

Southern Association
of Student Financial
Aid Administrators
October Board
Meeting

June 2018
Agenda and
Board Report



Prepared by Secretary Wayne Kruger

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AGENDA

SASFAA Board Meeting

Westin Fort Lauderdale Beach Resort – Ft. Lauderdale, FL

June 11-13, 2018

Meeting Room – Bonnet I and II

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

Michael E. Batts

Sunday, June 10, 2018

6:00 PM	Meet in lobby for Dinner at Bubba Gump & Breakfast Vouchers	All
9:00 PM	Hospitality	Suite 417

Monday, June 11, 2018

8:00 AM	Breakfast Buffet	Hotel Restaurant
9:00 AM	Call to Order, Welcome and Introduction of Guests	Sharon Oliver
	Announcement of Substitute Voting	
	Establish a Quorum	
	Welcome to Florida	David Alexander
	Action Item: Approval of prior minutes	Wayne Kruger
	E-Meeting (Site Selection)	
	February Board Meeting	
	Conference Call Meeting	
	Action Item: Consent of written board reports	
	Review of report format	
	Round of Successes (2-3 minute updates)	
10:30 AM	BREAK	
10:45 AM	Review of Reported Action Items/P & P Suggested Changes	
	• SASFAA NAOW Scholarship	Celena Tulloss
	• Treasurer-Elect Responsibilities	Jenelle Handcox
	• P & P 6.16.1 Sponsorship Options	Biz Daniel

	<ul style="list-style-type: none"> • GFM 4.3(d) Nancy Tate • P& P 6.3(3), 6.3(7), 10.7(4), 10.8 Nancy Tate • GAP Assessment – Member Only Section Marian Dill 	
12:00 PM	LUNCH	Sky Terrace
<i>Monday, June 11, 2018</i>		
1:00 PM	Review of Reported Action Items/P & P Suggested Changes (Cont.)	
	<ul style="list-style-type: none"> • P & P 6.2, 10.9, 10.6.2, 6.4, 12.7, 6.13-6.13.6 Marian Dill • Bylaws Article 7, Section 4 Marian Dill 	
2:00 PM	Old Business	
	<ul style="list-style-type: none"> • Annual Conference Non-Vending Vendors Biz Daniel • Early Bird Conference Registration Runan Pendergrast • Conference Registration Rate Based on Meals Runan Pendergrast • Membership Dues Included with Conference Registration Runan Pendergrast • Site Selection Revision Tarik Boyd 	
2:30 PM	New Business	
	<ul style="list-style-type: none"> • Florida Tax Exempt Status Jenelle Handcox • Final Budget for Membership Handcox/Tate • End of the Year Expenses – Due by June 22, 2018 Handcox 	
3:00 PM	BREAK	
3:15 PM	Goal Setting Transition Activity	All
5:00 PM	Adjourn	
6:00 PM	Meet in lobby for Dinner at Lulu Bait Shack	All
9:00 PM	Hospitality	Suite 417

Special thanks to the 2017-18 board members for a great year!

AGENDA

SASFAA Board Meeting

Westin Hotel – Ft. Lauderdale Beach, FL

Introduction and Welcome to the 2018-19 Board

Tuesday, June 12, 2018

8:00 AM Breakfast Buffet Hotel Restaurant

9:00 AM **Board Orientation and Planning** Bryan Erslan

- Getting Acquainted – Introductions and Welcome
- Roles and Expectations of Board Members
- Long Range Plan
- Volunteer Form Required for All Volunteers
- SASFAA Meeting Calendar

Immediate Past-President

Dr. Sharon Oliver

- Roles and Responsibilities
- Nominations and Elections
- Thoughts and Reflections

President-Elect

Bill Spiers

- Year of Planning
- Additional thoughts

Secretary

Kruger/ Boyd

- P & P Overview
- Board Contact Information
- Board Reports Due Dates
- Meeting Minutes Review
- Whiteboard Training

Treasurer

Jenelle Handcox

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

Budget and Finance

Nancy Tate

- Overview of SASFAA Finances

- Zero Based Budgeting
- Budget Form

12:00 Lunch Atlantic 5

Tuesday, June 12, 2018

1:00 **Vice President** Celena Tulloss

- Webinars
- Fall Training Workshop/Conference
- New Aid Officer Summer Workshop – Thoughts
- Annual Conference Training Sessions

Other Bryan Erslan

- Parliamentary Procedures
- Electronic Communications and Notices
- Articles for Board Members
- Operational Calendar Updates & State Conference Dates
- Review and Select Committee Members
- Goals and Tasks for 2018-19 All
- Individual and group photos for SASFAA Website All



Southern Association of Student Financial Aid Administrators

President Sharon Oliver

Executive Board Report – June

Committee Members

Committee Goals for 2017-2018:

President's Goals

- ✓ Identify duties and responsibilities for Treasurer-Elect
- ✓ Increase webinars for training and development of members
- ✓ Assess New Aid Officers Workshop
- ✓ Increase NASFAA credentialing for SASFAA members
- ✓ Increase advocacy, support, and outreach
- Develop a mentorship guide for new members

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

We have had an amazing year that has been filled with exciting events. The President-Elect, Past-President and I have visited all nine states during the spring. We have enjoyed the rich history shared during the 50th Celebration for many states as well as training, networking, and contributing to charities. Special thanks to the board members for Optimizing Student Success through Advocacy, Support, and Outreach.” We have made an impact on behalf of our students by advocating for regulations that support student success during hill visits. The four “SASFAA Making A Difference” scholarships offered on this year provided financial support to great students and more importantly touched our lives in a special way. It validated the great work that we do to help students each day to achieve their lifelong dreams. There were many training sessions conducted in person and through webinars to provide support to our members.

Governance and Planning Review and Repository

Although our year ends on June 30, 2018, there are many tasks remaining to be completed. The goals, objectives, and outcomes for 2017-18 were submitted to the Past-President on April 27, 2018. The Governance and Planning Committee (GAP), chaired by Marian Dill, Immediate Past President, assessed the performance of the board on May 17-19, 2018. The areas assessed were organizational structure, communication and collaboration, professional development, finances, and policy advocacy. In preparation for this critical assessment, board members submitted their goals, accomplishments, and recommendations. An enhancement of this year was the establishment of a repository to store reports, data, surveys, evaluations, updated guides, etc. the repository was created by Secretary Wayne Kruger. This process assisted with easily gaining access to critical documents.

New Aid Officer's Workshop

One of SASFAA's signature training programs is the New Aid Officer's Workshop (NAOW). The training is designed for new financial aid professionals with less than five years of experience. On this year, our registrants reached the maximum capacity of 120. This is the first time since 2013 that we have exceeded 100 participants. The NAOW Chaired by Celena Tulloss, Vice President, will provide intense training for almost a week at Wofford College in Spartanburg, SC on June 3-8, 2018. There are experienced financial aid instructors from all sectors who will utilize NASFAA materials and real-life examples to train and teach new financial aid professionals. An assessment of the NAOW was conducted with participants who attended in the past five years, the results revealed that 75% of participants had a great overall experience.

Webinars

Major emphasis was placed on training opportunities to meet the needs of our membership. There were several webinars held on this year, many reached capacity. We are considering charging a modest fee for webinars to ensure that registered participants attend. There are a maximum number of webinar slots with Wild Apricot. Approximately 80% of registrants attend the webinars, which provide opportunities for others to participate to reach maximum capacity.

NASFAA Professional Credentials

Increasing the number of SASFAA members with credentials is one of our goals. We are pleased to report that 50% of the participants who attended the Pre-Conference Session on Professional Judgment, Best Practices and Practical Examples, earned a credential. Additionally, the President of SASFAA has earned three credentials on this year. We will continue to promote and encourage our members to gain professional credentials.

SASFAA and NASFAA Events

We are planning and preparing for the transition meeting on June 10-13, 2018 in Ft. Lauderdale, FL. This is a great opportunity to exchange ideas, share accomplishments, and suggestions with the incoming board. The President-Elect, Bryan Erslan, excited about the transition meeting. Following the transition meeting, I will attend the MASFAA conference on June 13-15, 2018. The final trip of the year will be attending NASFAA's board meeting and conference on June 22-28, 2018.

