

Southern Association
of Student Financial
Aid Administrators
July 2017 Board
Meeting

Agenda and
Board Report



Prepared by Secretary Wayne Kruger

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AGENDA

SASFAA Board Meeting

Hilton Alexandria Mark Center - Alexandria, VA

July 21-23, 2017

Juniper

"There is no room for ignoring issues that require board attention no matter how difficult, uncomfortable, or contentious they may be."

Michael E. Batts

Friday, July 21st

3:00 PM	Call to Order, Welcome and Introduction of Guests	Sharon Oliver
	Announcement of Substitute Voting, Establish a Quorum	
	Announcement of Substitute Voting	
	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 Virginia	Biz Daniel
3:15 PM	Presentation of 2017-18 Goals	Sharon Oliver
4:00 PM	Budget Presentation and Discussion	Nancy Tate
5:00 PM	Vetting of Volunteers	Sharon Oliver
6:00 PM	Meet in lobby for Dinner at Red Rocks	All
9:00 PM	Hospitality	President's Suite

Saturday, July 22nd

8:00 AM	Breakfast	Finn and Porter
9:00 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)	
	<i>Action Item: Approval of prior minutes</i>	
10:30 AM	BREAK	
10:45 AM	Review of Reported Action Items/P & P Suggested Changes	

	<ul style="list-style-type: none"> • SASFAA Summer Workshop Guide Celena Tulloss • Budget for 2017-18 Nancy Tate • Alcohol for Board Meetings Tarik Boyd • Site Selection - Transition Retreat Location 2018 Tarik Boyd • Site Selection - 2020 Conference Tarik Boyd 	
12:00 PM	LUNCH	
1:00 PM	Travel Expenses Tips	Nancy Tate
	New Aid Officers Workshop 2018 Site - Survey Results	Celena Tulloss
	Old Business	
	<ul style="list-style-type: none"> • Guide to Financial Management Revisions Marian Dill • Comparison of P & P to Roberts Rules of Order Chad Sartini • Site Selection Survey Results Tarik Boyd • P & P Guidance Sections 5 &6 Marian Dill 	
3:00 PM	Tour of the Hotel	
4:00 PM	Old Business (Cont.)	
	<ul style="list-style-type: none"> • Financial Interim Review Nancy Tate • Membership Application Changes Jenelle Handcox 	
4:30 PM	New Business	
	<ul style="list-style-type: none"> • Approval of 2017-18 Goals • State Presidents Exchange for 2017-18 	
5:00 PM	Adjourn	
6:15 PM	Dinner with the Conference Committee at Clyde's	All
9:00 PM	Hospitality	President's Suite
<i>Sunday, July 23rd</i>		
8:00 AM	Breakfast	Finn and Porter
9:00 AM	Conference Committee Meeting	
<i>If we do not finish our board meeting on Saturday, the board meeting will resume on Sunday at 9:00 am.</i>		

See you in Orlando, FL – Embassy Suites Orlando Airport – October 20-22, 2017



Southern Association of Student Financial Aid Administrators

Sharon Oliver President

Executive Board Report – July 10, 2017

Committee Members

President's Goals for 2017-2018:

- Develop a mentorship guide for new members and collaboratively work with State Presidents to engage new members
- Identify duties and responsibilities for Treasurer-Elect
- Increase webinars for training and development of members
- Assess the New Aid Officers Workshop
- Increase the number of SASFAA members earning NASFAA credentialing
- Review and implement Cost Containment Task Force Recommendations

LRP and GAP Goal Activity to date:

LRP 6.1: Ensure the Board of Directors understand the responsibilities and time commitment of their positions.

Activity: Board members were provided with duties and responsibilities during the transition meeting as well as the Policies and Procedure manual link was provided for committee chairperson to review in May, 2017.

LRP 6.2: President-Elect shall send job responsibilities to each potential committee chair prior to committee chair selection.

Activity: Committee chairpersons were provided duties and responsibilities in the board orientation guide as well as the link to review SASFAA's policies and procedures manual that details the functions of each role. The conference chairperson was also provided with the conference handbook.

LRP 6.4: Use transition meeting to develop committee goals and objectives and publish the goals on the website.

Activity: Goals and objectives were developed during the transition meeting and will be published on the website by September 15, 2017.

GAP 6: Publish goals and objectives as a separate document on the website accessible to the membership.

Activity: Goals and objectives will be published on the website by September 15, 2017.

LRP 7.1: All efforts should be made to fully vet members who are considered for committees.

Activity: Committee Chairpersons were provided instructions on the volunteer list to select committee members based on experience, ethnicity, state member representation, sector interests, and gender.

LRP 7.3: Committee chairs shall provide a summary of the committee's composition to be included in the president's annual report.

Activity: Committee chairpersons will provide the committee's composition by April 1, 2018.

GAP 7.1: Establish a deadline to the board to provide a summary of each committee's composition (to include necessary data to reflect on the diversity statement) to be included in the President's Annual Report. The deadline should be prior to the GAP Committee meeting so the committee use data for assessment purposes. The President can consider making the year-end report deadline and the deadline for the volunteer data on the same date.

Activity: Committee chairpersons will provide the committee's composition with their year-end report on April 1, 2018.

GAP 7.2: Affiliation on the volunteer form should be changed to membership category. The GAP Committee also recommends continuous evaluation of the volunteer form for enhancements such as subject matter expertise. This continuous evaluation will only further enhance membership and volunteer data.

Activity: The volunteer form will be updated to remove affiliation and add membership category (active, associate, honorary, etc.).

GAP 7. 3: The GAP Committee recommends that there should be further collaboration between board members and the President to ensure all volunteers are utilized. If volunteers are used on more than one committee, the President and appropriate committee chairs should justify the need for multiple assignments.

Activity: Committee chairpersons were asked to select volunteers from the list of volunteers. The list of volunteers was placed on whiteboard with a column to insert the selected committee

for 2017-18. Volunteers who are unassigned will be vetted and assigned to committee during the July board meeting.

LRP 8.1: Encourage each state president to establish increased membership goals for SASFAA.

Activity: SASFAA membership drives will be conducted to increase the number of members by state.

GAP 8.1: The intent of approving a Treasurer-Elect position was not to combine this position with any other board responsibility. The GAP Committee recommends that these two positions not be combined in the future so that the membership chair can perform required duties.

Activity: No Action, Treasurer-Elect is not on the 2017-18 board.

LRP 9.1: Develop a Mentorship Guide

Activity: A mentorship guide will be developed.

GAP 9.1: It is essential that a strong mentoring program be maintained each year to encourage volunteerism and leadership development. The GAP Committee also recommends that each President consider appointing a Mentorship Program Coordinator each year. The 2015-2016 Membership Chair worked hard on maintaining a mentor program and a conference activity and it seems that this work did not continue in 2016-2017.

Activity: A committee member on the Membership Committee will serve as the Mentorship Program Coordinator and work collaboratively with the Membership Chairperson.

GAP 9.2: Consider assigning mentors to new members as well

Activity: As new members join, the Membership Chairperson will assign a mentor.

LRP 10.1: Provide for the needs of all sectors.

Activity: All sectors will be considered when offering webinars, workshops, conference sessions, selecting committee members, etc.

LRP 10.2: Provide services and resources that meet the needs of all sectors.

Activity: All sectors will be considered when offering webinars, workshops, conference sessions, selecting committee members, etc.

GAP 10.1: The Committee also agrees that the Board commit necessary financial resources to purchase additional spots for member participation.

Activity: A budget increase will be allocated to expand the number of participants for webinars.

GAP 14.2: The GAP Committee considers other special projects for consideration such as Enrollment Management, Mid-Level, and other training opportunities.

Activity: Exploration of other training opportunities for members will be considered to meet today's market demands and training needs.

GAP 15.1: Review and update the Guide to Financial Management with the refinement of the Treasurer-Elect duties.

Activity: The Guide to Financial Management will be updated to include the duties and responsibilities of the Treasurer-Elect.

GAP 15.2: Since the next Treasurer-Elect will not serve until 2018-2019, the GAP Committee recommends that the President, the Budget and Finance Chair, and Treasurer review and update the Treasurer-Elect duties in all governing documents.

Activity: The Treasurer-Elect duties will be updated in various governing documents.

SASFAA State Conference Travel Schedule for 2017-18

2017 DATES	EVENT	LOCATION	ATTEND	SASFAA Rep.
October 11-13, 2017	KASFAA Fall Conference	Lexington, KY	KASFAA	Oliver
November 5-8, 2017	NCASFAA Fall 2017 Conference	Pinehurst, NC	NCASFAA	Oliver
2018 DATES	EVENT	LOCATION	ATTEND	SASFAA Rep.
March 26-28, 2018	SCASFAA Spring Conference	Hilton Head, SC	SCASFAA	Dill
March 28-30, 2018	AASFAA 50th Anniversary	Perdido Beach Resort	AASFAA	Oliver
		Orange Beach, AL		
April 8-10, 2018	NCASFAA Annual Conference	Wrightsville Beach, NC	NCASFAA	Oliver
April 18-20, 2018	KASFAA Spring Conference	Louisville, KY	KASFAA	Ersland

April 22-25, 2018	TASFAA Annual Conference	Murfreesboro, TN	TASFAA	Oliver
April 29-May 2, 2018	VASFAA Annual Conference	Norfolk, VA	VASFAA	Dill
May 29- June 1, 2018	GASFAA Annual Conference	Young Harris, GA	GASFAA	Oliver
May 29- June 1, 2018	FASFAA Annual Conference	Naples, FL	FASFAA	Ersland
June 13-15, 2018	MASFAA Annual Conference	Choctaw, MS	MASFAA	Oliver

Motion/ Action Item(s):

The purchase of alcohol for SASFAA events require board approval. If it is the desire of the board to have alcoholic beverages in SASFAA hospitality suite during board meetings, a motion and approval will be required. Historically, \$100 has been allocated for this purpose for each board meeting.

