

Southern Association
of Student Financial
Aid Administrators
October Board
Meeting

Agenda and
Board Report

June 2017

Prepared by Secretary Wayne Kruger



Table of Contents:

Agenda:.....3-5

President Board Report:6-9

President Elect Board Report:10-11

Past President Board Report:12-22

Vice President Board Report:23-25

Secretary Board Report:26-29

Treasurer Board Report:30

Budget & Finance Chair Board Report:31-37

Conference Committee Chair Board Report:38

Conference Handbook Taskforce Chair Report:39

Sponsorship Chair Board Report:40-41

Communications and Outreach Chair Board Report:42

Electronic Services Chair Board Report:43

Legislative Relations Committee Chair Board Report:.....44-49

Membership Chair and Treasurer Elect Board Report:.....50-51

Site Selection Chair Board Report:.....52

Leadership Symposium Chair Board Report:.....53

Legacy and Long Range Plan Committee Chair Board Report:.....54

Gold Star Award – President Exchange Chair Board Report:.....55-56

Alabama State Report:.....57-58

Florida State Report:.....59-60

Georgia State Report:.....61

Kentucky State Report:.....62

Mississippi State Report:.....63

North Carolina State Report:.....64-66

South Carolina State Report:.....67

Tennessee State Report:.....68

Virginia State Report:.....69

Appendices:

A. Motion/ Action Item(s).....70-81

B. Policy & Procedure: Changes/ Recommendations.....70-81

C. Book Reflections/ New Ideas/Suggestions/ Recommendations.....70-81



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

Mission Statement as per 2016-2021 Long Range Plan

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

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

Sunday June 4: Travel Day

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

Monday, June 5

Lido B & C

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

Announcement of Substitute Voting:

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

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

Welcome to Florida Joan Bailey

9:00 – 10:00 ***Action Item: Approval of prior minutes***

Action Item: Consent of written board reports.
 Round of Successes (3-4 minute updates)

10:00 – 11:30 AM Review of Reported Action Items/ P&P Suggested Changes

11:30 AM	LUNCH	Wreck Bar
12:00- 1:00 PM	NASFAA Thought Force Conference Call	
1:00 – 1:30 PM	GAP Report	Amy Berrier
1:30 – 1:45 PM	BREAK	
1:45 – 2:00 PM	Old/ Unfinished Business	
	New Business	
2:00 – 3:00 PM	Group Activity 1: Standard Operating Procedures – P&P/GFM Review	
3:00 – 4:00 PM	Group Activity 2: Goal Setting Transition Activity	
4:00 PM	Adjourn	
6:00 PM	Dinner	On own

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

Tuesday, June 6: 2017-2018 Board

Lido B & C

8:00 AM	Breakfast	Naked Crab or Grab N Go
(voucher)		
9:00 AM	Board Orientation and Planning	Sharon Oliver
	<ul style="list-style-type: none"> • Getting Acquainted • Roles and Expectations of Board Members <ul style="list-style-type: none"> ○ Meeting Highlights – Whiteboard • Goals and Objectives/GAP Report • Volunteer Form Required for All Volunteers • SASFAA Meeting Calendar 	
	Immediate Past-President	Marian Dill
	<ul style="list-style-type: none"> • NASFAA Think Tank • GAP Reporting 	
	President-Elect	Bryan Erslan
	<ul style="list-style-type: none"> • Summer 2017 NAOW's Evaluation • Year of Planning 	
	Secretary	Wayne Kruger
	<ul style="list-style-type: none"> • P & P Overview • Board Contact Information 	

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

Treasurer Jody
Darby

- Review travel reimbursement procedures
- Reimbursement forms – travel & miscellaneous
- Use of credit cards
- Individual Monthly Reports of Expenses

Budget and Finance Nancy
Tate

- Overview of SASFAA Finances
- Zero Based Budgeting
- Budget Form

12:00 Lunch **Wreck**
Bar

1:00 **Vice President** Celena
Tulloss

- Webinars
- Fall Training Workshop/Summit/Conference
- New Aid Officer Summer Workshop Site for 2018
- Annual Conference Training Sessions

Communications and Outreach Sarah
Dowd

- Parliamentary Procedures
- Electronic Communications and Notices
- Articles for Board Members (P&P, p. 51-52)

Other Sharon
Oliver

- Budget Forms
- Operational Calendar Updates & State Conference Dates
- Review and Select Committee Members
- Goals and Tasks for 2017-18
- Individual and group photos for SASFAA Website

All
All

Wrap-Up

Dinner **On Own**

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



Southern Association of Student Financial Aid Administrators

Marian Dill/President

Executive Board Report / May 19, 2017

LRP and GAP Goal Activity since Last Board Report:

Fiscal Reflections -

2016-2017 budget reflections are being provided as a means to preserve the information for historical review. Numerous expenditures and events affected the 2016-2017 annual budget.

- 2015-16 board voted to cover the expenses of the out-going president to attend the NASFAA conference. Some of these expenses occurred in the 2016-2017 budget year. This has an average impact of \$1650 (registration \$650, meals \$200, and lodging \$800). Travel was previously covered by SASFAA due to the board meeting preceding the NASFAA conference.
- NASFAA Expenses occurred twice in this fiscal year. The 2016 conference overlapped the fiscal years and the 2017 conference is in June 2017.
- At the recommendation of the taskforce and by EB vote, the registration rate for the Leadership Symposium was set with the intention of SASFAA subsidizing or having skin in the game. This was an intentional effort to give back to the membership and to develop leadership for all our FAAs. The realized subsidy to cover the LS expense was \$7,781.58
- At the recommendation of the Scholarship Taskforce and the vote of the EB, a \$2000 scholarship was approved with the understanding that it would come from reserves if necessary.
- The NASFAA Thought Force Meeting – This NASFAA requested meeting was organized after the budget was developed. The EB voted to send the maximum four representatives with the understanding that reserves might have to be used to cover the expenses to attend this meeting.
- To reach a balanced budget, expenses to attend state conferences were minimized by having elected officers from some states attend their respective state conferences at no cost to either FAA. Further cost containment was achieved by sharing of rooms on a voluntary basis. The president and president-elect shared rooms at the following events: October board meeting, NASFAA Leadership Symposium (Lee University paid for Mrs. Dill's half of the room charges), and SASFAA Hill visits.
- 2016-2017 board voted to pay the expenses of the outgoing president-elect to attend the NASFAA conference for the purpose of conducting SASFAA business while attending the conference. This was voted on during the February meeting. This has an average impact of \$1650 (registration \$650, meals \$200 and lodging \$800). Travel was previously covered by SASFAA due to the board meeting preceding the NASFAA conference.
- Line Item 229 – Awards was created. Previously the expenses associated with plaques (estimate \$700) and the past president scholarship (\$2000) were charged to the past-president budget item 106. The creation of the new line item allows the separation of the past-president's travel expenses and the expenses associated with the plaques and scholarship. These expenses were moved from line item 106 past-president to the new 229-awards line item.

SASFAA Hill Visits -

Thank you to Christen Neher and the Legislative Relations Committee for planning a great Hill Visit. Participating with this dynamic group of financial aid professionals for this advocacy event is a highlight of my journey as SASFAA President. It was my pleasure to participate in this event March 28 and 29. I also

appreciate the Tennessee delegation (Ron Gambill and Dick Smelser) for allowing me to participate in their individually arranged meetings.

State Conferences -

Due to the additional expenses as listed above and in order to comply with the balanced budget requirement, cost saving measures were needed. To help conserve travel cost, the following schedule was utilized for state conference travel. As per the P&P, individuals representing SASFAA at their respective state conferences were instructed not to charge SASFAA for travel to their home-state conference. Also, SASFAA was represented by various board members at some state conferences in order to minimize travel cost. It was a pleasure for me to attend the various state conferences. Thank you to each of the state presidents for their hospitality.

2016 DATES	EVENT	LOCATON	SASFAA Rep
October 12-14, 2016	KASFAA Fall Conference	Louisville, KY	Marian
November 13-16, 2016	NCASFAA Fall Conference	Concord, NC	Sharon (no cost)
2017 DATES	EVENT	LOCATION	SASFAA Rep
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

Budget and Finance – Transition Meeting -

On May 15, 2017, a meeting was held on the campus of Lee University. Incoming President Oliver and incoming B&F Chair Nancy Tate met with out-going President Dill and outgoing B&F Chair Lester McKenzie for the purpose of reviewing the current financial holdings of the organization (checking and investments). A comprehensive review of the budget process was conducted during this meeting. The group also reviewed the budget considerations document previously developed by Terri Parchment, former B&F Chair. These considerations are currently a stand-alone document and not part of the GFM. Current B&F Chair plans to present recommendation for board approval to include these in the GFM section 2-Budget Planning and Preparation. Housing accommodations were provided by Lee University at no expense to SASFAA.

Transitions –

Throughout the year, I have passed along information to both the president-elect and the treasurer-elect. Since President-elect Oliver has announced the 2017-2018 committee chairs, I have also passed along position specific information to the appropriate chair and Dr. Oliver. Each committee chair has been asked to write a letter to his/her incoming counterpart which includes:

- What went well
- What to try to avoid

- What you wish you had known a year ago
- Encouragement for the 17-18 journey

President-elect Oliver and I have been in discussion about the transition-meeting format. Our goal is to maximize the use of this time and provide a meaningful experience for the incoming chairs. We have prepared a hands-on project, which facilitates a review of both the P&P and the GFM.

NASFAA Thought Force –

A follow-up conference call was held on March 9, 2017 for the described purpose of discussing future plans of action. During this conference call, NASFAA Chair Lisa Blazer provided a summary overview of the February 6th meeting held in Washington, DC. NASFAA plans to conduct an invitation-only meeting to be held in conjunction with the 2017 national conference in San Diego, CA. Names of the 2016-2017 SASFAA board members and committee chairs as well as the 2017-2018 incoming state presidents were provided to NASFAA. Based on feedback, I believe everyone received an invitation to the meeting.

The next meeting will be held by conference call on June 5, 2017 at noon. Thank you to Tarik for working with the hotel to secure a conference phone to allow us to participate in this meeting while attending the SASFAA transition meeting.

NASFAA National Conference Invitation Only Meeting –

An invitation has been received with the following details:

What: Forum on National, Regional, State Association Partnerships

Why: NASFAA convened a task force of past regional presidents and some state association leaders to examine potential realignments between the national, regional, and state associations. Considerations from that task force were then passed along to a larger group of regional and state association leaders. After several conversations at the board and regional levels, NASFAA welcomes all regional board members to this invitation-only event to discuss how the collective associations could move toward a shared vision, mission, and strategic goals and generate economies of scale.

When: Tuesday, June 27, 8:30am - 9:30am

Where: Room 10, San Diego Convention Center

Upcoming Travel –

- NASFAA Board Meeting and Conference in San Diego, CA June 25 – 29. SASFAA's very own Leadership Symposium Trainers (Ron Day, Heather Boutell, Brent Tene,r and Brad Barnett) will be presenting a condensed version our 2016 LS on the final day of the conference. This will be a great session to attend.

I will attend the Forum on National, Regional, and State Association Partnerships session on Tuesday, June 27th.

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Suggestions for 17-18 / Personal Thoughts and Recommendations:

First and foremost, I thank all of you! Serving as the 2016-2017 SASFAA President has been an honor and a true blessing to me. So many of you encouraged me every step of the way!

I also want to thank my boss Phil Cook and the FAO team at Lee University that have so graciously held the fort down in order to allow me this opportunity to serve SASFAA. I could not serve with this level of intensity and time commitment without their full support.

This year has not been without its challenges! Our region has suffered many devastating disasters over the past 12 months. It began at transition meeting last year with two attendees having to leave early due to deaths in their families and the Orlando mass shooting at the nightclub. The August board meeting ended with Delta Shutdown, which left several board and committee members stranded. The fall brought mass flooding, fires, and tornadoes to several of our states. The 2016 Presidential election was like no other in my known history! The country was and is clearly, deeply divided on many issues. Hostility and aggression were openly expressed in the streets by rioters, media broadcasts and social media.

Other challenges have made the 2016-2017 year somewhat unusual to other years. Our financial aid world faced the monumental changes of PPY and 399s. As well, SASFAA for the first time in 17 years returned to Mississippi for the annual conference. Going back to Mississippi presented a great opportunity for administrators in the outskirts region to attend the annual conference. However, it might have negatively affected the overall conference attendance due to travel challenges such as driving distance or limited flight availability at the regional airport. What a year this has been! That is worth repeating. What a year! The great news is that together, we have survived.

Thank you to the state presidents. What a dynamic and engaged group we have this year! I have enjoyed getting to know you better. This is a truly dedicated group of leaders and I appreciate your work and commitment to your states and to the regional organization.

Thank you to the elected officers. Thank you for your many hours of work and contribution to this wonderful organization. Without you, SASFAA would not be what it is today.

Thank you to the committee chairs for accepting my invitation to serve as a chair. Each one of you has stepped up and done a fantastic job representing our membership. One of my commitments to SASFAA was an intentional investment into leadership development. One means to achieve that goal was each committee chair was either new to the SASFAA board or new to that particular position. Thank you all for your willingness to serve and your contributions this year.

Thank you to my many SASFAA friends, and to the Past-Presidents Think Tank. They guided, supported, encouraged, and inspired me throughout this journey. Again, I feel so very blessed to have had so many people I could count on.

I would like to leave you with a quote from John Quincy Adams, "If your actions inspire others to dream more, learn more, do more and become more, you are a leader."

Thank you to SASFAA and the deep/ rich heritage of leadership.



Southern Association of Student Financial Aid Administrators

Sharon Olive/President-Elect

Executive Board Report / May 19, 2017

LRP and GAP Goal Activity since Last Board Report:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Suggestions for 17-18 / Personal Thoughts and Recommendations:

N/A

The President-Elect has been planning and preparing for transitioning into the role of President by attending workshops and meetings for leadership development, visiting state conferences, acquiring fiscal management experience, and developing the transition meeting agenda and activities. Attending the NASFAA Leadership Workshop and NASFAA Orientation for New Board Members have provided the tools for leading and directing a non-profit association. Serving as an observer on the GAP committee on April 28-30, 2017, aided with grasping the importance of establishing goals that link directly with each section of the Long Range Plan. The President-Elect was given an opportunity to represent President Dill at two state conferences for the spring, SCASFAA and VASFAA. This opportunity afforded the President-Elect to gain hands on experience with providing the SASFAA update, participating in state conference activities, and soliciting volunteers for 17-18.