Professional Growth and Support

Serving on as SASFAA's President on this year has been a rewarding journey. Through this experience, I have had the opportunity to grow professionally, meet incredible financial aid professionals from many states, engage with federal representatives, interact with media, read the weekly NASFAA emails, advocate on behalf of the wonderful students that we serve, learn about other regional associations, and build everlasting relationships. I am most grateful for the Executive Board members who worked extremely hard on this year and accomplished many goals. Additionally, the Executive Board extended support, shared advice, and participated from the beginning and throughout the entire year. Many thanks to NASFAA and SASFAA for this wonderful opportunity to serve in this capacity.



Southern Association of Student Financial Aid Administrators

Bryan Erslan/President Elect Report

Executive Board Report/ June 11, 2018

There are a number of activities that the President Elect has participated throughout the year. Listed below are updates on goals that have been worked on throughout the 2018-19 year. Transition meeting will take place on Tuesday, June 12, following the board meeting the day prior. President Elect Erslan wishes to thank Dr. Oliver for her service as SASFAA President this year. Much thanks as well to Immediate Past President Marian Dill. Job well done for both of you!

Inter-Regional Exchange Program – SASFAA Welcomes Ken Kocer

Ken Kocer, current RNASFAA President and Director of Financial Aid Mount Marty College in Yankton, SD attended our board meeting and entire conference in Alexandria, VA back in February. He presented with April Tretter from Bellarmine University, one of the NASFAAU credentialing sessions. He thoroughly enjoyed his time at the SASFAA Conference. Here is some of what he wrote to President Elect Erslan after the conference:

“I just wanted to thank you so much for all the kindness at the SASFAA Conference and Board Meeting. I felt so welcome and part of the group the whole time. Absolutely enjoyed my entire time spent with this wonderful group of individuals.”

President Elect Workshop -

The workshop was held the first day of the SASFAA Conference. Special Presenters for the President Elect Workshop included two former SASFAA Presidents as well as two former NASFAA Chairs, Ron Day, Lianne Masterson and Janet Dodson. The President Elects seemed to learn quite a bit and was a very good first session for their upcoming year.

Modifications to SASFAA Volunteer Form - SASFAA Goal #7

The President Elect worked with the Electronic Services Chair to access and review the form for enhancements and was shared with the SASFAA Membership a couple times throughout the month of May. We currently have 64 volunteers signed up for the 2018-19 year.

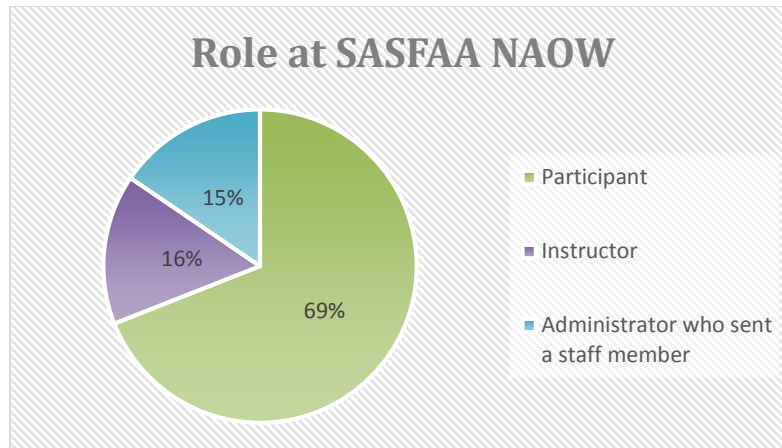
NAOW Review Taskforce – SASFAA Goal #13

The survey was completed in early January and over 70 people responded. Please see the responses below. Celena has received the information as well for her review and planning for NAOW this summer. A copy of the survey results is also being given to each of the taskforce members.

SASFAA New Aid Officers Workshop Survey Results

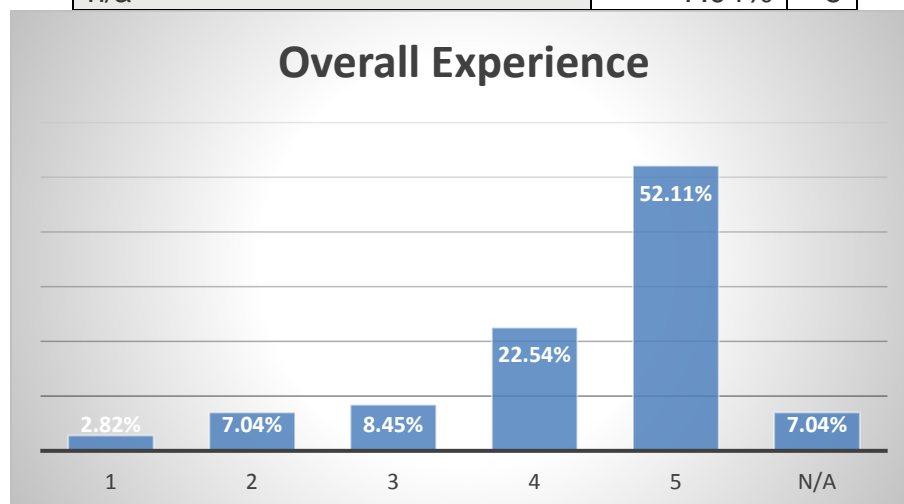
Q1. What is your role at the SASFAA New Aid Officers Workshop (NAOW)?

Answer Choices	Responses	
Participant	69.01%	49
Instructor	15.49%	11
Administrator who sent a staff member	15.49%	11



Q2. Please rate your overall experience at NAOW (1 star= lowest, 5 star=highest)

Answer Choices	Responses	
1	2.82%	2
2	7.04%	5
3	8.45%	6
4	22.54%	16
5	52.11%	37
n/a	7.04%	5

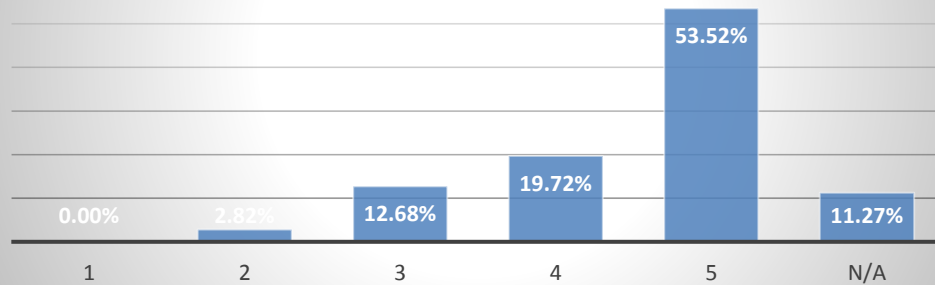


Q3. How well did the information provided apply directly to your position and job duties?

Answer Choices	Responses	
1	0.00%	0
2	2.82%	2

3	12.68%	9
4	19.72%	14
5	53.52%	38
n/a	11.27%	8

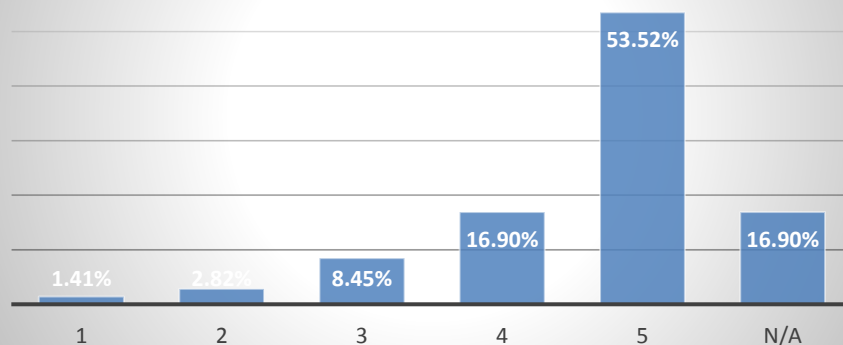
Info Provided & Application to Job Duties



Q4. How well was your instructor prepared to present the information?