Policy & Procedure: Changes/ Recommendations:

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Transition Meeting

Board orientation for new members was conducted during SASFAA's transition meeting held on June 5-7, 2017 at the B Ocean hotel in Fort Lauderdale, FL. All new members were present for the transition meeting with the exception of the Budget and Finance Chairperson. New board members were placed in groups to establish goals, activities, and target dates while working collaboratively with the outgoing board members. To simplify the process, goal sheets were developed that included long range planning goals and recommendations provided by the GAP committee. Budget requests forms were issued to all board members except State Presidents to develop a draft budget and forward to the Budget and Finance Chairperson by June 15th. The Budget and Finance Chairperson and I will develop a draft budget to be presented during the July board meeting.

NASFAA Conference

Attending the NASFAA conference afforded me an opportunity to attend the regional and state presidents breakfast and gained valuable training from the sessions and presenters. A brief highlight of NASFAA services was presented. SASFAA was well represented for NASFAA's breakfast as well as during the SASFAA networking dinner held on Tuesday evening. A huge accomplishment during the NASFAA conference was attending a half-day NASFAA U Professional Judgement workshop, which led to my first credentialing certificate. I would like to deeply express my gratitude to SASFAA for making it possible for me to earn my first NASFAA credential as SASFAA's President.

SASFAA Volunteers

A list of volunteers was disseminated during the transition meeting for committee chairs to select desired members by June 30, 2017. Additionally, an electronic list of volunteers was placed on SASFAA's whiteboard for committee chairs to review and select committee members. Every volunteer will be assigned to a committee to serve in some

capacity during 2017-18. Committee members who are unassigned will be vetted with committee chairs and assigned to a committee during the first board meeting. I am excited about the opportunity to work with each you for the 2017-18 academic year. Together, we will focus on "Optimizing Student Success through Advocacy, Support, and Outreach."



Southern Association of Student Financial Aid Administrators

Bryan Erslan/President Elect Report

Executive Board Report/July 22, 2017

There are a number of activities that the President Elect will participate in throughout the year. Listed below are several that are concrete goals that if completed, will be a successful year leading into 2018-19.

Inter-Regional Exchange Program

Thanks to Past President Marian Dill and Madame President Oliver, the SASFAA Board is working with RMASFAA to work out an exchange program where the current President Elect of SASFAA will attend the RMASFAA Board Meeting and Conference to be held in Wichita, KS this October and the current President Elect of RMASFAA will attend the SASFAA Board Meeting and Conference next February in Alexandria, VA. As this evolves, updates will be provided to the board.

President Elect Workshop

This workshop will be held in Alexandria, VA immediately preceding the conference on the opening morning with the conference beginning late afternoon and is meant to serve as an introduction to SASFAA for the new nine presidents-elect. Invitations to the nine presidents-elect and presenters will be sent by December 15, 2017.

Taskforce Goals for 2017-2018:

NAOW Review Taskforce

This taskforce was created based on a recommendation by the GAP Committee to Here is a paragraph from Goal #13 of the 2016-17 GAP Report:

The committee recommends that a formal evaluation process be developed to assess the Summer New Aid Officers' Workshop after the event is completed. Since the event is always after the GAP Committee completes its assessment process, the event has not been formally evaluated in a number of years.

This taskforce will meet two to three times over the next few months to put together a formal evaluation process of NAOW since this has not been formally evaluated in many years. We will most likely create some type of survey instruments to be used, evaluate and make any necessary recommendations to the board and especially the Vice President to incorporate this information into the planning for future NAOW events.

SASFAA NAOW Review Taskforce Members

Bryan Erslan, Eastern Kentucky University

Sandra Neel, University of Louisville

Dave Gelinas, Davidson College

Tabitha McAllister, University of South Carolina – Palmetto Campus

Brad Barnett, James Madison University

Sponsorship Guide Taskforce

Another recommendation made by the GAP Committee as it relates to Goal #17 in the 2016-17 GAP Report is to create a Vendor/Sponsor Guide by June 30, 2018. This guide will be used by future Sponsorship Chairs to assist with defining annual levels of sponsorship that will meet the needs of our association, define who may or may not vend/sponsor and outline a process for seeking new sponsorship resources. Here is a list of the taskforce members that have agreed to serve this year:

SASFAA Sponsorship Taskforce Members

Bryan Erslan, SASFAA President Elect and Past Sponsorship Chair

Biz Daniel, Current Sponsorship Chair – Tentative

Brenda McCafferty, Past Sponsorship Chair

Fourth Member to be named

Modifications to SASFAA Volunteer Form

We will continue to evaluate the Volunteer form and update questions and information as needed. This will be completed prior to the Volunteer Form being sent out to the membership in the spring of 20108.

Respectfully Submitted – July 11, 2017

Bryan P. Erslan, SASFAA President Elect



Southern Association of Student Financial Aid Administrators

Marian Dill/ Immediate Past President

Executive Board Report – July 10, 2017

Committee Members

GAP Committee – TBD

Awards and Nominations & Election Committees – The immediate past state presidents have agreed to serve on both committees. They are:

- Kelly D'Eath (AL)
- Felicia Ailster (GA)
- Nicole Patrick (MS)
- Kevin Perry (SC)
- Joan Bailey (FL)
- Angie Black (KY)
- Karen Hauser (TN)
- Andrea Simpson (NC)
- Chad Sartini (VA)

Committee Goals for 2017-2018:

GAP –

- Review the GAP process
- Provide an interim review of the board goals in conjunction with the LRP
- Conduct the annual review

Awards –

- Solicit nominations for association awards and present recommendations to the board

Nominations & Elections

- Solicit nominations and present at least a dual slate of candidates in accordance with the election schedule to the Board

LRP and GAP Goal Activity to date:

- Solidified committee members for Awards as well as Nominations & Election Committees
- Finalizing presidential duties by:
 - Working with Treasurer and Budget & Finance Chair to close the fiscal year.
 - Working with 17-18 President Oliver and Secretary Kruger to submit unfinished business

NASFAA Thought Force – NASFAA held an invitation only meeting during the NASFAA conference in San Diego to discuss the status of the partnership/ collaboration discussion. SASFAA and our states were well represented at this meeting. I was not able to obtain definite ahead count, but I believe there were approximately 20 people from the SASFAA region at the meeting. I appreciate all the individuals who were willing to share their perspective on the topic.

There is a meeting scheduled for September 13 and 14. This is a subgroup of the larger thought force. I will be representing SASFAA at this meeting.

Moving forward, it is my belief that we will need to find a way to collaborate and find opportunities to interact with other regions in a positive and constructive manner.

Motion/ Action Item(s):

Please refer to the board reports – Old Business section.

Policy & Procedure: Changes/ Recommendations:

Please refer to the board reports – Old Business section.

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Thank you for the opportunity to serve. I look forward to working under the leadership of Dr. Sharon Oliver. I anticipate great achievements from the 2017-2018 SASFAA Board.



Southern Association of Student Financial Aid Administrators

Celena Tulloss/Vice President

Executive Board Report – 7-22-17

Committee Members

- Provided at meeting

Committee Goals for 2017-2018:

1. Conduct 3-4 Webinars
2. Host a SASFAA Enrollment Management Forum
3. Provide 2 Pre-Conference Workshops, including a Mid-Level Workshop
4. Host the 2018 New Aid Officer Workshop, increasing attendance if possible

LRP and GAP Goal Activity to date:

- Attended the 2017 NAOW at Jacksonville State University in Jacksonville, AL. Several changes were made to the format of the 2017 workshop and evaluations will be reviewed, as well as feedback from the 2017 instructors to guide planning for 2018.
- An email soliciting potential sites for the 2018 NAOW was sent to the membership.
- Dr. Forrest Stuart, Furman University, SC, was chosen to lead the inaugural SASFAA Enrollment Management Forum, to be held October 23-24, 2017 at the Embassy Suites, Lake Buena Vista, FL. Additional speakers are being secured and registration is scheduled to open no later than July 31.

Motion/ Action Item(s):

1. The SASFAA Summer Workshop Guide should be updated to reflect the P&P. Section 6.14.1 of the P&P, item 5 states “Faculty must be active members of SASFAA”. Item 7 states “The vice president, in consultation with the president, will select the faculty. Recommendations will be solicited from the Professional Development Committee.” The SASFAA Summer Workshop Guide should be updated to follow these guidelines. The Guide currently states “All workshop staff must be *SASFAA members and members of appropriate state association *Board approved”.

Policy & Procedure: Changes/ Recommendations: None

New Ideas/Suggestions/ Personal Thoughts and Recommendations: None



Southern Association of Student Financial Aid Administrators

Wayne Kruger, Secretary

Executive Board Report / July, 2017

By-Laws Committee: The By-Laws committee, chaired by the secretary, annually reviews By-Laws governing the Association. The By-Laws committee recommends necessary changes to the Board.

Current Member: Wayne Kruger

Given the extensive review last year and two suggested changes at this time I am not convening a committee but will do so ad hoc if the need arises

LRP and GAP Goal Activity:

LRP:

- I. **ORGANIZATIONAL STRUCTURE**
 - a. BY-LAWS Committee: Will ensure that two changes that were passed at transition meeting are placed on the ballot for this year's election.
- II. **COMMUNICATION/COLLABORATION COMMUNICATION**
 - a. Disseminate information to the membership and appropriate constituencies.
 - i. Working to update the P&P based on approved changes and compiling suggested updates.
 - ii. Updated the Annual Business Meeting Minutes on the website
 - iii. Updated the E-Meetings and February approved minutes on the website
 - iv. Updated Whiteboard for 2017-2018 and its associated folders
 1. Sent out email explaining to new board how to use the white board.

