017 to accommodate Federal Government attendees.
- Hotel will extend rate of \$99 plus tax for up to 6 staff rooms February 10-15, 2017.

Cancellation provisions

Signing date until February 10, 2016 = \$56,922.25

From February 11, 2016 to May 10, 2016 = \$113,844.50

From May 11, 2016 to August 10, 2016 = \$170,766.75

From August 11, 2016 to the first arrival date = \$227,689.00

Total liability as of August 8, 2016: Liability charges based on individual contracts and timing \$170,766.75

Embassy Suites Lake Buena Vista, Florida – October 24 – 26 & 26-28, 2016 – Board Meeting/Leadership Symposium

Room Rate is \$142 per night

Have to reserve 122 room nights or pay \$142/ guest room under 122

Tax is 12.5%

Other Considerations:

- Resort Fee has been waived (\$19.95 daily, valued at \$150)
- One complimentary room for every 40 occupied
- Early Departure Fee of \$75 for hotel guest who checks out prior to end of the guest's reserved check out rate
- Late Departure Fee of \$75 for hotel guest who wish to stay up to 6:00 pm on day of departure
- 25,000 HHonors signing bonus points to be awarded to meeting planner, the onsite contact is to receive regular points earned.
- 2 VIP amenities valued at \$30 each
- 20% allowable slippage on guestrooms
- Complimentary meeting room rental with a food and beverage minimum of \$3000.
- Complimentary wireless internet access in meeting space.
- Complimentary LCD Package with podium and microphone
- Complimentary handling of up to 5 boxes during program each additional box to be charged at \$5.00 each
- Rates offered 2 pre/post event dates based on availability

Deposit Schedule

\$900 to be paid by July 15, 2016

Cancellation provisions:

Full Group Cancellation:

Signing date to July 26, 2016: 25% of Total Anticipated Revenue Contracted (Currently \$4655.00)

From July 27, 2016 to August 26, 2016: 50% of Total Room Revenue Contracted (Currently \$9,130.00)

From August 27, 2016 to September 26, 2016: 75% of Total Room Revenue Contracted (Currently \$13,965.00)

From September 27, 2016 to October 26, 2016: 100% of Total Room Revenue Contracted (Currently \$18,620.00)

Total liability as of August 8, 2016: Liability charges based on individual contracts and timing \$9,130

Hilton Alexandria Mark Center – Alexandria – February 9-14, 2018 – Conference

Room Rate is \$145 per night

Early Departure Fee of \$75 for hotel guest who checks out prior to end of the guest's reserved check out rate

Minimum Food and Beverage revenue of \$40,000 (does not include admin charge, labor fees, federal, state or local taxes, or any other fees outside of food and beverage product sales).

Hotel does not permit food, non-alcoholic beverages and alcoholic beverages of any kind to be brought into hotel.

Banner hanging fees: \$50 for 10 feet or less and \$125 for over 10 feet.

Tax is 14.5% +\$1

80% of 1270 guest room commitment = 1016

SASFAA will pay \$145 for each room night not utilized below 1016 room nights.

Hotel will offer complimentary exhibit space provided the Group forwards a copy of their signed agreement with their preferred Exhibit Vendor to the Convention Service Manager no later than eight (8) months prior to the conference dates.

If 80% of the Room Attrition is met the following will be provided

- One complimentary room-night for every 45 utilized
- Complimentary Presidential Suite during dates of Conference (noted in sleeping room block)
- One complimentary Executive Suite to be used for Hospitality during the dates of conference (Noted in sleeping room block on first page. Dates outside conference at group rate)
- Hotel to sponsor one hour reception on Sunday evening for up to 600 attendees. Reception to include one hour of beer, wine, sodas, one hot, and one cold hors d'oeuvres based on Chef's selection. (Noted in meeting schedule).
- Complimentary in-room internet for staff rooms.

- Four rooms at prevailing per diem rate.
- 10% rebate back to the master account
- Pre-planning Board/Conference Committee meeting to be held in July or August 2017. Hotel to offer complimentary meeting space for up to 30 people for Board Meeting and additional room for conference committee meeting. Sleeping rooms will be offered at 2018 conference rate. Meeting dates to be mutually determined by Hotel and SASFAA and subject to hotel's availability.
- Up to 8 upgrades to suites at group rate.
- 20% attrition rate
- Two complimentary VIP airport Transfer (from Washington National Airport Only)
- Complimentary Daily or Overnight Self-Parking
- 10% off audio – please note PSAV will gladly offer reduced pricing for internet in meeting space providing additional audio visual equipment purchased solely through them
- Hotel to award 75000 Meeting planner points for conference upon conclusion of event. Please provide names and Hilton Honors number.

Cancellation provisions

Signing date until September 5, 2017 = \$46,037.50 (25% room's revenue)

From September 4, 2017 to October 14, 2017 = \$92,075.00 (50% room's revenue)

From October 13, 2017 to November 14, 2017 = \$138,112.50 (75% room's revenue)

From November 13, 2017 to first arrival date = \$165,735.00 (90% of room's revenue) + \$30,000 (fd/bev revenue)

Total liability as of August 8, 2016: Liability charges based on individual contracts and timing \$46,037.50

Total liability of outstanding contracts is \$230,329.25 as of August 8, 2016

SASFAA, Inc. Investments as of July 28, 2016

BB&T Checking	\$44,942.60
BB&T Savings	\$47,849.35
Edward Jones Money Market	\$2,723.91
Advisory Solutions 20/80 @ Edward Jones	\$396,367.48
Charles Schwab (NASFAA)	<u>\$314,786.56</u>

Total Assets \$806,669.90

SASFAA, Inc. Inventory as of June 30, 2013

The following items are held by the treasurer.

Sharp EL-1750V Calculator

HP Photosmart 5514 Combo print/copy/scan/web

CN1BK320Q3

The following items are held by the membership chair.

Laptop, Printer, and misc software/hardware.

MS Office XP Version 2002 – WO524342-0530-L10

MS Office 2000 – WO509336-0506

2 Port Data Transfer Switch – FIB-024-E

HP Pavilion zt1175 Laptop



Southern Association of Student Financial Aid Administrators

Carolyn Sparks/2017 Conference Chair

Executive Board Report/August 8, 2016

Committee Members

Tarik Boyd	Norfolk State University	Sight Selection
Joe Buchholz	Kennesaw State University	GA rep
Brian Casey	Florida Gulf Coast University	FL rep
Marian Dill	Lee University	President
Bryan Earslan	Eastern Kentucky University	Sponsorship
Katie Harrison	SC Tuition Grants Commission	SC rep
Wendy Hutchins	Postlethwaite and Netterville	MS rep
Debra Johnson	Jefferson College of Health Sciences	VA rep
Mary Kosin	Campbell University	NC rep
Nicole Patrick	Mississippi University for Women	Local Arrangements
Runan Pendergrast	Bluegrass Community & Technical College	2018 Chair
Lissa Powell	University of Alabama-Birmingham	AL rep
Melissa Smith	Vanderbilt University	TN rep
Carolyn Sparks	Wofford College	2017 Chair
April Tretter	Bellarmino University	KY rep
Celena Tulloss	University of Tennessee	Electronic Services
Stacy Walker	University of Mississippi Medical Center	Global Issues

Committee Goals for 2016-2017:

To provide the premier training and networking opportunity for the Association by planning the annual conference to be held at The Beau Rivage Resort in Biloxi, MS, February 12-15, 2017. In doing so, measures will be used to plan and execute as cost effectively as possible.

LRP and GAP Goal Activity to date:

Recently, I read the goals and objectives of both the LRP and GPA recommendations. I have no reason to think the conference committee and I will be unable to meet and possibly exceed those given to us.

LRP:

III. PROFESSIONAL DEVELOPMENT PROFESSIONAL DEVELOPMENT

GOAL: Foster collaborative training opportunities among member states, sister regional organizations and NASFAA.

OBJECTIVES:

- Continue to use evaluation feedback, membership surveys and national trends to develop training topics and programs.

- Periodically offer venues to upper level aid administrators to train, discuss and engage with peers and other high level administrators.

- Provide annual training opportunities to aid officers with less than 3 to 5 years of experience that increases knowledge and passion for the profession.