Answer Choices	Responses	
1	1.41%	1
2	2.82%	2
3	8.45%	6
4	16.90%	12
5	53.52%	38
n/a	16.90%	12

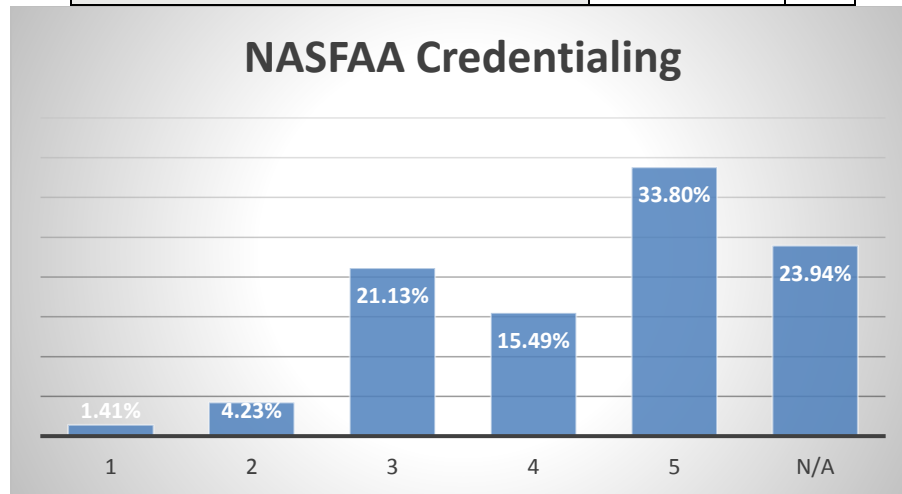
Instructor Preparedness



Q5. Please rate how well the NASFAA credentialing helped you in your current work

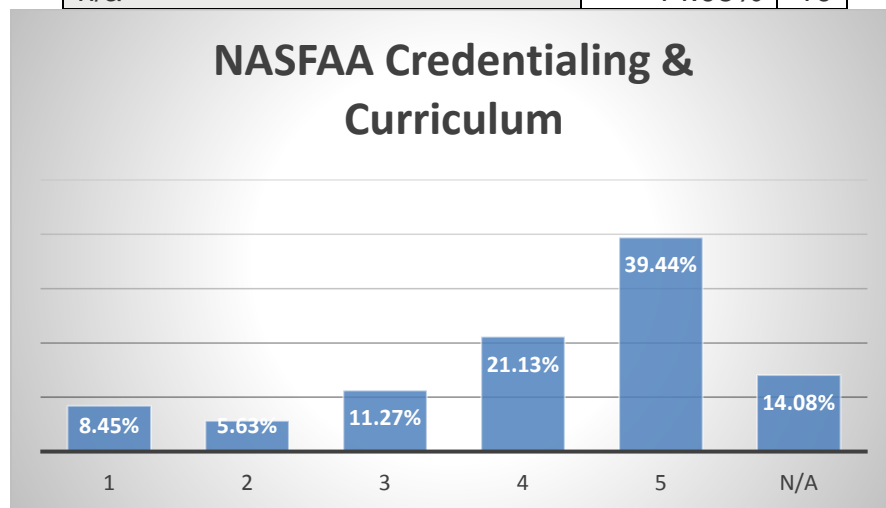
Answer Choices	Responses	
1	1.41%	1

2	4.23%	3
3	21.13%	15
4	15.49%	11
5	33.80%	24
n/a	23.96%	17



Q6. Would you prefer materials other than NASFAA credentialing to be a part of the curriculum (more examples from our institutions)?

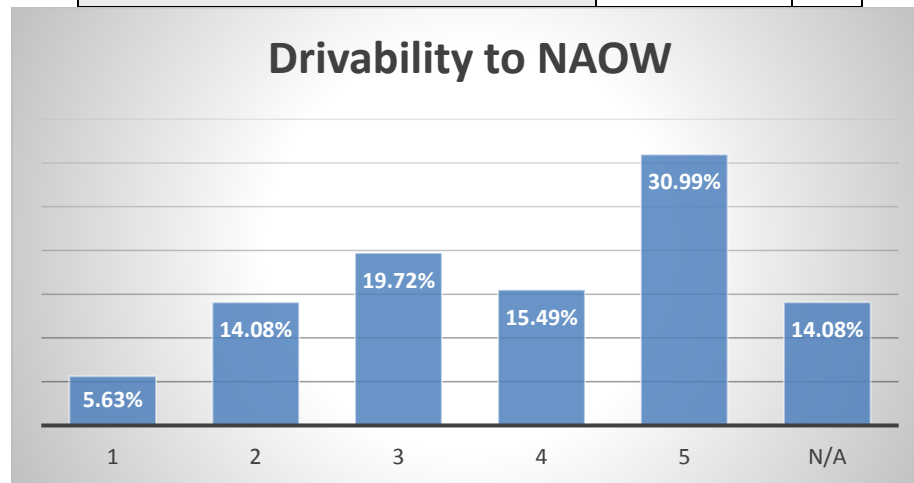
Answer Choices	Responses	
1	8.45%	6
2	5.63%	4
3	11.27%	8
4	21.13%	15
5	39.44%	28
n/a	14.08%	10



Q7. How important is it for you to be able to drive to NAOW?

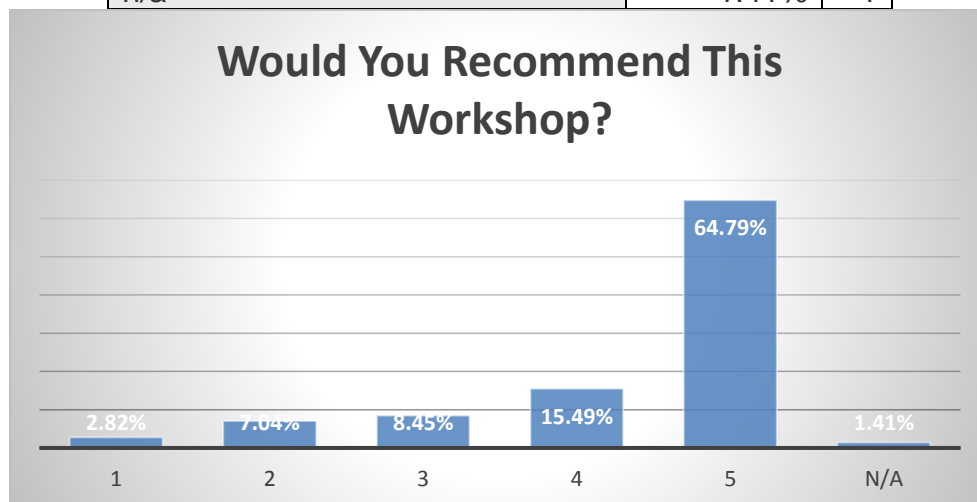
Answer Choices	Responses
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1	5.63%	4
2	14.08%	10
3	19.72%	14
4	15.49%	11
5	30.99%	22
n/a	14.08%	10



Q8. How likely would you recommend this workshop to another financial aid professional?

Answer Choices	Responses	
1	2.82%	2
2	7.04%	5
3	8.45%	6
4	15.49%	11
5	64.79%	46
n/a	1.41%	1



Q9. What other information would you like to see offered in the curriculum?

more about student loans including alternative loans
The information provided is great and useful information. I think less needs to be spent on the teaching to the tests.
More on customer service, dealing with difficult students and difficult situations
Instructor did not seem like she wanted to be there.
I think some Banner, or other processing system, information would be nice.
I would like more information on how to counsel students face-to-face, especially when dealing with difficult situations such as professional judgments and dependency overrides.
System training (examples: edconnect, COD, NSLDS)
More real-life examples and scenarios.
Several of these questions do not apply to former instructors. All questions seem to be written to be answered by a participant.
More hands on training
more examples
Nothing that I can think of now. The Workshop is very intense and provides a wealth of knowledge.
Work life balance
Less playing game more learning. I didn't feel I got the learning experience I needed. I had to self teach after the workshop finished. Professors only cared about the memories/experience than the learning.
Information appears to be broad enough for daily use
I think the NASFAA credentialing material is a great learning guide. School examples and discussion is critical for learning insights and understanding how to apply the material.
I would like more role playing real world examples. Thank you!
Please give us the ability to take the credentialing exams further after the current dates of expiration! We went from studying together to missing the ability to take our credential exams.
As asked earlier, more institutional examples to see how difference scenarios should be handled. Not all "textbook" examples are what we see in the office.
I think the curriculum is VERY comprehensive if not overwhelming. Having real examples to utilize and not just provide theory would be better.
I would have liked the course offered at a different time of the year, as FA offices are usually swamped during the summer and I could not complete any credentialing.
more technical curriculum. maybe even a breakout with someone with technology background to explain how the processes work with some of the different software packages
emotional intelligence
More information regarding best practices
Using the credentialing material as a source is good but the classroom sessions need to be more interactive and maybe not detailed oriented. For example, with c codes you could discuss the general ways documentation is used to document and address them and then focus on the most common c code examples instead of trying to cover every example.

Theory to practice. Credentialed Courses are fine but it appears people are only learning to take the test.