GAP:

- I. Archive prior versions of the Bylaws on the SASFAA website (at least going forward) so that a historical perspective can be maintained.
 - a. I am continuing to organize and label data on jump drive to ensure the proper order and history is posted on the website. I am attempting to put in the name of files the date it was created/last revised and making sure to keep all older version.

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



Southern Association of Student Financial Aid Administrators
Jody Darby, Treasurer
Executive Board Report 07 / 2017

Activities:

- Final 2016-2017 expenses were paid and June 30 bank accounts have been reconciled.
- Outstanding invoices for 2016-2017 have been cancelled.
- In process: Credit cards ordered and old ones voided.
- In process: Contact and credit card information have been updated for the following SASFAA accounts: Quickbooks, Treasurer G-mail, PayPal, etc.
- In process: Provided updated forms to Electronic Services Chair for web site
- In process: 2017-2018 membership payments forthcoming

As I transition into this role, please be patient. I will, however, be certain that reimbursement forms are on the top of the list of 'to-dos'.

Thanks.



Southern Association of Student Financial Aid Administrators

Nancy C. Tate/Budget & Finance Chair

Executive Board Report – July 22-23, 2017

Committee Members

Brad Barnett, Virginia (Public, 4 Year)

Paul Coscia, North Carolina (Private, 4 Year)

Jeff Dennis, South Carolina (Public, 2 Year)

Donna Kolb, Florida (Public, 4 Year)

Terri Parchment, (TN Student Assistance Corporation)

Kristie Teasley, Georgia (Public, 2 Year)

Jody Darby, Georgia, Treasurer, ex-officio

Committee Goals for 2017-2018:

- Publish final budget to the membership no later than August 1, 2017.
- Develop and maintain a zero base budget – August 1, 2017
- Review and update the Guide to Financial Management, including refinement of the Treasurer-Elect duties and incorporation of recommendations from the Cost Containment Task Force – January 31, 2018
- Develop a 5-year financial plan – March 31, 2018
- Develop an investment policy and explore investment opportunities to grow the reserves – March 31, 2018
- Conduct 2016-2017 financial review and a 2017-2018 quarterly review – October 31, 2017.

LRP and GAP Goal Activity to date:

GAP GOAL 15: 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: None

GAP GOAL 16 and LRP GOAL 15: Develop a 5-year financial plan and investment policy.

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: None

Motion/ Action Item(s):

- Motion to approve Budget & Finance Committee Members
- Approve 2017-2018 Budget

Policy & Procedure: Changes/ Recommendations:

None at this time.

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Hotel/Contract Liabilities

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

Room Rate is \$145 per night

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

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

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

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

Tax is 14.5% +\$1

80% of 1270 guest room commitment = 1016

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

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

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

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

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

Cancellation provisions

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

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

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

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

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

Embassy Suites Orlando Airport – Orlando, FL – October 20 & 21, 2017 – Board Meeting

Room rate is \$139 per night.

Total sleeping room nights reserved: 48

Meeting room rental fee of \$250 per day will be waived with a minimum of \$1,000 in F&B from Embassy's catering department

To assign specific room types, each sleeping room in the room block must be confirmed no later than 9/29/17.

Total liability through 7/21/17: \$3,068.80

Total liability through 8/20/17: \$4,603.20

Embassy Suites Orlando Airport – Orlando, FL – October 22 – 25, 2017 – Enrollment Management Workshop

Room rate is \$142 per night.

Guest room commitment: 150

Resort fee – has been waived – includes WiFi, local and domestic calls, 10% off Spa Services, two bottled waters upon arrival, Walt Disney World shuttle, USA Today and the Wall Street Journal, daily Disney dive-in movie and activity concierge.

Will receive one complimentary guestroom for every 40 occupied, revenue-producing guestrooms.

The hotel reserves the right to impose an early check out fee of \$75 for guests who depart the hotel on a date earlier than originally reserved.

Overnight Valet parking is \$18 per day

Overnight Self-parking is \$12 per day

Day Valet parking is \$7 per day

Day Self-parking is \$5 per day

Complimentary meeting room rental with a F&B minimum of \$3,000++

Individual reservations must be made no later than Friday, 9/22/17

Must provide a minimum food and beverage revenue of \$3,000 (exclusive of applicable service charges and taxes).

Total liability through 7/22/17: \$6,075

Total liability through 8/22/17: \$12,150

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

Room rate is \$169 single or double occupancy; \$194 triple occupancy; \$219 quadruple occupancy

Cut-Off Date is Friday, January 25, 2019

Total Contracted Guest Room Block: 1275

Total Guest Room Revenue Commitment: \$214,425; Total Guest Room Revenue Minimum: \$171,330

A rebate in the amount of \$10 per fully paid occupied room night, at the contracted guest room rate within the Guest Room Block will be credited to SASFAA following Group's payment in full of the Master Account. Group shall disclose the existence of this rebate to its members and attendees prior to the Event in all pre-Event collateral and program materials.

No food and beverage may be brought into the Hotel: public spaces or guest rooms. All food and beverage consumed in the Hotel must be purchased in the Hotel.

With less than 24 hours notice, a fee of one night's room and tax will be assessed for all guest who depart Hotel earlier than the departure date confirmed at time of booking and/or listed on the registration card presented at check-in.

Hotel will provide one complimentary room for every forty revenue-producing guest rooms occupied by Group on a cumulative basis over the official event dates.

Meeting and event space rental is waived based on achieving the F&B Revenue Commitment=\$60,000

In the event that Group actualizes a minimum of eighty percent of its contracted guest room revenue commitment, Hotel, as a special consideration to Group, will provide:

- Complimentary meeting space based on a \$60,000 F&B minimum
- Complimentary high-speed wireless guest room internet
- Complimentary meeting room internet for all attendees
- Ten (10) rooms at the prevailing per diem rate over the program dates
- One complimentary one-bedroom Presidential Suite over the program dates
- One complimentary Governors Suite over the program dates
- Eight upgrade to a one-bedroom grand suite at the group rate over the program dates
- Discounted overnight self-parking at \$20 per vehicle, per day over the program dates
- Twenty-five complimentary boxes received and stored for the SASFAA office
- Three VIP roundtrip airport transfers from Hartsfield-Jackson Atlanta International Airport (ATL)
- 15% off AV equipment with exclusive use of PSAV

- 10% off F&B menus in place at the time of the program, does not apply to package or custom pricing
- Complimentary beer/wine reception hosted by hotel for one hour
- Hotel will offer complimentary meeting space for pre-planning meeting (up to 30 people) and guestrooms at the 2019 conference rate (subject to hotel availability)
- Hotel will offer a signing bonus of 50,000 Hyatt Gold Passport Points in addition to the points at program conclusion (up to an additional 50,000)

Total liability through 2/15/18: \$94,770

Total liability through 7/10/17: \$149,951.30



Southern Association of Student Financial Aid Administrators

Runan Pendergrast / 2018 Conference Chair

Executive Board Report – July 22, 2017

Committee Members

Joan	Bailey	Global Issues	University of South Florida
Tarik	Boyd	Site Selections	Norfolk State University
Mandy	Branch	Georgia Representative	University of GA
Carrie	Cooper	Mississippi Representative	University of MS Med Center
Biz	Daniel	SASFAA Vendor/Sponsor	Great Lakes Higher Education, Inc
Jody	Darby	Treasurer	Chattahoochee Technical College
Bill Ray	Davis	Virginia Representative	North Virginia Community College
Bryan	Ersland	SASFAA President-Elect	Eastern Kentucky University
Jenelle	Handcox	Membership	UNC - Pembroke
Katie	Harrison	2019 Conference Chair	SC Tuition Grants Commission
Kamesia	House	North Carolina Representative	Fayetteville State University
James	Kellam	South Carolina Representative	Converse College
Jennifer	Marcus	Alabama Representative	Samford
Irma	Molinares	Florida Representative	ECMC
Sharon	Oliver	SASFAA President	North Carolina Central University
Victoria	Owens	Kentucky Representative	Simmons College of Kentucky
Runan	Pendergrast	2018 Conference Chair	Bluegrass Community & Technical College
Chad	Sartini	Electronic Services	Virginia Western Community College
Bill	Spiers	Legislative Relations	Tallahassee Community College
Celena	Tulloss	Tennessee Representative and Vice-President	University of Tennessee
Joan	Zander	Local Arrangements	North Virginia Community College

Committee Goals for 2017-2018:

- To plan a conference that provides a premier training and networking opportunity for members of the Association. The conference to be held February 11-14, 2018 at the Hilton Mark Center, in Alexandria, VA.
- To have conference registration open in October 2017.

- Drawing for a getaway stay, donated by Hilton Mark Center, to SASFAA member who registers for the conference by December 1, 2017.

LRP and GAP Goal Activity to date:

GOAL 7: Committees should represent the mosaic abilities of the membership.

Worked with SASFAA President and State Presidents to create a diverse committee.

Motion/ Action Item(s):

No motions or action items at this time

Policy & Procedure: Changes/ Recommendations:

No Policy & Procedures changes or recommendations at this time.

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

The Conference Committee will meet in person July 23, 2017 at the Hilton Mark Center, in Alexandria, VA



Southern Association of Student Financial Aid Administrators

Biz Daniel / Sponsorship Chair

Executive Board Report – 07/10/17

Committee Members

Bryan Erslan

Runan Pendergrass (as conference chair)

Confirming other participants – representatives from all nine SASFAA states

Committee Goals for 2017-2018:

Goal 1 – Raise \$95,000 in sponsorship in support of SASFAA. As the climate continues to change in the financial aid industry and the push to a single servicer continues, the outcome raises the possibility of a slight reduction on sponsors for 2017-18.