GAP:

2015-16 Professional Development GAP Recommendations

1. Continue to provide multiple types of training opportunities for different experience levels.
Evaluation:
2. Continue to explore ways to involve the vendors/sponsors in the conference program, tying them to sponsorship levels. These would be opportunities for product placement. Vendors/sponsors should be allowed to do non-product sessions if they co-present with a school member.
Evaluation:
3. Continue collaboration between states, SASFAA and NASFAA.
Evaluation:

Motion/ Action Item(s):

- Consider forming a working group of past conference chairs to revise the Conference Handbook to reflect more recent practices.

Policy & Procedure: Changes/ Recommendations:

- Not at this time

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

- I am very excited and anxious to plan the 2017 conference. The committee is loaded with a strong group of planners and leaders so I expect BIG things from them and the conference.



Southern Association of Student Financial Aid Administrators

Bryan Erslan/Sponsorship Chair

Executive Board Report/August 8, 2016

Committee Members

Bryan Erslan, Sponsorship Chair

Lester McKenzie, TN Sponsorship Chair

Brenda McCafferty, VA Sponsorship Co-Chair

David Alexander, FL Sponsorship Chair

Shannon Cross, AL Sponsorship Chair

Angela Lewis, GA Sponsorship Chair

Committee Goals for 2016-2017:

Goal 1: Raise a minimum of \$100,000 in sponsorship. This goal may be negatively impacted given the current state of affairs with the U.S. Department of Education's push for a single student loan servicer. It all depends on the timing of when single servicing is finalized. At the NASFAA Conference a couple of the loan servicers only had one representative in attendance and they seemed not to be very aggressive with their booth activity.

Goal 2: Form a committee made up of vendor/sponsor chairs in the nine SASFAA states.

Five of the nine states have agreed to serve on the committee at this time. Please see above for current committee members.

Goal 3: Survey all resource partners at the end of the annual conference to provide feedback for improvements and increase sponsorship to the board.

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Review and approve changes in red to appropriate sections of p & p.

Approve Sponsorship Opportunities for 2016-17

Policy & Procedure: Changes/ Recommendations:

6.16 Sponsorship

A potential sponsor is a company or organization whose activities either supports or is closely related to those of the financial aid community. A sponsor provides resources to be used by SASFAA in accordance with the purposes of the Association. Sponsors may display their products and services at the annual conference for the purpose of soliciting business.

All sponsored activities must be coordinated through the Sponsorship Chair.

The sponsorship committee conducts all solicitations for advertising, Sponsor or space, and direct or indirect sponsorship of training events and activities, and selected publications of the Association. As part of the solicitation, the committee will:

- a) develop a list of potential sponsors including contact names, email addresses and phone numbers;
- 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 and Board meetings;
- c) prepare and email solicitations of sponsorship opportunities to potential sponsors;
- d) serve as the liaison to the conference committee for sponsorship needs and effective use of Sponsor or spaces;
- e) publicly recognize the contributions of all sponsors unless an individual sponsors chooses to opt out of said recognition;
- f) review and recommend, with assistance from the budget and finance chair, the standard advertising rates as well as any discounts offered to sponsors;
- g) review the policies affecting sponsorship and make recommendations when appropriate;
- h) contract with a drayage company and design a booth floor plan layout for the designated area;
- i) email special instructions regarding booth space, conference registration, shipping information and storage of materials to sponsors in advance of the conference; and
- j) coordinate all sponsor activities and benefits.

Conference Sponsorship Policy

Prospective sponsors must agree to the rules and procedures outlined below. A prospective sponsor who does not agree to these rules and procedures will not be permitted to utilize a booth space. A sponsor who violates any of these rules must promptly cease any such action, and, at the discretion of SASFAA, may be required to remove his or her booth. The conference chair will attempt, provided adequate space is available, to ensure that conference breaks and/or continental breakfasts will be held in the sponsorship area.

~~We have eliminated named sponsorship of specific Annual Conference activities and events. We have also discontinued the practice of recognizing "tiers" of sponsorship by contribution level. Sponsors will be acknowledged, at the discretion of the sponsor, in the Annual Conference program and at appropriate points throughout the year via a listing in alphabetical order by organizational name. However,~~ Sponsors must agree to abide by the following rules and procedures in conjunction with the Annual Conference:

- Sponsors are expected not to organize, sponsor or conduct any social activities directed towards Annual Conference attendees, SASFAA leadership personnel and/or workshop/training activity participants during planned conference sessions/meals.
- Sponsors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups. Only non-alcoholic beverages and light snacks may be served. Those sponsors will work in conjunction with the SASFAA Sponsorship Chair to arrange accommodations with the conference hotel for such events that occur within the scope of the conference dates.
- Gifts or giveaways must be of nominal value (i.e. less than \$10 fair market value). All prize drawings, including scholarships, are prohibited. Sponsors may not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways at a later time in excess of the stated nominal value.
- Sponsors may sell their products and services; however, such sales may include only products and services that are normally marketed by the sponsor.

- All representatives of sponsors must register for **the conference** even if they are the designated complimentary registrant(s). Those who are not designated comp registrants must pay conference registration fees in order to attend conference activities and be present in their booth area.

SASFAA Sponsorship Options

Training Packages - Priority Savings Package Choices

Impact Package	<p>\$5,000</p> <ul style="list-style-type: none"> • Two Conference Exhibit Booths (includes 4-2 complimentary conference registrations) • Priority Booth Location (by date) • Organization Logo on Conference Information Page • On-line Conference Support Recognition • Web Banner Ad on Web site • 4 SASFAA Nine News Postings for a Year • Full Page Ad in Leadership Symposium Program • 1/2 Page Ad in New Aid Officers Workshop Program • New Aid Officers Workshop Recognition • Mid-Level Pre-Conference Workshop Recognition • Other Scheduled Professional Development Activities <p>By purchasing this package, you will save \$3,500 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
Advocacy Package	<p>\$4,000</p> <ul style="list-style-type: none"> • Conference Exhibit Booth (includes 2 complimentary conference registrations) • Priority Booth Location (by date) • On-line Conference Support Recognition • Web Banner Ad on Web site • 3 SASFAA Nine News Postings for a Year • 1/2 Ad in New Aid Officers Workshop Program • New Aid Officers Recognition • Mid-Level Pre-Conference Workshop Recognition <p>By purchasing this package, you will save \$3,000 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
Action Packages	<p>\$3,500</p> <ul style="list-style-type: none"> • Conference Exhibit Booth (includes 2 complimentary conference registrations) • On-line Conference Support Recognition • Banner Ad on Web site • 2 SASFAA Nine News Postings for the Year <p>By purchasing this package, you will save \$1,500 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
	<p>Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Priority Savings Package Choices" option.</p>
Training Packages – Standard Package Choices:	

Conference Exhibit Booth	<p>\$2,500</p> <ul style="list-style-type: none"> Booth location determined by Sponsorship Chair, with notable exception outlined below in high visibility booth location policy. Each exhibitor will receive 2 1 complimentary conference registrations. All other representatives of exhibitors must register for and pay conference registration fees in order to exhibit and attend conference activities. Recognition of conference exhibitors will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Exhibitors
	Additional Conference Opportunities
Priority Location	<p>\$500</p> <ul style="list-style-type: none"> Must be a conference exhibitor. Entitles exhibitor to pre-select a booth location based on drayage company blue line layout. High visibility booth locations will be honored by dollar amount contributed and then in order of date that web-based sponsor form is completed.
Extra Exhibit Booth	<p>\$500</p> <ul style="list-style-type: none"> Must be a conference exhibitor. Entitles exhibitor to a second booth contiguous to original booth. Additional booths may be purchased at the same rate as the second booth. Double booths may be limited due to space availability. Double booths will be honored in order of date that web-based sponsor form is completed. Extra booths will be available on first come first serve basis and depending upon space available.
President's Reception	<p>\$1,000</p> <ul style="list-style-type: none"> Must be a conference exhibitor Sponsor will be recognized with signage at the entrance to the ballroom Special recognition will be given at the event
Continental Breakfasts – Monday and Tuesday	<p>\$500</p> <ul style="list-style-type: none"> Must be a conference exhibitor Sponsor will be recognized with signage where food is being served Additional special recognition will be given at any general sessions offered each day
Luncheon and Business Meeting	<p>\$1,000</p> <ul style="list-style-type: none"> Must be a conference exhibitor Sponsor will be recognized with signage at the entrance to the ballroom Special recognition will be given at the event
Tuesday Lunch & Learn	<p>\$750</p> <ul style="list-style-type: none"> Must be a conference exhibitor Sponsor will be recognized with signage at the entrance to the ballroom Special recognition will be given at the event