Sponsorship Guide Taskforce – SASFAA Goal # 17

No work has commenced yet with this taskforce. Unfortunately, President Elect did not complete this task, given work and other responsibilities throughout the year. However, this will be a specific taskforce for the upcoming year and Biz Daniel will chair this taskforce for 2018-19 and will be completed during this next year. Apologies to Dr. Oliver for not completing this task.

Respectfully Submitted – May 30, 2018

Bryan P. Erslan, SASFAA President Elect



Southern Association of Student Financial Aid Administrators

Marian Dill/ Past President

Executive Board Report – June 1, 2018

Closing Action

SASFAA credit card – On 2/15/18, the past president entered a local BB&T carrying the two credit cards that were issued in my name (one as vice president and one for the years as president). These cards were never used. It was a personal choice to use my personal credit card and then request reimbursement from SASFAA. According to the bank agent, the credit cards were no longer active. He assured me the cards had been properly disabled and/or shut down. The cards were left with the bank agent for proper destruction.

SASFAA Budget and Financial records – Lester McKenzie had kept the old B&F records with the intention of finding a company to digitize the records. Due to timing, he was not able to accomplish that goal. The past president coordinated (at no charge to SASFAA) the pickup of the financial records. Upon request of the current B&F, the financial records have been maintained here. The 2015-2016 and 2016-2017 fiscal year records have been digitized. With the approval of the president and B&F Chair, two external hard drives have been purchased and contain these digital records. These external hard drives will be delivered to the secretary and B&F Chair at the transition meeting. If the Board approves, the remaining hard copy documents will be properly destroyed. Otherwise, they will be transferred to the 2018-2019 B&F Chair.

It was brought to the past president's attention that the final 16-17 budget was not posted on the webpage. An email was sent to the B&F chair on 2/20/18. In coordination with the electronic services chair, the final 2016-2017 budget has been added to the website.

LRP and GAP Goal Activity to date:

Awards Committee –

- NASFAA Regional Leadership Award – The board approved an individual for the NASFAA Regional Leadership Award. The nomination was submitted and the individual will be announced at the NASFAA Conference in June 2018. The individual will also be recognized and receive a plaque at the 2019 SASFAA Annual Conference.

Nominations and Election –

Thank you to the treasurer and membership chairs who worked with Electronic Voting Manager Angie Black to ensure that all paid members were correctly identified and had the appropriate membership categories assigned prior to beginning and throughout the election. The 2018 election concluded on February 13th at 3 PM EST. The results were verified by Electronic Voting Manager Angie Black, President Oliver, President-Elect Erslan and the following Nominations and Elections Committee members: Joan Bailey, Elizabeth Daniels, Karen Hauser, Nicole Patrick and Marian Dill.

There were 298 votes cast of 936 Eligible voters which is a 32% participation rate. The following individuals were elected:

President-elect - Bill Spiers

Treasurer - Leah Louallen

Secretary - Tarik Boyd

GAP –

The GAP committee met in Orlando, FL on May 17- 19, 2018. During that meeting, the committee reviewed the end of year reports, minutes from board meetings, data from the membership database, and other information on the executive board working website. A full report will be submitted as an attachment. In short, the GAP Committee appreciates the dedication and hard work of the current president, board of directors, state presidents, committee chairs, and the SASFAA members who provided their expertise, time, and energy to make SASFAA a better association. We thank ~~each and every~~each one of our members for helping us to remain a strong and vibrant association recognized nationally for our efforts on behalf of our students and the financial aid profession.

The GAP Committee reviewed and will submit several P&P changes along with one possible bylaws change. The proposed changes are included in the P&P changes section of this report and are listed below. These recommendations have been vetted by the GAP Committee, sent to the board of directors for feedback, and are being submitted to the board as motions from the committee for the board's consideration.

- Complimentary rooms, registration, and travel
- Record retention
- Nominations and elections
- GAP & LRP Committees

Motion/ Action Item(s):

The GAP committee moves that all GAP Assessment reports (prior and current) be moved to a member only section of the website.

Policy & Procedure: Changes/ Recommendations:

This is a proposed change to the P&P but was not vetted by the GAP committee. Therefore, it is being listed separate from the other proposed changes.

P&P 6.2 Current Language

The members of the committee shall be the voting officers of the Association. The immediate past president chairs the committee.

Proposed Language

The members of the committee shall consist of the immediate past state presidents. In the event an immediate past president is not eligible to serve in this capacity, the current state president shall appoint a member to the committee. The immediate past president chairs the committee.

I. Complimentary Rooms, Registration and Travel

Current Language

10.9 Complimentary Rooms and Registrations

Complimentary rooms or registrations are a means of:

- (1) compensating members or guests whose responsibilities to the Association are excessive or impede normal participation in meeting functions, or
- (2) compensating guests who are not members but who are only attending to assist with the function, present sessions, or perform other duties.

Use of complimentary rooms received by the Association from the current contract with the Conference Hotel should be assigned by the Conference Chair in cooperation with the President and Treasurer in the following order:

- (1) President (in event room nights are not comped by the hotel as part of the contract)
- (2) Conference Chair (in event room nights are not comped by the hotel as part of the contract)
- (3) NASFAA Guests (President, Trainer, Inter Regional visitors) Invited Guest
- (4) Treasurer
- (5) Treasurer-Elect
- (6) Membership Chair
- (7) Local Arrangements Chair Sponsorship Chair Sponsor Chair Vice President
- (8) Past President
- (9) President Elect
- (10) Secretary

Complimentary rooms are usually provided for the following:

- (1) the president to attend the annual conference and the professional development workshop(s);
- (2) the past-president, the president-elect, the vice president and the secretary to attend the annual conference;
- (3) the conference chair (limited to one individual) to attend the annual conference;
- (4) the local arrangements chair (limited to one individual) to attend the annual conference;
- (5) the sponsorship chair to attend the annual conference;
- (6) the membership chair to attend the annual conference;
- (7) the treasurer and treasurer-elect to attend the annual conference and the professional development workshop(s);
- (8) the vice president and vice president-elect to attend the professional development workshop(s);
and
- (9) the instructors contracted to teach at the professional development workshop(s).
- (10) committee members who are vital to the planning and/or coordination of other types of professional development events, such as in the case of the Management Institute and Leadership symposium.
- (11) if complimentary rooms are not provided by the hotel, then expenses shall be paid by SASFAA and charged against that claimant's budget, if one exists; otherwise expenses are charged against the annual meeting budget.

Complimentary registrations are usually provided for the following:

- (1) the president, treasurer, and treasurer-elect to attend the annual conference and the professional development workshop(s);
- (2) the past president, the president-elect, the vice president and the secretary to attend the annual conference;
- (3) the vice president and vice president-elect to attend the professional development workshop(s);
- (4) the president-elect to attend the professional development workshop(s);
- (5) the faculty for the professional development workshop(s); and
- (6) the conference, membership and Sponsorship Chair chairs to attend the annual conference.
- (7) committee members who are vital to the planning and/or coordination of other types of professional development events, such as in the case of the Management Institute and Leadership symposium.

10.6.2 Annual Conference/Preceding Board Meeting Travel

Reimbursement and Honoraria Guidelines cover allowable reimbursable expenses incurred related to attending the annual conference. The following expenses shall be paid by SASFAA and charged against that claimant's budget, if one exists; otherwise, expenses are charged against the annual meeting budget.

- a. Travel and other qualified expenses excluding the annual conference fee of the SASFAA elected officers.
- b. Travel and other qualified expenses of the SASFAA conference and membership chair.
- c. For committee chairs and State Presidents, lodging for Friday and Saturday nights and meals during the board meeting preceding the annual conference. Reimbursement for meals will go through lunch on Sunday.
- d. Travel and other qualified expenses of speakers and presenters not affiliated with SASFAA, as recommended by the conference chair and approved by the president and treasurer prior to the event.
- e. Honoraria to speakers and presenters upon recommendation of the conference chair and approved by the president and the treasurer.
- f. Other qualified expenses recommended by the conference chair and approved by the president and treasurer.

Proposed Language –

10.9 Complimentary Rooms and Registrations

Complimentary rooms or registrations are a means of:

- (1) compensating members or guests whose responsibilities to the Association are excessive or impede normal participation in meeting functions, or
- (2) compensating guests who are not members but who are only attending to assist with the function, present sessions, or perform other duties.

Any complimentary rooms provided by the hotel to the organization, should be used solely for the purpose of achieving the goals of the event and to provide rooms as described below.

