

Southern Association
of Student Financial
Aid Administrators
October Board
Meeting

Agenda and Board Report

[Document subtitle]

Prepared by Secretary Wayne Kruger



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AGENDA
Second Board Meeting of the 2016-2017 SASFAA Board
Embassy Suites Orlando – Lake Buena Vista FL
October 24-26, 2016

Mission Statement as per 2016-2021 Long Range Plan

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

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

Monday, October 24: Travel Day

Palm

4:00- 4:15 PM	Call to Order, Welcome & Introduction of Guests Announcement of Substitute Voting Establish a Quorum	Marian Dill
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Announcement of Substitute Voting:

Stacy Walker for Leigh Ann Hussey – MS President

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
4:15 – 4:45	Hurricane Matthew Update	
4:45 – 5:30	Revised Mission Statement	Ron Day
6:30 PM	Dinner http://thekniferestaurant.com/menu/	The Knife Restaurant

Tuesday, October 25, 2016 – Picture Day

Palm

8:00 AM	Breakfast	Hotel Restaurant
8:30 AM	Call to Order Establish a Quorum <i>Action Item: Consent of written board reports.</i> Review of report format Round of Successes (2-3 minute updates)	

Action Item: Approval of prior minutes

10:00 – 10:15 AM	BREAK	
10:15- 11:30 AM	Review of Reported Action Items/ P&P Suggested Changes	
11:30	LUNCH <u>THE SLIDER BUFFET</u> <u>\$20.00 Per Person</u> French Fries Cole Slaw Specialty Sliders: Cheeseburger Slider Jerk Chicken Slider Pineapple Relish Buffalo Chicken Slider	Hotel Atrium
12:30 PM	Executive Committee – Awards Working Group- <ul style="list-style-type: none"> • Training/ Annual Conference • Governance/Financial • Advocacy & Communication 	
1:00 – 1:30	Presentation of Candidate Slate	Amy Berrier
1:30 – 2:45	Thought Force Brain Storm Break Out Leaders – <ul style="list-style-type: none"> • Amy Berrier • Ron Day • Marian Dill 	
2:45 – 3:00	BREAK	
3:00 – 3:45	NASFAA Investments – Budget Considerations	Brad Barnett
3:45	Old Business New Business <ul style="list-style-type: none"> • FSA – Meet Up and Dinner • NASFAA Chair Scholarship 	
5:00	Adjourn	
6:30	Dinner https://disneyworld.disney.go.com/dining/disney-springs/bongos-cuban-cafe/menus/	Bongos Cuban Café

Wednesday, October 26, 2016: Travel Day

Palm

	Breakfast	Hotel Restaurant
9:00 AM	Unfinished Business	

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

See you in Biloxi, MS – Beau Rivage – Feb 10-15, 2016



Southern Association of Student Financial Aid Administrators

Marian Dill/President

Executive Board Report/August 8, 2016

Committee Members – Legacy Think Tank

The following individuals are assisting by providing a historical perspective and to vet ideas. This committee will not have any budgetary impact as all interaction will be conducted by email. Their continued support and leadership to SASFAA is valuable and appreciated.

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

Committee Goals for 2016-2017:

My personal goals are:

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

During the August board meeting, the board develop and approved the following goals for the 2016-2017 year. These goals will be used by the GAP committee in reviewing the productivity of the year.

2016-2017 SASFAA Board Goals

Organizational Structure

- Update the Mission Statement
- Develop a Vision Statement
- Consider a Diversity Statement
- Bylaws review
- Develop Conference Handbook
- Update / Finalize the State President's Guide
- Create Secured Webpage for Board Communication
- Secure and archive previous versions of the SASFAA Bylaws
- Develop Parliamentary Guide

Communication / Collaboration

- Create State Initiatives Spotlight

- Maintain SASFAA website
- Highlight a Different Committee and their Work each Month
- Send Thank You Notes to All Volunteers
- Begin Tracking Volunteers and the Committee Service
- Develop Marketing to Promote Joining the Association

Professional Development

- Leadership Symposium
- State President's Exchange
- SASFAA President-Elect Interregional Exchange
- Web Trainings
- Annual Conference
- NAOW
- Pre-Conference Workshops

Finances

- Executive Board Cost Containment Planning
- 5 Year Financial Plan
- Develop Investment Policy
- Develop P&P Budget Development Suggestions
- Develop a Balanced Budget
- Update Guide to Financial Management to include Treasurer-Elect and Duties
- Secure sponsorship to support activities

Policy Advocacy

- SASFAA Hill Visits
- Advocacy updates(monthly) to the membership
- Develop a Legislative Guide
- Advocacy Training

LRP and GAP Goal Since Last Board Meeting:

NASFAA Regional President's Meeting –

NASFAA held its annual regional presidents' meeting on September 8 & 9 in Washington, DC. During this meeting they discussed authorized events, Leadership Conference, NASFAA U and annual training materials. They discussed the role of state delegates on the regional board, dues/fee structure of the various regions and conducted a brainstorming session which was conducted by a professional facilitator.

The meeting resulting in the development of a NASFAA Thought Tank which will consist of up to four members from each region. As outlined in the charter, "We strongly recommend that these individuals have experience volunteering at the state, regional, and preferably NASFAA-level, so they can bring a multilayered perspective to the discussions." After consulting with the Legacy Think Tank and other careful consideration the following individuals were appointed and have accepted the role of representing SASFAA in this multi-year role:

- Ron Day (GA) - has served at all levels state, regional and national
- Dave Gelinas (NC) - has also served at all levels state, regional and national
- Amy Berrier (NC) - Has served at the state, regional and currently is serving as SASFAA's voting member on the NASFAA board

- Marian Dill (TN) - I have served at both the state and regional level and am currently serving as an observer on the NASFAA board and will be the SASFAA voting member on the NASFAA board next year.

An e-mail notification was sent to the entire SASFAA Board on October 12 detailing these appointments. The entire charter is also included in this report as an addendum. It is my goal to present the questions contained in the charter to the 2016-2017 SASFAA Board and Committee Chairs for discussion at the October board meeting. This information can be summarized and then used by SASFAA representatives to help them formulate their thoughts for the larger NASFAA group discussion.

Budget & Finance–

Jenelle Handcox Treasurer, Lester McKenzie Budget & Finance Chair and I continue to have open dialogue about the budget and any financial questions that arise.

On Monday, October 17th a spoofing scammer sent an email to Treasurer Handcox that appeared to come from my institutional email address. The email requested a quick wire transfer to a vender and ask her to respond now. Thankfully, Treasurer Handcox was quick to realize this seemed phishy. She contacted me by cell and we were able to quickly prevent any transfer of funds. SASFAA's Bank BB&T sent a fraud prevention email the next day alerting customers of the potential threat to non-profit account holders. Kudos to our SASFAA Treasurer for her alertness and diligence in protecting SASFAA's financial resources.

On October 18th a warning email was sent to the SASFAA state presidents along with the NASFAA regional presidents.

Exceptions to Travel Policy – Due to the Delta shut down which occurred during the travel days of the August Board and Conference Committee return home travel days, there were numerous exceptions made by the president in order to assist members in getting home. Some people spent an extra night in hotels, others were sent to different airports and rented cars or found rides from there. Delta was not consistent with their response to people. Some people received refunds, others received vouchers, some received nothing. In order to properly document these exceptions, to my knowledge everyone who has submitted reimbursement request included an explanation as well as email communication containing the approval by the president of the exception to the policy. Treasurer Handcox as always is diligent to ask for supporting documentation if needed.