External Marketers Booth	\$500 <ul style="list-style-type: none"> Exhibitors that do not have financial aid, post-secondary education, or higher education at the core of their mission. All External Marketers must be approved by the Sponsorship Chair, who has the authority to determine if the organization meets the criteria for this category. The SASFAA Board reserves the right to refuse an External Marketer's request to exhibit at the conference. External Marketers are not permitted to be SASFAA members. External Marketers may not attend conference functions without paying an additional fee, which will be determined by the board. Booth location will be at the discretion of the Sponsorship Chair, with priority consideration being given to exhibitors with financial aid, post- secondary education, or higher education at the core of their mission. External Marketers are responsible for any costs associated with vending. Exceptions to this policy must be approved by the Vendor/Sponsor Chair and President.
Non-Exhibit Conference Support	\$2,500 <ul style="list-style-type: none"> Each non-exhibiting supporter will receive 2 1 complimentary conference registrations. All other representatives of conference supporters who wish to attend the conference must register for and pay conference registration fees in order to attend conference activities. Recognition of conference supporters will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Supporters will be given the opportunity to opt out of this at their own discretion.
	Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Standard Package Choices" option.
Additional Sponsorship/Advertising Opportunities	
Corporate Sponsorship of SASFAA	\$2,500 - \$10,000 <ul style="list-style-type: none"> On-line Conference Support Recognition Web Banner Ad on Web site 3 SASFAA Nine News Postings for a Year 1/2 Ad in New Aid Officers Workshop Program Conference Program Recognition New Aid Officers Recognition Mid-Level Pre-Conference Workshop Recognition
Leadership Symposium	\$500 <ul style="list-style-type: none"> Half-page ads will be black and white and content is provided by the advertiser. Placement of ads will be at the discretion of the Vice President. Ads may be limited due to space and will be honored in order of date web-based sponsor form is completed.
New Aid Officers Workshop Ad	\$500 <ul style="list-style-type: none"> Half-page ads will be black and white and content is provided by the advertiser. Placement of ads will be at the discretion of the Vice President.

	<ul style="list-style-type: none"> • Ads may be limited due to space and will be honored in order of date web-based sponsor form is completed.
Banner Ad for Web Site and SASFAA Nine News	\$2,000 for Year (March of one year to February of the next year) <ul style="list-style-type: none"> • Ads will be in color and content is provided by advertiser. • Placement of ads will be at the discretion of the Electronic Services Chair. • SASFAA Nine News Posts can include professional, education-based content on products, services, or trainings offered by a contributor. Posts may not be longer than 500 words and may include appropriate graphics, such as logos and links. Content and editorial discretion to approve SASFAA Nine News submissions shall be vested in the SASFAA Communications and Outreach Chair. Additional SASFAA Nine News Postings within the March to February year are available for \$200 per posting.
	Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Advertising Opportunities" option.

SASFAA Training Activities and Advertising Opportunities

Please send digital ad copy and web link to the Communications and Outreach Chair.

6.16.2 Additional Sponsorship Policies

- 1) All sponsors may purchase mailing labels of SASFAA members at cost. Interested sponsors should be directed to contact the membership chair.
- 2) All sponsored activities must be conducted through the Sponsorship Chair.
- 3) Refunds of sponsor fees may be considered by written request to the SASFAA Sponsorship Chair at least sixty calendar days prior to the event. Requests for a refund will be reviewed and voted upon by the President, Budget & Finance Chair, and Sponsor Chair. Approved refunds will be made according to the original method of payment (i.e., by check for payments made by check; by credit to account for credit card payments).

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

I am excited about the response from many of the state vendor/sponsor chairs. All that have responded back to me seem to be very excited to be a part of a SASFAA committee and hopefully we all will benefit from one another.



Southern Association of Student Financial Aid Administrators

Jenny Hammett Communications Chair

Executive Board Report/August 8, 2016

Committee Members

Still forming committee as I am in the process of transitioning

Committee Goals for 2016-2017:

- Create a state initiatives spotlight
- Send emails to membership with short descriptions of new blog posts
- Use social media to encourage involvement
- Forward important information to membership

LRP and GAP Goal Activity to date:

- Still in the process of transitioning with previous Communications Chair

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

I will work on getting information for meetings to the board early so that it can be discussed in meetings. I will also work to make sure I am focused on the mission of the organization. I do not have new ideas from the book yet as I am still transitioning.



Southern Association of Student Financial Aid Administrators

Celena Tulloss/Electronic Services Committee Chair

Executive Board Report/August 8, 2016

Committee Members

The Electronic Services Committee Chair seeks approval to utilize the following volunteers on the 2016-2017 Electronic Services Committee:

Burt	Matthew	Belhaven University	Independent (4 Year)
Black	Angie	University of Louisville	Public 4 Year
Cole	Ken	University of South Carolina Lancaster	Public 4 Year
Armstrong	Wes	Northeast State	Community College
Tulloss	Celena	University of Tennessee	Public 4 Year

Committee Goals for 2016-2017:

GAP 8, Recommendation 1- Work with the appropriate parties to identify and archive previous versions of the SASFAA Bylaws on the SASFAA website.

Update and maintain the SASFAA website as appropriate

Ensure proper backups of all website materials

Promote and facilitate the registration for SASFAA events

LRP and GAP Goal Activity to date: The Electronic Services Committee has completed the following tasks since the June transition meeting:

Collaborated with membership chair, treasurer and communications committee in preparation for the start of the new membership year and made associated application and setting updates

Applied updates to database security settings for leadership transition

Prior Year information has been hidden (Executive Board, Committees, and Events).

Created the event page and registration for the 2016 SASFAA Leadership Symposium

New Year Information has been updated:

Executive Board and Committee Chairs

SASFAA Calendar

Treasurer Forms

In-Progress:

State Pages

Organizational Chart

Home Page/President's Message

Motion/ Action Item(s): None at this time.

Policy & Procedure: Changes/ Recommendations: None at this time.

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations: For continuity and familiarity purposes, I would recommend that the Electronic Services Chair serve at least one year on the Electronic Services Committee before serving as Chair.



Southern Association of Student Financial Aid Administrators

Christen Neher/Chair, Legislative Relations

Executive Board Report/August 8, 2016

Committee Members

Name	Contact information	State
Vanessa Fulton	vanessa.fulton@finaid.gatech.edu	GA
Erin Klarer	eklarer@kheslc.com	KY
Jennifer Epperson	jmmarcus@samford.edu	AL
Mary Kosin	kosin@campbell.edu	NC
Ron Gambill	rgambill@edsouth.org	TN
Francisco Valines	valinesf@fiu.edu	FL
Della Bays	dbays@mecc.edu	VA
Michael Moseley	mbmosele@olemiss.edu	MS
Joey Derrick	jcderric@mailbox.sc.edu	SC

Committee Goals for 2016-2017:

- Provide weekly updates for Congress when in session and other DC related activities impacting higher education, this will be shared with the SASFAA membership and sent to my committee so they can share with their state associations.
- Provide a monthly state legislative update to the SASFAA membership. Have committee members supply me with a state legislative update or higher education legislative related activity that is happening within their state. These will be compiled and shared with the SASFAA membership through a “State Legislative Update”.
- Conduct a DC Capitol Hill visit with appropriate proposals for Reauthorization in the spring of 2017.

LRP and GAP Goal Activity to date:

LRP V. Policy Advocacy

Goal: Educate membership on legislative advocacy

Objective: Update and republish the SASFAA Legislative Guide.

Activity: Received the SASFAA Legislative Guide latest version from August 2007. Working on updating the guide and will be sending to President Dill once completed to be shared with the membership after her approval and edits.

Goal: Ensure the Legislative Relations Committee keeps the membership apprised of impending legislation and regulation.