Use of complimentary rooms received by the Association from the current contract with the Conference Hotel should be assigned by the Conference Chair in cooperation with the President and Treasurer in the following order:

- ~~(1) President (in event room nights are not comped by the hotel as part of the contract)~~
- ~~(2) Conference Chair (in event room nights are not comped by the hotel as part of the contract)~~
- ~~(3) NASFAA Guests (President, Trainer, Inter Regional visitors) Invited Guest~~
- ~~(4) Treasurer~~
- ~~(5) Treasurer Elect~~
- ~~(6) Membership Chair~~
- ~~(7) Local Arrangements Chair Sponsorship Chair Sponsor Chair Vice President~~
- ~~(8) Past President~~
- ~~(9) President Elect~~
- ~~(10) Secretary~~

Complimentary rooms are usually provided for the following **during the annual conference**:

- (1) the president, **secretary, and treasurer**;
- (2) the conference chair (limited to one individual);
- (3) NASFAA representative;
- (4) Inter-regional guest;
- (5) Other guests who are not members but who are only attending to assist with the function, present sessions, or perform other duties.

Complimentary rooms may be provided to the following if determined necessary at the annual conference:

1. the local arrangements chair (limited to one individual);
2. the sponsorship chair;
3. the membership chair;
4. The treasurer-elect;

Complimentary rooms are usually provided to the following to attend various professional development workshop(s):

- (1) the president, president-elect, vice-president, vice-president-elect, treasurer and treasurer-elect;
- (2) the instructors /presenters;
- (3) committee members who are vital to the planning and/or coordination of other types of professional development events, such as in the case of the Management Institute, Leadership Symposium and the New Aid Officer Workshop.

~~(11) if complimentary rooms are not provided by the hotel, then expenses shall be paid by NASFAA and charged against that claimant's budget, if one exists; otherwise expenses are charged against the annual meeting budget.~~

Complimentary registrations **may be** provided when **fiscally possible** for the following:

- (1) the president, president-elect, vice-president, vice-president-elect, treasurer, and treasurer-elect to attend the annual conference and the professional development workshop(s);
- (2) the past president and the secretary to attend the annual conference;
- (5) the faculty for the professional development workshop(s); and

(6) the conference, membership and sponsorship chairs to attend the annual conference.

(7) committee members who are vital to the planning and/or coordination of other types of professional development events, such as in the case of the Management Institute, Leadership Symposium, and New Aid Officer Workshop.

Any exception to 10.9 Complimentary Rooms and Registration must be approved by a majority vote of the following individuals president, president-elect, past president, treasurer and secretary.

10.6.2 Travel for Annual Conference—& Preceding Board Meeting Travel

Reimbursement and Honoraria Guidelines cover allowable reimbursable expenses incurred related to attending the annual conference. The following expenses shall be paid by SASFAA and charged against that claimant's budget, if one exists; otherwise, expenses are charged against the annual meeting budget.

a. ~~Travel and other qualified expenses excluding the annual conference fee of the SASFAA elected officers.~~

a. In the event a voting member of the board will not attend the conference, qualified travel expenses (mileage or airfare) and up to 2 nights of room and meals during the board meeting will be paid to attend the board meeting preceding the annual conference. Reimbursement for meals will go through lunch on the first day of the conference.

b. Travel and other qualified expenses of the SASFAA conference and membership chair.

c. Lodging for Committee chairs and State Presidents, lodging for Friday and Saturday up to two nights preceding the conference and meals during the board meeting preceding the annual conference. Reimbursement for meals will go through lunch on Sunday the first day of the conference.

d. Travel and other qualified expenses of speakers and presenters not affiliated with SASFAA, as recommended by the conference chair and approved by the president and treasurer prior to the event.

e. Honoraria to speakers and presenters upon recommendation of the conference chair and approved by the president and the treasurer.

f. ~~Other qualified expenses recommended by the conference chair and approved by the president and treasurer.~~

Any exception to 10.6.2 Travel for Annual Conference & Preceding Board Meeting must be approved by a majority vote of the following individuals president, president-elect, past president, treasurer and secretary.

II. GOAL 1: Ensure the association is legally sound. Record Retention

Current Language

Guide to Financial Management Section 6.4

Records Maintenance and Retention Standards

The Association's financial records provide documentation to support all financial transactions. This may be critically important in the event of a financial review where proof of expenditures and income is necessary.

a. Certain fiscal records and documentation of the Treasurer are to be retained in an imaged format. Imaging shall occur after the financial review of the Treasurer's records is completed and shall include the following records:

1. Bank statements
2. Cancelled and voided checks
3. Deposit slips
4. Credit Card Statements
5. Expense reports and supporting documentation
6. Invoices
7. Certificate of deposits and other investment papers
8. Financial review or financial review reports
9. Credit card payment receipts

b. Membership and conference registration forms will be retained in hard copy form until the financial review is concluded and then shredded.

c. General records that do not support specific financial transactions may be destroyed at the end of the second fiscal year of the Treasurer's term of office.

Proposed Language

Guide to Financial Management Section 6.4

Records Maintenance and Retention Standards

The Association's financial records provide documentation to support all financial transactions. This may be critically important in the event of a financial review where proof of expenditures and income is necessary. **For detailed information, refer to the Policy and Procedure Manual Section 12.7: "Association History – Record Maintenance and Retention Standards."**

~~a. Certain fiscal records and documentation of the Treasurer are to be retained in an imaged format. Imaging shall occur after the financial review of the Treasurer's records is completed and shall include the following records:~~

- ~~1. Bank statements~~
- ~~2. Cancelled and voided checks~~
- ~~3. Deposit slips~~
- ~~4. Credit Card Statements~~
- ~~5. Expense reports and supporting documentation~~
- ~~6. Invoices~~
- ~~7. Certificate of deposits and other investment papers~~
- ~~8. Financial review or financial review reports~~
- ~~9. Credit card payment receipts~~

~~b. Membership and conference registration forms will be retained in hard copy form until the financial review is concluded and then shredded.~~

~~c. General records that do not support specific financial transactions may be destroyed at the end of the second fiscal year of the Treasurer's term of office.~~

Policy and Procedure Manual

Section 12.7 – Association History – Record Maintenance and Retention Standards

The organization's staff, volunteers, members of the board of directors, committee members, and outsiders (independent contractors via agreements with them) are required to honor the following rules:

Permanently Retained Documents – These records should be maintained by the SASFAA Secretary.

- Articles of Incorporation
- Bylaws
- Audit Reports
- Corporate Resolutions
- Determination Letter from the IRS, and any response
- Year-End Financial Statements
- Minutes of Board Meetings
- Minutes of Annual Meeting of Members
- Tax Returns and worksheets
- Correspondence (legal and critical matters)
- Insurance Records, current accident reports, claims, and any active policies

Temporarily Retained Documents

1. Treasurer Records - Certain fiscal records and documentation of the Treasurer are to be retained. To minimize the cost associated with transferring hard copies of records as well as the possible destruction of hard copies due to natural disasters (fire, tornado, flooding, etc.), it is strongly encouraged that the following financial records are maintained in an electronic/ imaged format. In the event imaged format is not possible, the following documents must be maintained in hard copy format. The treasurer is to maintain the following financial records and should make these records available for financial review upon request:

- Bank statements
- Cancelled and voided checks
- Deposit slips
- Credit Card Statements & Usage Agreements
- Expense reports and supporting documentation
- Invoices
- Certificate of deposits and other investment papers
- Credit card payment receipts

2. Budget & Finance Records – Imaging should occur as soon as possible but must precede the transfer of records between B&F Chairs at the end of the fiscal year

- Financial review or financial review reports

- BOD - Conflict of Interest Agreements
- BOD – Rules of Engagement

General records that do not support specific financial transactions may be destroyed at the end of the second fiscal year ~~after the financial review~~ (based on the discretion of the B&F Committee).

3. Membership and conference registration forms will be retained in the membership database no less than 5 years but as long as reasonably possible based on electronic storage. ~~in hard copy form until the financial review is concluded and then shredded.~~

~~2. General records that do not support specific financial transactions may be destroyed at the end of the second fiscal year of the Treasurer's term of office.~~

Document Destruction

- All other organizational and business records (non-permanent, non-financial and non-membership) electronic documents can be deleted from all individual computers, data bases, networks, and back-up storage after three years (three historical years and one active year);
- No paper or electronic documents will be destroyed or deleted if pertinent to any ongoing or anticipated government investigation or proceeding or private litigation (check with legal counsel or the human resources department for any current or foreseen litigation if employees have not been notified); and
- No paper or electronic documents will be destroyed or deleted as required to comply with government auditing standards (Single Audit Act).