In the case of the cost sharing with state presidents, an e-meeting was held and the board approved a motion for SASFAA to cover the additional nights lodging of two stranded state presidents acknowledging this was an exception to the travel policy (as documented in the e-meeting minutes). Due to P&P guidelines, prior precedence of cost sharing, prior GAP disapproval for what they determined to be improper or inappropriate use of presidential exceptions, experiences with prior situations which occurred without SASFAA covering the additional travel expense, and after careful consideration the president deemed it appropriate to present this to the entire board for their consideration.

State Conference Since Last Board Meeting –

KASFAA held its Fall Conference in Louisville, KY on October 12 – 14. President Black and her conference committee conducted a fun-filled, information packed, networking generating event. It was a pleasure to spend this time with the KY family. I appreciate their hospitality. During my time there, I presented two sessions and provided the SASFAA update.

NASFAA Board Meeting –

I will attend my first NASFAA board meeting as an official observer on November 17 – 18 in New Orleans.

Motion/ Action Item(s):

NASFAA Thought Force Travel – This is an unexpected expense which became known after the development of the 2016-2017 budget. The potential impact for SASFAA as well as the state organizations is substantial if a restructure were to occur. Due to the significant potential impact and because this is a

multi-year commitment, the board might consider the practicality of utilizing reserve funds to cover the expenses associated with this NASFAA Thought Force.

Policy & Procedure: Changes/ Recommendations:

None at this time.

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

I am thankful for the opportunity to serve and appreciate all the efforts and ideas that have generated for consideration during the 2016-2017 year. I look forward working alongside this group of professionals to serve the membership of SASFAA. Together we are Building a Legacy...One Student at a Time.

Addendum

Charter: Regional Thought Force on State/Regional/ National Alignment

May 2016

Timeline & Commitment

Start Date: October 2016

Max. End Date: October 2019 (could end earlier dependent on work)

To ensure that high level strategic conversations and decisions are not lost due to volunteer turnover, consensus was reached by the regional presidents and NASFAA for a multi-year appointment. Each representative to this group should plan to serve for a minimum of three years. If deemed necessary, the composition of the group could change if the focus shifts to action planning and implementation.

Composition

Each of the six regional associations selects--through whatever means decided by their regional board--a *group of three individuals, in addition to the 2016-17 Regional Observer to NASFAA's Board*, to serve on a NASFAA-Regional Thought Force. Ideally, these individuals should be sitting regional board members. We strongly recommend that these individuals have experience volunteering at the state, regional, and preferably NASFAA-level, so they can bring a multilayered perspective to the discussions.

Background & Purpose

Over the course of several years, NASFAA has brought the incoming presidents of all six regional associations to DC to meet and discuss points of alignment, the role of the national association in supporting the regions and states, and the role states and regions play in the national context. The most recent meeting took place in September 2016; it was at that meeting that a need for a regional thought force was conceived.

One theme that has consistently come from these meetings is the idea that efforts are being duplicated at the state, regional and national levels, and in many cases each association is trying to “be all things for all people” rather than targeting/focusing on their specific strengths and value-adds. Another theme was the notion of turnover—in an all-volunteer organization with a new president at the helm each year, there is sometimes a lack of needed momentum to implement changes that require multi-year commitments.

This ongoing conversation, which has happened year after year, finally spurred the creation of a NASFAA Thought Force in spring 2016, chaired by RMAFAA Past President Art Young (Brigham Young University) and tasked with thinking outside the box about this larger issue, highlighting the strengths, weaknesses, challenges and opportunities inherent to the national-regional-state association dynamic, and making recommendations for the next exploratory measures. At that meeting, representatives from each region reached consensus on several key strategic questions related to national and regional partnerships. No operational or strategic decisions were made at the state, regional, or national levels after the meeting. However, it was determined that the process of reaching consensus was important enough to expand the conversation to the current regional presidents.

During the September regional presidents meeting, it was suggested that we convene a larger group of regional, state, and national representatives to replicate that process again and see if we can reach consensus on multi-level strategic and/or operational alignments.

Task Force Duties & Responsibilities

- Engage in thoughtful, open, trusting, creative, and honest discussion on all issues related to national-regional-state association alignments.
- “Think big” and not be constrained in discussions by the way things have always been done, e.g. status quo.
- By March 2017, produce a report detailing the findings from the larger convening, clearly indicating where the group had reached consensus. The paper should answer the following specific questions:
 - Should state, regional, and the national association share the same mission and goals?
 - Should a consistent portfolio of products, services and programs be offered nationwide?
 - Should associations at each level have complete freedom to determine their revenue streams and funding prospects?
 - Should the state/regional/national associations rebrand and restructure into a collective organization?

If there is consensus on any single question or all questions, the work of the task force will be to develop plans to move towards those goals during the time remaining for the group. It is expected that another charter will be developed to guide their work.

Budget

The costs of the larger convening will be a cost share, with NASFAA covering the costs of lodging, food on-site, and a facilitator



Southern Association of Student Financial Aid Administrators

Sharon Oliver/President-Elect

Executive Board Report/October 24, 2016

Committee Members

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

Committee Goals for 2016-2017:

Goal 1: The SASFAA Executive Board Task Force will examine SASFAA's activities to determine if there are ways to streamline the budget to control cost. The Task Force will maintain the high quality of service delivered to our constituents and explore ways to reduce expenditures. The SASFAA Executive Board Task Force survey has been developed and disseminated to the task force members. A calendar of events for the task force is listed below:

SASFAA Executive Board Task Force Calendar of Events:

10/31 Survey due date for task force members

11/4 Survey Results are Disseminated to the Task Force to Review and Develop Recommendations

11/10 Task Force Conference Call to Discuss Results

Goal 2: Visit the Conference Site for 2018. The Site Selection Chairperson, Conference Chairperson for 2018, and I visited the Hilton in Alexandria, Virginia on September 23, 2016. The hotel site for 2018 is beautiful. SASFAA members are going to be very pleased. During the site visit, all meeting rooms were viewed, major functions were assigned to meeting sites, a few modifications were performed, and most of all we were able to build a rapport with key hotel staff. This visit was very beneficial for planning and preparing for the 2018 annual conference.

LRP and GAP Goal Activity to date:

GAP Goal 4:

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

Motion/ Action Item(s): N/A

Policy & Procedure: Changes/ Recommendations: N/A

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



Southern Association of Student Financial Aid Administrators

Amy Berrier/Past President

Executive Board Report/October 2016

Committee Members

Nominations and Elections:

Chair – Amy Berrier
Alabama – Lissa Powell
Florida – Ryan McNamara
Georgia – Sarah Baumhoff
Kentucky – Laura Keown
Mississippi – Nicole Patrick
North Carolina – Joey Trogdon
South Carolina – Elizabeth Milam
Tennessee – Richard Smelser
Virginia – Tarik Boyd

GAP:

Chair – Amy Berrier
Returning – Nathan Basford
Returning – Joan Bailey
New – Janet Nowicki
New – Sandy Neel
Observer – Sharon Oliver, President-Elect
Observer – incoming President-Elect (February 2017)

Webinar Task Force:

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

Committee Goals for 2016-2017:

Nominations and Elections Goals:

- Utilize conference calls, electronic meetings via GoToMeeting, and email to create a slate of candidates for the 2016-2017 election for the office of President-Elect, and Vice-President

- Make sure potential candidates aware of the responsibilities of a board member and the duties of the position
- Present slate of candidates at the October board meeting in Orlando
- Officially solicit candidates for positions since 2016-2017 year has begun

GAP Goals:

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

Webinar Task Force Goals:

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

LRP and GAP Goal Activity to date:

2016-2017 SASFAA Board Goal: Professional Development – Web Training

Activity:

Webinar – November 16, 2016 (as of 10/18/16 there are 91 registered attendees)
2:30 – 3:45 pm EST

Getting Ready for a New Congress and President – A Look at 2017 and Beyond
Presenters: Ron Gambill and Brett Lief

Join us for a webinar presented by Ron Gambill and Brett Lief – two leading experts in legislative matters. This webinar will address trends in federal student aid policy, the outcomes of the November election (Presidential Administration and Congress), and what it means for students, institutions, and student aid professionals over the next several years. The webinar will also include an update on reauthorization and other important issues.