Activity:

- Contacted each state president on July 5th to establish my committee.
- Provided “Weekly Rundown” legislative update sent 7/18/16 and 7/25/16 to my committee and shared with President Dill and the SASFAA membership on the blog.
- Sent out welcome email and outlined goals and expectations to my committee on 7/19/16, then followed that up on 7/22/16 with a reminder that they must be active SASFAA members to serve on committee.

Action Item(s):

- Continue to provide Legislative updates
- Work on updating the SASFAA Legislative Guide
- Prepare to have my first committee conference call in late Aug. or early Sept.

Policy & Procedure: Changes/ Recommendations:

None at this time.

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Nothing further that is not already covered in goals.



Southern Association of Student Financial Aid Administrators

Jody Darby, Treasurer-Elect and Membership Chairperson

Executive Board Report / August 8, 2016

Committee Members

- Membership chairpersons from each of our 9 SASFAA states

Committee Goals for 2016-2017:

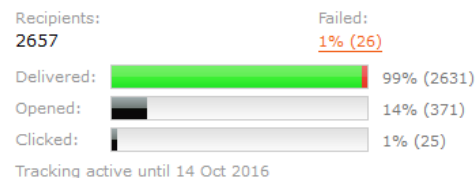
- Increase membership numbers
- Engage membership numbers
- Create/learn position responsibilities of Treasurer-Elect
- Assist Treasurer as needed

LRP and GAP Goal Activity to date:

- Sent renewal membership information to all inactive, active, lapsed, pending on July 16, 2016 via Wildapricot.
- Stats as of July 17, 2016, 11:20am taken directly from Wildapricot – sasfaa.org

Manual email - 16 Jul 2016 9:57 AM

Subject: SASFAA Membership Application/Renewal - 2016-2017
Origin: Contact list email blast
Sent by: Jody Darby
Reply-to: Jody Darby, <jody.darby@chattahoocheetech.edu>



- Failures were checked, and all e-mail addresses are correct as related to syntax. xxx@xxx.xxx
- Sent to 2,647, 14% clicked on the membership application URL as of report date.

Motion/ Action Item(s): None at this time.

Policy & Procedure: Changes/ Recommendations: None at this time.

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

On a personal note, I cannot adequately express my sincere and heartfelt gratitude for the outpouring of support afforded by the Board when I lost my grandfather. Having to leave the Florida transition meeting prematurely, I feel like I am operating blindly in ways, but I do graciously thank you for all your calls, e-mails, etc. The flowers you all sent to the service were beautiful as well. I do thank you, and I look forward to a great year ahead with you.



Southern Association of Student Financial Aid Administrators

Tarik Boyd / Site Selection

Executive Board Report/August 8, 2016

Committee Members:

TBA

Committee Goals for 2016-2017:

To continue searching for sites to comfortably accommodate SASFAA while working with Budget and Finance to ensure financial stability. We will also try to rotate to each of the nine states as long as it works economically. The next sites to secure will be NAOW 2017, Fall 2017 Board Meeting, 2018 Transition, and 2019 annual conference.

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

N/A



Southern Association of Student Financial Aid Administrators

Brad Barnett/Leadership Symposium Chair

Executive Board Report/August 8, 2016

Committee Members

- Brad Barnett, James Madison University (Chair)
- Heather Boutell, Bellarmine University
- Ron Day, Kennesaw State University
- Lisanne Masterson, Blue Ridge Community College
- Brent Tener, Vanderbilt University
- Tracy Misner, Cape Coral Tech (Site Selection)

Committee Goals for 2016-2017:

To hold a Leadership Symposium during the 2016-17 year.

LRP and GAP Goal Activity to date:

LRP and GAP Goal ? : I haven't seen any official goals for this year, so not sure what to put here.

Activity: A Leadership Symposium has been scheduled for October 26-28, 2016. The committee is working hard finalizing the schedule and the logistics of the event. We would like to express our thanks to Tracy Misner for her work on Site Selection and with the hotel in helping us find a wonderful location for this.

The symposium is geared towards people who are currently in leadership positions, as well as those striving to be in a position of leadership. Whether individuals want to improve their skills to be an effective leader within a financial aid office, financial aid association, or other office, this interactive symposium will provide attendees with the tools necessary to take their skills to the next level.

This symposium is not your traditional "conference." While this is not a final list, the committee is considering the following topics. Sessions will include presentations, group work, and small/large group discussion based on the topics.

- All participants will need to read the book, "The Five Dysfunctions of a Team" prior to attending the event.
- Trust
- Conflict
- Commitment
- Accountability
- Results
- "Politics"
- Ethics
- Team Building

The days are designed to provide facilitated group work following each of the presentations. This is an opportunity for each attendee to work in a group, discuss the presented materials, and develop a list of takeaways and/or action items that can be used at your institution. In other words, the sessions are designed to be "hands on" and interactive.

Attendees will learn from their peers as well as the presenters, which makes this a wonderful opportunity to find out what works at other institutions and brainstorm new strategies. Due to this structure, we are limiting the event to 50 attendees.

The location is the [Embassy Suites Orlando - Lake Buena Vista Resort](#) with a room rate of \$142/night. The rates will also be offered 2 days pre/post the event based on availability.

Registration for the event opened on July 22nd and the cost will be \$200. As part of an effort to assist with leadership development within the state associations and SASFAA, each of the nine SASFAA state associations can send up to two people who will have their workshop registration waived. We are reserving up 18 spots for these individuals, with another 32 spots coming from other registrations.

Information has been posted to the SASFAA website at <http://www.sasfaa.org/LeardershipSymposium2016>, as well as SASFAA Nine News. Thank you to Ken Cole, Celena Tulloss, and Jody Darby for helping us to make this happen.

Motion/ Action Item(s):

No action is needed by the Board at this time, but the committee would like to extend our gratitude for approving the budget request for this event.

Policy & Procedure: Changes/ Recommendations:

None needed.

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

No applicable as there are no recommendations



Southern Association of Student Financial Aid Administrators

Legacy - Long Range Planning – Ron Day

Executive Board Report/August 8, 2016

No report to be submitted, but will have a presentation for the board.



Southern Association of Student Financial Aid Administrators

Nathan R. Basford, Jr/ Task force chair /liaison for State Presidents

Executive Board Report/August 8, 2016

Committee Members:

- State Presidents

Goals for 2016-2017:

- Update/Finalize State President's Guide
- Update/Finalize the PowerPoint presentation used for state exchange program

LRP and GAP Goal Activity to date:

- N/A

Motion/ Action Item(s):

- None

Policy & Procedure: Changes/ Recommendations:

- None

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Book Reflections:

- I have been reading the book Board Member Orientation by Michael E. Batts. I believe we need to continue evaluating the effectiveness of carrying out our mission and purpose. To ensure that we continue to reach out to our members to ensure that they feel they are getting their bang for being members.

Thoughts & Recommendations: Have reached out to all state presidents for their thoughts and input in completing the State Presidents Guide. I have received back one recommendation from Karen Hauser: See below her recommendations:

- Presidents Guide is restating our state P&P for the President position. I do not think that is necessary. I would like to propose we eliminate those sections.
- I would hope that the purpose of this document would be to list the shared association expenses

- Provide the report template,
- Give guidance on the new White Board,
- Add the projected calendar of meetings we should be involved in.

Things to be accomplished by next board meeting:

- I need to receive minutes from meeting discussion with state presidents after with Marian Dill Marian as soon as meeting is over
- Need updates of persons assigned to both task of State Presidents Guide and Power Point

As always questions or concerns please contact me.



Southern Association of Student Financial Aid Administrators

Kelly D'Eath, Alabama State President

Executive Board Report / July 22, 2016

Summary of Activity:

The year has started off with high energy. The transition meeting was very successful, and committee chairs are hard at work to accomplish goals for the upcoming year.

One new initiative undertaken is the formation of partnerships with other organizations within the State to expand our Association's outreach. Already, a combined effort is underway between AASFAA and the Alabama Community College System (ACCS). We are excited about growing the Association and building additional partnerships throughout the year.

A major task undertaken at the transition meeting was to adjust our spring conference, given the dates overlapped with the North Carolina spring conference. Our Site Selection Chair is in finale negotiations and it appears our conference will be moved to April 2-5, 2017. This change in dates will allow for vendors and presenters, especially our favorite FED, to attend both conferences.