Goal 2 – Form a committee made up of vendor/sponsor chairs in the nine SASFAA states to collaborate on meeting the needs of our vendors and to promote involvement to groom others for the position of Sponsorship Chair for SASFAA.

Goal 3 – In collaboration with the sponsorship chairs from the other states within SASFAA, promote and increase interaction with our vendors at the SASFAA conference. The goal for our sponsors to attend such events is to have actual interaction with current and potential clients. Increasing this activity brings value to attendance at the annual conference.

LRP and GAP Goal Activity to date:

Goal 1 – While attending the SASFAA conference I visited each booth and introduced myself as the sponsorship chair for SASFAA and personally invited each sponsor to join us in Alexandria, VA in February 2018. I also obtained the contact information for each sponsor to send out the written invitation in early August 2017.

Goal 2 - I have sent an email to the nine state presidents asking for the name and contact information for their designated vendor/sponsor chairs in hopes to solicit their participation on this committee.

Goal 3 – I have spoken with several sponsorship chairs that have provided ideas on how to create a valuable interaction between vendor and conference attendees. These ideas are being recorded and will be submitted to the committee at our first meeting the end of July 2017.

Motion/ Action Item(s): N/A

Policy & Procedure: Changes/ Recommendations: N/A

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Levels of sponsorship and a la carte items are under review



Southern Association of Student Financial Aid Administrators

Sarah Dowd

Executive Board Report – Communications and Outreach

Committee Members

In process - Jenny Hammett confirmed.

Committee Goals for 2017-2018:

Continue with newsletter, adding new features

Continue with Blog and List serve

LRP and GAP Goal Activity to date:

Notified Board Members

Motion/ Action Item(s):

None at this time

Policy & Procedure: Changes/ Recommendations:

None at this time

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Requested funds to purchase digital camera.



Southern Association of Student Financial Aid Administrators

Chad Sartini/Electronic Services

Executive Board Report – July 9, 2017

Committee Members: Robert Smith, Ken Cole, Celena Tulloss, Angie Black, Derek Ball

Committee Goals for 2017-2018: Accurately, effectively, and efficiently maintain and update SASFAA's electronic applications.

LRP and GAP Goal Activity to date: Added ethnicity as required field on member application

Motion/ Action Item(s): None

Policy & Procedure: Changes/ Recommendations: None

New Ideas/Suggestions/ Personal Thoughts and Recommendations: I am excited to serve in this position. I have a lot to learn and a great group of committee members with whom to work to make this a successful year.



Southern Association of Student Financial Aid Administrators

Bill Spiers, Legislative Relations Chair

Executive Board Report – July 10, 2017

Committee Members

SASFAA Legislative Committee

Alabama:	
Georgia:	Trevor Addison, Georgia Military College
Florida:	Cherly Philippeaux, Broward College
Kentucky:	Erin Klarer, Kentucky Higher Ed.
North Carolina:	Joey Trogdon, Randolph Community College
Mississippi:	Jennifer Rogers, Mississippi Institutions of Higher Learning
South Carolina:	Joey Derrick, University of South Carolina
Tennessee:	Ron Gambill, EdSouth
Virginia:	Beth Armstrong, Virginia Tech

Committee Goals for 2017-2018:

- Review, update and repost the SASFAA Legislative Guide.
- Create a SASFAA Alert for legislative issues.
- Present a webinar on legislative advocacy.
- Provide a session on legislative advocacy at the annual conference along with an opportunity for hill visits.
- As is appropriate, participate in hill visits with the NASFAA effort.
- Provide written communication from the Board to legislators when consensus exists on issues.
- Have monthly phone calls with the committee.

LRP and GAP Goal Activity to date:

One legislative alert has been sent to members. Currently preparing to review the SASFAA Legislative guide for reposting to the website. An announcement will be sent to the membership when this is done. While there is state and sector diversity on the Legislative Affairs committee, efforts will be made to ensure the membership of the committee represents the association as a whole. At this point the racial and ethnicity of the committee is unknown.

Motion/ Action Item(s): None

Policy & Procedure: Changes/ Recommendations: None

New Ideas/Suggestions/ Personal Thoughts and Recommendations: None



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox

Executive Board Report – 07/10/2017

Committee Members

- TBD

Committee Goals for 2017-2018:

- Launch the 2017-2018 membership application.
- Generate/setup communications to encourage the timely submission of membership applications.
- Monitor and update SASFAA's membership database/records.
- Increase engagement with membership.
- Enhance the mentorship program, including the incorporation of activities during the annual conference.
- Review the P&P periodically and submit recommendations for updates to the board as needed.
- Complete reporting for board meetings, the GAP assessment, and the President's annual report.

LRP and GAP Goal Activity to date be performed:

LRP 8.1: Encourage each state president to establish increased membership goals for SASFAA

Activity: An email outlining the benefits of SASFAA membership will be sent to state presidents for distribution on state email lists to market SASFAA at the state level.

LRP 8.3: Establish a membership drive

Activity: A communication plan will be implemented in conjunction with the 17-18 membership launch to encourage new and renewal applications. System settings and automated emails will be utilized for renewal reminders. An email outlining the benefits of SASFAA membership will be sent to state presidents for distribution on state lists in an effort to reach out to potential new members. Membership application information will be placed on the home page of the website. The membership services page will be updated in consultation with the president emphasizing the benefits of membership and the updated membership categories.

LRP 9.2: Provide mentor training and resources

Activity: 17-18 membership application provides the opportunity for new members to indicate interest in mentoring opportunities.

LRP 11: Begin tracking volunteers and their committee service

Activity: The membership chair and the electronic services chair will work to ensure that appropriate volunteer information is entered in Wild Apricot.

Motion/ Action Item(s):

- Traditionally, are the Membership Chairs from each state asked/required to serve on the SASFAA Membership Committee?

Policy & Procedure: Changes/ Recommendations:

New Ideas/Suggestions/ Personal Thoughts and Recommendations:



Southern Association of Student Financial Aid Administrators

Tarik Boyd/Site Selection Committee

Executive Board Report – 7/11/17

Committee Members:

Felicia Ailster, LaTanja Banks, Katie Conrad, Theresa Lowder, Denise Mial, Chester Priest, Celena Tulloss, Terria Williams

Committee Goals for 2017-2018:

The site selection committee is charged with searching for sites to accommodate SASFAA while staying with the efforts of the cost containment taskforce. The next site to secure will be the 2018 transition, NAOW, GAP, and 2020 annual conference.

LRP and GAP Goal Activity to date:

n/a

Motion/ Action Item(s):

Site Selection Committee moves that we accept the purchase of alcohol up to the amount of \$100.00 for each board meeting for 17/18

Site Selection Committee moves that we select a 2018 transition retreat location at either Westin or Sonesta in Fort Lauderdale, FL.

Site Selection Committee moves that we select a 2020 conference site location at either Hilton Main in Norfolk, VA or Doubletree Seaworld in Orlando, FL.

Policy & Procedure: Changes/ Recommendations:

n/a

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

n/a



Southern Association of Student Financial Aid Administrators

Nathan Basford/Legacy-Long Range Planning

Executive Board Report – July 21-23, 2017

Committee Members

Marian Dill, Immediate Past President/Tennessee

Amy Berrier, SASFAA Past-President/North Carolina

Angela Black/Kentucky (Waiting to hear back)

(There should not be any travel except that linked with the executive board meetings and conference)

Meetings will be held via email and conference call.

Committee Goals for 2017-2018:

Our long range plan is set to be updated in 2022, however the following items below will be reviewed this year:

- **Policy & Procedure Section 2.4: Association goals and Objectives:**

-

The goals and objectives A – I (see below) will be reviewed annually by the Long Range Planning Committee to ensure that the goals and objectives remain current.

- A. Support professional communications in all areas concerned with the administration of student educational financing programs.
- B. Promote the development of future leaders by actively involving its membership.
- C. Ensure representation of all major types of financial aid professionals in the region through its membership.
- D. Enhance alliances between and among various sectors of the student financial aid community.
- E. Appraise members of legislative issues affecting the profession, encourage involvement on issues, and advocate positions when reasonable consensus exists.

- F. Help educate members about alternative methods to finance education and/or administer student financial aid programs.
- G. Provide for the professional growth and competencies of members by offering workshops, seminars, meetings and other training opportunities to meet the needs of the membership.
- H. Provide for and ensure the future financial stability of the Association through careful and regular financial planning and evaluation.
- I. Maintain the bylaws and policies and procedures to ensure they are accurate and complete, in order to further the mission of the Association and ensure its fiscal integrity.

Review/By-laws

LRP and GAP Goal Activity to date:

Submitted 2017-18 Budget Request to Budget & Finance chair, Nancy Tate. Budget Request total: \$5056.00

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

I would also like to look at moving forward with submitting to NASFAA the State President's Guide Book as a possible award for NASFAA Gold Star Award. I will be working with Sarah Dowd on this project along with the current state presidents.



Southern Association of Student Financial Aid Administrators

Joan Bailey – Chair Global Issues Committee

Executive Board Report – July 2017

Committee Members

TBD – In the process of securing committee members. Will provide update at the board meeting.

Committee Goals for 2017-2018:

1. Seek representation and inclusion of each state on the Global Issues Committee.
2. Promote diversity and inclusiveness in the association.
3. Provide training and information for all sectors
4. Providing articles for the SASFAA Nine news – intention is to provide at least one article per month starting August 2017 addressing timely in the news matters.
5. Work with the membership committee to explore possible utilization of experience members as a means to support upcoming young professionals providing helpful resources and a support system.
6. Continue to bring attention to the available resources for DACA students.
7. Propose or seek members to propose at least 3 diversity related sessions for the conference.

LRP and GAP Goal Activity to date:

LRP – Goal I: Committees should represent the mosaic abilities of the membership.

- Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.
- Ensure that the Committee chair, with approval of the Board of Directors/President, makes every effort to identify an appropriate mix of new and returning members to assure the continuity of committee business and development of future leaders.

Update: Members will be submitted for approval at the board meeting in July.

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

Update: Meetings will be done by conference calls, email will be our primary source of communication.

Motion/ Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

None at this time.



Southern Association of Student Financial Aid Administrators

Theresa Mays/AASFAA President

Executive Board Report/July 21, 2017

Committee Members

Not applicable

Committee Goals for 2016-2017:

Not applicable

LRP and GAP Goal Activity to date:

Not applicable

Motion/ Action Item(s):

Not applicable

Policy & Procedure: Changes/ Recommendations:

None

Summary of State Activities:

All we are in the first month of the new year it has indeed been a very busy month for AASFAA. The recent changes are listed below.

- Lissa Powell, officially stepped down as AASFAA president on July 5, 2017. I officially assumed the role of AASFAA president for the 1718 year on July 5, 2017, per our bylaws leaving the Vice President position vacant.
- On July 7th, I sent an email to the Executive Board, expressing my decision to nominate Shauna James as Vice President. With all votes tallied through an electronic meeting on July 10th, 2017 the board voted unanimously to name Shauna James as the 1718 Vice President.
- The Association was kept abreast of all the changes during the transition and appointment process.
- I am currently in the process of finalizing all committee appoints for the 1718 year.
- AASFAA is in the process of planning our Fall Workshop, which is slated to be held October 6th, 2017 on the campus of Auburn University Montgomery, in Montgomery AL. We are coordinating with NASFAA to assist with training.
- This year marks the 50th Anniversary of AASFAA; we are currently planning our conference to be held March 26-29, 2018 in Orange Beach, Alabama.

- We conducted the Transition Meeting on July 14, 2017 at Samford University in Birmingham, Alabama. I appreciate the Past President, Kelly D'Eath in all her efforts and guidance to making sure that this meeting was a success.



Southern Association of Student Financial Aid Administrators

Thomas Vo/FASFAA President

Executive Board Report – 7/9/17

Committee Members

N/A

Committee Goals for 2017-2018:

N/A

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

None

Summary of State Activities:

FASFAA held Transitional Executive Board meetings June 14-16 in Cape Cora, FL. During this time, Ron Day presented Board Member Orientation to all incoming board members. There was early discussion on the following projects/goals for upcoming year:

- Need for external audit
- Relaunching Mentorship program
- Need for Advocacy

2018 Annual Conference will be held May 29 through June 1, 2018 in Naples, Florida.

Conference Theme “Cruising Into the Future By Strengthening our Bond”

June 23, 2017: President formed a committee to focus on legislative relations and advocacy.

Conference call was held to discuss the need to write letters to following:

- **Permanently Expand Bright Futures-** Audience: Governor, Senate President, Speaker of House
- **FSAG Support-** Audience: Governor, Senate President, Speaker of House
 - A. \$100 million
 - B. Not giving FSAG up front. Schools not able to Budget, administrative burden

Follow up Meeting scheduled July 13.

June 26-30. Attended NASFAA Conference

June 27- Attended Invite only event to discuss “Forum on Association Partnerships” Heavily attended by SASFAA Representatives. There was good discussion on implementation, concerns that association thoughts/opinions were not represented ahead of time. Only 2 State Presidents were given survey (California and Ohio)

July 7- Started Membership Renewal Drive via email:

Greetings,

I hope everyone is enjoying their Summer. I imagine most of you are hitting your stride and preparing for peak processing time. Thank you for all that you do in creating access to higher education for students.

July 1st marked the start of a new fiscal year for many institutions. For FASFAA, it is the start of a new membership year also. If you have not done so, I am writing to request that you renew your membership. Our association is one of the largest in the country. The success of FASFAA and our ability to thrive is contingent upon our members. The Executive Board and I have met and are excited for the upcoming year. This will be an active board and we have already begun the planning process to offer numerous training opportunities and support for our members. There will also be several new projects planned as well, which includes increased advocacy and volunteer opportunities. These activities will support FASFAA’s overall purpose: ***“To develop and maintain professional standards of financial aid administration, to promote cooperation and communication among its members, and to promote and endorse student financial aid programs that are consistent with good professional practice.”***

The membership year runs from July 1st through June 30. To maximize your yearly membership, I recommend renewing as soon as possible. Membership cost is very affordable at \$30. You can renew by visiting www.fasfaa.org, logging in and clicking on “Membership” at the top of the page. If you are an administrator, I humbly request that you support your team and encourage their membership and active participation in FASFAA.

The **Florida Association of Student Financial Aid Administrators (FASFAA)** is a not-for-profit educational corporation comprised of over 700 financial aid professionals and growing thanks to all of you.

Please visit our website www.fasfaa.org, In addition, we plan to increase our social media presence and posts. Please join our Facebook Group and follow us on Twitter, Snapchat and Instagram to stay up to date on the latest news and regulations.



@FASFAAOFFICIAL @FASFAA @FASFAAOFFICIAL

The Executive Board and I are looking forward to serving you this upcoming year. Please do not hesitate to contact any of us (membership@fasfaa.org) should you require any assistance.

With Gratitude,

Thomas Vo

2017/18 FASFAA President



Southern Association of Student Financial Aid Administrators

Stephen Andersen/Georgia President

Executive Board Report – July 21, 2017

Committee Members

None

Committee Goals for 2017-2018:

Continue to update SASFAA on the training events occurring in Georgia and within GASFAA.

LRP and GAP Goal Activity to date:

Planning of the 2017-2018 Transition meeting is well underway, the meeting will occur on July 10th and 11th. GASFAA will be continuing with a fall workshop, the tentative dates are October 5th and 6th. During this training, we plan to offer several tracks for members to choose. One of the tracks we are excited about is one for New Aid Officers. We have also chosen to move our fall training away from a hotel and hold it at a college. This will allow us to lower the cost for our members while still providing quality training.

Motion/ Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

None



Southern Association of Student Financial Aid Administrators

Michael Birchett/KASFAA President

Executive Board Report – July 22, 2017

Committee Members

Not applicable

Committee Goals for 2017-2018:

Not applicable

LRP and GAP Goal Activity to date:

None

Motion/Action Item(s):

I recommend we engage in a conversation about how to restructure the fiscal year budget so that we are not budgeting and spending with the inclusion of anticipated investment revenue but budgeting and spending on the inclusion of received investment revenue from the previous fiscal year to prevent avoidable budgetary shortfalls.

Policy & Procedure: Changes/ Recommendations:

None

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Summary of State Activities:

The KASFAA Transition Meeting was held June 15-16, 2017 at Rough River State Resort Park in Falls of Rough, KY. The transition meeting agenda included the opportunity for incoming 2017-2018 board members to observe the final 2016-2017 KASFAA board meeting, a long range plan presentation and goal discussion, transition and brainstorming group sessions, a review of policies and procedures, and an overview of basic board business which included updates on financial matters, meeting expectations and reports, and parliamentary procedure.

The president attended the annual conference of the National Association of Student Aid Administrators (NASFAA) in San Diego, CA, June 26-29, 2017.

The KASFAA fall program committee planning will take place on Thursday, July 27, 2017 led by Fall Program co-chairs Sandra Neel and Bob Fultz, in preparation for the fall 2017 conference to be held at the The Campbell House Lexington, Lexington, KY, October 11-13, 2017. The first board meeting of the 2017-2018 year will take place on Friday, July 28, 2017.

The KASFAA executive board and committee chairs are working to ensure a focus on KASFAA's mission, vision, and the goals of the long range plan in compliance with the bylaws and policies and procedures. Policies, procedures and committee structures will be evaluated and updated accordingly to effectively serve membership, to conduct standard association business and to implement the new long-range plan.

Michael Birchett

7-22-17



Southern Association of Student Financial Aid Administrators

Stacy Walker/MS President

Executive Board Report – July 21, 2017

Committee Members

N/A

Committee Goals for 2017-2018:

N/A

LRP and GAP Goal Activity to date:

None

Motion/ Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Held MASFAA Transition July 7 – 9, at Pearl River Resort in Philadelphia, MS. Had Ron Day come in to speak with BOD on Association Governance and Parliamentary guidelines. We set goals for the year and the New Year's budget. We are very excited about the opportunities discussed to increase membership and the training opportunities that we plan to offer our membership throughout the year.

The BOD charged the Planning Committee with reviewing the P & P to bring it up to date and ensure that all updates have been made properly. They will also work on a policy and application to award our new Professional Development Scholarship that was funded by generous donations and fundraisers during our annual conference this past June with approximately \$3500. Our goal is to use these funds to assist in training our members by paying registration fees to events for those that have no travel budgets or significantly reduced budgets across institutions in MS.

I attended NASFAA at the annual conference in San Diego, CA June 26-29, 2017.



Southern Association of Student Financial Aid Administrators

Jason Johnson – NCASFAA President

Executive Board Report – 07/10/17

Committee Members

Jason Johnson, President
Andrea Simpson, Immediate Past President
Jamie Pendergrass, President-Elect
Sarah Evans, Vice President
Karen King, Treasurer
Zilma Lopes, Treasurer-Elect
Traci Mitchell, Secretary
Melody Lawrence, Budget & Finance Chair
Rose Mary Stelma, Fall Conference Chair
Rachel Cavanaugh, Spring Conference Chair
RaChele Summers, Diversity & Global Issues Chair
Joey trogson, Legislative Advisory Chair
JD Gibbs, Membership Chair
Laura Misner, Middle School Enrichment Chair
Nadine Ford, Professional Advancement- Intermediate Aid Officers
Mary Otto, Professional Advancement- New Aid Officers
Kendra Simmons, Professional Advancement- Training Webinars
Janee Knippenberg, Professional Affiliates Chair
Tyler Cook, Publicity & Publications Chair
Casey Wallen, Site Selection Chair
Lisa Koretoff, State & High School Relations Chair
Rose Mary Stelma, State Agency Liaison Chair
Cedric Barksdale, Technology Task Force Chair

Committee Goals for 2017-2018:

- Continue growing our membership
- Offer extensive training opportunities through regional drive in sessions, webinars and annual fall/spring conferences

LRP and GAP Goal Activity to date:

Completed NCASFAA transition June20. Set goals for the association and discussed the path that we would like to pursue for the coming year. We are just getting started but already very excited about what this next year holds in terms of service to NCASFAA and SASFAA.