Recognizing that a key component of the success of an organization is the ability to properly manage fiscal responsibilities. To gain a deeper insight of the fiscal operations for SASFAA, I attended a budget meeting with President Dill and the Budget and Finance Chairpersons for 16-17 (Lester McKenzie) and 17-18 (Nancy Tate) on May 15, 2017. This meeting provided an in-depth understanding of each budget line item for revenue and expenses. An action item to be considered is to identify the best approach for reporting

investment income (gains and/or losses). Additionally, files were shared to assist with constructing the 2017-18 draft budget. To further strengthen the fiscal management operations, a meeting was held with the Treasurer and Treasurer-Elect to ensure that adequate training was provided for the Treasurer-Elect and files were transferred. The Treasurer-Elect is aware of the demands of this role and is fully committed to serving the association in this capacity.

As we embark upon *Optimizing Student Success through Advocacy, Support, and Outreach for 2017-18*, the President-Elect sent a welcome letter to new board members on April 12, 2017, informing them of key functions that will occur during the transition meeting. Board members were asked to review SASFAA's Policies and Procedures and Long-Range Plan for 2016-2021. Information was disseminated regarding the board meeting locations and date and travel guidelines. Also a draft contact list was provided of all board members for 2017-18. To be successful, we must have committed board members and volunteers to support the organization. A volunteer solicitation was sent to SASFAA members encouraging them to volunteer for a role by May 31, 2017. We are looking forward to a great year with the support of elected officers, committee chairpersons, and volunteers.



Southern Association of Student Financial Aid Administrators

Amy Berrier/Immediate Past President

Executive Board Report / May 19, 2017

LRP and GAP Goal Activity since Last Board Report:

- SASFAA Hill Visits, Washington, DC (March 1, 2017)
- NASFAA Board Meeting, Washington, DC (March 1-2, 2017)
- SASFAA Hill Visits, Washington, DC (March 28-30, 2017)
- Attended NCASF AA on behalf of SASAA, Wrightsville Beach, NC (April 10-12, 2017)
- GAP Meeting, Orlando, FL (April 28-30, 2017)
- SASFAA Transition Meeting, Fort Lauderdale, FL (June 4-6, 2017)
- MASFAA 50th Anniversary Conference, Starkville, MS (June 13-15, 2017)
- NASFAA Conference, San Diego, CA (June 25-29, 2017)

Motion/ Action Item(s):

See attached P and P change document

Policy & Procedure: Changes/ Recommendations:

See attached P and P change document

Suggestions for 17-18 / Personal Thoughts and Recommendations:

General P and P Changes:

Section 5.8 Immediate Past President

Section 5.8.2 currently reads...presents a slate of candidates in accordance with the election schedule or calendar for president-elect, secretary, treasurer, treasurer-elect, and vice president to the Board;

5.8.2 – delete treasurer from this statement

6.7.b – No GAP committee has ever done a mid-year evaluation of the Board against the LRP – I would suggest striking b and re-lettering as appropriate

Section 6.7.b currently reads...monitor progress toward the committee’s objectives at the mid-year and the end-of-the-year report, as appropriate to the Board of Directors;

Suggested Section 6.7.b:

Monitor progress toward the objectives of every officer and committee at the end of the year report, as appropriate, to the Board of Directors;

Section 6.2 Awards

The members of the committee shall be the elected officers of the Association.

Replace with:

The members of the committee shall be the voting members of the Association.

6.2.a – solicit nominations for outstanding, significant, and meritorious contributions to the advancement of student financial aid;

Replace with:

6.2.a – solicit nominations for the SASFAA Distinguished Service Award and Honorary Membership;

12.3 SASFAA Presidents

Add:

2016-2017, Marian Dill, Lee University, TN

2017-2018, Sharon Oliver, North Carolina Central University, NC

2018-2019, Bryan Erslan, Eastern Kentucky University, KY

Section 12.4 Honorary Members:

Add Carol Mowbray, Daniel Miller, David Cecil (alphabetize and format list)

12.5.1 Distinguished Service Award Recipients:

Add:

2016-2017:

Brad Barnett, James Madison University

Sandra Neel, University of Louisville

Update Section 12.6 with 2017 election numbers

Add section of Total number of eligible voters

Add caviat (Angie Black) on how to interpret voting results based on membership changes during 2014-2015

Section 5.2.b currently reads...represents SASFAA as an observer in the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA), serves as an alternate voting member in the absence of the SASFAA Past President, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the SASFAA Nine News or on the website as appropriate;

Section 5.2.b recommended...represents SASFAA as an observer at the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA);

FYI – NASFAA does not allow substitute voting. However, it is at the discretion of the Chair of NASFAA to appoint others should a vacancy exist.

Add from Section 5.2.b under President to Past President duties since the PP is the voting member on the NASFAA Board...

5.8.5. currently reads....serves as a SASFAA voting representative to the Board of Directors of NASFAA;

Recommended Section 5.8.5...serves as the SASFAA voting representative on the Board of Directors of NASFAA, provides reports of NASFAA activities to the SASFAA board, and provides reports to the membership as appropriate;

Section 6.5 Electronic Services...The committee composition will follow LRP 4.1 and 4.3 and include the rising chair who will be appointed by the President-Elect early in the year to allow for training and for a seamless transition year to year.

Recommended Section 6.5 Electronic Services...The committee composition will follow the direction of the current Long Range Plan and will include the rising chair who will be appointed by the President-Elect early in the year to allow for training and for a seamless transition from year to year.

For informational purposes...the 2011-2016 LRP Section on Committees is under Section 1 – Organizational Structures – Committees

Add to Section 6.5 Electronic Services.... Letter I

Assist chair of the Nominations and Elections Committee with the electronic elections process.

Section 6.7 GAP – remove S from long-range plans in introductory paragraph

Section 6.7.b – add work with the Membership Chair to...undertake a survey of membership satisfaction two years prior to the completion of the Long-Range Plan;

What is section 6.7.f – what is the regional profile?

7.5. NASFAA Board of Directors Meetings

The SASFAA immediate past president shall serve as a member of the NASFAA Board of Directors. The president attends as an observer. The length

of these terms shall be one year and shall coincide with the fiscal year of NASFAA. In the absence or disqualification of the SASFAA immediate past president to serve as a member of the NASFAA Board of Directors, the president, if eligible, shall serve as the SASFAA representative to the NASFAA Board of Directors.

SASFAA shall cover travel expenses for the president or designee to attend NASFAA Board of Directors meetings. Reimbursement shall be at a rate consistent with the SASFAA policy for travel reimbursements.

As a voting member of the NASFAA Board, NASFAA shall cover travel expenses for the immediate past president (or designee) to attend NASFAA Board of Directors meetings not held in conjunction with the NASFAA annual conference (see 10.6.4 Travel to NASFAA).

Not sure what would happen if the Immediate Past President had to be replaced on the SASFAA Board

Expand Section 5 of the P&P with the Section 5 below:

Section 5: Duties and Responsibilities of the Board

Authority for the Board of Directors is established in Article X of the Association Bylaws.

The governing body of the Association is the Board of Directors, which is responsible for establishing policies and for the general conduct of the affairs of the Association. The role of the Board of Directors is to ensure that all activities of the Association adhere to its mission, vision, and diversity statement. The Board is responsible for ensuring that all activities of the Association support the active Long Range Plan.

The governing body of the Association is the Board of Directors, which is responsible for establish policies for the operation of the Association. The Board of Directors is responsible for the general conduct of the affairs of the Association between meetings of the membership, except that of modifying the substance of any official action taken by the membership of the Association.

The Board of Directors reports to the SASFAA membership and it responsible for all of its actions.

Replace Section 5.1 with the section below:

Section 5.1 Legal Duties of Board Members

SASFAA Officers, State Presidents, and board members must meet certain standards of conduct and attention in carrying out their obligations to the Association and its membership. These standards are duty of care, duty of loyalty, and duty of obedience. These collective duties apply to the entire board and require the active participation of ALL board members.

It is required that all board members adhere to the following duties:

Duty of Care:

The Duty of Care requires that all SASFAA board members and officers are fully informed about all association activities, participate in all decision-making, and do both in good faith. Board members are expected to act in a manner which they believe to be in the best interest of the Association. Board members must also use care and judgment when making decisions on behalf of the Association.

The Duty of Care is carried out through:

- a. Be aware of SASFAA's mission, vision, diversity statement, plans and policies, and long range plan and make sure that these items serve the needs of the association;
- b. Attend all board meetings and stay until the end of the meeting. All board members unable to attend should notify the President as soon as possible;
- c. Fully participate in all board meetings by being prepared for deliberations and decision-making;
- d. Be an active participant in all decisions made by the Board on behalf of the membership;
- e. Provide a report at each board meeting outlining the activities and/or issues of each board member's area of responsibility. Each board member should comply with the Secretary and or President's submission deadlines. An electronic copy of the report should be provided to the SASFAA Secretary for inclusion in the minutes;
- f. Ensure accuracy of all minutes, reports, and financial documents;
- g. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate;
- h. Ensure the Association has sufficient resources, including financial resources, to fulfill the mission of the Association;

Duty of Loyalty:

The Duty of Loyalty represents faithfulness to the Association and requires all SASFAA board members and officers to give undivided allegiance when making decisions affecting the Association. Board members are expected to act in the best interest of the association. Board members should NOT act in their own interest or in the interest of another entity/association, particularly one in which they have a formal relationship.

The Duty of Care is carried out through:

- a. A board member must disclose to the rest of the board any information about him/herself that could have an impact on his/her decision-making and board oversight function;
- b. Each voting member of the board shall notify the entire board in writing of his or her appointment as a consultant, advisor, council member, representative, agent, officer or trustee of any need analysis, guarantor, collection agency, lending institution or other provider of financial aid services. This notification must be made within 30 days of the appointment;
- c. A board member can never use information obtained as a board member for personal gain, but must act in the best interests of the association;

- d. Always be thinking about and focusing on, priorities of the association and not that of yourself or another organization

The Duty of Obedience:

The Duty of Obedience requires that SASFAA board members and officers comply with all applicable federal, state, and local laws and adhere to the association bylaws. Board members exercise their own reasonable judgment concerning how the association should best meet its mission, but they are not permitted to act or speak publicly in a way that is inconsistent with the mission and goals of the association.

The Duty of Obedience is carried out through:

- a. Thorough knowledge of the association’s regulatory and reporting requirements and documents governing the association;
 - a. Bylaws
 - b. Policies and Procedures Manual
 - c. Guide to Financial Management
- b. Represent the association in a favorable manner;
- c. After a decision has been made, board members should speak “with one voice” and support the decision as a whole (even if there is individual disagreement);
- d. Recognize and uphold all fiduciary responsibility vested in the board;
- e. Serve as leaders in the financial aid profession and set an example for other members of the association and for external constituencies.

Replace Section 5.2 with the section below:

Then re-number each section after that...

Section 5.2 General Expectations of Board Members

It is expected that board members will also:

- a. Ensure the vitality of the association’s voluntary governance and membership structure through recruitment, orientation, support, development, and self-assessment of the board, task forces, and committees; development of governance policies and procedures; fostering membership growth and participation in programs, conferences, and other activities; and maintaining relationships with key constituencies;
- b. Provide financial oversight by helping to develop and by approving the annual budget; monitoring the financial reports, annual audits, and insurance coverage; overseeing investments and assets; and ensuring management and accounting controls;
- c. Officers and committee chairs shall pass on to their successors all pertinent records by August 1st. In the event of an officer or committee chair resignation or removal from office, all records must be submitted to the successor of Secretary, as appropriate, within 15 days;
- d. The president of a state association may designate a substitute voting member for board meetings. The name of the substitute voting member must be communicated to the SASFAA President, who must announce the substitution at the beginning of the meeting;
- e. State presidents are also expected to report on issues and events occurring in their states and provide information about their state activities’ to the Communications and Outreach Chair;

- f. Committee chairs, liaisons, and guests may attend all meetings of the board, enter into discussions if recognized by the president and make presentations, but shall not have voting privileges.

Nominations and Elections Committee Section in P and P (to replace what is currently there):

6.13 Nominations and Elections Committee

The Nominations and Elections Committee, chaired by the Immediate Past President, shall present a slate of candidates who meet the criteria for the offices of president-elect, secretary, treasurer-elect, and vice president, as needed. The committee coordinates and conducts the annual election of officers in accordance with procedures outlined in Section 6.13.9.

6.13.1 Committee Composition

The Nominations and Elections Committee is chaired by the Immediate Past President. Each of the nine past state presidents (served as president during the preceding year) shall be a member of the Nominations and Elections Committee.

- a. If a past state president does not confirm his/her participation on the Nominations and Elections Committee, the current (current state president serving as the voting member on the SASFAA Board of Directors) state president shall appoint another active state association member to represent that state on the Nominations and Elections Committee.
- b. A candidate for office shall not serve as a member of the committee. If a committee member should be nominated, that nominee's state president should appoint a substitute to represent that state on the Nominations and Elections Committee.
- c. If a state representative has not confirmed attendance for the fall committee meeting, the chair shall make no less than one written and one telephone attempt to confirm attendance. If contact efforts are unsuccessful, the state president shall be advised. The state president will then take whatever action is deemed appropriate to make sure the state is represented on the committee. If, after these attempts are made, the state is not represented, the chair may proceed under the assumption that the state has waived its privilege of attendance at the committee meeting and in the vote of the selection of candidates.