Our membership drive is underway. We are finalizing the agenda for our fall training, which will be held in Montgomery October 6th and 7th. In addition to federal training, we will be offering credentialing to our members and will host a forum with ACCS. To save costs, our fall board meeting will be held in conjunction with this training.

We have a great group of hard working Board members, many of which are relatively new to the Association and leadership. The perspective these new leaders are being to the table is refreshing. I look forward to an exciting year with AASFAA.

Action Items: N/A

Policy & Procedure: Changes/ Recommendations: N/A

Final comments: N/A



Southern Association of Student Financial Aid Administrators

Joan Bailey/FASFAA President

Executive Board Report/August 8, 2016

Committee Members

Not Applicable

Committee Goals for 2016-2017:

Not applicable

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

None

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Summary of State Activities:

The FASFAA Transition Meeting was held June 30 to July 1, 2016 and the Naples Beach Hotel and Gulf Club in Naples Fl. The transition meeting agenda included the opportunity for incoming 2016-2017 board members to meet with the outgoing board members to share ideas and transition information. Billie Jo Hamilton, NASFAA Chair Elect and Ron Day, NASFAA Past President were specially invited guest and were able to share information with the 2016-2017 Board. Topics discussed were governance, finances, board protocol, parliamentary procedures, volunteerism, leadership and professional development. The board was grateful for the guidance provided by Billie Jo and Ron and we do believe we will be a stronger board for having had this opportunity. Each Board member was also given the book board member

orientation as a welcome gift. They will be reading and we will be discussing this at our first board meeting to be held in late September date TBD.

The training committee has already started working on planning training events throughout the year, their first meeting will be August 9. Training activities and dates will be posted on our website soon. The conference committee has also been selected and will have their first meeting in September at the conference hotel under the leadership of the conference chair Nathan Basford.

The executive board and committee chairs will be working this year to complete the update of the policy and procedure document. We will also be bringing some bylaw changes to the membership that will reflect business practices in the current century. We will also be working on a conference planning manual and a long range plan.

Many activities will occur throughout the 2016-2017 year to celebrate FASFAA's upcoming 50th anniversary which will culminate with a grand celebration at our conference to be held May 30, June 2, 2017. We will be hosting Angie Black KASFAA president as a part of the state president swap program. We have also selected the following logo and theme for our 50th anniversary year:



I attended NASFAA conference in DC from July 9th to 13th and represented Florida at the state president's breakfast meeting.

I have opened up a process for the FASFAA regional representatives to nominate one person each for consideration to be selected to attend the SASFAA Leadership Symposium. From these nominations, two participants will be selected to attend sponsored by SASFAA/FASFAA.

Joan Bailey
7/29/16



Southern Association of Student Financial Aid Administrators

Felicia Ailster
/Georgia President

Executive Board Report/August 8, 2016

Committee Members: None

Committee Goals for 2016-2017:

Update SASFAA regarding the events occurring within GASFAA and the state.

LRP and GAP Goal Activity to date:

Georgia: The 2016-2017 transition meeting occurred June 27th & 28th. We have added a new chair to the board, which is a Software Programs Chair. This chair was designed to assist membership with software questions for Banner, PowerFaid, and business automation systems. The chair (Lakisha Sanders) submitted her first listserv message that explained the 8.26.1 BANNER Financial Aid Release. This submission was received greatly from our membership and I received great feedback.

GASFAA's Fall Training is scheduled for October 18th and 19th and we're excited to offer additional NASFAA CORE credentialing sessions and are also excited have David Bartnicki presenting on Prior Prior Year.

Motion/ Action Item(s): None

Policy & Procedure: Changes/ Recommendations: None

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:



Southern Association of Student Financial Aid Administrators

Angela Black/KASFAA President

Executive Board Report/August 8, 2016

Committee Members

Not applicable

Committee Goals for 2016-2017:

Not applicable

LRP and GAP Goal Activity to date:

None

Motion/Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Summary of State Activities:

The KASFAA Transition Meeting was held June 24-25, 2016 at General Butler State Park in Carrollton, KY. The transition meeting agenda included the opportunity for incoming 2016-2017 board members to observe the final 2015-2016 KASFAA board meeting, a long range plan presentation and goal discussion, transition and brainstorming group sessions, a review of policies and procedures, and an overview of basic board business which included updates on financial matters, meeting expectations and reports, and parliamentary procedure.

The president attended the annual conference of the National Association of Student Aid Administrators (NASFAA) in Washington, D.C. July 10-13, 2016.

The KASFAA fall program committee planning will take place on Thursday, July 28, 2016 led by Fall Program co-chairs Britt Allen and Jennifer Priest, in preparation for the fall 2016 conference to be held at the Crowne Plaza Louisville Airport October 13-15, 2016. The first board meeting of the 2016-2017 year will take place on Friday, July 29, 2016.

The KASFAA executive board and committee chairs are working to ensure a focus on KASFAA's mission, vision, and the goals of the long range plan in compliance with the bylaws and policies and procedures. Policies, procedures and committee structures will be evaluated and updated accordingly to effectively serve membership, to conduct standard association business and to implement the new long-range plan. Special planning and activities will occur throughout the 2016-2017 year to celebrate KASFAA's upcoming 50th anniversary.

Angela Black

7-24-16



Southern Association of Student Financial Aid Administrators

Leigh Ann Hussey/Mississippi State President

Executive Board Report/August 7, 2016

Committee Members

Leigh Ann Hussey

Committee Goals for 2016-2017:

Continue work on the 5 year plan
Celebrate 50 years of MASFAA
Increase membership
Offer new credentials to membership

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

I'm not finished with the book (Race for Relevance) yet, but I was very interested in the short section on generational differences regarding association membership. I've spent a few days considering why the "traditional" model of an association is less and less appealing to newer generations and how we can combat that to maintain membership.



Southern Association of Student Financial Aid Administrators

Andrea Simpson, President of NCASFAA

Executive Board Report/August 8, 2016

Committee Members

Andrea Simpson, President
Jason Johnson, President-Elect
Joey Trogon, Immediate Past President
Jamie Pendergrass, Vice President
Karen King, Treasurer
Lori Lewis, Secretary
Melody Lawrence, Budget & Finance Chair
Katrina Lee, Fall Conference Chair
Dan Sanchez, Spring Conference Chair
Nadine Ford, Diversity & Global Issues Chair
Mary Kosin, Legislative Advisory Chair
Tammy Fletcher, Member-At-Large Veterans Task Force Chair
Racheel Cavenaugh, Membership Chair

Laura Misner, Middle School Enrichment Chair
Kamesia Ewing, Professional Advancement-Intermediate Aid Officers
Brian DeYoung, Professional Advancement- New Aid Officers
Kendra Simmons, Professional Advancement-Training Webinars
Casey Wallen, Professional Affiliates Chair
Jennifer Thomas, Publicity & Publications Chair
Biz Daniel, Site Selection Chair
Sarah Evans, State & High School Relations Chair
Rose Mary Stelma, State Agency Liaison Chair
Cedric Barksdale, Technology Task Force Chair

Committee Goals for 2016-2017:

- *Increase membership across all sectors
- *Offer dynamic training opportunities that appeal to an array of members
- *Transition NCASFAA into a new era as we embark on our next 50 years of service

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Completed NCASFAA transition July 31 and Aug 1 at Great Wolf Lodge in Concord, NC. Set goals for the association and discussed the path that we would like to pursue for the coming year. We are just getting started but already very excited about what this next year holds in terms of service to NCASFAA and SASFAA.

South Carolina State Report



Southern Association of Student Financial Aid Administrators

Karen Hauser/ TASFAA President

Executive Board Report/August 8, 2016

Committee Members N/A

Committee Goals for 2016-2017:

Goals for Tennessee Association of Student Aid Administrators

- Ensure that TASFAA is represented at all SASFAA Board meetings
- Encourage TASFAA participation in SASFAA events
- TASFAA President-Elect will participate in the SASFAA Presidents' exchange
- Review and update the Financial Awareness committee goals
- Offer Fall training across the state's three regions
- Offer pre-conference events at the TASFAA annual conference
- Create and implement our association's first State Hill visit.
- Improve TASFAA website and communications

LRP and GAP Goal Activity to date:

GAP/ALB#14: Revise the volunteerism/leadership PowerPoint presentation created by the 1415 state presidents for use at each state conference with the state presidents exchange program.