Activity:

Working on SAP webinar – communicating with NASFAA and Webinar Committee
NASFAA will provide materials
More to be announced

Nominations and Elections Committee Activity to date:

Email Activity:

- Sent unofficial solicitation to SASFAA listserv regarding Nominations and Elections for 2016-2017 on February 12, 2016
- Sent email to the group of SASFAA Past Presidents regarding assistance with Nominations and Elections on March 22, 2016
- Sent email to the group of SASFAA Past Presidents regarding assistance with Nominations and Elections on April 22, 2016
- Sent email to the group of SASFAA Past Presidents regarding assistance with Nominations and Elections on May 31, 2016

- Sent official solicitation to SASFAA listserv regarding Nominations and Elections for 2016-2017 on July 27, 2016. Due date for nominations is October 1, 2016.
- Sent email to the group of SASFAA Past Presidents regarding assistance with Nominations and Elections on August 2, 2016
- Sent official solicitation to SASFAA listserv regarding Nominations and Elections for 2016-2017 on September, 12 2016. Due date for nominations is October 1, 2016.

Misc. Activity:

- Nomination and Elections Committee members shared nominations information and deadlines within their own states. I also requested that this item be on the agenda of the first board meeting of each state as required by the P and P Manual.

Committee Official Activity:

- Forwarded nominee information for President-Elect and Vice-President to committee on October 4, 2016
- Sent P and P Manual information regarding positions and executive board duties to committee on October 4, 2016
- Committee GoToMeeting was held on October 17, 2017 at 3 PM EST. Official minutes were recorded by Chair Amy Berrier. These minutes were shared with President Marian Dill on October 18, 2016. Several items that came up during the call as general points of concern were shared with the President. I will share the minutes of the meeting with the Board at the request of the President. I will provide these minutes to Secretary Kruger regardless for historical record.
- The Committee voted to approve a dual slate of candidates for the Office of President-Elect and for the Office of Vice-President. This slate will be presented to the Board, as now required, for approval.

Awards Committee:

Activity:

- Call for Award Nominations sent to the SASFAA listserv on September 15, 2016
- Requested state presidents to send this information to their states

Honorary Membership – Automatically Granted:

- Automatically granted to Dave Cecil – retirement 10/28 and SASFAA Past President
- Automatically granted to Carol Mowbray – FA no longer primary job and SASFAA Past President
- Automatically granted to Dan Miller – retired and SASFAA Past President

Honorary Membership – vote required:

- Two nominations received for honorary membership to be voted on in executive session

Distinguished Service Award:

- Two nominations received for award to be voted on in executive session

Discussion Needed:

In August, the Board voted to approve a change to the P and P Manual requiring Board approval of the slate of candidates presented by the Nominations and Elections Committee. While seeking out additional opinions and researching, please review the following information contained in Robert's Rules, 10th edition:

Robert's Rules of Order Information:

RR, Newly Revised, 10th edition, page 508

The report of the nominating committee consists of a written list of candidates for office, just as in the case of the membership committee's report. **No vote on the nominating committee's report should be taken;** however, the procedure is as described in **46**.

RR, Newly Revised, 10th edition, Section **46**, pages 419-421

Although it allows for the report to be delivered by rule or established custom of the organization, it is provided either at the time the election is pending and should be made known to the membership earlier (if larger organization). It should always be formally presented at a regular meeting of the Association. When called upon, the Chair of the N&E Committee presents the report, which is then when the President (Chair of the Association) calls for additional nominations from the floor.

RR also says you should not limit the slate, but rather list all potential candidates.

Recommendations for consideration:

- 1) **If it is the desire of the board to approve the slate (as was presented and voted on in August), I feel that the Board, at the direction of the President, should determine the next course of action for the Nominations and Elections Committee. This should not be the responsibility of the Nominations and Elections chair, nor the Nominations and Elections Committee.**
 - a. If the Board does not approve the slate of candidates, additional nominations will be sought for a period of _____ days keeping in mind that the slate of candidates must be presented to the membership 30 days prior to the election.
 - b. What happens if the deficiency on the slate is not resolved? Then what? For example, if the concern is no diversity and the board requests the committee to go back and try again and they still can't get any diversity on the slate, such as they have all men and no women, or vice versa, then what?
 - c. The P and P should be amended to put the onus on the Board should they not approve the slate presented by the Nominations and Elections Committee. Should the Board not accept the slate, the Board should be required to provide specific instructions to the N&E Committee regarding the deficiency of the slate and how to resolve the issue (or at least provide recommendations) including providing a timeframe for resolution. If the Board has the authority to not approve a slate presented by N & E, they have a responsibility to provide N&E guidance on what to do before submitting a new slate (which could be the same slate if N&E is unable to satisfy the Board's edict). Then the Board would have a new decision to make.
- 2) P and P info on August vote:
 - a. 6.13.1 now reads – The slate must be presented and approved by the board before being presented to the membership.
 - b. 7.1 now reads – Annually, the Board shall approve the slate of nominees for elective office.

- c. RR, Newly Revised, 10th edition, page 508: The report of the nominating committee consists of a written list of candidates for office, just as in the case of the membership committee's report. **No vote on the nominating committee's report should be taken**; however, the procedure is as described in **46**.
- d. All other regional associations do not require board approval of the slate. It is only presented for informational purposes only as required.

Notes:

- (Ron Day comments) NASFAA makes NEC a “board committee.” The individuals are appointed by the Chair and includes sitting BOD members – but voted on by the BOD. Each year the slate is presented to the BOD – and voted on. Should the occasion ever arise where the slate was rejected (voted down) – it would be the right of the BOD to bring forward a new slate. Because the NEC is not a board committee in SASFAA – and not approved by the BOD – I would think it still could be the right of the BOD to bring forward a new slate. After all – it is one of the responsibilities of each BOD to ensure the continued success of the association and the BOD. Therefore – should this ever occur – the Chair/President could instruct the BOD on how to proceed – including the responsibility to bring forward a new slate
- All states that require slate approval by the Board do not have any additional language in the P and P Manual detailing the responsibilities of the Board and/or the Nominations and Elections Committee if the slate were not to be approved.

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

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



Southern Association of Student Financial Aid Administrators

Michael D. Morgan/ Vice President

Executive Board Report/October 24, 2016

Committee Members

TBD

Committee Goals for 2016-2017:

NAOW will be held in Jacksonville State University in Jacksonville, Alabama. June 20th through June 24th.
Theme; Myths and Legends

Our primary goal is to provide effective training to the membership using technology to enhance the experience while reducing overall cost.

Explore cost effective ways to provide a financially self-sustaining NAOW experience

LRP and GAP Goal Activity to date:

NAOW guide is under review with updates coming in February

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

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



Southern Association of Student Financial
Aid Administrators

Wayne Kruger, Secretary

Executive Board Report/August 8, 2016

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 Goals for 2016-2017: The committee hopes to review other regional association as well as NASFAA By-Laws to determine if there are any holes to our current By-Laws as well as do a review to ensure that we are on good legal grounds with our By-Laws. Our goal is now to bring to the board preliminary suggestions for By-Law changes. If possible we would like to have those changes voted on in this next election cycle but would prefer to have it done one thoroughly.