Motion/ Action Item(s):

None at this time

Policy & Procedure: Changes/ Recommendations:

None at this time

New Ideas/Suggestions/ Personal Thoughts and Recommendations:



Southern Association of Student Financial Aid Administrators
 Jennifer Williams/South Carolina State President
 Executive Board Report/July 11, 2017

Goals for 2017-2018:

- Ensure that SCASFAA is represented at all SASFAA Board meetings
- Encourage SCASFAA participation in SASFAA conference, training and events
- Participate in Presidents' exchange
- Take advantage of the networking opportunities involving the state presidents and the SASFAA Board

Summary of State Activities/Events:

The SCASFAA Transitional Board meeting was held on June 15-16 in Columbia, SC, at the Riverbanks Zoo and the Home Suites by Hilton. Kevin Perry presided on the morning of June 15 for the final 2016-17 board meeting. Out-going and in-coming officers and committee chairs held one-on-one transitioning meetings in the afternoon. The group participated in a group tour of the Riverbanks Zoo before enjoying a meal together that evening. On June 16th, Jennifer Williams presided over the first meeting of the 2016-17 Board.

2017-18 SCASFAA Board

President	Jennifer Williams	Clemson University
President-Elect/Special Projects	Nikisha Dawkins	York Technical College
Past-President/Nominations & Elections	Kevin Perry	Coastal Carolina
University		
Vice President/Professional Development	Missy Perry	Piedmont Technical
College		
Treasurer/Budget	Traci Singleton	The Citadel
Treasurer-Elect	Angela Fowler	Anderson University
Secretary/By-Laws	DJ Wetzel	Greenville Technical
College		
Member-at-Large/Membership	Samantha Kite	Coastal Carolina
University		
Annual Conference	Elizabeth Milam	Clemson University
Association Involvement and Leadership	Katie Harrison	SC Tuition Grants
Commission		
Task Force		
CHE Advisory	Cindy Peachey	University of South
Carolina		
Communications	Carla Brewer	Anderson University
Consumer Relations	Kelly Savoie	Sallie Mae

Electronic Services
Commission
Financial Planning
Commission
Global Issues
Education
Legislative Concerns
Carolina
Site Selection
College
Sponsorship
University
Lending Liaison
Corporation

Zachary Christian

Earl Mayo

Gerrick Hampton

Joey Derrick

Aria Simmons

Melanie Gillespie

Chuck Sanders

SC Tuition Grants

SC Tuition Grants

Commission on Higher

University of South

Midlands Technical

Southern Wesleyan

SC Student Loan



Southern Association of Student Financial Aid Administrators

Charles Harper / TASFAA President

Executive Board Report – July 22, 2017

Committee Members

N/A

Committee Goals for 2017-2018:

Goals for Tennessee Association of Student Aid Administrators

- Ensure that TASFAA is represented at all SASFAA Board meetings
- Encourage TASFAA members to join SASFAA, if not already a member
- Encourage TASFAA participation in SASFAA events
- TASFAA President-Elect will participate in the SASFAA Presidents' exchange
- Offer Fall training across the state's three regions
- Transition new board as TASFAA celebrates 50th anniversary
- Offer pre-conference events at the TASFAA annual conference
- Continue Professional Development/Credentialing for TASFAA members
- Work with TASFAA Governmental Relations on State Hill visits.
- Continue to strengthen relationship with THEC/TSAC for student advocacy

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Summary of State Activities and Events

TASFAA Transition meeting was held July 13-14, 2017 at the Drury Plaza in Franklin, TN. The Board spent time examining how we operate as a non-profit, what are parliamentary procedures, review of policy and procedures, reporting formats, and how we could enhance member benefits. We planned our year based on how we can support

our organization's members and the TASFAA mission. We also discussed the importance of TASFAA's 50th Anniversary and how to build for the future of our organization.

In preparation for our 2017-18 year, we reviewed and discussed the goals I want to focus on for the year:

Professional Development: We are planning a fall training series to be offered across the state's three regions; offering NASFAA credentialing as well as a federal update webinar. We are also planning pre-conference events at the TASFAA annual conference to include; New Aid Officers' Workshop and workshop designed for leaders/administrators. A December webinar training was also discussed.

TASFAA State Hill Visits: TASFAA took its first State Hill visit in spring of 2017. For our students needs to be heard, it is imperative that we as financial aid administrators develop our voice as we advocate for our students not only nationally, but at the state level as well. The state of Tennessee has developed a multitude of new programs to assist traditional and non-traditional students to help achieve the Governor's "Drive to 55" initiative in which 55% of Tennesseans will have some type of post-secondary degree. By meeting with our legislators and relaying the needs of our students from the financial aid perspective, we have the opportunity to strengthen and build relationships that will benefit our students and their families.

Develop a stronger working relationship with THEC/TSAC for Financial Aid Awareness and Advocacy: TASFAA plays an important role in assisting students and it is important that we have a seat at the table when discussing student issues with our home agency. The intent is to communicate the role TASFAA needs to serve along with TSAC, when introducing changes to current programs or new programs. TASFAA members have felt that TSAC has implemented programs without significant input about administering a State program from the financial aid community. To help foster the conversations and build a better working relationship, the President created a TASFAA Advisory / FA Awareness Chair position for the 2017-2018 aid year.

The 2017-2018 TASFAA Executive Board and committee chairs for the 2017-18 year:

<u>Name</u>	<u>Board Position</u>	<u>Institution</u>
Charles Harper	President	Belmont University
Tiffany Summers	President-Elect	Lipscomb University
Karen Hauser	Past President/Nominations and Elections/TSAC Advisory	Vanderbilt University
Stacey McDonald	Treasurer	Tusculum
Portia Cook	Secretary	Cleveland State CC
Eric Farmer	Member-at Large	TSAC
April Cross	4 Year Private Sector Rep	Lee University
Jennifer Buckles	4 Year Public Sector Rep	UT-Chattanooga
Mary Kidd	Proprietary Sector Rep	Nossi College
Kacee Hardy	2 Year Public Sector Rep	Dyersburg State CC
Jo Wallace	TCAT Sector Rep	TCAT-McKenzie
Jeff Gerkin	Association Governance	UT Knoxville
Kevin Jacobs	Awards Chair	Tennessee State
Terri Parchment	Budget & Finance	TSAC
Leah Louallen	Conference Chair	TSAC
Regina Gilbert	Diversity Chair	Watkins College
Jeff Norrod	Electronic Services Chair	Tennessee Tech
Dick Smelser	TASFAA Advisory/ FA Awareness	Pellissippi State CC
Ron Gambill	Governmental Relations	Edsouth
Lacey Weese	Historical Chair	TN Wesleyan
Melissa Smith	Membership Chair	Vanderbilt University
Holly Malone	Public Relations/Blog	Northeast State CC
Sonja McMullen	Site Selection	Sallie Mae

Danette Seale
Darolyn Porter
Lester McKenzie

Sponsorship Chair
State Programs Liaison
Training Chair

Carson-Newman
TSAC
Tennessee Tech

Activities & Events:

June 25-29, 2017 President attended NASFAA conference

July 13-14, 2017 TASFAA Transition Meeting

July 21-23, 2017 SASFAA Executive Board Meeting

October 5-6, 2017 TASFAA Conference Committee meeting and TASFAA Board Meeting

October 2017 TASFAA Fall Training Series (Dates TBD)

October 20-22, 2017 SASFAA Board Meeting

January 2018 TASFAA Conference Committee Meeting and TASFAA Board Meeting (Dates TBD)

February 9-11, 2018 SASFAA Executive Board Meeting

February 11-14, 2018 SASFAA Conference

April 22 – 25, 2018 TASFAA annual Conference

May 29-June 1, 2018 SASFAA Conference: President's Exchange

June 2018 TBD TASFAA Executive Board Meeting and TASFAA Transition Meeting

June 24 – 27, 2018 NASFAA Conference



Southern Association of Student Financial Aid Administrators

Biz Daniel/Virginia President

Executive Board Report – July 10, 2017

Committee Goals for 2017-2018:

Goal 1 – Increase member ship and participation within VASFAA.

Goal 2 – Develop improved communication within the association to promote transparency to the membership.

Goal 3 – Promote professional growth through workshops, webinars, and the annual conference.

LRP and GAP Goal Activity to date:

Goal 1 – The annual membership renewal notice went out to our membership on July 1, 2017. A follow up message will be sent August 1, 2017.

Goal 2 – The president’s message to the association has been posted announcing the transition of the new board as well as publicly outlining the goals and objectives put forth to the board and committee chairs for 2017-18.

Goal 3 – VASFAA will continue to promote specialized workshops throughout the year for varying levels of financial aid professionals. The Director’s Summit that was implemented last year with great success will kick off our training schedule with a meeting in August 2017.

Motion/ Action Item(s):

None at this time

Policy & Procedure: Changes/ Recommendations:

None at this time

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

None at this time



Southern Association of Student Financial Aid Administrators

Michael D. Morgan/ Vice President

Executive Board Report/Year End Report.