Activity: Suggestions for revisions was sent to Nathan Basford and other state presidents.

GAP/ALB#15: Review/revise the state president's handbook rough draft created by the 1314 state presidents. This should be presented to the President, President-Elect, and Past President for review.

Activity: Received information from Nathan Basford and a draft of handbook. Reviewed and sent suggestions for revisions was sent to Nathan Basford and other state presidents.

GAP/ALB#16: Provide other presentations besides the volunteerism/leadership presentation at each state conference attended by the state presidents.

Activity: None to date. The TASFAA President-Elect will communicate with the AASFAA President to meet their conference session goals.

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Summary of State Activities and Events

TASFAA Transition meeting was held June 28 – 30, 2016 at the Embassy Suites in Murfreesboro, TN. The Board spent time examining how we operate as a non-profit, how to be wise stewards of the budget we manage, what are parliamentary procedures, and how we could enhance member benefits. We planned our year based on how we can support our organization's members and the TASFAA mission. In preparation for our 2016-17 year, we reviewed our Long Range Plan as I had selected several stated goals to take action on during our year.

1. Mentorship: One of our first action items was to increase our membership database with additional profile details. This is part of our mentorship initiative as the information may be valuable to new and current members who would like to have a conversation regarding best practices, or how best to advance from interpretation to implementation.
2. Membership: We are in the process of creating a survey that will go out in August to all members.
3. Policy and Procedures: We spent time reviewing our Policy and Procedures manual and have asked each member of the Board to submit recommendations of revisions to our Association Governance Chair.
4. Financial Aid Awareness: TSAC is promoting statewide collaboration for early FAFSA completion. Their collaboration with our schools is an important initiative that our Financial Aid Awareness Chair will track.
5. Training: We are planning a fall training series to be offered across the state's three regions; offering NASFAA credentialing as well as federal updates.
6. Training: We are planning pre-conference events at the TASFAA annual conference to include; New Aid Officers' Workshop and workshop designed for leaders/administrators with more than 10 years' experience.

The 2016-2017 Executive Board and committee chairs for the 2016-17 year:

President	Karen Hauser	Vanderbilt University
President-Elect	Charles Harper	Belmont University
Past-President/Nominations/ TSAC Advisory Chair	Dick Smelser	Pellissippi State CC
Treasurer	Leah Louallen	Tennessee Student Assistance Corp
Secretary	Joe Myers	Motlow CC
Member-at-Large	April Cross	Lee University
4-Year Private Sector Rep	Danette Seale	Carson Newman
4-Year Public Sector Rep	Stephen White	Middle TN State University
Proprietary Sector Rep	Tabitha Perry	Daymar Institute
2-Year Public Sector Rep	Kacee Hardy	Dyersburg State CC
TCAT Representative	Jo Wallace	TCAT – McKenzie
Association Governance	Jeff Gerkin	UT – Knoxville
Awards Chair	Stacey Duncan	Rhodes College
Budget & Finance	Terri Parchment	TSAC
Conference Chair	Janie Burns	Bethel University
Diversity Chair	Portia Cook	Cleveland State CC
Electronic Services Chair	Jeff Norrod	TN Tech University
Financial Aid Awareness	Cherry Johnson	Columbia State CC
Government Relations	Ron Gambill	Edsouth

Historical Chair
 Membership
 Mentorship Chair
 Public Relations/Blog
 Site Selection
 Sponsorship Development
 State Program Liaison
 Training Chair

Cynthia Piana
 Melissa Smith
 Joanna Hayes-Dickens
 Celena Tulloss
 Sonja McMullin
 Lester McKenzie
 Darolyn Porter
 Tiffany Summers

Aquinas College
 Vanderbilt University
 Gupton College
 UT Knoxville
 Sallie Mae
 TTU
 TSAC
 Lipscomb University

Activities & Events:

July 10 – 13, 2016
 July 21, 2016
 representing TSAC

President attended NASFAA conference
 President attended Ned McWherter Scholarship reception;

July 22, 2016
 16/17 budget

Board and TASFAA
 TASFAA Executive Board Conference Call meeting to approve

August 7 - 8, 2016
 October 11 – 12, 2016
 meeting

SASFAA Board meeting
 TASFAA Conference Committee meeting and TASFAA Board

October 19 – 21, 2016
 October 26 – 28, 2016
 members

TASFAA Fall Training Series
 SASFAA Leadership Symposium; sending two TASFAA Board

January 26 – 27, 2016
 meeting

TASFAA Conference Committee meeting and TASFAA Board

February 12 – 15, 2017

SASFAA Conference

April 9 – 12, 2017

AASFAA Conference: President's exchange

April 24 – 26, 2017

TASFAA annual Conference

June 4 – 7, 2017

SASFAA Transition meeting

June 2017 TBD
 meeting

TASFAA Executive Board meeting and TASFAA Transition

June 26 – 29, 2017

NASFAA Conference



Southern Association of Student Financial Aid Administrators

Chad Sartini/Virginia President

Executive Board Report/August 8, 2016

Goals for 2016-2017: Increase director involvement in VASFAA and increase association membership by 5%. Be an active and engaged member of the SASFAA board and work with the other state presidents to make 2016/17 a successful year for SASFAA.

LRP and GAP Goal Activity to date: None

Motion/ Action Item(s): None to propose

Policy & Procedure: Changes/ Recommendations: None to propose

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations: VASFAA has scheduled its first Directors' Summit to engage FA directors or their institutional equivalents across the state. The Summit will be an opportunity for directors to gather and discuss FA related issues (federal, state, and institutional), share ideas and discuss strategies for change implementation (early FAFSA, PPY), and general management/supervisory issues. This is also a networking and fellowship opportunity. The Summit is scheduled for September 20 at Virginia Military Institute. All FA directors/equivalents across the state were invited even if not current VASFAA members. Registration for the Summit opened Wednesday, 7/27 and capacity (25) was reached Thursday, 7/28. We hope that the success of the Summit demonstrates VASFAA's value, usefulness, and importance to directors across the state and encourages directors to become more involved in the association.

Appendices

Motion/ Action Item(s)

1) President:

- a. The purchase of alcohol for SASFAA events requires board approval. If it is the pleasure of the board to have alcohol provided in the SASFAA suite during board meetings, then a motion and approval is needed. For historical reference, the 15-16 board approved a total of \$300 to be spend for all meetings. Please note they had one less face –to-face meeting than this board will. The \$300 in 15-16 represented \$100 per board meeting.
- b. Approval of 2016-2017 Committees not listed as Discretionary in P & P Manual and Task Force Chairs – 6.1.2 of the P & P Manual states that the president, with approval of the Board, may identify additional discretionary committees and liaisons as the needs of the Association warrant.
 - i. LRP – Legacy – Ron Day Chair
 - ii. Leadership Symposium Taskforce – Brad Barnett Chair
 - iii. President’s Liaison – Nathan Basford
 - iv. Web Training Taskforce – Amy Berrier (Past-President) Chair
 - v. Executive Board Cost Containment – Sharon Oliver (President-Elect) Chair
 - vi. 5 Year Financial Plan Taskforce – Lester McKenzie (Budget & Finance) Chair

2) Past President: Section 6.13.1 – anywhere you see November (board meeting) replace with the “fall” (board meeting)

- 3rd paragraph of Section 6.13.1
- Last paragraph of Section 6.13.1
- Also see Section on Policy & Procedure: Changes/Recommendations.

3) Budget and Finance Chair:

- a. Motion to Approve Budget & Finance Committee Members
- b. Action Item: State Presidents provide a suggestion for a 5 Year Action Plan Task Force Member
- c. Action Item: Adjustments to Investments Accounts and Online Bank Accounts
 - To be Removed from accounts: Amy Berrier, 2015/16 SASFAA President
 - To be Added to accounts: Marian Dill, 2016/17 SASFAA President
 - To be remove from accounts: Terri Prachment, 2015/16 Budget/Finance Chair
 - To be Added to accounts: Lester McKenzie, 2016-17 Budget/Finance

4) Conference Chair:

- a. Consider forming a working group of past conference chairs to revise the Conference Handbook to reflect more recent practices.