III. ~~GOAL 1: Ensure the association is legally sound.~~Nominations and Elections

CURRENT P&P Language

6.13 Nominations and Elections The nominations and elections committee, chaired by the immediate past president, presents a slate of candidates who meet the criteria for the offices of president-elect, secretary, treasurer, treasurer-elect, and vice president and solicits the names of individuals to be considered for honorary membership. The nominations and elections committee members shall be the 9 past state presidents. Any voting member of the Board also can make honorary membership nominations. The committee coordinates and conducts the annual elections in accordance with procedures in Section 6.13.3

6.13.1 Nominations Prior to the Fall Board meeting, the nominations and elections committee must determine who will be recommended as candidates for offices for the coming year. To obtain recommendations from the membership, the committee must solicit nominations in advance of this meeting. Solicitation may occur via the SASFAA Nine News, separate mailing, or email to the active membership. Each state should be encouraged to solicit nominations from its

membership. The nomination of SASFAA officers should be on the agenda of each state association's first board meeting of the year. The chair sets the date and time for the full meeting of the committee. At the discretion of the chair, this meeting can be via conference call or in person. Normally the meeting is conducted prior to the fall board meeting and avoids conflicts with state association meetings. A candidate for office shall not serve as a member of the committee. Should this occur, that nominee's state president should appoint a substitute to the committee. The committee shall present no more than a dual slate for each office even if more than two qualified consenting nominees are presented to the committee. If a state representative has not confirmed attendance for the meeting, the chair shall make no less than two written and one telephone attempt to determine attendance. If contact efforts are unsuccessful, the state president shall be advised. The state president will then take whatever action is deemed appropriate. If, after these attempts have been made, the state is not represented, the chair may proceed under the assumption that the state not only has waived its privilege of attendance at the meeting, but also its vote in the selection of candidates. The chair shall receive and submit candidates' biographical information and other pertinent data. The suggested format includes Name, Institution and/or Organization, Work Experience, Education, Professional Involvement/Activities and Candidate Statement. This information shall be submitted to the SASFAA Communications and Outreach Chair or Electronic Services chair to be posted on the website. The chair shall prepare and present to the Board a written report that includes the proposed slate, the rules adopted by the committee, members present at the committee meeting, and recommendations for consideration for future committee meetings. This is typically reported at the fall board meeting. The slate must be presented to the Board before being presented to the membership.

6.13.2 Restrictions on Campaigning The intent of these guidelines is to provide equal opportunity for all candidates and to eliminate campaigning for SASFAA offices. Each candidate will be featured in the SASFAA Nine News and/or the association website prior to the annual conference. 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 and shall be posted on the SASFAA Web site and/or SASFAA Nine News prior to the election. No mass solicitation to the SASFAA membership shall be made by or on behalf of a candidate prior to or during the election. State associations are allowed to solicit in-state support for candidates from that state. Candidates or their representatives shall not make presentations at individual state meetings other than the state in which the candidate is currently employed.

6.13.3 Elections The past president (chair) shall submit the recommendation of candidates to the Board in advance of the annual conference to allow notification to the membership at least thirty (30) days prior to the opening of electronic voting. 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 candidates will be presented during the opening session. Each candidate is then introduced. Access to electronic voting will be available on-site during posted times. SASFAA members will, after verification of membership status, be provided an opportunity to vote. Each paid member will have access to an electronic ballot containing the names of the candidates running for office. Provisions for write-in candidates will be available. The nominations and elections committee shall verify the election results. The secretary shall be in attendance except in the event that that individual is on the ballot or otherwise unavailable. If

that occurs, the president shall designate a substitute. The nominations and elections chair shall report the results of the election at a business session following completion of voting. Prior to that time, however, the president and each candidate will be contacted and informed of the election results.

6.13.4 Absentee Ballot Process Only paid members may vote. An electronic ballot shall be made available on the website ten (10) calendar days prior to the business session of the annual conference.

6.13.5 Special Elections a. A special election shall be called by the Board in the event of a vacancy in the office of president-elect. b. The nominations and elections committee shall solicit candidates and provide to the membership within thirty (30) days of the announced special election an electronic ballot containing no more than two names, along with the option for a write-in candidate. c. 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. d. The electronic ballots shall be verified by the nominations and election chair and the secretary. e. The winner will be the person who received a majority of the votes cast. If no majority occurs, see 6.13.6 f. All voters must be paid members. g. Within ten (10) calendar days following the balloting deadline, the chair of the nominations and elections committee shall notify the president of the results of any special election. h. The president shall notify the membership of the election results.

6.13.6 Run-Offs In the event a candidate does not receive a majority of the votes cast for that office, there will be a run-off election between the two candidates with the most votes. Electronic balloting shall take place as soon as practical following determination that a run-off election is necessary.

Run-off electronic voting will be available for ten (10) calendar days once an ccess date has been determined. he Nominations and elections chair along with the secretary will verify the esults of the run-off electronic election. The president shall notify the membership of the election results.

Record of Members Voting A record of the total votes cast in general and special elections is included in section 12.6.

Proposed changes -- Nominations and Elections Committee

Section in P and P (to replace what is currently exist):

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 (who 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 state president (serving as the voting member on the SASFAA Board of Directors) shall appoint another active 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 enlist assistance from SASFAA Board members in soliciting candidates for office;
- g. To encourage members of the Nominations and Elections Committee to nominate candidates for office which will be considered by the entire committee for the final slate of candidates;
- h. 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;

- i. 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 regarding a potential candidate.

6.13.3 Fall committee meeting

Prior to the fall board meeting, the Nominations and Elections Committee must formalize the slate of candidates for office for the upcoming year. The committee coordinates and conducts the annual election of officers in accordance with the 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 by the Nominations and Elections Committee and presented 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. The Board of Directors shall accept or decline the slate of candidates as presented. If the slate is declined, then it will be sent back to the Nominations and Elections Committee for further consideration and action.

6.13.5 Presentation of slate of candidates to the SASFAA membership

Once the final slate of candidates has been accepted by 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 not restricted to solicit in-state support for candidates from that state;
- e. Candidates or their representatives shall not make presentations at individual state meetings held during the SASFAA annual conference 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 SASFAA Board of Directors fall board meeting 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 (10) calendar 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 Nominations and Elections 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 is 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 the 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 (10) calendar 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 in 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 the slate 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.

IV. ~~GOAL 1: Ensure the association is legally sound.~~ GAP and LRP Committees

Bylaws Article 7 Section 4

Section 4. The immediate past president shall assist the president and serve as Chair of the Nominations ~~and Elections~~ Committee, ~~and~~ the Committee on Awards, ~~and the Governance and Planning Committee.~~ In the event of the absence or disability of both the president and the vice president, and with the concurrence of the Board ~~of Directors~~, this officer shall have all the powers and perform all the duties of the president. The immediate past president shall serve as the SASFAA voting representative of the Board of Directors of NASFAA. The immediate past president shall also serve as parliamentarian of the Association. ~~The immediate past-president, in consultation with the president and president-elect, will obtain board approval and appoint a former past-president to chair the Strategic and Long-Range Planning Committee.~~

PROPOSE STRIKING 6.7 in the P&P. RENUMBER ACCORDINGLY.

~~6-10~~ 6.9 Strategic and Long-Range Planning

The Committee's role is to build, encourage, and mentor the Executive Board of Directors and Committee Chairs throughout the year in order to ensure that annual goals are consistent with the SASFAA Mission, Bylaws, Policy and Procedure Manual, and the current Long-Range Plan. The immediate past-president, in consultation with the president and president-elect, will obtain board approval and appoint a former past-president to chair the Strategic and Long-Range Planning Committee. During the final two years of the Long-Range Plan cycle, it is preferred that the chair remain in place for both years to facilitate the update of the Long-Range Plan.

Long Range Plan – Historical Review

A long range plan (LRP) was adopted in 1996. The LRPs provides long term goals which may span over a 5-year period as listed below. Each year, the Executive Board should review the current LRP and choose some goals to accomplish during that year. It is not expected to achieve every goal of the LRP every year. Rather these are long term goals that are expected to take multiple years to accomplish.

- 2006-2011
- 2011-2016
- 2016-2021
 - 2016-2017
 - 2017-2018
 - 2018-2019
 - 2019-2020 –The development of a new LRP should begin in this year.
 - 2020-2021 – The completion and adoption of a new LRP should occur in this year.
- 2021-2026 – Years for New or updated LRP.