SASFAA offered one of the top financial aid training weeks in the country. One week of intense training for



anyone who is new to the profession and desires to help students. SASFAA NAOW was designed to help take new financial aid employees to next level with NASFAA Professional Credentials. The week of intense training used a nationally-recognized standard in financial aid training and allowed participants to earn mastery of content of several credentialed topics. Participants are benefited by an

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

Participants will have the opportunity to earn at least 5 credentials while receiving a base knowledge to credential

in all 10 subjects offered at the workshop. The top rated subjects are:

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

In 2016 we had 19 participants that earned at least one credential with 8 participants who earned at more than 5 credentials. I would not surprise to see this year's credentialing increase. Taught by a league of seasoned financial aid professionals, NAOW attendees gained a passion to serve students and continue to advance in their careers.

Instructors and staff of NAOW

- Stephanie Lawrence, Albany State University
- Chad Sartini, Virginia Western Community College
- Sarah Baumhoff, Kennesaw State University
- Derek Ball, Kentucky Community and Tech. College System
- Kenneth Cole, University of South Carolina at Lancaster
- Bill Spiers, Tallahassee Community College
- Ronnette Hamilton, North Carolina A & T State
- Sean Johnson, Hillsboro Community College
- Celena Tulloss, University of Tennessee Knoxville
- Stephanie Miller, FA Solutions
- Nathan Basford, Florida State University
- Marian Dill, Lee University
- Michael D. Morgan, Rhodes College

David Bartnicki from the Department of Education joined our staff for two half days in which he provided Verification and R2T4 General sessions to help reinforce the incredible instruction given in the classroom.



In 2016-17 our team was challenged by current Past President Amy Berrier to insure sustainability of the workshop by making it self-sufficient. We accomplished that. This year President Marian Dill challenged our committee to maintain self-sufficiency while generating enough funds to support two NAOW scholarships. I believe we have done just that. The entire committee bought into the fact that we could put on a top quality workshop with frills for less. Stephanie Miller worked very closely with the Jacksonville State University Conference Staff to negotiate exceptional room and meal prices. Each participant was able to sleep in a private room of a suite shared by three other attendees. Each attendee shared a bathroom with only one other attendee. Each suite possessed kitchenette which contained a full fridge, microwave and sink. Meeting rooms were upstairs only a short elevator ride away allowing participants to move freely from sleeping quarter to classroom allowing for an efficient use of time and convenience. Nathan Basford, Marian Dill, Celena Tulloss and myself set up meals, served food and with the help of instructors cleaned between events allowing us to reduce the overall labor charges and allowing us to eat meals in the general meeting area. Through these and other creative ideas we were able to keep expenses less than \$46,000 for the workshop. The lowest in recent history.

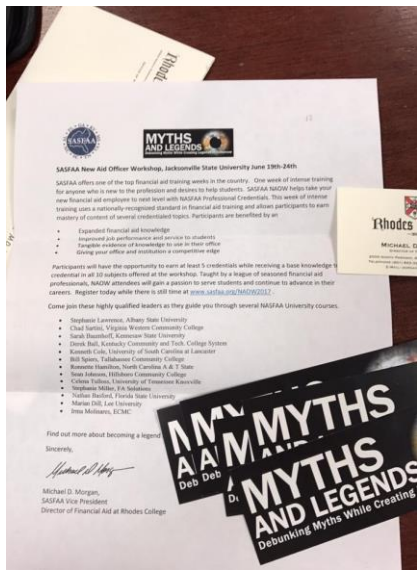
We had three last minute cancellations in which refunds were not given in accordance with our policy. We had 73 in attendance, and one no show no pay student. The following is a breakdown of those in attendance.

Row Labels	Count of State
AL	9
FL	14
GA	14
KY	8
MS	5
NC	8
SC	3

TN	10
VA	2
Grand Total	73

As you can see all states were well represented.

Additional effort was made this year to increase the awareness of the NAOW outside of the south eastern region. Emails and letters were sent to regional and state executive board members in the contiguous regions encouraging them to send their constituents to this incredible training. A special thanks to Stephanie for the 3 myths or legend shirts.



Motion/ Action Item(s):

It is my recommendation that we SASFAA move forward \$1350 form the revenue generated by the 16-17 NAOW be used to fund two scholarships SASFAA Scholarships to attend NAOW in 2018. I also recommend the moving of \$1000 also from this year's revenue to fund a committee solicit scholarship applications.



Southern Association of Student Financial Aid Administrators

Chad Sartini/ Ad Hoc Robert's Rule of Order Policy and Procedures Review

Executive Board Report – July 9, 2017

Committee Members: Lisanne Masterson, Ron Day, Bill Spiers, Chad Sartini

Committee Goals for 2017-2018: Review the Policy and Procedures Manual for adherence to Robert's Rules of Order. Note – As we reviewed the P&P we also compiled suggestions for changes as opportunities for clarification became apparent. The committee also determined that it would be prudent to review the Guide for Financial Management. Suggestions regarding the Guide will be forwarded to the Treasurer.

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

- 4.3 – suggested wording change to reflect shift from using only committee to use of groups and task forces
CURRENT - The president of the Association shall appoint committees as deemed necessary to conduct the business of the Association. Unless otherwise specified by the bylaws of the Association, the president shall designate the chair of each committee.

PROPOSED – The president of the Association shall create groups, task forces, or committees chosen for a specific purpose and a specified time line to conduct the business of the Association. Unless otherwise specified by the Bylaws of the Association, the president shall designate the chair of each group.

For remainder of section 4.3 replace each instance of committee with group, task force, or committee

- 5.1 – Add Legal Duties of the Board as 5.1.1 – see attached
- 5.3g conflicts with 5.2c – should 5.3g only address those committees for which the P-E selects a rising chair for the upcoming year?
- 5.7.3 – replace emailing with disseminating, by email or other electronic means determined by the Board, (does not tie our hands to one method of dissemination)
- 5.7.4 – replace email with notify by email of other electronic means determined by the Board
- Change number convention of 5.7 and 5.8 to follow number conventions of 5.1 to 5.5 replacing subsection numbering with lower case lettering – example 5.7.1 becomes a. and 5.8.1 becomes a and so on.

- Add 5.9 The Removal of a Board Member (To prevent any legal ramifications should a board member need to be removed this needs to be codified in the P&P.)

(a) Removal of directors of a membership corporation shall be subject to the following provisions:

(1) The members may remove, with or without cause, one or more directors who have been elected by the members, unless the articles of incorporation or bylaws provide that directors may be removed only for cause. The articles or bylaws may specify what constitutes cause for removal.

(2) Except as otherwise provided in the articles of incorporation or bylaws, if a director is elected by a voting group of members only the members of that voting group may participate in the vote to remove the director.

(3) The notice of a meeting of members at which removal of a director is to be considered shall state that the purpose, or one of the purposes, of the meeting is removal of the director.

(4) The board of directors of a membership corporation shall not remove a director except as otherwise provided in subsection (c) of this section or in the articles of incorporation or bylaws.

(b) The board of directors of a membership corporation may remove a director who:

- (1) Has been declared of unsound mind by a final order of court;
- (2) Has been convicted of a felony;
- (3) Has been found by a final order of court to have breached a duty as a director under part C of this subchapter;
- (4) Has missed the number of board meetings specified in the articles of incorporation or bylaws, if the articles or bylaws at the beginning of the director's current term provided that a director may be removed for missing the specified number of board meetings; or
- (5) Does not satisfy at the time any of the qualifications for directors set forth in the articles of incorporation or bylaws at the beginning of the director's current term, if the decision that the director fails to satisfy a qualification is made by the vote of a majority of the directors who meet all of the required qualifications.

(d) A director who is designated in the articles of incorporation or bylaws may be removed by an amendment to the articles or bylaws deleting or changing the designation.

(e) Except as otherwise provided in the articles of incorporation or bylaws, a director who is appointed by persons other than the members may be removed with or without cause by those persons.

- Rename Section 6 – Duties and Responsibilities of Committees, Groups, Task Forces, and Liaisons (reflects change in 4.3)
- Introductory paragraph of Section 6 - Replace – “The committee chairs” with Committee, group, and task force chairs and liaisons”
- Remove from Introductory paragraph of Section 6 “for approval at the first Board meeting of the new fiscal year. The Board may recommend other committee members for approval by the Board during the course of the fiscal year, as appropriate”
- Rename 6.1 – Committees, Groups, and Task Forces
- Amend Introductory paragraph of 6.1 as highlighted – Committees, groups, and task forces, comprised of active members of the Association, are established to perform specific functions for the organization. Committees, groups, and task forces also

may be structured to provide specific services to the membership of the Association. Specific committees continue on an ongoing basis as “standing” committees of the Association while other “discretionary” committees, groups, or task forces may be established to accomplish special functions that may not continue from one administration to the next.

- Paragraph 2 of 6.1 needs clarification – What is a committee appointment?
- Rename 6.1.2 Discretionary Committees, Groups, Task Forces, and Liaisons
- Amend introductory paragraph of 6.1.2 as highlighted/struck through– Discretionary committees, groups, task forces, and liaisons are those appointments that the Board recognizes as being necessary to fulfill distinct needs of the Association. However, the president has the discretion whether to activate these committees, groups, task forces, or liaisons from administration to the next. The president, with the approval of the Board, may identify additional discretionary committees, groups, task forces, or liaisons as the needed.

Such committees, groups, task forces, and liaisons have the same general responsibilities to the Board and the membership of the Association as standing committees. Specific duties and responsibilities of discretionary committees, groups, task forces, and liaisons are outlined in the following sections of this Manual.

Discretionary committees, groups, task forces and agency liaisons generally include the following committees:

- 6.3g – recommend moving to introductory paragraph after first sentence and begin with ‘The Chair...’
- 6.5 – What is LRP 4.1 and 4.3?
- 6.5 – begin subsections with lower case for consistency throughout the P&P
- 6.7 – Amend introductory paragraph – The governance and strategic planning committee....