LRP and GAP Goal Activity:

LRP:

I. **ORGANIZATIONAL STRUCTURE**

a. BY-LAWS Committee:

- i. Working on a book of regional By-Laws compared to our By-Laws for review as well as listing out the Georgia state laws on incorporation of non-profits. Plan to have this out to the committee in November for review and recommendations.

II. **COMMUNICATION/COLLABORATION COMMUNICATION**

a. Disseminate information to the membership and appropriate constituencies.

- i. Updated Calendar of events and solicited changes from state presidents.
- ii. Update P&P with a few technical corrections submitted by Amy Berrier, as well as updates from the August meeting and September E-meeting.
- iii. Listed below are a few examples of a “Safe Harbor” statements that might guide us to putting one together for use on our website and for use with conference presentations. This might help indemnify SAFSAA against any misinformation.

Oracle Safe Harbor Statement:

The following is intended to outline our general product direction. It is intended for information purposes only, and may not be incorporated into any contract. It is not a commitment to deliver any material, code, or functionality, and should not be relied upon in making purchasing decisions. The development, release, and timing of any features or functionality described for Oracle's 2 Copyright © 2011, Oracle and/or its affiliates. All rights reserved. timing of any features or functionality described for Oracle's products remains at the sole discretion of Oracle.

Flextronics Safe Harbor Statement:

This website and presentations presented may contain forward-looking statements, which are based on current expectations and assumptions that are subject to risks and uncertainties and actual results could materially differ. Such information is subject to change and we undertake no obligation to update these forward-looking statements.

Nordson Corporation Safe Harbor Statement:

Information in this presentation may contain "forward-looking statements," as defined by this Reform Act. These statements are identified by words or phrases such as "are expected to," "will likely result," "is anticipated," "estimates," "will continue," "outlook," "project," or similar expressions.

These forward looking statements are based on current expectations and involve risks and uncertainties. Consequently, Nordson Corporation's actual results could differ materially from the expectations expressed in the forward-looking statements. Factors that could cause the Company's actual results to differ materially from the expected results include, but are not limited to: fluctuations in currency exchange rates; a sales mix different from assumptions; deferral of orders; customer-requested delays in system installations; and unanticipated delays.

Salesforce Safe Harbor Statement:

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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:

Updated the SASFAA stationary which will be attached to the email with the board reports for all to use. Also sent out condolence cards to those SASFAA and state members that lost loved ones.

Motion/ Action Item(s):

None at this time

Policy & Procedure: Changes/ Recommendations:

None at this time

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

The way in which the association year plays out and how its can be vastly different from one FA association to the next is something that I didn't truly grasp until recently. The point in which your association conference is within your year plays heavily in how you develop a timeline for getting certain things done. The difference between an early conference and a late conference makes a large difference in timing and is something that might be good to bring up at transition.



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/Treasurer

Executive Board Report/October 24, 2016

LRP and GAP Goal Activity to date:

Expense claims, travel claims and other reimbursements paid upon receipt
All bills paid upon receipt
Deposits posted bi-weekly
Records and accounts maintained weekly in BB&T, QuickBooks and Wild Apricot
Payments for membership dues posted and receipted weekly
Bank accounts reconciled monthly
Credit card reconciled and outstanding balance paid monthly
PayPal reconciled and deposited monthly

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

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



Southern Association of Student Financial Aid Administrators

Lester McKenzie/Budget & Finance Chair

Executive Board Report/October 24, 2016

Committee Goals for 2016-2017:

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

LRP and GAP Goal Activity to date:

GOAL	Monitor, review and revise, as necessary, the Association's investment strategy for positioning the Association's finances.
Update:	Investments are continually monitored to assure that the reserve fund is in alignment with the policies of the SASFAA board. Received guidance from President to begin creation of Task Force.
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 of Policy and Procedural Manual has begun with some changes to be submitted at a later Board Meeting.
GOAL	The SASFAA Board of Directors (elected and appointed) should be reflective of the diversity of the organization, be knowledgeable financial aid practitioners, Involved, engaged and committed to the success of the organization.
OBJECTIVES	<p>Ensure the Board of Directors understand the responsibilities and time commitment of their positions.</p> <ul style="list-style-type: none"> • Use transition meeting to develop committee goals and objectives and publish the goals on the website.
UPDATE	Discussed opportunity to accept the role of Budget & Finance Chair with President in June Met with finance group at transition board meeting to discuss role of Budget & Finance Chair

Held a transitional meeting with President and outgoing Budget & Finance Chair in July. Held phone call with President and Treasurer to go over budget for 15/16 and 16/17 in September.

GOAL Committees should represent the mosaic abilities of the membership.

OBJECTIVES

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

UPDATE Each volunteer member was contacted via email prior to August Board Meeting detailing the responsibilities of Budget & Finance Committee. Task force members from 2 states have already been received by State Presidents, will send out a request for other states to begin work in January.

GOAL Be fiscally prudent.

OBJECTIVES:

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

UPDATE Zero-based budget has been created and updated and will be released during August 2016 Board Meeting. Established baseline budget to review internally and show difference between what we started with and what we end up with at end of year.

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:

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

Hotel/Contract Liabilities

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

Have to meet 80% of guest room commitment
Room cut-off date in May 5, 2017

Room Rate is \$160 per night

Tax is 11%

Other Considerations:

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

Cancellation provisions:

Full Group Cancellation:

Signing date to December 6, 2016: 25% of Total Anticipated Revenue Contracted (Currently \$4395.00)

From December 7, 2016 to February 4, 2017: 50% of Total Room Revenue Contracted (Currently \$8,790.00)

From February 5, 2017 to March 6, 2017: 75% of Total Room Revenue Contracted (Currently \$13,185.00)

From March 7, 2017 to May 4, 2017: 90% of Total Room Revenue Contracted (Currently \$15,822.00)

From May 5, 2017 to June 4, 2017: 100% of Total Room Revenue Contracted (Currently \$17580.00)

Total liability as of October 24, 2016: Liability charges based on individual contracts and timing \$4,395.00

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

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

Room Rate is \$139 per night

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

Tax is 12.00%

80% of 1220 guest room commitment = 976

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

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

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

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

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

- Hotel will extend rate of \$99 plus tax for up to 6 staff rooms February 10-15, 2017.

Cancellation provisions

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

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

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

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

Total liability as of October 24, 2016: Liability charges based on individual contracts and timing \$227,689

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

Room Rate is \$142 per night

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

Tax is 12.5%

Other Considerations:

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

Deposit Schedule

\$900 to be paid by July 15, 2016

Cancellation provisions:

Full Group Cancellation:

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

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

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

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

Total liability as of August 8, 2016: Liability charges based on individual contracts and timing \$18,260

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

Total liability as of October 24, 2016: Liability charges based on individual contracts and timing \$46,037.50

Total liability of outstanding contracts is \$296,381.50 as of October 24, 2016

SASF AA, Inc. Investments as of July 28, 2016

BB&T Checking	\$29,002.83
BB&T Savings	\$47,854.62
Edward Jones Money Market	\$2,723.91
Advisory Solutions 20/80 @ Edward Jones	\$395,440.85
Charles Schwab (NASF AA)	<u>\$316,516.51</u>

Total Assets **\$791,538.72**

SASFAA, Inc. Inventory as of October 24, 2016

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/October, 2016

Committee Members

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

Recent activities:

The committee met directly after our August board meeting. Much progress was made during the time. Members of the committee were assigned specific tasks to work on over the course of the months leading up to the conference. Please see the assignments below.