A. Strategic Planning

The committee will support efforts that encourage the integration of strategic planning into the annual goals and objectives:

- (1) Advise each committee as they establish and evaluate annual goals to ensure consistency with the SASFAA Mission, Bylaws, Policy and Procedure Manual, and the current Long-Range Plan.
- (2) Assign a mentor to each committee chair as deemed appropriate.
- (3) Coordinate an annual planning meeting with the president-elect, incoming president-elect, the Strategic and Long-Range Planning Chair, and others as deemed necessary to assist in preparing for the upcoming year.
- (4) Coordinate an annual fiscal transition meeting with the president, president-elect, treasurer, treasurer-elect, the Budget and Finance Chair, the Strategic and Long-Range Planning Chair to ensure the successful transition of financial records. It is preferred that this meeting be held in conjunction with another meeting or training event such as the Board of Directors transition meeting, the New Aid Officer's Workshop, or a state conference.
- (5) Collaborate with committee chairs to ensure end-of-the-year reports assess the committee's effectiveness in reaching its goals/objectives and provide recommendations for moving forward.

B. Long-Range Plan Development

On a five-year cycle the committee assesses future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. In developing the Long Range Plan the committee will:

- (1) Undertake a survey of membership satisfaction two years prior to the completion of the Long-Range Plan;
- (2) Make recommendations for changing or expanding services, activities and roles of the Association;
- (3) Make observations regarding Association trends;

- (4) Gather relevant data and information from the membership, Board of Directors, member state associations and other relevant organizations and associations to identify potential internal or external threats to the Association; and
- (5) Review and assess the Association's mission statement for change on a periodic basis.

~~To ensure continued assessment the governance and strategic planning committee performs an annual review of the long-range plan. The association's long-range plan was adopted in February 1996, revised in June 2006, and revised again in June 2011. A new long-range plan was adopted in February 2016.~~

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

It has been my pleasure to serve on the SASFAA board of directors for the past nine years in various roles (state president, representative, B&F chair, membership chair, and VP). I am thankful to the individuals that took a chance and allowed me to serve in the various positions, as well as to the membership who voted to allow me to serve as an elected officer. During my time on the SASFAA board, I have learned so much from all the wonderful colleagues who have served alongside me. I am thankful for the friendships, memories, and shared adventures.

To the incoming board, I wish you only the best! It is my hope that you will take the good of SASFAA and make it even better. Find colleagues to be a mentor and bring along the journey with you. Enjoy the journey and give it your best. Our industry is ever changing and requires continual learning, adaptability, and sometimes flexibility. It is my hope that you reach for the stars by trying new initiatives and ideas, and that you will honor the past by complying with our mission and bylaws.

I consider my time serving on the SASFAA Board a pleasure and am grateful for the opportunity.



Southern Association of Student Financial Aid Administrators

Celena Tulloss/Vice President

Executive Board Report – 6-11-18

Committee Members

Celena Tulloss, University of Tennessee, TN

Lane Smith, Samford, AL

Beth Armstrong, Virginia Tech, VA

Sarah Baumhoff, Kennesaw State, GA

Brenda McCafferty, ECMC, VA

Jeff Daniels, PNC, FL

Dr. Forrest Stuart, Furman, SC

Dr. Anthony Jones, App State, NC

Kevin Lamb, Centre, KY

Brenda Pittman, William Carey, MS

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:

- A survey was sent to the membership to determine webinar and pre-conference sessions.
- Received and evaluated 2018 NAOW site proposals along with the Site Selection Committee.
- Conducted 5 Professional Development webinars (Tax Reform, Credit Education, Professional Judgment, SAR Comment Codes and Satisfactory Academic Progress) and assisted with a sixth webinar on Legislative Advocacy.
- Hosted SASFAA's first Enrollment Management Forum to excellent reviews.
- Provided 2 Pre-Conference Workshops on Professional Judgment and Excel for Financial Aid (Mid-Level was not chosen by the membership in the training survey).
- Hosted the 2018 New Aid Officer Workshop at Wofford College in Spartanburg, SC with 120 paid attendees. This is an increase of 45 attendees from 2017 and the highest registration since 2013.

- Based on the recommendation of the previous Vice President and the July 2017 board meeting, a complimentary registration was extended based on available space to an additional registrant for a total of 121 attendees.

Motion/ Action Item(s):

1. Review proposed language for a recurring SASFAA scholarship for 2 complimentary registrations to the New Aid Officer Workshop

Policy & Procedure: Changes/ Recommendations: None

New Ideas/Suggestions/ Personal Thoughts and Recommendations: The New Aid staff feel that the earlier dates of the workshop contributed to the increase in attendance and should be continued.

To encourage new members to pursue professional development opportunities and to enhance success within the financial aid profession, the Southern Association of Student Financial Aid Administrators shall provide a Professional Development Scholarship. The SASFAA Professional Development Scholarship will cover the cost of registration for two (2) participants to attend the SASFAA New Aid Officer Workshop.

To be eligible for the SASFAA Professional Development Scholarship, you must:

- Be a current SASFAA member who has not previously attended the SASFAA workshop
- Have five (5) years or less financial aid experience
- Preference may be given to a past SASFAA event attendee
- Complete the application
- Submit an original statement with the application. The statement should be at least one typed page in length on the following topic: Discuss the value and importance of student aid and how it relates to your choice of the Financial Aid profession.
- Submit a current resume and a letter of recommendation from the Financial Aid Director at your institution.

The recipient is encouraged to attend the SASFAA Annual Conference. Recipients will be announced to the SASFAA membership during the Annual Conference.

Applications must be submitted to the SASFAA Professional Development Committee no later than January 31, 20xx. The SASFAA Professional Development Scholarship Committee will review applications and select a recipient to be announced at the Annual Conference. Since the scholarship will cover the cost of registration only, the recipient's school must be willing and able to cover any remaining costs associated with the workshop (travel, etc.).



Southern Association of Student Financial Aid Administrators

Wayne Kruger, Secretary

Executive Board Report / June 2018

LRP and GAP Goal Activity:

LRP:

- I. **ORGANIZATIONAL STRUCTURE**
 - a. **By-Laws:** The two approved by-laws changes were sent out to the membership the 30th day from the notice is June 16th on which voting will begin and continue through June 29th.
- II. **COMMUNICATION/COLLABORATION COMMUNICATION**
 - a. Disseminate information to the membership and appropriate constituencies.
 - i. Updated website with links to approved minutes and reports.
 - ii. Updated Whiteboard for 2017-2018 and its associated folders
 - iii. Created 2018-2019 Whiteboard folder and updated website for the upcoming year
 - iv. Sent templates for board reports, executive board listing, and name cards to new secretary.
 - v. Updated P&P, LRP,

GAP:

- I. Track and keep P&P changes compiled all year long
 - i. Running list of changes submitted to the GAP committee.
- II. Archive prior versions of the Bylaws on the SASFAA website (at least going forward) so that a historical perspective can be maintained.
 - a. This process continues, and all future changes will have the date of the change listed.

Motions:

- 1) Motion to accept the February Board Report and 5/8/2018 conference call
- 2) Motion to Accept the E-meeting minutes from the 11-17 e-meeting NOAW retreat site selection.



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/Treasurer

Executive Board Report/June 11, 2018

LRP and GAP Goal Activity to date:

- Annual music subscriptions (BMI, ASCAP) renewed and paid
- Expense claims, travel claims and other reimbursements paid upon receipt
- All bills paid upon receipt
- Deposits posted bi-weekly
- Records and accounts maintained weekly in BB&T, QuickBooks and Wild Apricot
- Payments for registrations, membership dues and sponsorships posted and receipted weekly
- Refunds for registrations processed weekly
- Financial reports submitted to each Board member
- Bank accounts reconciled monthly
- Credit card reconciled and outstanding balance paid monthly
- PayPal reconciled and deposited monthly

Reportable Items/Actions:

- Florida Tax Exempt status renewed through 03/31/2023.

Policy & Procedure: Changes/ Recommendations:

- The responsibilities for Treasurer-Elect should be updated to include the monthly PayPal reconciliation and the monthly Visa credit card reconciliations.
- The Treasurer-Elect should attend the annual financial review as an observer.

New Ideas/Suggestions/ Personal Thoughts and Recommendations:



Southern Association of Student Financial Aid Administrators

Nancy C. Tate/Budget & Finance Chair

Executive Board Report – June 11-12, 2018

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)

Jenelle Handcox, 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: Updates to the Guide to Financial Management and P&P are included in this report.