6.13.2 Solicitation of Candidates

The Nominations and Elections Committee is charged as follows:

- a. To solicit nominations from the membership in advance of the fall Nominations and Elections Committee meeting;
- b. To solicit candidates via the SASFAA Nine News or email to the entire membership;
- c. To create a list of potential candidates from all states and assign committee members to contact them;
- d. To enlist the assistance of SASFAA Past Presidents to contact/recommend potential candidates;

- e. To require each state representative to solicit nominations from its membership via their listserv;
- f. To have a call for SASFAA nominations for officer be on the agenda of each state association's first board meeting of the year;
- g. To enlist the assistance from SASFAA Board members with soliciting candidates for office;
- h. To encourage members of the Nominations and Elections Committee to nominate candidates for office to be considered by the entire committee for the final slate of candidates;
- i. For the chair of the Nominations and Elections Committee to inform the Board of Directors and email the membership a reminder to nominate individuals for office (prior to the slate being finalized) if the Nominations and Elections Committee feels that more qualified candidates are needed;
- j. For the chair of the Nominations and Elections Committee to inform the Board of Directors about any potential candidates being vetted by the Nominations and Elections Committee for the final slate. It is the responsibility of any member of the Board of Directors to notify the chair of the Nominations and Elections Committee about any concerns about a potential candidate.

6.13.3 Fall committee meeting

Prior to the fall board meeting, the Nominations and Elections Committee must finalize the slate of candidates for office for the upcoming year. The committee coordinates and conducts the annual election of officers in accordance with procedures outlined in Section 6.13.3.

- a. The Chair sets the date and time for the full meeting of the Nominations and Elections Committee. This meeting can be via conference call or via the web;
- b. The Nominations & Elections committee meeting shall be held prior to the fall Board of Directors meeting;
- c. The meeting should avoid any conflicts with state association meetings.

6.13.4 Presentation of slate of candidates to the Board of Directors

The slate of candidates will be vetted and finalized by the Nominations and Elections Committee and provided to the Board of Directors during the fall board meeting. The chair's written report will include the slate of candidates, any rules adopted by the committee, members present at the committee meeting, and recommendations for consideration for future committee meetings. The slate of candidates MUST be presented to the Board before being presented to the entire membership.

6.13.5 Presentation of slate of candidates to the SASFAA membership

Once the final slate of candidates has been presented to the Board, the slate shall then be announced to the membership via the SASFAA Nine News and the SASFAA listserv. The membership must be notified at least thirty (30) calendar days prior to the opening of electronic voting.

- a. The chair shall receive and submit each candidate's biographical information and other pertinent data to the Electronic Services Chair or Communications and Outreach Chair for the elections webpage;

- b. The suggested format for the candidate's information should be Name, Institution/Organization, Work Experience, Education, Professional Involvement/Activities and Candidate Statement.

6.13.6 Restrictions on Campaigning

The intent of these guidelines is to provide equal opportunity for all candidates and to eliminate unfair campaigning for SASFAA offices.

- a. Each candidate will be featured in the SASFAA Nine News and/or the SASFAA website prior to the annual conference and opening of the election;
- b. Each candidate will be asked to provide a photograph, a resume, and a statement of candidacy not to exceed 500 words. This statement will not be edited;
- c. No mass solicitation to the SASFAA membership shall be made by or on behalf of a candidate prior to or during the election;
- d. State associations are allowed to solicit in-state support for candidates from that state;
- e. Candidates or their representatives shall not make presentations at individual state meetings other than the state in which the candidate is currently employed.

6.13.7 Nominations from the floor

In accordance with Robert's Rules of Order, qualified, active members have the opportunity to submit any final nominations for candidates for office. This process serves as "nominations from the floor".

- a. The SASFAA President must call for nominations from the floor from the membership no later than thirty (30) calendar days prior to the start of the annual business meeting;
- b. Nominations from the floor shall end no later than twenty (20) calendar days prior to the start of the annual business meeting, at which time the SASFAA President will notify the chair of the Nominations and Elections Committee
- c. Any new candidates must submit required information to the committee chair within five (5) calendar days prior to the opening of electronic voting (see section 6.13.5 and 6.13.6).

6.13.8 Election, Verification of Election Results, and Announcement of Election Results

The Immediate Past President will present the slate of candidates at the fall board meeting of the SASFAA Board of Directors on behalf of the Nominations and Elections Committee. The membership must be notified at least thirty calendar (30 days) prior to the opening of electronic voting.

The general election shall begin ten calendar (10) days prior to the initial business meeting and close at 3 pm (local time) on the last full day of the conference. Write-in candidates may be allowed. The slate of candidates will be presented during the opening session. Each candidate is then introduced.

SASFAA active members will be provided an opportunity to vote once membership status has been verified. Each paid active member will have access to an electronic ballot containing the names of the candidates running for office. The chair shall work closely with the Electronic Services chair on the elections process.

The Nominations and Elections Committee will verify the election results. The Secretary will be in attendance at the election results verification except in the event that the Secretary is on the ballot or otherwise unavailable. If that occurs, the President will designate a substitute.

Once the result is verified, the chair of the Nominations and Elections Committee will notify the President as well as each of the candidates. The chair of the Nominations and Elections Committee will report the results of the election at the business session following the completion of voting. The President will state results of each office and declare the candidates duly elected.

6.13.9 Absentee Ballot Process

Only paid active members may vote.

An electronic ballot shall be made available to each paid active member ten calendar (10) days prior to the opening business meeting of the annual conference.

6.13.10 Special Elections

1. A special election shall be called by the Board in the event of a vacancy of the office of president-elect;
2. In the event a vacancy occurs in the office of president within sixty (60) days prior to the annual business meeting, the election will be held during the annual meeting;
3. The nominations and elections committee shall solicit candidates, finalize the slate, present the slate to the Board of Directors, and announce to the membership within thirty (30) calendar days of the beginning of the special election;
4. Each paid active member will receive an electronic ballot;
5. The election results shall be verified by the nominations and elections chair and the secretary. If the secretary is on the ballot, the election results shall be verified by the nominations and elections chair and the electronic services chair;
6. Within ten (10) calendar days following the balloting deadline, the chair of the nominations and elections committee shall notify the president and Board of Directors of the results of any special election before notifying the membership.

6.13.11 Run-Offs

In the event that a candidate does not receive a majority of the votes cast for that office, there will be a run-off election. Electronic balloting shall take place as soon as practical following the determination that a run-off election is necessary. Run-off electronic voting will be available for ten (10) calendar days once an access date has been determined.

The Nominations and Elections chair, along with the secretary, will verify the results of the run-off election. If the secretary is on the ballot, the election results shall be verified by the nominations and elections chair and the electronic services chair.

The Nominations and Elections Chair shall notify the Board of Directors of the run-off election results before notifying the membership.

6.13.12 Record of Members Voting

A record of the total votes cast in general and special elections and **the number of eligible voters is included in Section 12.6.**



Southern Association of Student Financial Aid Administrators

Michael D. Morgan/ Vice President

Executive Board Report/June, 2017

Committee Members

We have several dedicated instructors returning to teach this year. We have decided to only have 4 classes this year as the facilities are such that we can expand the rooms to 30 per room if necessary and thus reducing costs.

- Celena Tulloss, University of Tennessee
- Derek Ball, Kentucky Community and Tech. College System
- Ronnette Hamilton, North Carolina A & T State
- Stephanie Lawrence, Albany State University
- Kenneth Cole, University of South Carolina at Lancaster
- Sarah Baumhoff, Kennesaw State University
- Sean Johnson, Hillsboro Community College

New instructor for 2017

- Bill Spiers, Tallahassee Community College
- Chad Sartini, Virginia Western Community College

Staff in attendance:

- Stephanie Miller, FA Solutions- School Liason
- Nathan Basford, Florida State University- Business Partner
- Irma Molinares, ECMC- Business Partner
- Marian Dill, Lee University- President

Fed in the House:

David Bartnicki will join us again this year on Thursday and Friday of our week. He will teach two general session overviews:

1. Verification Overview
2. Return to Title IV Overview
3. Parking Lot Issues; We would also like for you to visit each classroom while you are here to address questions and provide inside to the subject listed above that have been discussed earlier in the week. Our participants and instructors have always gained a wealth of knowledge from these informal class sessions.

Committee Goals for 2016-2017:



New Aid Officer Workshop (NAOW)

This year's theme Myths and Legends. The NAOW team will focus on debunking myths surrounding the profession of financial aid while planting the seeds to developing the legends of tomorrow. The workshop is one week in length this year for instructors it will be Monday through Saturday, June 19th -24th at Jacksonville State University in Alabama. We currently have 67 participants who have signed up for the new

aid officer workshop. Though this is done about 15 from this time last year we hope to gain a few more before the event. But remember quality is what we are striving to maintain. And with our current instructors and facilities I believe NAOW will be a destination for a lot of New Aid Officers beyond SASFAA.

Count of State	
State	Total
AL	8
FL	15
GA	13
KY	8
MS	5
NC	8
SC	3
TN	10
VA	3
Grand Total	73

The Southern Association of Student Aid Administrators (SASFAA) offers a New Aid Officer Workshop (NAOW) to provide just that type of opportunity. One week of intense training for anyone who is new to the profession and desires to help students. SASFAA NAOW helps take your new financial aid employee to next level with NASFAA Professional Credentials. This week of training uses a nationally-recognized standard in financial aid training and allows participants to earn mastery of content of several credentialed topics.

Participants are benefited by:

- Expanded financial aid knowledge
- Improved job performance and service to students
- Tangible evidence of knowledge to use in their office
- Giving your office and institution a competitive edge

Participants will have the opportunity to earn at least 5 credentials while receiving a base knowledge to credential in all 10 subjects offered at the workshop. Taught by a league of seasoned financial aid professionals, NAOW attendees will gain a passion to serve students and continue to advance in their careers. Register today while there is still time at www.sasfaa.org/NAOW2017.

Based on last year's survey from attendees and discussions with last year's instructors. This year we will continue to use the NASFAA Credential Materials. We will peer behind the veil to explore 10 subjects, 10 class groupings that will allow more time to discuss each topic. The top rated subjects are:

1. Overview of Financial Aid Programs
2. Student Eligibility
3. Cost of Attendance
4. Need Analysis: Federal and Institutional Methodology
5. Verification
6. Federal Pell Grants and Afghanistan Service Grants
7. Direct Loans: Eligibility & Frequency
8. Return of Title IV
9. Satisfactory Academic Progress
10. Professional Judgement

Check out some shenanigans from last year. <https://www.facebook.com/search/top/?q=sasfaa%20naow2016>

As part of the promotion, our team sent out emails to the following leaders in contiguous state and regional organizations to promote SASFAA and NAOW.

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

Wayne Kruger, Secretary

Executive Board Report / May 19, 2017

By-Laws Committee: 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.

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

Committee activities for 2016-2017: The committee has reviewed other regional associations as well as NASFAA By-Laws to determine if there are any holes to our current By-Laws as well as reviewed to ensure that we are on good legal grounds with our By-Laws. Based on these actions we have determined that we are on good legal ground with our By-Laws but have some small suggestions to be better clear in them.

LRP and GAP Goal Activity:

LRP:

- I. ORGANIZATIONAL STRUCTURE
 - a. BY-LAWS Committee:
 - i. Finished creating working document for review of by-laws of SASFAA and other associations, we meet in person and via email to review and will be submitting a few suggestions for changes to the By-Laws
- II. COMMUNICATION/COLLABORATION COMMUNICATION
 - a. Disseminate information to the membership and appropriate constituencies.
 - i. Update P&P and related documents posted to the SASFAA website.
 - ii. Prepared GAP reports and documents as well as updated the whiteboard
 - iii. Creating final end of year 2016-2017 folder to be stored in the secretary's jump drive
 - iv. Presenting updated e-meeting minutes and meeting minutes for board approval

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. I am continuing to organize and label data on jump drive to ensure the proper order and history is posted on the website. I am attempting to put in the name of files the date it was created/last revised and making sure to keep all older version.

Other activity: Continued to send out condolence cards to those SASFAA and state members that lost loved ones.

Motion/ Action Item(s): The By-Laws Committee submits the following suggestions to the board, if not action is taken at this time at least we would want feedback so that it can be brought and approved at the august meeting with a hope for it to be in the next year's election cycle.

Trouble area and Suggestions for change.:

- 1) **Article III (a)(2) = appears to need a rewording to better reflect current environment. Or perhaps the whole article can be re-worked to be more in line with other regions wording.**

ARTICLE III – PURPOSE

The purposes, for which the corporation is organized, subject to the limitation of Article XV, hereof, are to:

(a) promote the professional preparation, effectiveness, and association of:

(1) student financial aid administrators in postsecondary educational institutions, government agencies, and foundations and

(2) administrators of student loan programs in lending institutions, and other administrators of student financial aid programs;

(b) assist educational institutions, foundations, government agencies, lending institutions, and private and community organizations in promoting and developing effective programs pertinent to student financial aid;

(c) facilitate communication between educational institutions and sponsors of student aid funds through an exchange of ideas, information and experiences; and

(d) promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or necessary to fulfill the above stated purposes.

Suggested Edit

ARTICLE III – PURPOSE

The purposes, for which the corporation is organized, subject to the limitation of Article XV, hereof, are to:

(a) promote the professional preparation, effectiveness, and association of student financial aid

administrators in postsecondary educational institutions, government agencies, foundations, and other administrators of student financial aid programs.:

(b) assist educational institutions, foundations, government agencies, lending institutions, and private and community organizations in promoting and developing effective programs pertinent to student financial aid;

(c) facilitate communication between educational institutions and sponsors of student aid funds through an exchange of ideas, information and experiences; and

(d) promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or necessary to fulfill the above stated purposes.

2) **Article IX section 2(b) = appears to need rewording to better clarify the board.**

ARTICLE X – EXECUTIVE BOARD

Section 2. The Board shall consist of the following:

(a) the president, vice president, president-elect, immediate past president, secretary, treasurer, and treasurer-elect.

(b) the chief executive officers, (state presidents) or their designated representatives, of the state financial aid associations in the nine states of the Association.

Suggested Edit:

(b) The state president/chief executive officer of each state association within the SASFAA region or in their absence a designated representative.