Program, Sessions, Pocket Agenda	Mary and Brian Casey
Feds and NASFAA Liaison	Katie
Local Arrangements	Nicole
Charity	Melissa
Technology	Celena and Joe
Moderators	April
Food	Lissa and Tarik
Entertainment	Wendy
Teasers and Evaluations	Celena
Signs	Debra
Global Issues	Stacey
Decorations	Wendy and Local Arrangements
T-shirts	Nicole and Michael

- Call for session proposals was sent to the Association on September 22 with a deadline of Friday, October 7, 2016. Mary and Brian held a call on October 14 to finalize the proposals to date. Agenda is shaping up nicely in hopes of releasing it by November 1, 2016. Hotel and conference registration will coincide with the hotel and registration information.
- Federal and NASFAA speakers have been confirmed with the exception of Jeff Baker for the federal update.
- Amputee Blade Runners was chosen as our charity. Jack Richmond, husband of Laurie Richmond from Lee University, will speak about the charity and share a video during the opening session. In addition, we are working on SASFAA Success Stories to be shared during opening session.

Committee Goals for 2016-2017:

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

LRP and GAP Goal Activity to date:

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

LRP:

III. PROFESSIONAL DEVELOPMENT PROFESSIONAL DEVELOPMENT

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

OBJECTIVES:

- Continue to use evaluation feedback, membership surveys and national trends to develop training topics and programs.
- Periodically offer venues to upper level aid administrators to train, discuss and engage with peers and other high level administrators.
- Provide annual training opportunities to aid officers with less than 3 to 5 years of experience that increases knowledge and passion for the profession.

GAP:

2015-16 Professional Development GAP Recommendations

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

Evaluation:

Motion/ Action Item(s):

- Consider the possibility of using our exhibiting partners to serve as moderators and allow 30-60 seconds of each session to highlight the services provided by their company.

Policy & Procedure: Changes/ Recommendations:

- Not at this time

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

Our conference committee is working hard and I so very much appreciate those efforts so far and look forward to their continued work. I also appreciate the support and advice of the Executive Board members.



Southern Association of Student Financial Aid Administrators

Bryan Erslan, Sponsorship Chair

Executive Board Report/October 24, 2016

LRP and GAP Goal Activity to date:

The Sponsorship Chair and President Dill have reached out to vendors a number of times this fall, announcing the conference details and also promoting participation in the Leadership Symposium for the first time here in Orlando later this week. We have two vendors exhibiting at the Leadership Symposium and hopefully we will offer this as an option for future years and we will continue to see this number grow. As of October 19, we have commitments of \$19,000 from 5 vendors for the 2016-17 year. So we are close to 20% of our goal of \$100,000 in vendor support.

Another way we are going to try and encourage early registration for vendors is to work with vendors to serve as moderators at many of the sessions that we offer throughout the conference. By moderating a session, vendors could also do a 30 second – minute overview of their company and product that is being offered. We will be working closely with Carolyn and the conference committee to accomplish this task!

A Drayage Company that was recommended by the hotel has been contacted and are awaiting an estimate of how much that contract will be. If you are aware of any new vendors that may be exhibiting or reaching out in your respective states, please provide their contact information to me.

Respectfully Submitted,

Bryan Erslan, 2016-17 SASFAA Sponsorship Chair



Southern Association of Student Financial Aid Administrators

Jenny Hammett/ Communications and Outreach Chair

Executive Board Report/October 24, 2016

Committee Members

Janet Balok - Murray State University
Jan Belton – Edward Via College of Osteopathic Medicine Carolinas Campus
Carla Brewer – Tri-County Technical College
Nichole Crowley – Keiser University
TerryAnn Hamilton – Hillsborough Community College
Blake Hopson – East Tennessee State University
Vanessa Jernigan – Wayne Community College
Samantha Kite – Coastal Carolina University
Kimberly Morris – Southern Crescent Technical College
Shovondia Sainvil – Florida SouthWestern State College

Committee Goals for 2016-2017:

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

LRP and GAP Goal Activity to date:

The committee has sent out job postings, blog updates, and other important information to SASFAA members regularly. We have made a few Facebook posts, and Vanessa Jernigan will now be taking the lead on Facebook posts. The committee also sent out a survey to see what information would be helpful or of interest to members. The survey results will be used to highlight what states and schools are doing to transition to the early FAFSA, and it will guide future communications about what SASFAA members are accomplishing.

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

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

I enjoyed reading how powerful a team can be when it works together, using each other's strengths. I liked the focus on valuing each team member and being willing to both be honest and to accept honesty from other team members.



Southern Association of Student Financial Aid Administrators

Celena Tulloss/Electronic Services

Executive Board Report/October 24, 2016

Committee Members Wes Armstrong, Matthew Burt, Angie Black, Ken Cole, Celena Tulloss

Committee Goals for 2016-2017:

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

Update and maintain the SASFAA website as appropriate

Ensure proper backups of all website materials

Promote and facilitate the registration for SASFAA events

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

Created a "Save the Date" lading page for the 2017 conference

Managed the registrations (including comps) for the Leadership Symposium

Facilitated various "Go to Meeting" calls

Continued to update the website with new year information (conference logo, board photos as provided, general updates)

Set up the first SASFAA webinar for the 2016-2017 year and registration

Created the vendor opportunities for 2016-2017 as events in Wild Apricot

Motion/ Action Item(s): None

Policy & Procedure: Changes/ Recommendations: None

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations: The Electronic Services Committee would like to recommend that the volunteer information be added to the membership application as discussed in the August meeting, for easier access and historical tracking.



Southern Association of Student Financial Aid Administrators

Christen Neher/Chair, Legislative Relations

Executive Board Report/October 19, 2016

Committee Members

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

Committee Goals for 2016-2017:

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

LRP and GAP Goal Activity to date:

LRP V. Policy Advocacy

Goal: Educate membership on legislative advocacy

Objective: Update and republish the SASFAA Legislative Guide.

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

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

Activity:

- Provided the “Weekly Rundown” legislative update that is shared with the membership via Nine News. Since our last board meeting this has been done on 8/22, 8/29, 9/7, 9/12, 9/19, 9/26, 10/3 and 10/17.

- Provided monthly “State Legislative Update” that is compiled by my committee and shared with the membership via Nine News. Since our Aug board meeting this has been done for Sept and Oct.

Action Item(s):

None at this time.

Policy & Procedure: Changes/ Recommendations:

None at this time.

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

None at this time.



Southern Association of Student Financial Aid Administrators

Jody Darby, Treasurer-Elect and Membership Chairperson

Executive Board Report / October 24, 2016

Committee Members

- Membership chairpersons from each of our 9 SASFAA states

Committee Goals for 2016-2017:

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

LRP and GAP Goal Activity to date:

- Sent renewal membership information to 685 lapsed members on October 17, 2016 via Wildapricot.
- Three have renewed as of 10/20/2016, 8:50am.
 - o Stats as of July 17, 2016, 11:20am taken directly from Wildapricot – sasfaa.org

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

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

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

n/a



Southern Association of Student Financial Aid Administrators

Tarik Boyd/ Site Selection Chair

Executive Board Report/October 24, 2016

Committee Members

- **Felicia Ailster**
- **Tracy Misner**
- **Celena Tulloss**

Committee Goals for 2016-2017:

- **To select a site for 2019 annual conference. Based on last meeting it was decided we didn't necessarily need to visit AL. Looking mainly in SC and GA as an alternate.**
- **Will also be working with Legislative and GAP to select cost efficient sites for their perspective meetings.**

LRP and GAP Goal Activity to date:

- **n/a**

Motion/ Action Item(s):

- **The committee would like to make a motion to add an exception to the Travel Policy**
 - **"Site Selection Committee moves the SASFAA President and Treasurer has the authority to make exceptions as needed in extenuating circumstances beyond the travels control"**

Policy & Procedure: Changes/ Recommendations:

- **The above motion should be added to section 10.6.1 General Travel**

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/October 21, 2016

Committee Members

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

Committee Goals for 2016-2017:

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

LRP and GAP Goal Activity to date:

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

Activity: The Leadership Symposium will take place October 26-28, 2016 at the [Embassy Suites Orlando - Lake Buena Vista Resort](#) in Orlando, Florida.