5) Sponsorship Chair:

- a. Review and approve changes in red to appropriate sections of p & p.
- b. Approve Sponsorship Opportunities for 2016-17

Policy & Procedure: Changes/ Recommendations

1) Past President:

- a. Item for Discussion: Approval of slate of candidates

Section 6.13.1 – last sentence in section on page 35 – The slate must be presented to the board before being presented to the membership.

Section 7.1 Board – last paragraph on page 47 before e-meeting policy states – Annually, the Board shall meet to approve the nominees for elective office.

In my numerous years on the board, “we” have always stated that the board is not required to approve the slate. To me, section 7.1 requires that we do. Section 6.13.1 only addresses the fact that we should at least present the slate to the board before the membership.

My recommendation – remove the following sentence from 7.1 – Annually the Board shall meet to approve the nominees for elective office.

- b. Item for Discussions: The Bylaws (Article 4, section 1 (a)(3) currently states that active membership in the association is someone who has paid annual membership dues for the current year. Article 4, Section 3 also states that active membership shall be on an annual basis corresponding to the fiscal year as defined in Article 5 of the bylaws. Article 5 states that the fiscal year of the association shall be from July 1 to June 30.

To assist the boards with the transition period from one board to another, we may want to consider a potential bylaws change allowing a new board (like this year when Marian wanted to approve the Orlando addendum) to vote quickly on a necessary item. The majority of board members at the time had not paid membership dues so we could not vote, nor establish a quorum. Even though membership is considered “active” in Wild Apricot until July 15th, that is not complying with our bylaws.

How should we proceed? One possibility is to change the following:

- Leave fiscal year defined as July 1 to June 30 in Article 5
- Article 4, Section 3 currently reads:
 - Active membership shall be on an annual basis corresponding to the fiscal year as defined in Article V of these Bylaws. Active membership shall terminate at the end of the membership year when a member no longer meets the criteria outlined in Section 1A of this Article. Associate and Retired membership terminates at the end of the membership year.
- Change Article 4, Section 3 to read as follows:
 - Active, Associate, and Retired membership shall be on an annual basis ***and shall expire on July 31st following the end of the fiscal year as defined in Article 5 (July 1 – June 30).*** Active membership shall terminate at the end of the membership year when a member no longer meets the criteria outlined in Section 1(A) of this Article.

Secretary Wayne Kruger and I have discussed this situation. A second possibility is:

Has SASFAA ever considered working into the conference fee next years' membership? FASFAA does so that on July 1 we roll to paid everyone that went to the last year's conference which would include most board members? Or what about the possibility of waiving membership fees for those that serve the board?

2) Sponsorship Chair:

6.16 Sponsorship

A potential sponsor is a company or organization whose activities either supports or is closely related to those of the financial aid community. A sponsor provides resources to be used by SASFAA in accordance with the purposes of the Association. Sponsors may display their products and services at the annual conference for the purpose of soliciting business.

All sponsored activities must be coordinated through the Sponsorship Chair.

The sponsorship committee conducts all solicitations for advertising, Sponsor or space, and direct or indirect sponsorship of training events and activities, and selected publications of the Association. As part of the solicitation, the committee will:

- k) develop a list of potential sponsors including contact names, email addresses and phone numbers;
- l) 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 and Board meetings;
- m) prepare and email solicitations of sponsorship opportunities to potential sponsors;
- n) serve as the liaison to the conference committee for sponsorship needs and effective use of Sponsor or spaces;
- o) publicly recognize the contributions of all sponsors unless an individual sponsors chooses to opt out of said recognition;
- p) review and recommend, with assistance from the budget and finance chair, the standard advertising rates as well as any discounts offered to sponsors;
- q) review the policies affecting sponsorship and make recommendations when appropriate;
- r) contract with a drayage company and design a booth floor plan layout for the designated area;
- s) email special instructions regarding booth space, conference registration, shipping information and storage of materials to sponsors in advance of the conference; and
- t) coordinate all sponsor activities and benefits.

Conference Sponsorship Policy

Prospective sponsors must agree to the rules and procedures outlined below. A prospective sponsor who does not agree to these rules and procedures will not be permitted to utilize a booth space. A sponsor who violates any of these rules must promptly cease any such action, and, at the discretion of SASFAA, may be required to remove his or her booth. The conference chair will attempt, provided adequate space is available, to ensure that conference breaks and/or continental breakfasts will be held in the sponsorship area.

~~We have eliminated named sponsorship of specific Annual Conference activities and events. We have also discontinued the practice of recognizing "tiers" of sponsorship by contribution level. Sponsors will be acknowledged, at the discretion of the sponsor, in the Annual Conference program and at appropriate points throughout the year via a listing in alphabetical order by organizational name. However,~~ Sponsors must agree to abide by the following rules and procedures in conjunction with the Annual Conference:

- Sponsors are expected not to organize, sponsor or conduct any social activities directed towards Annual Conference attendees, SASFAA leadership personnel and/or workshop/training activity participants during planned conference sessions/meals.
- Sponsors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups. Only non-alcoholic beverages and light snacks may be served. Those sponsors will work in conjunction with the

SASFAA Sponsorship Chair to arrange accommodations with the conference hotel for such events that occur within the scope of the conference dates.

- Gifts or giveaways must be of nominal value (i.e. less than \$10 fair market value). All prize drawings, including scholarships, are prohibited. Sponsors may not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways at a later time in excess of the stated nominal value.
- Sponsors may sell their products and services; however, such sales may include only products and services that are normally marketed by the sponsor.
- All representatives of sponsors must register for **the conference** even if they are the designated complimentary registrant(s). Those who are not designated comp registrants must pay conference registration fees in order to attend conference activities and be present in their booth area.

SASFAA Sponsorship Options

Training Packages - Priority Savings Package Choices

Impact Package	<p>\$5,000</p> <ul style="list-style-type: none"> • Two Conference Exhibit Booths (includes 42 complimentary conference registrations) • Priority Booth Location (by date) • Organization Logo on Conference Information Page • On-line Conference Support Recognition • Web Banner Ad on Web site • 4 SASFAA Nine News Postings for a Year • Full Page Ad in Leadership Symposium Program • 1/2 Page Ad in New Aid Officers Workshop Program • New Aid Officers Workshop Recognition • Mid-Level Pre-Conference Workshop Recognition • Other Scheduled Professional Development Activities <p>By purchasing this package, you will save \$3,500 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
Advocacy Package	<p>\$4,000</p> <ul style="list-style-type: none"> • Conference Exhibit Booth (includes 2 complimentary conference registrations) • Priority Booth Location (by date) • On-line Conference Support Recognition • Web Banner Ad on Web site • 3 SASFAA Nine News Postings for a Year • 1/2 Ad in New Aid Officers Workshop Program • New Aid Officers Recognition • Mid-Level Pre-Conference Workshop Recognition <p>By purchasing this package, you will save \$3,000 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
Action Packages	<p>\$3,500</p> <ul style="list-style-type: none"> • Conference Exhibit Booth (includes 2 complimentary conference registrations) • On-line Conference Support Recognition • Banner Ad on Web site

	<ul style="list-style-type: none"> • 2 SASFAA Nine News Postings for the Year <p>By purchasing this package, you will save \$1,500 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
	Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Priority Savings Package Choices" option.
Training Packages – Standard Package Choices:	
Conference Exhibit Booth	<p>\$2,500</p> <ul style="list-style-type: none"> • Booth location determined by Sponsorship Chair, with notable exception outlined below in high visibility booth location policy. • Each exhibitor will receive 2 1 complimentary conference registrations. All other representatives of exhibitors must register for and pay conference registration fees in order to exhibit and attend conference activities. • Recognition of conference exhibitors will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Exhibitors
	Additional Conference Opportunities
Priority Location	<p>\$500</p> <ul style="list-style-type: none"> • Must be a conference exhibitor. • Entitles exhibitor to pre-select a booth location based on drayage company blue line layout. • High visibility booth locations will be honored by dollar amount contributed and then in order of date that web-based sponsor form is completed.
Extra Exhibit Booth	<p>\$500</p> <ul style="list-style-type: none"> • Must be a conference exhibitor. • Entitles exhibitor to a second booth contiguous to original booth. • Additional booths may be purchased at the same rate as the second booth. • Double booths may be limited due to space availability. • Double booths will be honored in order of date that web-based sponsor form is completed. • Extra booths will be available on first come first serve basis and depending upon space available.
President's Reception	<p>\$1,000</p> <ul style="list-style-type: none"> • Must be a conference exhibitor • Sponsor will be recognized with signage at the entrance to the ballroom • Special recognition will be given at the event
Continental Breakfasts – Monday and Tuesday	<p>\$500</p> <ul style="list-style-type: none"> • Must be a conference exhibitor • Sponsor will be recognized with signage where food is being served • Additional special recognition will be given at any general sessions offered each day
Luncheon and Business Meeting	<p>\$1,000</p> <ul style="list-style-type: none"> • Must be a conference exhibitor • Sponsor will be recognized with signage at the entrance to the ballroom • Special recognition will be given at the event