Replace – The Committee is chaired by the Past President, preference for two returning committee members and two new committee members, and inclusion of both current and incoming presidents-elect as observers.

With - The committee is chaired by the Past President. The preference for committee membership is two returning committee members and two new committee members. The president and president-elect shall sit on the committee as observers.

- 6.8 - begin subsections with lower case for consistency throughout the P&P
- 6.11e and f – add semicolon
- 6.11 subsection numbering change to lettering and begin with lower case for consistency throughout the P&P
- 6.13.3 – amend paragraph 2 as highlighted– The general election shall commence ten (10) calendar days prior to the initial business meeting and close at 3 pm (local time) on the last full day of the conference. The slate of candidate will be presented during the opening session at which time a call for nominations from the floor will be made for each position individually.
- 6.14b – remove “chair” (repeated – likely typo)
- 6.15 - begin subsections with lower case for consistency throughout the P&P

- 6.15.1 – sentence 2 - change “must” to “should” – must is a requirement – should gives leeway
- 6.15.1.5 change Sponsorship Chairs to sponsors
- 6.16 – clarification of highlighted in paragraph 3 – The sponsorship committee conducts all solicitations for advertising, **Sponsor or space**, and direct...
- Conference Sponsorship Policy
 - First bullet - Add comma after sponsor in first line
 - Second bullet – Add comma after sponsor in first line and add comma after advisory in second line
- Directly before 6.16.2 – the wording SASFAA Training Activities and Advertising Opportunities seems misplaced as nothing follows it
- 6.18 - begin subsections with lower case for consistency throughout the P&P
- 6.19 –
 - add to end of introductory paragraph – The global issues committee shall:
 - begin subsections with lower case for consistency throughout the P&P
- 11.1.2 – remove “chair” (repeated – likely typo)
- Appendix C – Where do we maintain: Summer Workshop Guide, Conference Planning Guide, Organizational Chart

Policy & Procedure: Changes/ Recommendations:

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Legal Duties of Board Members

SASFAA officers and board members must meet certain standards of conduct and attention in carrying out their responsibilities to the association. These standards are described as the duty of care, the duty of loyalty and the duty of obedience. These collective duties apply to the entire board and require the active participation of all its member.

The Duty of Care

The Duty of Care requires that SASFAA board members and officers are fully informed about the association’s activities, participate in decisions and do so in good faith. Board members and officers must act in a manner they reasonably believe to be in the best interest of the association and must use the care and judgment of an ordinarily prudent person when making decisions as a steward of the organization. The Duty of Care is carried out through:

- Be aware of SASFAA’s mission, plans and policies, and be sure they indeed serve the needs of the community that the board members represent.
- Fully participate in board meetings, deliberations and decisions by attending board meetings and arriving fully prepared.
- Read, evaluate and ensure accuracy of all reports, including minutes, financial and committee reports.

- Ensure the association has sufficient resources to fulfill the mission of the association.
- Use independent and best judgment when making decisions.

The Duty of Loyalty

The Duty of Loyalty is a standard for faithfulness and requires all SASFAA board members and officers to give undivided allegiance when making decisions affecting the association. This means that board members must act in the interest of the association and not in their own interest or the interest of another entity, particularly one in which they have a formal relationship. The Duty of Loyalty is carried out through:

- Recognize and notify the president and other board members of any conflict of interest either formalized or informal that may affect independent thought.
- A board member must disclose to the rest of the board any information about him/herself that could have an impact on his/her decision-making and oversight function.
- A board member can never use information obtained as a board member for personal gain, but must act in the best interests of the organization.
- All board member will be asked to complete a Conflict of Interest Form annually.
- Always be thinking about and focusing on, priorities of the association and not that of yourself or another organization.

The Duty of Obedience

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

- Thorough knowledge of the association's regulatory and reporting requirements and documents governing the association and its operations (such as By-Laws and Board Policies and Procedures Manual).
- Represent the association in a favorable light.
- Speaking "with one voice" after a decision has been made, even if the individual board member is in disagreement with the decision.
- Observation of the Confidentiality Statement.

Corrections to Section 4:

1. Add Duties after 4.1 – you can make it 4.1.1 if needed
2. 4.2 – Org chart is not included in the appendix section. This should be included.
3. The removal of a board member should be included as part of the P & P. This will codify policies should a board member necessitate the need for removal. One good option is the DC code – (NASFAA utilizes this [D.C. Code § 29-406.08 – 2012](#)).

4. The reference to committees should be modified. What about task forces? What about other groups not called committees?
 - a. One suggestion should to include references to “group(s) of people appointed for a specific function and a specific time frame as designated by the association’s president.”



Southern Association of Student Financial Aid Administrators

Amy Berrier Previous Past President

Carry forward P&P and Governance recommendations – **July 2017**

General P and P Changes:

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

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

Suggested Section 6.7.b:

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

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

Replace with:

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

Update Section 12.6 with 2017 election numbers

Add section of Total number of eligible voters

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

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

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

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

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

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

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

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

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

7.5. NASFAA Board of Directors Meetings

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

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

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

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

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

Section 5: Duties and Responsibilities of the Board

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

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

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

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

Replace Section 5.1 with the section below: (duplicate to ad hoc committee report)

Section 5.1 Legal Duties of Board Members

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

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

Duty of Care:

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

The Duty of Care is carried out through:

- a. Be aware of SASFAA's mission, vision, diversity statement, plans and policies, and long range plan and make sure that these items serve the needs of the association;
- b. Attend all board meetings and stay until the end of the meeting. All board members unable to attend should notify the President as soon as possible;
- c. Fully participate in all board meetings by being prepared for deliberations and decision-making;
- d. Be an active participant in all decisions made by the Board on behalf of the membership;
- e. Provide a report at each board meeting outlining the activities and/or issues of each board member's area of responsibility. Each board member should comply with the Secretary and or

President's submission deadlines. An electronic copy of the report should be provided to the SASFAA Secretary for inclusion in the minutes;

- f. Ensure accuracy of all minutes, reports, and financial documents;
- g. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate;
- h. Ensure the Association has sufficient resources, including financial resources, to fulfill the mission of the Association;

Duty of Loyalty:

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

The Duty of Care is carried out through:

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

The Duty of Obedience:

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

The Duty of Obedience is carried out through:

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

- e. Serve as leaders in the financial aid profession and set an example for other members of the association and for external constituencies.

Replace Section 5.2 with the section below:

Then re-number each section after that...

Section 5.2 General Expectations of Board Members

It is expected that board members will also:

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

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

6.13 Nominations and Elections Committee

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

6.13.1 Committee Composition

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

- a. If a past state president does not confirm his/her participation on the Nominations and Elections Committee, the current (current state president serving as the voting member on the SASFAA

Board of Directors) state president shall appoint another active state association member to represent that state on the Nominations and Elections Committee.

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

6.13.2 Solicitation of Candidates

The Nominations and Elections Committee is charged as follows:

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

6.13.3 Fall committee meeting

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

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

6.13.4 Presentation of slate of candidates to the Board of Directors

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

6.13.5 Presentation of slate of candidates to the SASFAA membership

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

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

6.13.6 Restrictions on Campaigning

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

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

6.13.7 Nominations from the floor

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

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

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

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

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

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

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

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

6.13.9 Absentee Ballot Process

Only paid active members may vote.

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

6.13.10 Special Elections

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

6.13.11 Run-Offs

In the event that a candidate does not receive a majority of the votes cast for that office, there will be a run-off election. Electronic balloting shall take place as soon as practical following the determination

that a run-off election is necessary. Run-off electronic voting will be available for ten (10) calendar days once an access date has been determined.

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

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

6.13.12 Record of Members Voting

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

Appendices:

A. Motion/ Action Item(s)

President:

The purchase of alcohol for SASFAA events require board approval. If it is the desire of the board to have alcoholic beverages in SASFAA hospitality suite during board meetings, a motion and approval will be required. Historically, \$100 has been allocated for this purpose for each board meeting.

Vice President:

The SASFAA Summer Workshop Guide should be updated to reflect the P&P. Section 6.14.1 of the P&P, item 5 states "Faculty must be active members of SASFAA". Item 7 states "The vice president, in consultation with the president, will select the faculty. Recommendations will be solicited from the Professional Development Committee." The SASFAA Summer Workshop Guide should be updated to follow these guidelines. The Guide currently states "All workshop staff must be *SASFAA members and members of appropriate state association *Board approved".

Budget and Finance Chair:

Motion to approve Budget & Finance Committee Members

Approve 2017-2018 Budget

Communications and Outreach Chair:

Request funds for the purchase of a digital camera

Site Selection Chair:

Site Selection Committee moves that we accept the purchase of alcohol up to the amount of \$100.00 for each board meeting for 17/18

Site Selection Committee moves that we select a 2018 transition retreat location at either Westin or Sonesta in Fort Lauderdale, FL.

Site Selection Committee moves that we select a 2020 conference site location at either Hilton Main in Norfolk, VA or Doubletree Seaworld in Orlando, FL.

Past Vice President:

It is my recommendation that we SASFAA move forward \$1350 from the revenue generated by the 16-17 NAOW be used to fund two scholarships SASFAA Scholarships to attend NAOW in 2018. I also recommend the moving of \$1000 also from this year's revenue to fund a committee solicit scholarship applications.

B. Policy & Procedure: Changes/ Recommendations

Please see:

Ad Hoc Committee on Roberts Rules of Order.....55-60

Carry over P&P suggestions from Past President61-69

C. Book Reflections/ New Ideas/Suggestions/ Recommendations

None that need to be addressed separately then in the report reviews