The symposium is geared towards people who are currently in leadership positions, as well as those striving to be in a position of leadership within their office or financial aid associations. Due to the interactive nature of the event, we are limiting participation to 50 individuals, but it should be noted that more than 50 have expressed an interest in attendance.

This symposium is not your traditional "conference." Using the book "The Five Dysfunctions of a Team" as the foundation for the symposium, sessions will include presentations, group work, and small/large group discussion based on the topics:

- Trust
- Conflict
- Commitment
- Accountability
- Results
- "Politics" & Ethics

All participants have been asked to read "The Five Dysfunctions of a Team" prior to attending the event.

As part of a commitment towards developing future leaders, the symposium includes 18 spots that we have referred to as "State Sponsored." These spots have been reserved for 2 people from each of the SASFAA states who are

nominated to participate by their state association. SASFAA agreed to waive their registration fee and pay for the two hotel nights associated with the symposium. The remaining 32 spots are for paid participants. As a result of the 18 State Sponsored individuals, the symposium will not generate enough revenue from the 32 paid participants to cover the full costs of the symposium. SASFAA will have to provide additional funding to cover the revenue shortfall, and this was agreed to by the board when the 2016-17 budget was approved. This additional funding is an investment on the part of SASFAA in developing potential future leaders of our association, as well as in the industry as a whole.

Information has been posted on the SASFAA website at <http://www.sasfaa.org/LeadershipSymposium2016>. Thank you to Ken Cole, Celena Tulloss, and Jenelle Handcox for their on-going work in helping the committee and registrants as we progress towards the start date for this event.

Motion/ Action Item(s):

No action is needed by the Board at this time.

Policy & Procedure: Changes/ Recommendations:

None needed.

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

No applicable as there are no recommendations



Southern Association of Student Financial Aid Administrators

Ron Day, Legacy-Long Range Planning Committee Chair

Executive Board Report/October 24, 2016

Committee Members: Heather Boutell
David Gelinas
Lisanne Masterson
Brent Tener

Committee Goals for 2016-2017:

1. Review the Mission and Vision Statements. Determine if our current statements reflect SASFAA's Mission and Vision. Make proposals to the BOD for changes as appropriate.
2. Construct and propose a Diversity Statement for SASFAA.
3. Provide historical references to assist the BOD in planning and strategies.

Motion/ Action Item(s): The Committee is proposing changes to both the Mission and Vision Statements. The following is brought before the BOD for review, consideration, additional suggestions, and adoption if so desired.

Mission Statement:

The Southern Association of Student Financial Aid Administrators (SASFAA) is a regional organization of individuals from our 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 in our profession and all of the constituents we serve.

Vision Statement:

The Southern Association of Student Financial Aid Administrators aspires to create an environment of mutual respect and support which encourages questions, discussion and the shaping of ideas in order to promote opportunities, equity and access in and to higher education.

Policy & Procedure: Changes/ Recommendations:

These changes require a vote of the BOD and will necessitate a change to the P & P and the SLRP.

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



Southern Association of Student Financial Aid Administrators

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

Executive Board Report/October 24th/Orlando Florida

Committee Members:

- State Presidents

Goals for 2016-2017:

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

LRP and GAP Goal Activity to date:

- N/A

Motion/ Action Item(s):

- None

Policy & Procedure: Changes/ Recommendations:

- None

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

- None

Thoughts & Recommendations:

- Looking forward to meeting with the state presidents on Monday October 24, before board meeting to see where we are with the task assigned.
- Reviewing updates and suggestions from task committee members.

Things to accomplish by next board meeting:

- Have task completed and ready to present at annual conference to board.

As always questions or concerns please contact me.



Southern Association of Student Financial Aid Administrators

Kelly D'Eath/AASFAA President

Executive Board Report/October 24, 2016

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 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 being 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.*

As noted in the fall Board report, AASFAA is working to form partnerships with other organizations within the State to expand our Association's outreach. Through the partnership with the Alabama Community College System (ACCS), training in addition to the fall workshop was provided in September by David Bartnicki. ACCS will provide a summary of this training to the AASFAA membership via the listserv. In addition, two members of ACCS has joined the Association and attended both the credentialing and workshop in October.

Our 2017 conference committee is hard at work making plans for the upcoming spring conference, which will be held at the Marriott Shoals Hotel & Spa April 11 through 13. Plans are also being finalized by the Site Selection Committee for AASFAA's 50th anniversary year in 2018. The long range planning committee has thoroughly

reviewed AASFAA documents and is working with the P&P and Bylaws committees to ensure compliance and consistency.

AASFAA will be represented by our President Elect Brian Quisenberry and National Legislative and Program Committee Chair Jennifer Epperson at SASFAA Leadership Symposium.



Southern Association of Student Financial Aid Administrators

Joan Bailey/FASFAA President

Executive Board Report/October 24, 2016

Committee Members

Not Applicable

Committee Goals for 2016-2017:

Not applicable

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

None

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

Summary of State Activities:

The fall FASFAA Board and conference committee Meeting was held September 18th to September 20th at our 2017 Conference hotel, Hyatt Regency Grand Cypress in Orlando.

In keeping with our theme for the year ***FASFAA at 50 - celebrating our success, Reaffirming our commitment***, the conference committee as selected as our conference theme: **FASFAA is Golden: Celebrating 5 Decades of Success and Commitment**. We have also 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. FASFAA Conference committee and board members will also be conducting a service project at this organizations group home for foster care children.

The executive board has voted to bring two bylaw changes to our membership this may. These are changes in language to address the business operation of today versus as it was fifty years ago. We are also working on developing a conference planning guide.

The executive board also voted to accept and publish the following as our diversity statement: *We acknowledge the fundamental value and dignity of all individuals and are committed to creating and maintaining an environment that is inclusive and respects diversity. We will continue to do our utmost to be an organization that is represented by individuals from a variety of ethnicities, cultures, backgrounds, and experiences.*

The training committee has already started working on planning training events throughout the year, the first regional training was held on October 7th in Panama City, others are being held over the month of October to early November. Our annual clock hour workshop will be held October 25th to 27th.

David Alexander our current sponsorship chair and our Denise Asselta current Region 3 rep, were selected as the two participants to attend the SASFAA Leadership Symposium sponsored by SASFAA.

The FASFAA executive board continues to work diligently to provide services and training to the members and the students we serve.

Joan Bailey
7/29/16



Southern Association of Student Financial Aid Administrators

Name/Position

Executive Board Report/October 24, 2016

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 Fall Training October 18-19, 2016. We projected 140 attendees, however, to date, we have 172 registrants. Of course, our favorite Fed, David Bartnicki will be in attendance giving our membership important Federal Updates. With this training, where 5 CORE topics will be offered, we anticipate leading the nation in held credentials.