(We left out 'nine' to leave room in case at some time in the future we have more or less than nine member's states)

Policy & Procedure: Changes/ Recommendations:

President Dill: Can you look at section 6, I believe that the 15-16 the board voted to change the requirement to approval committee members at the first board meeting. Can you research the notes from the July meeting in 2015 and make the change in the P&P.

Section 6: Duties and Responsibilities of Committees and Liaisons

The committee chairs work in conjunction with the president to select committee members considering experience, ethnicity, state member representation, sector interests and gender **for approval at the first Board meeting of the new fiscal year.** The Board may recommend other committee members for approval by the Board during the course of the fiscal year, as appropriate. Each committee and liaison shall:

6.1 Committees

Committees, comprised of active members of the Association, are established to perform specific functions for the organization. These committees also may be structured to provide specific services to the membership of the Association. Specific committees continue on an ongoing basis as “standing” committees of the Association while other “discretionary” committees may be established to accomplish special functions that may not continue from one administration to the next.

Committee appointments shall be made by the president and approved by the Board.

Suggestions for 17-18 / Personal Thoughts and Recommendations: None at this time I will however begin early to work on ideas, recommendations for the next secretary.



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/Treasurer

Executive Board Report/June 5, 2017

LRP and GAP Goal Activity to date:

2015 Federal Tax Return filed by CPA prior to deadline
Annual incorporation with Georgia Secretary of State filed and paid
Annual music subscriptions (BMI, ASCAP) renewed and paid
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 registrations, membership dues and sponsorships posted and receipted weekly
Refunds for registrations processed weekly
Financial reports submitted to each Board member
Bank accounts reconciled monthly
Credit card reconciled and outstanding balance paid monthly
PayPal reconciled and deposited monthly

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

- For a first year treasurer, the annual financial review should be conducted within the first 6 months of his/her term as treasurer.
- The treasurer-elect should attend the annual financial review as an observer.

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



Southern Association of Student Financial Aid Administrators

Lester McKenzie/Budget & Finance Chair

Executive Board Report/June 5, 2017

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:	Met with President Dill, President-Elect Oliver and 2017/18 Budget & Finance Chair Nancy Tate to go over budget and strategies for the 2016/17 and 2017/18 years. Also produced the Annual Financial Review in April with committee members Sonja McMullen and Terri Parchment. Financial Review submitted during this meeting.
GOAL	Policy and Procedures shall be reflective of current practices and shall be compliant with the By-law.
OBJECTIVES	<ul style="list-style-type: none">• 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 caused no changes.
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. <ul style="list-style-type: none">• Use transition meeting to develop committee goals and objectives and publish the goals on the website.

- UPDATE Met with President Dill, President-Elect Oliver and 2017/18 Budget & Finance Chair Nancy Tate to go over budget and strategies for the 2016/17 and 2017/18 years.
- 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 No additional action taken.
- 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 Worked with Treasurer and President through the current time period since last report to update and review the Budget vs Actuals and Balance Sheet.
- 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):

None

Policy & Procedure: Changes/ Recommendations:

None at this point.

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

We are a quilt, sewn together by our love and devotion to financial aid, our colors may not always match but we complement each other when tethered together with commitment and differing abilities. A quilt is made over time to design and mesh the fabric of our different lives and a border is made by this board under the leadership of our quilt master and president. We are the outside border that brings all members together as we protect against wear and tear of our souls. Our sponsors are the backing material that supports us and gives us a soft cushion to fall back on when we need to be protected ourselves. Please see the mosaic we are and the strength by which we are brought together to provide comfort and support to all we serve.

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 May 18, 2017: Liability charges based on individual contracts and timing
\$17,580.00**

Thrasher Brothers – Commercial Charter Coach – Birmingham to Jacksonville and return

Pickup Location: Birmingham, AL June 19, 2017 Destination to: Jacksonville, FL

Pickup Location: Jacksonville, FL June 24, 2017 Destination to: Birmingham, AL

Contract Total is \$400.00 deposit and balance due is \$1200.00 for a total of \$1600

Full Payment due 10 business days prior to date of departure. June 5, 2017

Total Liability as of May 18, 2017: Liability charges based on individual contracts and timing \$400.00

Hilton Alexandria Mark Center – Alexandria – July 21-23, 2017 – Pre Planning 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 \$0 (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/ room

80% of 69 guest room commitment = 55

SASFAA will pay \$145 for each room night not utilized below 55 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 February 17, 2017.

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

- One upgrade to one bedroom suite available July 21st departing July 24th

- Complimentary Guestroom internet
- Discount parking of \$12 for self-parking only (daily and overnight usage)

Cancellation provisions

Signing date until March 22, 2017 = \$4502.25 (45% room's revenue)

From March 22, 2017 to April 24, 2017 = \$5002.50 (50% room's revenue)

From April 24, 2017 to May 22, 2017 = \$7503.75 (75% room's revenue)

From May 22, 2017 to first arrival date = \$8004.00 (80% of room's revenue)

Total liability as of May 18, 2017: Liability charges based on individual contracts and timing \$7503.75

Embassy Suites Lake Buena Vista Resort – Lake Buena Vista, FL – October 22-25, 2017 – Enrollment Management Workshop

Room Rate is \$142 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 \$3,000 (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 of any kind to be brought into hotel.

Tax is 12.5%

80% of 150 guest room commitment = 120

SASF AA will pay \$145 for each room night not utilized below 120 room nights.

Completed credit authorization form to be provided with the signed contract to guarantee contract. Initial deposit is to be charged April 30, 2017.

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

- 25,000 HHonors signing bonus to be awarded to Tarik Boyd, the onsite contact (Celena Tulloss) is to receive regular HHonors points earned.
- One complimentary room-night for every 40 actualized
- 3 VIP amenities valued at \$30 each
- 2 upgrades to deluxe suites at group rate
- 20% allowable slippage on guestrooms
- Complimentary meeting room rental with a food and beverage minimum of \$3000
- Complimentary internet for meeting rooms.
- 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 3 pre/post event dates based on availability

Cancellation provisions

Signing date until July 22, 2017 = \$6075.00 (25% total revenue)

From July 22, 2017 to August 22, 2017 = \$12,150 (50% total revenue)

From August 22, 2017 to September 22, 2017 = \$18,225 (75% total revenue)

From September 22, 2017 to first arrival date = \$24,300 (100% of total revenue)

Total liability as of May 18, 2017: Liability charges based on individual contracts and timing \$6075.00

Embassy Suites – Orlando Airport – October 20-22, 2017 – Board Meeting

Room Rate is \$139 per night

Minimum Food and Beverage revenue of \$1,000 (does not include admin charge, labor fees, federal, state or local taxes, or any other fees outside of food and beverage product sales).

Gratuity and Service Charge is 24%

Taxes are 12.5% (State 6.0% and hotel 6.5%)

If 90% of the Room Attrition is met the following will be provided

- Guest Suite Wi-Fi for 25 guest suites for 2 days each, approx. value is \$497.00
- Parking for 25 units for 2 days each, valued at \$576.00
- Meeting rooms Wi-Fi for 2 days, approx.. value is \$500.00
- Upgrade to Executive Suite for 2 days, approx.. value \$100
- Double HHonor points for Sharon Oliver and Tarik Boyd for each dollar spent up to 100,000 points. Expected total value would be $\$7672 \times 2 = 15,344$ HHonors points per person

Cancellation provisions

Signing date until July 21, 2017 = \$3068.80 (40% of total revenue)

From July 22, 2017 to August 20, 2017 = \$4603.2 (60% of total revenue)

From August 21, 2017 to September 19, 2017 = \$5370.40 (70% of total revenue)

From September 20, 2017 to October 20, 2017 = \$6904.80 (90% of total revenue)

Total liability as of May 18, 2017: Liability charges based on individual contracts and timing \$3068.80

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

SASF AA 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 SASF AA 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 (90.5 of room's revenue) + \$30,000 (fd/bev revenue)

**Total liability as of May 18, 2017: Liability charges based on individual contracts and timing
\$46,037.50**

Grand Hyatt Atlanta – Atlanta – February 15-20, 2019 – Conference

Room Rates are as follows:

- Single Occupancy \$169.00
- Double Occupancy \$169.00
- Triple Occupancy \$194.00
- Quadruple Occupancy \$219.00
- Gov't per Diem \$148.00
- Grand Suite \$169.00

Guest room rates are quoted without any applicable taxes (currently at 16.9% and an additional \$5.00 per night flat State of Georgia hotel/motel fee)

Cutoff Dates for rooms is January 25, 2019

One complimentary Room for every 40 revenue producing guest rooms

Meeting and event space is waived if \$60,000 food and beverage commitment is made

Service Charge on food/beverage is 24%

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

- Complimentary high speed wireless guest room internet
- Complimentary meeting room internet for all attendees
- Ten (10) rooms at the prevailing per diem rate over the program dates
- Complimentary one-bedroom Presidential Suite during dates of Conference
- One complimentary Governor's Suite over the program dates
- Eight (8) upgrades to one-bedroom grand suite at the group rate over the program dates
- Discounted overnight self-parking at \$20.00 per vehicle per day over the program dates
- Twenty Five (25) complimentary boxes received and stored for the SASFAA Office
- Three (3) VIP roundtrip airport transfers from Hartsfield-Jackson Atlanta International Airport (ATL)
- 15% off AV equipment, with exclusive use of PSAV
- 10% off F&B menus in place at the time of the program. Does not apply to package or customer pricing
- Hotel will offer complimentary meeting space for pre-planning (up to 30 people) and guestrooms at the 2019 rate (subject to hotel availability)
- Complimentary beer/wine reception hosted by hotel for one (1) hour
- Hotel will offer signing bonus of 50,000 Hyatt Gold Passport Points in addition to the points at program conclusion (up to an additional 50,000).

Cancellation provisions

Signing date until February 15, 2018 = \$94,770.00

From February 16, 2018 to June 15, 2018 = \$122,212.50

From Jun 16, 2018 to October 15, 2018 = \$168,097.5

From October 16, 2018 to first day of event = \$195,540.00

**Total liability as of January 29, 2017: Liability charges based on individual contracts and timing
\$94,770.00**

Total liability of outstanding contracts is \$175,435.05 as of May 19, 2017

SASFAA, Inc. Investments as of May 18, 2017

BB&T Checking	\$77,528.84
BB&T Savings	\$47,865.73
Edward Jones Money Market	\$2723.95
Advisory Solutions 20/80 @ Edward Jones	\$394,896.96
Charles Schwab (NASFAA)	<u>\$318,311.26</u>
Total Assets	\$841,326.74

SASFAA, Inc. Inventory as of May 18, 2017

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 / May 19, 2017

LRP and GAP Goal Activity since Last Board Report:

Conference evaluations were distributed to the 342 attendees. Sixty-six evaluations were submitted (19% of total attendees). Overall, the evaluations were positive. Most negative comments were relative to the smokiness of the venue. Evaluation results were submitted along with my other GAP report materials.

The final conference bill was reviewed by myself and Tarik Boyd and processed by Jenelle Handcox in a timely fashion.

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

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

Suggestions for 17-18 / Personal Thoughts and Recommendations:

What a wonderful experience it was to chair a SASFAA Conference! Thank you to Marian and the Executive Board for your support and expertise given to me and the conference committee as we pieced the conference together. While I wish I had done some things differently along the way, I believe the conference was successful and beneficial to the attendees.

Since I will not attend the June transition meeting, I will forward my words of wisdom to Runan Pendergrast for consideration in her planning for next year's conference. Along with that, I will send a list of the 2017 committee members and their designated conference task(s) so she might be able to match up her committee members with similar responsibilities.

I appreciate the recommendations from the GAP Committee. Its work is pertinent to SASFAA's success and sustainability for many years to come.

I leave with two quotes:

“Suck it up, Buttercup” and “My tutu is tight tight.” You probably had to be there! ☺

Thank you!



Southern Association of Student Financial Aid Administrators

Chris Mapes/Conference Handbook Taskforce Chair

Executive Board Report / May 19, 2017

Committee Members:

- Sarah Dowd
- Brenda Brown
- Runan Pendergrass

LRP and GAP Goal Activity since Last Board Report:

The progress has been good – the handbook came to us in pdf format so we were able to convert back to a word document to lift information that we wanted to keep easily. The issue with the document as it came to us is that it is in 10 separate documents (chapters). I formatted to be one document indexed so it will be at least more user friendly. A lot of the old document is no longer applicable, useful, etc. so we have been sorting through what could be tossed out and adding new.

The conference handbook was moving along and I thought we would be finished by the end of June. Now, I am certain we will not complete by then. Unfortunately, my committee has come to a halt in review and update.

I am willing to continue to work on it into the new year fiscal year if the board elects to do so. I also think most of the committee will be willing to continue to work on the project as well.

My apologies in not being able to complete the entire document by year end for you. A new handbook is needed, and will be a longer labor of love.

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Suggestions for 17-18 / Personal Thoughts and Recommendations:

Thank you to Dr. Sharon Oliver for allowing this work to continue into the 2017-2018 year.



Bryan Erslan, Sponsorship Chair

Executive Board Report/June 2017 Transition Meeting

LRP and GAP Goal Activity to date:

Goals set for the 2016-17 Academic year for Sponsorship Committee:

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 increased sponsorship to the board.

Goal 1

The Sponsorship Chair and President Dill have reached out to vendors a number of times this past year. As of Friday, May 19, 2017 we have 32 vendors that exhibited and two sponsors that were non-exhibitors, but are providing general conference support. Total amount of sponsorship dollars is \$95,500, \$4,500 shy of the proposed sponsorship goal of \$100,000. Dollars actually received for the year were \$98,000, however, \$2,500 were funds that were paid in September 2016, but were actually part of the 2015-16 sponsorship dollars.

Once last attempt has recently been sent to all vendors that attended the SASFAA Conference asking for sponsorship for the New Aid Officers Workshop in June.