Tuesday Lunch & Learn	<p>\$750</p> <ul style="list-style-type: none"> • Must be a conference exhibitor • Sponsor will be recognized with signage at the entrance to the ballroom • Special recognition will be given at the event
External Marketers Booth	<p>\$500</p> <ul style="list-style-type: none"> • Exhibitors that do not have financial aid, post-secondary education, or higher education at the core of their mission. • All External Marketers must be approved by the Sponsorship Chair, who has the authority to determine if the organization meets the criteria for this category. • The SASFAA Board reserves the right to refuse an External Marketer's request to exhibit at the conference. • External Marketers are not permitted to be SASFAA members. • External Marketers may not attend conference functions without paying an additional fee, which will be determined by the board. • Booth location will be at the discretion of the Sponsorship Chair, with priority consideration being given to exhibitors with financial aid, post- secondary education, or higher education at the core of their mission. • External Marketers are responsible for any costs associated with vending. • Exceptions to this policy must be approved by the Vendor/Sponsor Chair and President.
Non-Exhibit Conference Support	<p>\$2,500</p> <ul style="list-style-type: none"> • Each non-exhibiting supporter will receive 2 1 complimentary conference registrations. All other representatives of conference supporters who wish to attend the conference must register for and pay conference registration fees in order to attend conference activities. • Recognition of conference supporters will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Supporters will be given the opportunity to opt out of this at their own discretion.
	<p>Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Standard Package Choices" option.</p>
Additional Sponsorship/Advertising Opportunities	
Corporate Sponsorship of SASFAA	<p>\$2,500 - \$10,000</p> <ul style="list-style-type: none"> • On-line Conference Support Recognition • Web Banner Ad on Web site • 3 SASFAA Nine News Postings for a Year • 1/2 Ad in New Aid Officers Workshop Program • Conference Program Recognition • New Aid Officers Recognition • Mid-Level Pre-Conference Workshop Recognition
Leadership Symposium	<p>\$500</p> <ul style="list-style-type: none"> • Half-page ads will be black and white and content is provided by the advertiser. • Placement of ads will be at the discretion of the Vice President. • Ads may be limited due to space and will be honored in order of date web-based sponsor form is completed.

New Aid Officers Workshop Ad	\$500 <ul style="list-style-type: none"> • Half-page ads will be black and white and content is provided by the advertiser. • Placement of ads will be at the discretion of the Vice President. • Ads may be limited due to space and will be honored in order of date web-based sponsor form is completed.
Banner Ad for Web Site and SASFAA Nine News	\$2,000 for Year (March of one year to February of the next year) <ul style="list-style-type: none"> • Ads will be in color and content is provided by advertiser. • Placement of ads will be at the discretion of the Electronic Services Chair. • SASFAA Nine News Posts can include professional, education-based content on products, services, or trainings offered by a contributor. Posts may not be longer than 500 words and may include appropriate graphics, such as logos and links. Content and editorial discretion to approve SASFAA Nine News submissions shall be vested in the SASFAA Communications and Outreach Chair. Additional SASFAA Nine News Postings within the March to February year are available for \$200 per posting.
	Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Advertising Opportunities" option.

SASFAA Training Activities and Advertising Opportunities

Please send digital ad copy and web link to the Communications and Outreach Chair.

6.16.2 Additional Sponsorship Policies

1. All sponsors may purchase mailing labels of SASFAA members at cost. Interested sponsors should be directed to contact the membership chair.
2. All sponsored activities must be conducted through the Sponsorship Chair.
3. Refunds of sponsor fees may be considered by written request to the SASFAA Sponsorship Chair at least sixty calendar days prior to the event. Requests for a refund will be reviewed and voted upon by the President, Budget & Finance Chair, and Sponsor Chair. Approved refunds will be made according to the original method of payment (i.e., by check for payments made by check; by credit to account for credit card payments).

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:

- 1) **President:** I am thankful for the opportunity to serve and appreciate all the efforts and ideas that have generated for consideration during the 2016-2017 year. I look forward to an enjoyable year as we work together to serve the membership of SASFAA.
- 2) **Secretary:** Fantastic reading all around, the book on board governance really hit home some points that I think all our organizations can learn from. I think we are already headed there but when the various boards meet in person I think more time needs to be spent in work groups dealing with specific issues and less time reviewing board reports. In general, I think the book gives me some new perspective on what it means to serve on the board of a non-profit. Its good to view what we do from the lenses of a general non-profit.

With regards to “Creativity Inc.” I have been fascinated by this on multiple levels, its more than just a book on creating a productive and creative team, it’s a history of animated films, Pixar, Lucas Arts, etc. Its been a great read and I highly recommend it to everyone. One of the fist chapters of the book talks about meeting structures and how seating arrangements and table layout can create a sense of hierarchy and involvement for some. I would suggest that for each meeting we randomize the seating when possible so that we can create a more inclusive environment for all. It will also help the board get to know one another better and help increase our cohesiveness.

- 3) **Budget and Finance Chair:** Creating a historical budget that shows not only current budget and actual expenses but adds initial budget to show changes in line items for a more accurate depiction of where we started and where we ended up.
- 4) **Conference Chair:** I am very excited and anxious to plan the 2017 conference. The committee is loaded with a strong group of planners and leaders so I expect BIG things from them and the conference.
- 5) **Sponsorship Chair:** I am excited about the response from many of the state vendor/sponsor chairs. All that have responded back to me seem to be very excited to be a part of a SASFAA committee and hopefully we all will benefit from one another.
- 6) **Communications Chair:** I will work on getting information for meetings to the board early so that it can be discussed in meetings. I will also work to make sure I am focused on the mission of the organization. I do not have new ideas from the book yet as I am still transitioning.
- 7) **Electronic Services Chair:** For continuity and familiarity purposes, I would recommend that the Electronic Services Chair serve at least one year on the Electronic Services Committee before serving as Chair.
- 8) **Membership Char and Treasurer Elect:** On a personal note, I cannot adequately express my sincere and heartfelt gratitude for the outpouring of support afforded by the Board when I lost my grandfather. Having to leave the Florida transition meeting prematurely, I feel like I am operating blindly in ways, but I do graciously thank you for all your calls, e-mails, etc. The flowers you all sent to the service were beautiful as well. I do thank you, and I look forward to a great year ahead with you.
- 9) **Gold Star: President Exchange and State Liaison:**

Book Reflections: I have been reading the book Board Member Orientation by Michael E. Batts. I believe we need to continue evaluating the effectiveness of carrying out our mission and purpose. To ensure that we continue to reach out to our members to ensure that they feel they are getting their bang for being members.

Thoughts & Recommendations: Have reached out to all state presidents for their thoughts and input in completing the State Presidents Guide. I have received back one recommendation from Karen Hauser: See below her recommendations:

- Presidents Guide is restating our state P&P for the President position. I do not think that is necessary. I would like to propose we eliminate those sections.
- I would hope that the purpose of this document would be to list the shared association expenses

- Provide the report template,
- Give guidance on the new White Board,
- Add the projected calendar of meetings we should be involved in.

Things to be accomplished by next board meeting:

- I need to receive minutes from meeting discussion with state presidents after with Marian Dill Marian as soon as meeting is over
- Need updates of persons assigned to both task of State Presidents Guide and Power Point

10) Mississippi President: I'm not finished with the book (Race for Relevance) yet, but I was very interested in the short section on generational differences regarding association membership. I've spent a few days considering why the "traditional" model of an association is less and less appealing to newer generations and how we can combat that to maintain membership.