I am also working closely with our Legislative Affairs Chair, Vanessa Fulton, as she plans a visit to the State Capitol, where she will have pre-selected state scholarship and grant recipients discuss with the Higher Education Committee how the state funds assisted them with their education. She has already connected with the state Higher Education Committee and is only awaiting a Chair to be named in order to finalize the plans.

GASFAA is excited to send Lakisha Sanders and Vanessa Fulton to the Leadership Symposium this month. Both members are eager to learn and grow from this amazing experience.

As stated earlier, Vanessa is GASFAA's Legislative Affairs Chair and Lakisha is our Systems Software Chair and both have been essential to GASFAA's success this year.

We have experienced solid membership renewals this year, as we have only 131 non-renewals to date. We anticipate those renewals before year end.

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/October 25, 2016

Committee Members

Not applicable

Committee Goals for 2016-2017:

Not applicable

LRP and GAP Goal Activity to date:

None

Motion/Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

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

Summary of State Activities:

The KASFAA fall program committee met on July 28, 2016 to prepare for the fall 2016 KASFAA conference. The first KASFAA board meeting of the 2016-2017 year was held on July 29, 2016. Both meetings were held at the Crowne Plaza Louisville Airport. Following the July program and board meetings, board members and committee chairs have been busy tending to 2016-2017 KASFAA business.

On September 12, 2016, KASFAA panelists and volunteers gathered in Lexington, Kentucky, to participate in a Kentucky Educational Television (KET) Network Call-In Show to share information about the new October 1 FAFSA filing begin date and other financial aid matters with the community. This important information has also been communicated throughout the state of Kentucky through the excellent work of KASFAA's membership and leadership as FAFSA preparation and completion workshops have been taking place and continue to be scheduled throughout the fall with promotion and support via KASFAA's College Goal Kentucky initiative.

The fall edition of the 2016-2017 KASFAA Newsletter was distributed via listserv and posted to the KASFAA website on October 10, 2016. It included an update from the president, spotlights on several new KASFAA members, information about a new dual credit scholarship established to support students at Kentucky public high schools, various financial aid and financial literacy topics, and information about upcoming training events.

KASFAA's fall conference with the theme *Fall Back, Spring Forward* was held October 12-14, 2016, at the Crowne Plaza Louisville Airport. The fall program committee worked tirelessly to finalize a program that provided relevant session topics and trainings for attendees. With training provided by Department of Education trainer David Bartnicki, credentialing opportunities through six NASFAA U course offerings, strong session topics and presenters, and updates shared by SASFAA President, Marian Dill, the conference proved to be very beneficial to KASFAA membership. Additionally, KASFAA membership and conference attendees rallied together to raise \$1,450.00 to support the fall charity, Vanover Veterans Village, an organization with roots in the Kentucky community of Somerset that is committed to serving veterans who have selflessly served our country.

Several KASFAA trainings are taking place across Kentucky this fall, including workshops for high school counselors and the NASFAA Annual training for KASFAA members on the topic of Satisfactory Academic Progress: From Policy to Application on November 18, 2016 in Frankfort, Kentucky.

The KASFAA calendar of events has been expanded with state, regional, and national training information added for the benefit of KASFAA membership. Additional enhancements will include the implementation of an online calendar functionality. Preparations are underway for the spring 2016 conference planning meeting and the next board meeting, scheduled on December 15-16, 2016, at the Holiday Inn University Plaza in Bowling Green. Special planning and activities are scheduled to occur as KASFAA's 50th anniversary celebration draws near.

The KASFAA board plans to stay 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 will be evaluated and updated accordingly to effectively serve membership, to conduct standard association business and to implement the new long-range plan.

Angela Black
10-19-16



Southern Association of Student Financial Aid Administrators

Leigh Ann Hussey/MASFAA President

Executive Board Report/October 24, 2016

Committee Members

N/A

Committee Goals for 2016-2017:

N/A

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

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

Summary of State Activities:

In October, MASFAA hosted the annual Fall Training day conference. Dave Bartnicki was on hand to present the Federal Update and Verification & Resolution of 16/17 & 17/18 Conflicting Information. We also provided a NASFAA Credential Session in Consumer Information. We have 2 "Credential Training Days" planned for the Spring semester, and we will offer credentials at our June conference in both a pre-conference and regular session format.

We are excited about SASFAA being hosted in MS!!



Southern Association of Student Financial Aid Administrators

Andrea Simpson, State President- North Carolina

Executive Board Report/October 24, 2016

Goals for 2016-2017:

- *Serve NCASFSA to the best of my ability.
- *Represent NCASFSA and its interests while serving SASFAA.
- *Seek to revamp NCASFSA to reestablish relevance among member institutions and increase association offerings.
- *Increase training/ volunteer opportunities to better serve the association.
- *Continuously review and update associational documentation and communication to ensure that we are accurately following policies.
- *Maintain/ follow Operational Calendar making updates as necessary.
- *Celebrate NCASFSA's 50th Anniversary.
- *Increase association membership and participation.
- *Select task force to review/ update Long Range Plan that expires in 2017.

State President Activities:

- *8/23- Worked with Budget & Finance Chair to create 16/17 budget.
- *8/30- Held conference call with board to discuss and approve budget.
- *9/16- Hosted board meeting on Surry Community College main campus in Dobson, NC.

NCASFSA Sponsored Events:

- *Training Webinars:
 - 9/15- FERPA Webinar presented by Rose Mary Stelma of College Foundation, Inc.
 - 10/18- Resolving ISIR Comment Codes and C Codes presented by Lisa Koretoff of Guilford Tech CC
- *Support Staff Training
 - 10/31- College Foundation, Inc. - Raleigh, NC
 - 11/2- Wayne Community College – Goldsboro, NC
 - 11/4- Asheville-Buncombe Technical Community College – Asheville, NC
- *Fall Training Conference
 - 11/13- 11/16 Great Wolf Lodge – Concord, NC
 - 11/13- New Aid Officer Training

LRP and GAP Goal Activity to date:

None to report.

Motion/ Action Item(s): None to report.

Policy & Procedure: Changes/ Recommendations: None to report.

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

None to report.

South Carolina State Report:



Southern Association of Student Financial Aid Administrators

Karen Hauser/ TASFAA President

Executive Board Report/October 24-25, 2016

Committee Goals for 2016-2017:

Goals for Tennessee Association of Student Aid Administrators

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

LRP and GAP Goal Activity to date:

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

Activity: No activity to report since August

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

Activity: Waiting on a Google Doc to be created so we can all work together on this project

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

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

Summary of State Activities and Events

TASFAA Executive Board met on October 12th at the Embassy Suites in Murfreesboro, TN. The Board had a productive meeting with discussions supporting our goals as outlined in my August SASFAA report. We are in the process of submitting a brief survey to the memberships requesting input on training topics and feedback on diversity/inclusion initiatives. We have added a profile question for members to volunteer to assist with high school nights and FAFSA completions. Currently we have 39 members volunteering through this avenue. Our conference committee will meet in January with pre-meeting work to be done later this fall.

TASFAA Regional Fall Training was held on October 19-21, 2016. The one-day training was held on the 19th at Johnson University in Knoxville, the 20th at Trevecca University in Nashville, and the 21st at Jackson State Community College in west TN. Our agenda included a federal update, state update and NASFAA credentialing for the Application Process. At the time of this report we had 197 members registered for the trainings.

Portia Cook, Diversity Chair and Tiffany Summers, Training Chair will be attending the SASFAA leadership symposium.