Of the number of vendors contributing this year, we have four vendors that should receive a half page ad in the NAOW Program. These four companies should also be recognized as contributing to the Pre-Conference Sessions and should be given that recognition throughout the Pre-Conference:

EdFinancial, MOHELA, Global Financial Aid Services, & Campuslogic

Goal 2

Utilization of the committee was under used by the Sponsorship Chair. However, special thanks to Brenda McCafferty, Biz Daniel (incoming Sponsorship Chair) and Chester Priest for their continued support throughout the year of my work as Sponsorship Chair. Numerous phone calls, emails, and guidance was provided to the Chair by these three individuals and the benefited greatly from their knowledge.

Goal 3

A survey is also being sent the last week of May and the results will be provided to Biz Daniel, who will be the sponsorship chair in 2017-18. While this should have been done at the conference, we will hopefully still receive some feedback from this survey that will be helpful for the upcoming year and the work that Biz and her committee will complete in the new year.

Personal Thoughts

I would personally like to thank Marian for asking me to serve this year. In my years of service to state, regional and national boards, this was probably the most difficult challenges I have faced. There were many times I felt like I may not make it through the year, we wouldn't come close to our goals, or my work wasn't good enough, however, I learned a great deal about sponsorship and just the conference itself. This has been a great learning experience and given my new role for the 2017-18 SASFAA Board, I am so thankful and grateful for this opportunity. Thank you Marian and Congratulations on an outstanding year!

Respectfully Submitted

Bryan Erslan

May 19, 2017



Southern Association of Student Financial Aid Administrators

Jenny Hammett / Communications and Outreach Chair

Executive Board Report / May 19, 2017

LRP and GAP Goal Activity since Last Board Report:

The committee continues to send job postings to the listserv. We also continue to post legislative updates that the Legislative Relations Committee provides. The committee is continuing to work on a newsletter that will hopefully be in a format that will help the 2017-18 board continue it if they choose. For the most recent February conference, we created a PowerPoint of the SASFAA scholarship applicants. We also worked with President Dill and Sponsorship Chair Bryan Erslan to create a slideshow of SASFAA sponsors. We also took photos of the conference and posted them to Facebook.

Motion/ Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

Suggestions for 17-18 / Personal Thoughts and Recommendations:

My goal was to involve committee members as much as possible. Committee members were happy to be involved with Facebook posts, analyzing the survey, and creating a word collage. However, the committee had a difficult time with the newsletter. I would suggest having a template and creating sections so that committee members can write their specific sections. Part of the difficulty may also have been that the committee did not have the information they needed in order to write about it. It may have been better if the chair had provided most of the information and allowed the committee to focus on formatting.



Southern Association of Student Financial Aid Administrators

Celena Tulloss/Electronic Services

Executive Board Report / June 5, 2017

LRP and GAP Goal Activity since Last Board Report:

- Completed the 16-17 historical listing of volunteers in Wild Apricot along with the Membership Chair.
- Created and edited the 17-18 Volunteer Registration process in Wild Apricot
- Created the NAOW 2017 webpages and registration process

Motion/ Action Item(s): N/A

Policy & Procedure: Changes/ Recommendations: N/A

Suggestions for 17-18 / Personal Thoughts and Recommendations: Member of the Electronic Services Committee should continue to serve whenever possible for consistency and knowledgebase.



Southern Association of Student Financial Aid Administrators

Christen Barrett/Legislative Relations Chair

Executive Board Report / May 19, 2017

LRP and GAP Goal Activity since Last Board Report:

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

Activity:

- Provided the “Weekly Rundown” legislative update shared with the membership. Since our last board meeting this has been done weekly.
- Provided monthly “State Legislative Update” that is compiled by my committee and shared with the membership via Nine News.
- Provided the membership with updates on the IRS DRT shut down. Also provided the membership with a template they could use to contact their local delegates to ask for regulatory relief during the outage.

Goal: Conduct a DC Capitol Hill visit with appropriate proposals for Reauthorization in the spring of 2017.

Activity: Successfully managed the SASFAA Capitol Hill visits on 3/29/17. We had 21 people participate having 33 separate meetings in two days. Included were two committee meetings. One meeting with Bob Moran, Deputy Education Policy Director for the Senate Health, Education, Labor, and Pensions Committee; then one with Jenny Prescott, Staff member of the House Committee on Education and the Workforce. It was a very successful trip. We stayed within our budget and the delegates were respective to our reauthorization recommendations. Schedule, info sheet, and briefing document attached.

Motion/ Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

Suggestions for 17-18 / Personal Thoughts and Recommendations:

I made sure to include NASFAA in the planning and execution of our annual Capitol Hill visit. I suggest that this effort continue in the future. It is important for us to have a united voice on the hill in order to successfully advocate for our students and membership.

SASFAA Hill Visits Informational Sheet

March 28-30, 2017

Christen Barrett 540-220-1460 (cell)

General	Description
Hotel	Beacon Hotel 1615 Rhode Island Ave NW Washington DC 20036 202-872-1126 http://beaconhotelwdc.com/ 
Attire	Business professional (dress/suit/tie) Bring comfortable shoes for walking to buildings
What to bring	Copies of white papers (final version attached) in color on good paper Business cards School info you'd like to share with your congressional representative Umbrella – rain in the forecast for DC

Tuesday, March 28, 2017

Check in at Beacon Hotel after 3:00 pm

5:15 pm Group meeting with Megan McClean Covell from NASFAA
Beacon Hotel, Capital Room, T level

6:30 pm Group dinner (Dutch)
Floriana, 1602 17th St NW, Washington DC, 20009
202-667-5937 <http://florianarestaurant.com/>

Wednesday, March 29, 2017

8:00 am Meet to depart for Hill visits

6:15 pm Debriefing meeting and group dinner (Dutch)

Farmers and Distillers
600 Massachusetts Ave. NW
Washington, DC 20001
202-464-3001 <http://farmersanddistillers.com/>

Thursday, March 30, 2017

Check out by 11:00 am

Safe travels home

Monday, April 3, 2017

Submit expense reports and Send me pictures and a quick summary of highlights/quotes for a SASFAA Nine News posting



SASFAA Hill Day
schedule.xlsx



2017 Briefing Document

Southern Association of Student Financial Aid Administrators

The Southern Association of Student Financial Aid Administrators is a regional organization of individuals from nine member states that provide an avenue for a support and resource network; offers professional training opportunities that enable and enhance the ethical and effective delivery of educational resources to students; seeks to cultivate personal and professional leadership development; advocates for public policies that support financial aid programs; and, commits to the recognition of the diverse needs of all of the constituents we serve.

We have prepared this document in an effort to provide valuable information for your work related to the Title IV federal financial aid programs and reauthorization of the Higher Education Act. We thank you for the opportunity to visit with congressional staff for our annual Hill visit.

Reauthorization Recommendations

SASFAA urges Congress to consider and support the following initiatives.

1. FAFSA Simplification

Student and family financial information is obtained from the Free Application for Federal Student Aid (FAFSA®), and the needs analysis formula is the starting point for determining eligibility for financial aid.

- Institute a three-level application process where, after answering demographic and dependency status questions, applicants would be steered down one of three paths based on responses to screening questions. Examples:

Path 1 - Individuals not required to file a tax return would only report income earned from work and child support received; all asset, tax related and untaxed income questions would be eliminated.

Path 2 – Tax filers without schedules will be directed to use the IRS DRT and will be asked limited asset questions and no untaxed income questions.

Path 3 – Tax filer with schedules will need to answer all tax related questions, untaxed income questions and report asset information. (Expand IRS DRT capability)

- Simplify Eligibility Requirements: Certain eligibility questions on the FAFSA cause students additional hardships to prove or explain. These include questions pertaining to Selective Service enrollment for males and to past drug-related convictions. These questions are particularly burdensome to adult students wishing to return to college or enrolling for the first-time. For an adult male student, failure to sign up for Selective Service may have occurred years before making it very difficult for the student to document his circumstances thus creating a hurdle to FAFSA completion and college access. The drug conviction related eligibility requirement also creates an additional hurdle for those wishing to better their lives by requiring the completion and submission of an additional worksheet.
- IRS DRT: Expand and refine the IRS Data Retrieval Tool to include more information. Example: Asset information should not be asked on the FAFSA. Currently it is self-reported data that is more often inaccurate than accurate. It should be included in the IRS DRT imported information if the applicant used the IRS DRT and has filed an “Asset” schedule such as schedules D or E.

2. Pell Grant Program

The Federal Pell Grant Program is the largest grant program administered by the Department of Education. The Pell Grant is a need-based grant, and the student does not repay a Pell Grant.

- Year round Pell: Allow student access to two scheduled Pell awards in an aid year without the past acceleration clause which caused implementation challenges in the past. Also, grant institutional authority to assign the cross-over period.
- Inflation: After FY 2017, the inflation adjustment for Pell expires leaving Pell with a flat award amount in succeeding aid years. SASFAA recommends continuing the Pell Grant inflation adjustment.
- Surplus: Continue certainty in the Federal Pell Grant Program’s financial health by avoiding drawing down dollars from the current Pell Grant surplus to fund other federal programs. Use the Pell surplus to expand the program through the above recommendations.

3. Direct Loan Program

The Federal Direct Loan Program is the primary source of federal student loans. The federal government lends directly to students using federal capital. Loan origination and servicing is performed by federal contractors.

- Grant Institutional Authority to Limit Loans: Allow institutions to set lower loan limits for specific populations, academic programs, credential levels, credit load/enrollment

status, or other categories established by the school. ED holds institutions responsible for loan default rates, but it does not give financial aid administrators the tools on the front end to limit student borrowing. Allowing institutions the ability to limit loan amounts is a proactive means of affecting student loan default.

- **Eliminate Loan Fees:** Loan fees are essentially a tax on students. Students should not be taxed on loans that they ultimately have to repay. Moreover, as loan fees change on October 1st, institutions must update systems possibly causing a delay for a student's receipt of his or her loan funds. Delays negatively affect a student's ability to meet other educationally related obligations or everyday expenses.
- **Reduce GradPLUS and Parent PLUS costs to borrowers:** The federal government cost of borrowing is extremely low, yet graduate students and parents are charged much higher interest rates and pay very high loan origination fees. The interest rates for the PLUS programs should be reduced to a reasonable market rate and the origination fees eliminated. The loans already require a basic credit evaluation.

4. Reduce Burdensome Regulations

Ever-changing regulatory requirements amount to extensive administrative burdens and keep financial aid administrators from the business of advising students.

- **Remove preferred lender list restrictions:** Under the Higher Education Opportunity Act (HEOA) enacted in 2008, colleges and universities choosing to maintain a list of preferred lenders for private education loans must comply with a set of complicated disclosures and reporting requirements. Currently, many schools have ceased having preferred lender lists and have ceased counseling students and parents on various sources of financial aid, including private loans. Given other HEOA reforms (such as gifting prohibitions), the preferred lender list restrictions are causing unintended and unnecessary costly outcomes for many borrowers. This should be repealed during the upcoming reauthorization of the Higher Education Act (HEA). At a minimum, SASFAA proposes an exemption for private education loan programs that offer rates and fees that are comparable to or better than those offered in the PLUS program. In these particular instances, current law could result in students and parents borrowing loans from programs that offer higher interest rates, higher loan fees, no cancellations and deferments because of lack of awareness.
- **Simplify the Return of Title IV Funds (R2T4) Process:** The Return of Title IV Funds, or R2T4, process explains how to handle a student's federal aid funds when he or she withdraws from school before completing the payment period or period of enrollment.
 - a) Restrict law and regulation to undergraduates, leaving treatment of graduate students to institutional policy. Allow schools that are not required to take attendance to set institutional policy regarding treatment of students who leave without officially withdrawing; continue to require that schools have an accessible, publicized withdrawal procedure.
 - b) Direct ED to renegotiate treatment of modules for purposes of R2T4.

- c) Remove loans from the return of title IV calculations and requirements. Allow student borrowers to repay their debt according to the terms of their promissory note.
- De-regulate Gainful Employment: The current Gainful Employment regulations should be repealed and replaced in favor of the use of already-existing measures of academic program success. The current regulations disproportionately target proprietary schools, and are written in a manner that leads to near continuous clarification, restatement and re-interpretation. The performance metrics generated by the Gainful Employment regulations are based upon the activities of borrowers in an academic program, rather than the success of a program in totality. The required disclosures are confusing to students, and do not provide value to prospective students or institutions.
- Allow an over-award tolerance of \$500 in cases where the student receives additional resources after packaging, applicable to campus-based and Direct Loan Programs.

5. Student Loan Repayment Simplification

The federal student loan program provides numerous options for borrowers to repay their student loans, too many options in fact. It becomes confusing to the borrowers and often attributes to them choosing the wrong repayment option for them and/or falling into default status.

- Retain the standard 10-year repayment plan as the preferred choice for borrowers who can afford to repay their loans quickly to minimize the amount of interest paid over the life of their loans, but give borrowers the option to use a single income-based or a single extended repayment plan.
- Create a single income-based repayment plan by collapsing all of the existing income-driven repayment plans into a single income-based plan for all Stafford and GRAD PLUS program borrowers. We recommend payments that are equal to 12.5 percent of discretionary income and includes a 20-year forgiveness term. We also recommend alleviating the burden requiring borrowers to annually re-apply for the plan by capturing their initial consent on their plan application allowing loan servicers to reset the payment amount for all subsequent years.



Southern Association of Student Financial Aid Administrators

Jody Darby, Treasurer Elect and Membership Chair

Executive Board Report / May 19, 2017

LRP and GAP Goal Activity since Last Board Report:

- N/A

Motion/ Action Item(s):

- N/A

Policy & Procedure: Changes/ Recommendations:

- N/A

Suggestions for 17-18 / Personal Thoughts and Recommendations:

The member makeup tells the stories about who we are, the types of schools where we work, etc. We are missing a great deal demographic data. Though not sure ‘why’ people aren’t answering, the fact remains that cannot adequately serve the membership if we don’t truly know their makeup. Many fields in WildApricot related to the Membership Application are not ‘mandatory response’ items.

Reviewing the 1,184 ‘active’ members (from WildApricot as of 5/20/2017, 11:20am) from 2016-2017, the below caught my eye:

- Ethnicity:
 - 51% did not answer the question. Why?
 - It’s not required.
 - It’s possible that many members don’t identify with any of the six choices we allow. U.S. Census allows a person to select any of 19 ‘ethnicity’ options. Information found at <http://www.pewsocialtrends.org/interactives/multiracial-timeline/>.
- Institution Type:
 - Ranked number 4 based on percentages, nearly 10% selected ‘Other’ or ‘Not Specified’. For this group of 117 people, we don’t know the type of school or company from which they come.
 - The form gives the options of 17 different ‘institution types’ from which a person may choose. It may be time to re-evaluate that list at the same time as the 117 are better categorized.
- Gender:
 - 9%, more than 100 members, didn’t answer the question. Why?
 - It’s not required.
 - If other updates are made, I suggest bringing this form into 2018 by expanding our ‘gender’ questions to include transgender and other categories. Human Rights Campaign has suggested verbiage for thought:

<http://www.hrc.org/resources/collecting-transgender-inclusive-gender-data-in-workplace-and-other-surveys>.

- State:
 - If there's a way to make the 'state' field on the person's address as a dropdown menu, I'd definitely suggest that change be made. Running reports or pivot tables by state is tedious, yet it should be something that can be easily run.
 - Example: The 'state' field is free-form where the user isn't required to use the two-letter, all cap state abbreviation. In order to get a count per state, I had to go thru and change all to the same format before I could run my pivot table. People from the great state of South Carolina used 6 (SIX) different ways of typing their state into the membership form—spreading them into 6 different groups.
 - Congrats to SC for having the most active members for 2016-2017 to date. In a close second place by only 7 members, congratulations to Georgia.
 - Fun fact: 93% of our active members list one of our 9 states on their membership application. The others are spread across 18 states plus Washington, D.C.
 - My suggestion is the 'state' field be made into a drop-down menu and not free-form, if possible.



Southern Association of Student Financial Aid Administrators

Tarik Boyd/Site Selection

Executive Board Report/June 4, 2017

Committee Members:

Ailster, Felicia

Misner, Tracy

Tulloss, Celena

Committee Goals for 2016-2017:

The Committee has solidified contracts for the annual event in 2019 to be held in Atlanta, Georgia and has nailed down 2 potential sites for 2020. Additional ratified contracts include the Fall 2017 board meeting and agreement for the Enrollment Management Workshop to be held in Orlando, FL. We are in the works of researching ideas for the 2018 NAOW as well as considering a survey to the membership for the timing of the annual event.

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

Review of 2020 proposals and discussion of changing timeframe of annual events

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 / May 19, 2017

LRP and GAP Goal Activity since Last Board Report:

There is nothing new to report for this committee since the last reporting period. All of our work was done earlier in the year in conjunction with the October 2016 Leadership Symposium in Orlando, Florida. Please see prior reports for information about the committee's work.

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

Please refer to prior reports.

Suggestions for 17-18 / Personal Thoughts and Recommendations:

Please refer to prior reports.

Legacy and Long Range Plan Committee Chair Board Report not submitted



Southern Association of Student Financial Aid Administrators

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

Executive Board Report/June 5, 2017

Committee Members:

- State Presidents

Goals for 2016-2017:

- Update/Finalize State President's Guide
- Update/Finalize the PowerPoint presentation used for state exchange program
- Completed and being presented at board meeting!
- Serve on GAP Committee

LRP and GAP Goal Activity to date: N/A

Motion/ Action Item(s): None

Policy & Procedure: Changes/ Recommendations: None

Book Reflections:

I recommend that future leaders of SASFAA and all members of the board read this book: Board Member Orientation by Michael E. Batts. I believe we need to continue to use this book as a reference to all coming aboard the executive board. It provides valuable information that it takes time and effort to plan and conduct board meetings and that every time new members come aboard it's time to do all over again. This book offers simple and practical information to support our future leaders and board members to better serve the association.

Thoughts & Recommendations:

Thoughts:

It has been a fast year, and again I have enjoyed serving SASFAA and our members. It has been a pleasure to work with each one serving on the board, President Dill, and especially the current state presidents. We were given a task and each member of the committee supplied their

thoughts and recommendations and in doing that the task has been completed. **Thank you TEAM!!!!**

Recommendations/Suggestions:

My only recommendation is that all members of the board are given information about GAP, the purpose, and how the report is expected to be presented, at the beginning of the year. (More details, etc.)

Things accomplished by last board meeting:

Served on the GAP committee and meeting was held in of April. I want to commend Amy Berrier for all the work she did ahead of the meeting. With all the work done before our meeting. The committee was able to focus on each section and provide input and recommendations. The process went very smoothly.



Southern Association of Student Financial Aid Administrators

Kelly D'Eath/AASFAA President

Executive Board Report/May 17, 2017

Committee Members

Not applicable

Committee Goals for 2016-2017:

Not applicable

LRP and GAP Goal Activity to date:

Not applicable

Motion/ Action Item(s):

Not applicable

Policy & Procedure: Changes/ Recommendations:

None

Summary of State Activities:

This year has been a very busy year for AASFAA. The major accomplishments are listed below.

- In the summer, AASFAA assisted with the NACAA annual fair, which reaches close to 2,000 students. AASFAA members manned numerous booths and provided financial aid information to these aspiring college students and their families.
- AASFAA held its fall training October 6 and 7, with the Board meeting held prior to the workshop. Two credentialing sessions, Administrative Capability and Cash Management, were offered on October 6. Our favorite FED David Bartnicki led the workshop Friday. In addition to a federal update, David covered 17-18 verification, PPY, and career pathways. The training concluded with Representative Craig Ford, a member of the Ways and Means Education Committee, addressing the membership on educational funding. The training was well received and attendance increased by approximately 5% from last year.
- Two AASFAA committee chairs, National Legislative & Program Committee Chair Jennifer Epperson and Electronic Services Chair Breshawn Skinner, attended the 2016 SASFAA Leadership Symposium.
- Two AASFAA committee chairs, National Legislative & Program Committee Chair Jennifer Epperson and Special Projects Chair Theresa Mays, attended the 2016 SASFAA Hill.
- The spring conference was held April 11 through 13, with the Board meeting held prior to the conference. Two credentialing workshops, Cost of Attendance and Professional Judgement, were held as pre-conference training sessions. In addition to four sessions conducted by David Bartnicki,

AASFAA was able to secure two presenters from NASFAA and one from the IRS. We were delighted to welcome as our guest, TASFAA President Elect Charles Harper, who provided two sessions, one on involvement and another relating to multi-generational offices. Based on feedback, the conference provided critical and timely training.

- Sponsorship increased over prior year.
- AASFAA established a partnership with the Alabama Community College System (ACCS). Through this partnership, training in addition to the fall workshop was provided in September by David Bartnicki. And, two members of ACCS joined the Association and attended the fall and spring training events.
- Plans were finalized for AASFAA's 50th anniversary year in 2018, which will be held at the Perdido Beach Resort March 26 through 30.
- AASFAA's long range planning was revised and adopted.
- A three-year contract to provide liability coverage was signed.
- Welcome cards were sent to all new members.
- An outreach effort was conducted, with letters sent to all those who attended AASFAA training events the prior year encouraging continued involvement.
- Another outreach specific to proprietary schools was conducted, resulting in one additional proprietary school joining AASFAA.



Southern Association of Student Financial Aid Administrators

Joan Bailey/FASFAA President

Executive Board Report/May 19, 2017

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:

None

Summary of State Activities:

The Spring FASFAA Board Meeting was held from 3/23 to 3/24 in Tampa Florida. At that board meeting we decided to extend the nominations period on our slate of candidates for elected offices. The slate was later voted on Via E-Meeting. We also approved nominees for 2017 FASFAA Awards.

FASFAA President Elect Thomas Vo will be attended the NASFAA Leadership Symposium, which he reported as being very beneficial. He also visited with the department of Ed while on this trip.

Our legislative representative and I along with other SASFAA members did a hill visit to advocate on our student's behalf, we were able to meet with both members of the house and senate staffers. They seem eager to learn from us, especially in this climate of uncertainty.

FASFAA executive board has voted to increase our annual scholarship award – instead of only the president receiving funds to make awards, all elected board members excluding

the past president and the president elect are able to make awards. This year FASFAA will be making ten scholarship awards totaling \$10,000 to students at various institution type in Florida.

As previously reported, we have selected our conference charity organization and will be making fund raising an activity carried out during the entire year. The chosen charity organization is “**Bridges of Light Foundation**”. We will be supporting their closet of care by collecting and donating to school supplies to them. We are collecting school supplies throughout the year and is making the collection process a competition among regions. We will also be raising funds to make a monetary donation to their Victims Education Fund. FASFAA will be making donations to this fund as it aims to support the children of the victims of the Pulse night club shooting. FASFAA donation will be made in the memory of a financial aid staff (from Keiser University) that lost his life in this tragic event. I am pleased to announce that we have collected many boxes of school supplies already. We are also working with the foundation to have the FASFAA Conference committee visit with the foster children and talk with them about college preparedness while treating them to an Ice Cream Social.

The regional training events during the spring semester were all well attended. Each region is also collecting donations towards out charity at the regional workshop.

David Alexander current sponsorship chair and Denise Asselta current Region 3 rep, were selected as the two participants to attend the SASFAA Leadership Symposium sponsored by SASFAA. They had great feedback and indicated that they learned a lot and benefitted from this experience. They are both on the ballot running for elected positions. David as President Elect and Denise as Secretary, so SASFAA and FASFAA investment in their development is reaping rewards.

The FASFAA executive board continues to work diligently to provide services and training to the members and the students we serve. Our final board meeting for the year will be held on June 14th and 15th 2017.

It was a pleasure serving with the board members under the leadership of President Dill.

Joan Bailey
5/19/17



Southern Association of Student Financial Aid Administrators

Name/Position

Executive Board Report/May 2017

Committee Members

Georgia State President, Felicia Ailster

Committee Goals for 2016-2017:

Update SASFAA regarding the events occurring within GASFAA.

Summary of State Activities

We are actively awaiting our 50th Anniversary Spring Conference at the beautiful Calloway Gardens, May 31st- June 2nd. Of course, our favorite Fed, David Bartnicki will be in attendance giving our membership important Federal Updates. Within this conference, 2 CORE topics will be offered, as well as over 30 concurrent sessions on state and federal financial aid topics.

Earlier this year, I participated in the SASFAA Hill Visit, where I met with Johnny Isakson's office, as well as shared SASFAA's HEA Reauthorization recommendations (thanks wholly to Christen Barret's hard work) with Congressman Allen's office.

I also participated in the President's Exchange, where I attended VASFAA's state conference, hosted by President Chad Sartini. The conference was very informative and tons of fun. I look forward to hosting President Sartini at GASFAA's Spring Conference.

We have experienced solid membership renewals this year, as we have surpassed our memberships goals for the year.

Motion/ Action Item(s):

NA

Policy & Procedure: Changes/ Recommendations:

NA

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



Southern Association of Student Financial Aid Administrators

Angela Black/KASFAA President

Executive Board Report/June 5, 2017

LRP and GAP Goal Activity since Last Board Report:

None

Motion/Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

Suggestions for 17-18 / Personal Thoughts and Recommendations:

Summary of State Activities Since Last Report:

KASFAA elections were held February 2 - 11, 2017 for the offices of President-Elect, Vice President for Training, Treasurer, Private School At Large Director, and Non-School At Large Director.

“KASFAA Day at the Capitol” was held in Frankfort, KY, on February 28, 2017. It was an excellent day of learning, observation, and representative and committee meetings for attendees from KASFAA’s membership. March 28-30, President Angie Black participated as the representative from KASFAA in the hill visits coordinated by SASFAA in Washington D.C.

A conference call meeting of the board was held on March 31, 2017 to address updated needed to policies and procedures and other matters necessary for leadership planning. A standard board meeting was held just prior to the spring conference on April 18, 2017; the board approved several additional updates to the policy and procedure manual upon the recommendation of the Articles and Bylaws committee.

KASFAA’s spring conference was held April 19-21, at the Holiday Inn University Plaza and Sloan Convention Center in Bowling Green, KY. The spring program and 50th anniversary committees worked tirelessly to finalize a program that provided relevant session topics and trainings for attendees while *Celebrating 50 Years*. With training provided by Department of Education trainer David Bartnicki, credentialing opportunities through NASFAA U course offerings, strong session topics and presenters, SASFAA and NASFAA updates, and a welcome and special support from FAFSAA President, Joan Bailey, the conference proved to be very beneficial to KASFAA membership. A 50th anniversary celebration was held and special guests dating back to the leadership of KASFAA in the 1970’s were present. Additionally, KASFAA membership and conference attendees rallied together to approximately \$1000 in support the spring charity, Potter Children’s Home, serving children and families in need.

KASFAA hosted a Support Staff Workshop on April 28, 2017 at the KHEAA building in Frankfort, Kentucky. It was a day full of information and fun including team building, financial aid basics, verification details, and EFC hand calculations.

The KASFAA board remains committed to staying focused 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 continue to be evaluated and updated accordingly to effectively serve membership, to conduct standard association business and to implement the new long-range plan. Additionally, upcoming activities include a special 50th anniversary publication of the KASFAA newsletter, preparation for the final KASFAA board meeting and leadership transition June 15-16, 2017, and wrapping up final tasks of the 16-17 KASFAA leadership year.

Angela Black
5-23-17



Southern Association of Student Financial Aid Administrators

Leigh Ann Hussey/MS President

Executive Board Report / May 19, 2017

LRP and GAP Goal Activity Since Last Board Report:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Suggestions for 17-18 / Personal Thoughts and Recommendations:

The MS Association has had a very successful year. We have always held a lot of pride in offering NASFAA credentials for our members, and our members were eligible for approximately 120 individual credentials after the 2 stand alone trainings we've had this year. We will also hold another one pre-conference in June.



Southern Association of Student Financial Aid Administrators

Andrea Simpson, North Carolina President

Executive Board Report June 5, 2017

LRP and GAP Goal Activity since Last Board Report:

Membership: Conducted volunteerism session at South Carolina's Spring Conference encouraging membership/volunteerism at both the state and regional level.