Activities & Events:

October 11 – 12, 2016	TASFAA Board meeting
October 19 – 21, 2016	TASFAA Fall Training Series
October 24-25, 2016	SASFAA Board Meeting in Orlando
October 26 – 28, 2016	SASFAA Leadership Symposium; sending two TASFAA Board members
January 26 – 27, 2016	TASFAA Conference Committee meeting and TASFAA Board meeting
February 12 – 15, 2017	SASFAA Conference
April 9 – 12, 2017	AASFAA Conference: President's exchange
April 24 – 26, 2017	TASFAA annual Conference
June 4 – 7, 2017	SASFAA Transition meeting
June 2017 TBD	TASFAA Executive Board meeting and TASFAA Transition meeting
June 26 – 29, 2017	NASFAA Conference



Southern Association of Student Financial Aid Administrators

Chad Sartini/Virginia President

Executive Board Report/October 2, 2016

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

LRP and GAP Goal Activity to date: None

Motion/ Action Item(s): None to propose

Policy & Procedure: Changes/ Recommendations: None to propose

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

The VASFAA Directors' Summit was a success. Thirty financial aid director from across VA attended the event on September 20. We discussed FA related issues (federal, state, and institutional), strategies for change implementation (early FAFSA, PPY), and general management/supervisory issues. We also had a guest speaker who gave us an update on the mood in DC and spoke to the group about advocacy on both the state and national levels. Initial feedback from participants was that the summit was a success and that the directors would like for this event to continue and possible occur twice a year.

On October 7, VASFAA had a one-day nonconference workshop that included updates from ED, NASFAA, and SCHEV (the State Council of Higher Education for Virginia). The president of the Virginia College Access Network (VCAN) presented on college access and student success.

The VASFAA board met on October 6 for its regular fall board meeting.

Dates and locations are set for our 2018 and 2019 annual conferences: 2018 – April 29-May 2 (50th Anniversary) Norfolk Hilton Main; 2019 – May 5-8, Norfolk Hilton Main

Appendices:

D. Motion/ Action Item(s):

- a. **President Dill:** NASFAA Thought Force Travel – This is an unexpected expense which became known after the development of the 2016-2017 budget. The potential impact for SASFAA as well as the state organizations is substantial if a restructure were to occur. Due to the significant potential impact and because this is a multi-year commitment, the board might consider the practicality of utilizing reserve funds to cover the expenses associated with this NASFAA Thought Force.
- b. **Past President Berrier:**
 - i. **If it is the desire of the board to approve the slate (as was presented and voted on in August), I feel that the Board, at the direction of the President, should determine the next course of action for the Nominations and Elections Committee. This should not be the responsibility of the Nominations and Elections chair, nor the Nominations and Elections Committee.**
 1. If the Board does not approve the slate of candidates, additional nominations will be sought for a period of _____ days keeping in mind that the slate of candidates must be presented to the membership 30 days prior to the election.
 2. What happens if the deficiency on the slate is not resolved? Then what? For example, if the concern is no diversity and the board requests the committee to go back and try again and they still can't get any diversity on the slate, such as they have all men and no women, or vice versa, then what?
 3. The P and P should be amended to put the onus on the Board should they not approve the slate presented by the Nominations and Elections Committee. Should the Board not accept the slate, the Board should be required to provide specific instructions to the N&E Committee regarding the deficiency of the slate and how to resolve the issue (or at least provide recommendations) including providing a timeframe for resolution. If the Board has the authority to not approve a slate presented by N & E, they have a responsibility to provide N&E guidance on what to do before submitting a new slate (which could be the same slate if N&E is unable to satisfy the Board's edict). Then the Board would have a new decision to make.
 - ii. P and P info on August vote:
 1. 6.13.1 now reads – The slate must be presented and approved by the board before being presented to the membership.
 2. 7.1 now reads – Annually, the Board shall approve the slate of nominees for elective office.
 3. RR, Newly Revised, 10th edition, page 508: The report of the nominating committee consists of a written list of candidates for office, just as in the case of the membership committee's report. **No vote on the nominating committee's report should be taken;** however, the procedure is as described in 46.
 4. All other regional associations do not require board approval of the slate. It is only presented for informational purposes only as required.

Notes:

- (Ron Day comments) NASFAA makes NEC a “board committee.” The individuals are appointed by the Chair and includes sitting BOD members – but voted on by the BOD. Each year the slate is presented to the BOD – and voted on. Should the occasion ever arise where the slate was rejected (voted down) – it would be the right of the BOD to bring forward a new slate. Because the NEC is not a board committee in SASFAA – and not approved by the BOD – I would think it still could be the right of the BOD to bring forward a new slate. After all – it is one of the responsibilities of each BOD to ensure the continued success of the association and the BOD. Therefore – should this ever occur – the Chair/President could instruct the BOD on how to proceed – including the responsibility to bring forward a new slate
- All states that require slate approval by the Board do not have any additional language in the P and P Manual detailing the responsibilities of the Board and/or the Nominations and Elections Committee if the slate were not to be approved.
 - c. **Conference Chair Sparks:** Consider the possibility of using our exhibiting partners to serve as moderators and allow 30-60 seconds of each session to highlight the services provided by their company.
 - d. **Electronic Services Chair Tulloss:** The Electronic Services Committee would like to recommend that the volunteer information be added to the membership application as discussed in the August meeting, for easier access and historical tracking.
 - e. **Site Selection Char Boyd:** The committee would like to make a motion to add an exception to the Travel Policy: “Site Selection Committee moves the SASFAA President and Treasurer has the authority to make exceptions as needed in extenuating circumstances beyond the travels control”
 - f. **Legacy-Long Range Planning Committee Chair Day:**
 - i. The Committee is proposing changes to both the Mission and Vision Statements. The following is brought before the BOD for review, consideration, additional suggestions, and adoption if so desired.

Mission Statement:

The Southern Association of Student Financial Aid Administrators (SASFAA) is a regional organization of individuals from our 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 in our profession and all of the constituents we serve.

Vision Statement:

The Southern Association of Student Financial Aid Administrators aspires to create an environment of mutual respect and support which encourages questions, discussion and the shaping of ideas in order to promote opportunities, equity and access in and to higher education.

E. Policy & Procedure: Changes/ Recommendations:

- a. **Legacy-Long Range Planning Committee Chair Day:** The changes proposed above will require a vote of the BOD and will necessitate a change to the P & P and the SLRP.

F. Book Reflections/ New Ideas/Suggestions/ Recommendations:

- a. **President Dill:** I am thankful for the opportunity to serve and appreciate all the efforts and ideas that have generated for consideration during the 2016-2017 year. I look forward working alongside this group of professionals to serve the membership of SASFAA. Together we are Building a Legacy...One Student at a Time.
- b. **Secretary Kruger:** The way in which the association year plays out and how its can be vastly different from one FA association to the next is something that I didn't truly grasp until recently. The point in which your association conference is within your year plays heavily in how you develop a timeline for getting certain things done. The difference between an early conference and a late conference makes a large difference in timing and is something that might be good to bring up at transition.
- c. **Budget & Finance Chair McKenzie:** Creating a historical budget that shows not only current budget and actual expenses but adds initial budget to show changes in line items for a more accurate depiction of where we started and where we ended up.
- d. **Conference Chair Sparks:** Our conference committee is working hard and I so very much appreciate those efforts so far and look forward to their continued work. I also appreciate the support and advice of the Executive Board members.
- e. **Communications and Outreach Chair Hammett:** I enjoyed reading how powerful a team can be when it works together, using each other's strengths. I liked the focus on valuing each team member and being willing to both be honest and to accept honesty from other team members.
- f. **State President Liaison Basford:** Looking forward to meeting with the state presidents on Monday October 24, before board meeting to see where we are with the task assigned.