Summary of Activities:

Training Webinars:

*09/15/16 **FERPA** presented by Rose Mary Stelma (CFNC—Professional Affiliate)
17—Registered (6—Independent 4 Year, 2—Public 4 Year, 9—Public 2 Year)

*10/18/16 **ISIR issues/CPS assumptions—How to resolve them** presented by Lisa Koretoff (Guilford Technical Community College)
51—Registered (8—Independent 4-Year, 7—Public 4-Year, 31—Public 2-Year, 4—Proprietary Technical/Trade, 1—Servicer)

*12/22/16 **R2T4 Modules** presented by Daniel Sanchez (UNC Wilmington)
53—Registered (7—Independent 4 Year, 1—Independent 2 Year, 7—Public 4 Year, 33—Public 2 Year, 1— Government Agency, 2—Proprietary (Technical/Trade), 1—Health Related/Nursing, 1—Independent Financial Aid Consultant)

*01/17 **C Flags Including 399** presented by David Bartnicki (U.S. Department of Education)
118—Registered (21—Independent 4 Year, 1—Independent 2 Year, 22—Public 4 Year, 63—Public 2 Year,
4—Proprietary (Technical/Trade), 2—Health Related/Nursing , 1—Honorary Lifetime, 1—Lender,3—Specified)

*06/06/17 **Handling Unpleasant Situations: Techniques to Turn the Bad into Good** presented by Great Lakes

Support Staff Training:

- October 31 – Central Region; College Foundation, Inc. (23 in attendance)
- November 2 – Eastern Region; Wayne Community College (15 in attendance)
- November 4 – Western Region; Asheville-Buncombe Technical Community College (12 in attendance)

Conference Recap:

We held our Fall Training Conference November 13-16, 2016 at the Great Wolf Lodge in Concord, NC. We had 241 registered attendees. 32 members attended the pre-conference New Aid Officers workshop. Sandra Johnson from Triad Ladder of Hope served as our Keynote Speaker. She educated us on their work to end modern day slavery and human trafficking. Our charity auction raised \$3, 689.25 to go toward their efforts.

We held our Spring Conference and Annual Business Meeting April 9-12, 2017 at the Holiday Inn Resort in Wrightsville Beach. 214 members attended the conference. 33 members attended the pre-conference Intermediate Aid Officers training. We also had 33 participants in the new member luncheon on Tuesday, April 11. Dr. Belle Wheelan, President of SACS, served as the Keynote Speaker. In order to provide continued support to Hurricane Matthew Victims, our charity auction raised \$2694 to go to the United Way of Robeson County.

Strategic Planning:

Our long range plan expires at the end of this year. I have appointed a committee to review our progress toward our goals over the last three years. Once the review is complete they will propose goals for the next three years. These will be reviewed by the outgoing board and adopted by the 17/18 board.

Legislative Visits:

Through the SASFAA Hill visits I had another opportunity to visit with some of our legislators to discuss issues that are near and dear to us all. We met with Leah Hill, staffer for Congresswoman Alma Adams (NC-12) and Chris Toppings, staffer for Senator Richard Burr before joining the group to meet with Jenny Prescott, staff for Congresswoman Virginia Foxx (NC-5) and Bob Moran from Senator Lamar Alexander's office.

Suggestions for 17-18 / Personal Thoughts and Recommendations:

For those coming onto the board, don't miss a thing! The meetings may be long but they are a great learning experience. The Hill visits are particularly enriching. I appreciate the work that SASFAA does to lobby on our behalf. While it seems very intimidating on the front end, you quickly realize that you are the expert who is there to educate them about financial aid issues. It is vital that we visit the Hill and let our voices be heard before they cast votes that they don't fully understand. Don't miss the opportunity to be a part of it!

I am so thankful that I was able to serve my state in this position and work alongside some truly incredible people. My board has had challenges along the way but did an excellent job. The icing on the cake was the opportunity to serve SASFAA and be a part of this wonderful board. I have learned a lot over the last year and have gained some amazing friends. Marian has been an incredible leader and mentor. I truly feel that I have learned a lot about my own management style (good and bad) from each of you. I hope that those transitioning onto this board will make the most of this opportunity and grow from this experience. Through this service we get to learn from one another, see how other states operate, and find ways to think outside of the box. Tradition should be respected but we can't let it prohibit growth. SASFAA service allows us to take a hard look at how our associations operate and determine where we can make improvements.

South Carolina State Report not submitted



Southern Association of Student Financial Aid Administrators

Karen Hauser/TASFAA President

Executive Board Report / May 19, 2017

LRP and GAP Goal Activity since Last Board Report:

GAP/ALB#14: Revise the volunteerism/leadership PowerPoint presentation created by the 14/15 state presidents for use at each state conference in conjunction with the state presidents exchange program.

Activity: Completed. Sent to Nathan Basford for presentation to the SASFAA board. Charles Harper, TASFAA President-Elect attended the AASFAA conference in April 2017. The SASFAA volunteerism/leadership Power Point was modified to fit a limited timeslot given to Mr. Harper. It was presented at as a 15 minute general session.

GAP/ALB#15: Review/revise the state president's handbook rough draft created by the 13/14 state presidents. This should be presented to the President, President-Elect, and Past President for review.

Activity: Completed. Sent to Nathan Basford for presentation to the SASFAA board.

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

Activity: Charles Harper, TASFAA President-Elect, attended the AASFAA conference in April 2017. Mr. Harper held a concurrent session on the topic of the dynamics and challenges with a multi-generational office.

Kevin Perry, SCASFAA President attended the TASFAA annual conference in April 2017. Due to travel conflicts as a result of flight delays he could not present the SASFAA volunteerism/leadership Power Point. The designated concurrent session had to be cancelled. The session had been presented at the prior two annual TASFAA conferences. Mr. Perry did present a concurrent session for the Datatel Users Group.

Motion/ Action Item(s): None

Policy & Procedure: Changes/ Recommendations: None

Suggestions for 17-18 / Personal Thoughts and Recommendations:

Develop a new SASFAA presentation to be a topic shared at state conferences. The topic could be a leadership session. This could be designed from the SASFAA Leadership Symposium material.

Restructure the state exchange program to promote the President-Elects attend. It has proven more beneficial from the TASFAA perspective to have our President-Elect visit the other state and glean new ideas for their term and conference.

President Hauser would like to express her thanks for the opportunity to participate on the SASFAA board. The collaboration between the other eight state presidents has been extremely helpful and fulfilling during the year in leadership. The SASFAA leadership has been transparent and inclusive to the benefit of the board and the SASFAA membership.



Southern Association of Student Financial Aid Administrators

Chad Sartini/Virginia President

Executive Board Report/February 2, 2017

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:

Our 2017 conference in Virginia Beach was a huge success. Thanks to Sharon and Felicia for attending and representing SASFAA and GASFAA so flawlessly. We are looking forward to hosting SASFAA next February in Alexandria, VA.

It has been a privilege serving on the SASFAA board this year, and I look forward to volunteering in the future.

Appendices:

A.Motion/ Action Item(s)

a. Secretary:

The By-Laws Committee submits the following suggestions to the board, if not action is taken at this time at least we would want feedback so that it can be brought and approved at the august meeting with a hope for it to be in the next year's election cycle.

Trouble area and Suggestions for change.:

- 1) Article III (a)(2) = appears to need a rewarding to better reflect current environment. Or perhaps the whole article can be re-worked to be more in line with other regions wording.

ARTICLE III – PURPOSE

The purposes, for which the corporation is organized, subject to the limitation of Article XV, hereof, are to:

(a) promote the professional preparation, effectiveness, and association of:

(1) student financial aid administrators in postsecondary educational institutions, government agencies, and foundations and

(2) administrators of student loan programs in lending institutions, and other administrators of student financial aid programs;

(b) assist educational institutions, foundations, government agencies, lending institutions, and private and community organizations in promoting and developing effective programs pertinent to student financial aid;

(c) facilitate communication between educational institutions and sponsors of student aid funds through an exchange of ideas, information and experiences; and

(d) promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or necessary to fulfill the above stated purposes.

Suggested Edit

ARTICLE III – PURPOSE

The purposes, for which the corporation is organized, subject to the limitation of Article XV, hereof, are to:

(a) promote the professional preparation, effectiveness, and association of student financial aid administrators in postsecondary educational institutions, government agencies, foundations, and other administrators of student financial aid programs.:

(b) assist educational institutions, foundations, government agencies, lending institutions, and private and community organizations in promoting and developing effective programs pertinent to student financial aid;

(c) facilitate communication between educational institutions and sponsors of student aid funds through an exchange of ideas, information and experiences; and

(d) promote such systematic studies, cooperative experiments, conferences and other related activities as may be desirable or necessary to fulfill the above stated purposes.

2) **Article IX section 2(b) = appears to need rewording to better clarify the board.**

ARTICLE X – EXECUTIVE BOARD

Section 2. The Board shall consist of the following:

(a) the president, vice president, president-elect, immediate past president, secretary, treasurer, and treasurer-elect.

(b) the chief executive officers, (state presidents) or their designated representatives, of the state financial aid associations in the nine states of the Association.

Suggested Edit:

(b) The state president/chief executive officer of each state association within the SASFAA region or in their absence a designated representative.

(We left out 'nine' to leave room in case at some time in the future we have more or less than nine member's states)

B. Policy & Procedure: Changes/ Recommendations

a. Past-President:

General P and P Changes:

Section 5.8 Immediate Past President

Section 5.8.2 currently reads...presents a slate of candidates in accordance with the election schedule or calendar for president-elect, secretary, treasurer, treasurer-elect, and vice president to the Board;

5.8.2 – delete treasurer from this statement

6.7.b – No GAP committee has ever done a mid-year evaluation of the Board against the LRP – I would suggest striking b and re-lettering as appropriate

Section 6.7.b currently reads...monitor progress toward the committee's objectives at the mid-year and the end-of-the-year report, as appropriate to the Board of Directors;

Suggested Section 6.7.b:

Monitor progress toward the objectives of every officer and committee at the end of the year report, as appropriate, to the Board of Directors;

Section 6.2 Awards

The members of the committee shall be the elected officers of the Association.

Replace with:

The members of the committee shall be the voting members of the Association.

6.2.a – solicit nominations for outstanding, significant, and meritorious contributions to the advancement of student financial aid;

Replace with:

6.2.a – solicit nominations for the SASFAA Distinguished Service Award and Honorary Membership;

12.3 SASFAA Presidents

Add:

2016-2017, Marian Dill, Lee University, TN

2017-2018, Sharon Oliver, North Carolina Central University, NC

2018-2019, Bryan Erslan, Eastern Kentucky University, KY

Section 12.4 Honorary Members:

Add Carol Mowbray, Daniel Miller, David Cecil (alphabetize and format list)

12.5.1 Distinguished Service Award Recipients:

Add:

2016-2017:

Brad Barnett, James Madison University

Sandra Neel, University of Louisville

Update Section 12.6 with 2017 election numbers

Add section of Total number of eligible voters

Add caviat (Angie Black) on how to interpret voting results based on membership changes during 2014-2015

Section 5.2.b currently reads...represents SASFAA as an observer in the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA), serves as an alternate voting member in the absence of the SASFAA Past President, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the SASFAA Nine News or on the website as appropriate;

Section 5.2.b recommended...represents SASFAA as an observer at the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA);

FYI – NASFAA does not allow substitute voting. However, it is at the discretion of the Chair of NASFAA to appoint others should a vacancy exist.

Add from Section 5.2.b under President to Past President duties since the PP is the voting member on the NASFAA Board...

5.8.5. currently reads....serves as a SASFAA voting representative to the Board of Directors of NASFAA;

Recommended Section 5.8.5...serves as the SASFAA voting representative on the Board of Directors of NASFAA, provides reports of NASFAA activities to the SASFAA board, and provides reports to the membership as appropriate;

Section 6.5 Electronic Services...The committee composition will follow LRP 4.1 and 4.3 and include the rising chair who will be appointed by the President-Elect early in the year to allow for training and for a seamless transition year to year.

Recommended Section 6.5 Electronic Services...The committee composition will follow the direction of the current Long Range Plan and will include the rising chair who will be appointed by the President-Elect early in the year to allow for training and for a seamless transition from year to year.

For informational purposes...the 2011-2016 LRP Section on Committees is under Section 1 – Organizational Structures – Committees

Add to Section 6.5 Electronic Services.... Letter I

Assist chair of the Nominations and Elections Committee with the electronic elections process.

Section 6.7 GAP – remove S from long-range plans in introductory paragraph

Section 6.7.b – add work with the Membership Chair to...undertake a survey of membership satisfaction two years prior to the completion of the Long-Range Plan;

What is section 6.7.f – what is the regional profile?

7.5. NASFAA Board of Directors Meetings

The SASFAA immediate past president shall serve as a member of the NASFAA Board of Directors. The president attends as an observer. The length of these terms shall be one year and shall coincide with the fiscal year of NASFAA. In the absence or disqualification of the SASFAA immediate past president to serve as a member of the NASFAA Board of Directors, the president, if eligible, shall serve as the SASFAA representative to the NASFAA Board of Directors.

SASFAA shall cover travel expenses for the president or designee to attend NASFAA Board of Directors meetings. Reimbursement shall be at a rate consistent with the SASFAA policy for travel reimbursements.

As a voting member of the NASFAA Board, NASFAA shall cover travel expenses for the immediate past president (or designee) to attend NASFAA Board of Directors meetings not held in conjunction with the NASFAA annual conference (see 10.6.4 Travel to NASFAA).

Not sure what would happen if the Immediate Past President had to be replaced on the SASFAA Board

Expand Section 5 of the P&P with the Section 5 below:

Section 5: Duties and Responsibilities of the Board

Authority for the Board of Directors is established in Article X of the Association Bylaws.

The governing body of the Association is the Board of Directors, which is responsible for establishing policies and for the general conduct of the affairs of the Association. The role of the Board of Directors is to ensure that all activities of the Association adhere to its mission, vision, and diversity statement. The Board is responsible for ensuring that all activities of the Association support the active Long Range Plan.

The governing body of the Association is the Board of Directors, which is responsible for establish policies for the operation of the Association. The Board of Directors is responsible for the general conduct of the affairs of the Association between meetings of the membership, except that of modifying the substance of any official action taken by the membership of the Association.

The Board of Directors reports to the SASFAA membership and it responsible for all of its actions.

Replace Section 5.1 with the section below:

Section 5.1 Legal Duties of Board Members

SASFAA Officers, State Presidents, and board members must meet certain standards of conduct and attention in carrying out their obligations to the Association and its membership. These standards are duty of care, duty of loyalty, and duty of obedience. These collective duties apply to the entire board and require the active participation of ALL board members.

It is required that all board members adhere to the following duties:

Duty of Care:

The Duty of Care requires that all SASFAA board members and officers are fully informed about all association activities, participate in all decision-making, and do both in good faith. Board members are expected to act in a manner which they believe to be in the best interest of the Association. Board members must also use care and judgment when making decisions on behalf of the Association.

The Duty of Care is carried out through:

- a. Be aware of SASFAA's mission, vision, diversity statement, plans and policies, and long range plan and make sure that these items serve the needs of the association;
- b. Attend all board meetings and stay until the end of the meeting. All board members unable to attend should notify the President as soon as possible;
- c. Fully participate in all board meetings by being prepared for deliberations and decision-making;
- d. Be an active participant in all decisions made by the Board on behalf of the membership;
- e. Provide a report at each board meeting outlining the activities and/or issues of each board member's area of responsibility. Each board member should comply with the Secretary and or President's submission deadlines. An electronic copy of the report should be provided to the SASFAA Secretary for inclusion in the minutes;
- f. Ensure accuracy of all minutes, reports, and financial documents;
- g. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate;
- h. Ensure the Association has sufficient resources, including financial resources, to fulfill the mission of the Association;

Duty of Loyalty:

The Duty of Loyalty represents faithfulness to the Association and requires all SASFAA board members and officers to give undivided allegiance when making decisions affecting the Association. Board members are expected to act in the best interest of the association. Board members should NOT act in their own interest or in the interest of another entity/association, particularly one in which they have a formal relationship.

The Duty of Care is carried out through:

- a. A board member must disclose to the rest of the board any information about him/herself that could have an impact on his/her decision-making and board oversight function;
- b. Each voting member of the board shall notify the entire board in writing of his or her appointment as a consultant, advisor, council member, representative, agent, officer or trustee of any need analysis, guarantor, collection agency, lending institution or other provider of financial aid services. This notification must be made within 30 days of the appointment;
- c. A board member can never use information obtained as a board member for personal gain, but must act in the best interests of the association;
- d. Always be thinking about and focusing on, priorities of the association and not that of yourself or another organization

The Duty of Obedience:

The Duty of Obedience requires that SASFAA board members and officers comply with all applicable federal, state, and local laws and adhere to the association bylaws. Board members exercise their own reasonable judgment concerning how the association should best meet its mission, but they are not permitted to act or speak publicly in a way that is inconsistent with the mission and goals of the association.

The Duty of Obedience is carried out through:

- a. Thorough knowledge of the association's regulatory and reporting requirements and documents governing the association;
 - a. Bylaws
 - b. Policies and Procedures Manual
 - c. Guide to Financial Management
- b. Represent the association in a favorable manner;
- c. After a decision has been made, board members should speak "with one voice" and support the decision as a whole (even if there is individual disagreement);
- d. Recognize and uphold all fiduciary responsibility vested in the board;
- e. Serve as leaders in the financial aid profession and set an example for other members of the association and for external constituencies.

Replace Section 5.2 with the section below:

Then re-number each section after that...

Section 5.2 General Expectations of Board Members

It is expected that board members will also:

- a. Ensure the vitality of the association's voluntary governance and membership structure through recruitment, orientation, support, development, and self-assessment of the board, task forces, and committees; development of governance policies and procedures; fostering membership growth and participation in programs, conferences, and other activities; and maintaining relationships with key constituencies;
- b. Provide financial oversight by helping to develop and by approving the annual budget; monitoring the financial reports, annual audits, and insurance coverage; overseeing investments and assets; and ensuring management and accounting controls;
- c. Officers and committee chairs shall pass on to their successors all pertinent records by August 1st. In the event of an officer or committee chair resignation or removal from office, all records must be submitted to the successor of Secretary, as appropriate, within 15 days;
- d. The president of a state association may designate a substitute voting member for board meetings. The name of the substitute voting member must be communicated to the SASFAA President, who must announce the substitution at the beginning of the meeting;
- e. State presidents are also expected to report on issues and events occurring in their states and provide information about their state activities' to the Communications and Outreach Chair;
- f. Committee chairs, liaisons, and guests may attend all meetings of the board, enter into discussions if recognized by the president and make presentations, but shall not have voting privileges.

Nominations and Elections Committee Section in P and P (to replace what is currently there):

6.13 Nominations and Elections Committee

The Nominations and Elections Committee, chaired by the Immediate Past President, shall present a slate of candidates who meet the criteria for the offices of president-elect, secretary, treasurer-elect, and vice president, as needed. The committee coordinates and conducts the annual election of officers in accordance with procedures outlined in Section 6.13.9.

6.13.1 Committee Composition

The Nominations and Elections Committee is chaired by the Immediate Past President. Each of the nine past state presidents (served as president during the preceding year) shall be a member of the Nominations and Elections Committee.

- a. If a past state president does not confirm his/her participation on the Nominations and Elections Committee, the current (current state president serving as the voting member on the SASFAA Board of Directors) state president shall appoint another active state association member to represent that state on the Nominations and Elections Committee.
- b. A candidate for office shall not serve as a member of the committee. If a committee member should be nominated, that nominee's state president should appoint a substitute to represent that state on the Nominations and Elections Committee.
- c. If a state representative has not confirmed attendance for the fall committee meeting, the chair shall make no less than one written and one telephone attempt to confirm attendance. If contact efforts are unsuccessful, the state president shall be advised. The state president will then take whatever action is deemed appropriate to make sure the state is represented on the committee. If, after these attempts are made, the state is not represented, the chair may

proceed under the assumption that the state has waived its privilege of attendance at the committee meeting and in the vote of the selection of candidates.

6.13.2 Solicitation of Candidates

The Nominations and Elections Committee is charged as follows:

- a. To solicit nominations from the membership in advance of the fall Nominations and Elections Committee meeting;
- b. To solicit candidates via the SASFAA Nine News or email to the entire membership;
- c. To create a list of potential candidates from all states and assign committee members to contact them;
- d. To enlist the assistance of SASFAA Past Presidents to contact/recommend potential candidates;
- e. To require each state representative to solicit nominations from its membership via their listserv;
- f. To have a call for SASFAA nominations for officer be on the agenda of each state association's first board meeting of the year;
- g. To enlist the assistance from SASFAA Board members with soliciting candidates for office;
- h. To encourage members of the Nominations and Elections Committee to nominate candidates for office to be considered by the entire committee for the final slate of candidates;
- i. For the chair of the Nominations and Elections Committee to inform the Board of Directors and email the membership a reminder to nominate individuals for office (prior to the slate being finalized) if the Nominations and Elections Committee feels that more qualified candidates are needed;
- j. For the chair of the Nominations and Elections Committee to inform the Board of Directors about any potential candidates being vetted by the Nominations and Elections Committee for the final slate. It is the responsibility of any member of the Board of Directors to notify the chair of the Nominations and Elections Committee about any concerns about a potential candidate.

6.13.3 Fall committee meeting

Prior to the fall board meeting, the Nominations and Elections Committee must finalize the slate of candidates for office for the upcoming year. The committee coordinates and conducts the annual election of officers in accordance with procedures outlined in Section 6.13.3.

- a. The Chair sets the date and time for the full meeting of the Nominations and Elections Committee. This meeting can be via conference call or via the web;
- b. The Nominations & Elections committee meeting shall be held prior to the fall Board of Directors meeting;
- c. The meeting should avoid any conflicts with state association meetings.

6.13.4 Presentation of slate of candidates to the Board of Directors

The slate of candidates will be vetted and finalized by the Nominations and Elections Committee and provided to the Board of Directors during the fall board meeting. The chair's written report will include the slate of candidates, any rules adopted by the committee, members present at the committee meeting, and recommendations for consideration for future committee meetings. The slate of candidates MUST be presented to the Board before being presented to the entire membership.

6.13.5 Presentation of slate of candidates to the SASFAA membership

Once the final slate of candidates has been presented to the Board, the slate shall then be announced to the membership via the SASFAA Nine News and the SASFAA listserv. The membership must be notified at least thirty (30) calendar days prior to the opening of electronic voting.

- a. The chair shall receive and submit each candidate's biographical information and other pertinent data to the Electronic Services Chair or Communications and Outreach Chair for the elections webpage;
- b. The suggested format for the candidate's information should be Name, Institution/Organization, Work Experience, Education, Professional Involvement/Activities and Candidate Statement.

6.13.6 Restrictions on Campaigning

The intent of these guidelines is to provide equal opportunity for all candidates and to eliminate unfair campaigning for SASFAA offices.

- a. Each candidate will be featured in the SASFAA Nine News and/or the SASFAA website prior to the annual conference and opening of the election;
- b. Each candidate will be asked to provide a photograph, a resume, and a statement of candidacy not to exceed 500 words. This statement will not be edited;
- c. No mass solicitation to the SASFAA membership shall be made by or on behalf of a candidate prior to or during the election;
- d. State associations are allowed to solicit in-state support for candidates from that state;
- e. Candidates or their representatives shall not make presentations at individual state meetings other than the state in which the candidate is currently employed.

6.13.7 Nominations from the floor

In accordance with Robert's Rules of Order, qualified, active members have the opportunity to submit any final nominations for candidates for office. This process serves as "nominations from the floor".

- a. The SASFAA President must call for nominations from the floor from the membership no later than thirty (30) calendar days prior to the start of the annual business meeting;
- b. Nominations from the floor shall end no later than twenty (20) calendar days prior to the start of the annual business meeting, at which time the SASFAA President will notify the chair of the Nominations and Elections Committee
- c. Any new candidates must submit required information to the committee chair within five (5) calendar days prior to the opening of electronic voting (see section 6.13.5 and 6.13.6).

6.13.8 Election, Verification of Election Results, and Announcement of Election Results

The Immediate Past President will present the slate of candidates at the fall board meeting of the SASFAA Board of Directors on behalf of the Nominations and Elections Committee. The membership must be notified at least thirty calendar (30 days) prior to the opening of electronic voting.

The general election shall begin ten calendar (10) days prior to the initial business meeting and close at 3 pm (local time) on the last full day of the conference. Write-in candidates may be allowed. The slate of candidates will be presented during the opening session. Each candidate is then introduced.

SASFAA active members will be provided an opportunity to vote once membership status has been verified. Each paid active member will have access to an electronic ballot containing the names of the candidates running for office. The chair shall work closely with the Electronic Services chair on the elections process.

The Nominations and Elections Committee will verify the election results. The Secretary will be in attendance at the election results verification except in the event that the Secretary is on the ballot or otherwise unavailable. If that occurs, the President will designate a substitute.

Once the result is verified, the chair of the Nominations and Elections Committee will notify the President as well as each of the candidates. The chair of the Nominations and Elections Committee will report the results of the election at the business session following the completion of voting. The President will state results of each office and declare the candidates duly elected.

6.13.9 Absentee Ballot Process

Only paid active members may vote.

An electronic ballot shall be made available to each paid active member ten calendar (10) days prior to the opening business meeting of the annual conference.

6.13.10 Special Elections

1. A special election shall be called by the Board in the event of a vacancy of the office of president-elect;
2. In the event a vacancy occurs in the office of president within sixty (60) days prior to the annual business meeting, the election will be held during the annual meeting;
3. The nominations and elections committee shall solicit candidates, finalize the slate, present the slate to the Board of Directors, and announce to the membership within thirty (30) calendar days of the beginning of the special election;
4. Each paid active member will receive an electronic ballot;
5. The election results shall be verified by the nominations and elections chair and the secretary. If the secretary is on the ballot, the election results shall be verified by the nominations and elections chair and the electronic services chair;
6. Within ten (10) calendar days following the balloting deadline, the chair of the nominations and elections committee shall notify the president and Board of Directors of the results of any special election before notifying the membership.

6.13.11 Run-Offs

In the event that a candidate does not receive a majority of the votes cast for that office, there will be a run-off election. Electronic balloting shall take place as soon as practical following the determination that a run-off election is necessary. Run-off electronic voting will be available for ten (10) calendar days once an access date has been determined.

The Nominations and Elections chair, along with the secretary, will verify the results of the run-off election. If the secretary is on the ballot, the election results shall be verified by the nominations and elections chair and the electronic services chair.

The Nominations and Elections Chair shall notify the Board of Directors of the run-off election results before notifying the membership.

6.13.12 Record of Members Voting

A record of the total votes cast in general and special elections and **the number of eligible voters is included in Section 12.6.**

b. Secretary:

President Dill asked: Can you look at section 6, I believe that the 15-16 the board voted to change the requirement to approval committee members at the first board meeting. Can you research the notes from the July meeting in 2015 and make the change in the P&P.

Section 6: Duties and Responsibilities of Committees and Liaisons

The committee chairs work in conjunction with the president to select committee members considering experience, ethnicity, state member representation, sector interests and gender **for approval at the first Board meeting of the new fiscal year.** The Board may recommend other committee members for approval by the Board during the course of the fiscal year, as appropriate. Each committee and liaison shall:

6.1 Committees

Committees, comprised of active members of the Association, are established to perform specific functions for the organization. These committees also may be structured to provide specific services to the membership of the Association. Specific committees continue on an ongoing basis as “standing” committees of the Association while other “discretionary” committees may be established to accomplish special functions that may not continue from one administration to the next.

Committee appointments shall be made by the president and approved by the Board.

c. Treasurer:

- For a first year treasurer, the annual financial review should be conducted within the first 6 months of his/her term as treasurer.
- The treasurer-elect should attend the annual financial review as an observer.

D. Site Selection Chair:

Review of 2020 proposals and discussion of changing timeframe of annual events