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: Updates to the Guide to Financial Management are attached to include adding the investment policy and defining Mandatory Protected Reserve and Limited Discretionary Reserve.

Policy & Procedure: Changes/ Recommendations:

- Updates to the Guide to Financial Management attached.
- Updates to P&P 6.3 (3) and (7) attached.
- Add to P&P 10.7 Credit Card Use (4):

All expenses charged to a credit card must be reported by the user to the treasurer within ten (10) days of receiving his/her credit card statement. All itemized charges on the statement must correspond to a valid receipt.

All expenses charged to a credit card by the treasurer must be reported to the Budget & Finance Chair within ten (10) days of receiving his/her credit card statement. All itemized charges on the statement must correspond to a valid receipt.

- Correct P&P 10.8 Reserve Fund – last paragraph should refer to "...Section 3.4 of the SASFAA Guide to Financial Management." Currently the paragraph has Section 3.3.
- Update the Guide to Financial Management 4.3 (d) to read:

Require authorization from the Budget and Finance Chair for all expenses reimbursed to or paid on behalf of the treasurer.

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Hotel/Contract Liabilities

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 6/16/18–10/15/18: \$168,097.50

The Westin Fort Lauderdale Beach Resort – June 9-12, 2019 – Transition Board Meeting

- Total guest room night commitment is 96.
- Standard room rate is \$139. Suite rate is \$278. Currently 11% taxes. Resort fee waived.
- Overnight parking discounted from \$39 to \$25.
- Cut-off date to reserve room is May 10, 2019.
- Function space rental fee is \$0.
- All food and beverage served at Hotel must be supplied and prepared by Hotel. Group will spend a minimum of \$5,000.
- Must advise Hotel of expected method of payment by June 9, 2019.

Total liability: \$17,385.

Hilton Norfolk the Main – Norfolk, VA – February 7-12, 2020 – Conference

- Room rate is \$159 single or double occupancy. For triple and quadruple occupancy there is a \$20 additional charge per adult per room per night with maximum occupancy of four persons per room
- Attrition @ 85% of the total room nights. Attrition amounts will be offset by revenue received for no-shows and individual cancellation fees. All rooms booked outside of the block will be credited to the group block and applied to any attrition performance.
- Cut-off date is January 8, 2020.
- Guestroom cancellation – no penalty will result if notice is received at least 72 hours prior to arrival and a cancellation number is obtained. If the reservation is not cancelled by this time, one night room and tax deposit is forfeited.
- Check-in time is 4 pm. Check-out time is 11 am. Rooms vacated prior to reservation will result in early departure fee of one night's room and tax.

- A minimum of \$50,000 in food and beverage revenue from group-sponsored functions at Hotel is required in connection with the event.
- Must notify Hotel of the exact number of attendees for each outlined function by noon three business days prior to the event.
- Hotel requires that only food and beverage purchased from Hotel be served on Hotel property. In addition, no food or beverage, including alcoholic beverages, can leave the property if it has been prepared specifically for on-property, private functions. Under no circumstances may liquor be brought in from outside Hotel or served by anyone other than a designated Hotel representative.
- Hotel will provide, at no charge, a reasonable amount of meeting equipment (chairs, tables, cloths, podiums, etc.)
- A Master Account will be created for billing purposes.
- If direct bill not approved, Hotel required 50% of the entire estimated amount of guestroom and catering charges 30 days prior to arrival. Remaining balance will be due 3 business days prior to arrival.
- There is a parking deck attached to the Hotel. Self-parking for overnight guests is \$16 per car per night. Valet parking for overnight guests is available at the rate of \$26 per car.
- Banners, posters, props and similar decorations may not be adhered to walls, ceilings, windows, doors or floors, without the express written consent of Hotel and supervision of Hotel's staff. There is a \$50 labor charge for hanging each banner or sign.
- A non-refundable deposit of \$500 is due within 60 days of execution of this agreement.

Will be provided with the following concessions:

- 1-40 comp on a cumulative basis
- 3 suite upgrades at the group rate
- 1 comp Presidential Suite
- 1 comp hospitality suite
- \$10 rebate that can be credited toward the master account
- 10 rooms at prevailing per diem
- 10% off AV pricing
- 8 deluxe kings at the group rate
- Complimentary meeting space
- Complimentary six foot exhibit tables up to 30
- There is a one-time fee of \$25 for power per table if needed
- Complimentary wireless internet in the guestrooms and meeting space
- Discounted self-parking for in and out privileges – was \$20 charging \$16
- Complimentary room rental for pre-planning board meeting. Sleeping rooms to be offered at the conference rate.
- Hilton Honors Meeting Planning Points will be awarded at the conclusion of the event for room revenue and Food and Beverage
- 75,000 Point Signing Bonus
- 3 round trip VIP airport transfers
- One hour complimentary beer and wine reception hosted by the Hotel
- 5% off banquet menus

Total liability until February 6, 2019: \$49,665

Norfolk Waterside Marriott – Norfolk, VA – February 9-12, 2020 – Conference Overflow

- 330 room nights
- Rate is \$159 and includes a \$10 rebate to the master account for each paid room night.
- Cut-off date is January 19, 2020.
- Attrition is 75%.

Total liability until February 8, 2019: \$13,118.

Grand Hyatt Atlanta – Atlanta, GA – July 20-July 23, 2018 – Pre Planning Meeting

- 69 room nights
- Rooms cancelled with less than 48 hour notice will be charged a fee of one night's room and tax.
- Rate is \$169 and includes 1 breakfast buffet in hotel restaurant. Any rooms with double/triple/quad occupancy will have to pay for additional breakfast buffet.
- Cut-off date is June 29, 2018.
- Meeting space is complimentary.

Total liability: \$0

Total liability after July 17, 2018: Up to \$11,661.

Hyatt Place Knoxville Downtown – Knoxville, TN - October 5-10, 2018 – Fall Board Meeting and Management Symposium

- 119 room nights
- Rate is \$139 and an additional \$10 will be added to the guest room rate for any additional guests over two people.
- Cut-off date is September 5, 2018.
- Minimum food and beverage is \$3,000.
- Complimentary daily hot breakfast, Wi-Fi throughout the hotel (guest rooms & meeting room), and room night policy on a 1:50 scale.
- Valet parking is \$20 per night with unlimited in and out privileges.

Total liability until July 6, 2018: \$4,135.25.

Total liability: \$252,400.75

Edward Jones Advisory Solutions Account

Month/Year	Ending Value	Change in Value	Investment or Withdrawal	Income	Advisory Solutions Program Fee	Cumulative Income (Income-Fees)	Cumulative Change in Value	Cumulative Investment	Balance Sheet
July 2017	\$414,739.19	\$4,007.37	\$0.00	\$774.34	\$472.64	\$29,762.83	\$6,707.26	\$373,055.44	\$402,818.27
August 2017	\$415,187.39	\$937.53	\$0.00	\$724.65	\$489.33	\$29,998.15	\$7,644.79	\$373,055.44	\$403,053.59
September 2017	\$417,733.77	\$3,039.43	\$0.00	\$1,086.10	\$493.05	\$30,591.20	\$10,684.22	\$373,055.44	\$403,646.64
October 2017	\$418,724.92	\$1,471.18	\$0.00	\$752.67	\$480.03	\$30,863.84	\$12,155.40	\$373,055.44	\$403,919.28
November 2017	\$421,041.57	\$2,814.59	-\$41.92	\$744.66	\$497.94	\$31,110.56	\$14,969.99	\$373,013.52	\$404,124.08
December 2017	\$423,243.90	\$2,685.17	\$0.00	\$2,994.42	\$482.84	\$33,622.14	\$17,655.16	\$373,013.52	\$406,635.66
January 2018	\$428,251.11	\$5,508.60	\$0.00	\$488.25	\$501.39	\$33,609.00	\$23,163.76	\$373,013.52	\$406,622.52
February 2018	\$418,792.57	-\$8,952.30	\$0.00	\$760.92	\$506.24	\$33,863.68	\$14,211.46	\$373,013.52	\$406,877.20
March 2018	\$417,458.63	-\$885.74	\$0.00	\$1,018.57	\$448.20	\$34,434.05	\$13,325.72	\$373,013.52	\$407,447.57
April 2018	\$415,400.10	-\$1,562.33	\$0.00	\$803.42	\$496.20	\$34,741.27	\$11,763.39	\$373,013.52	\$407,754.79

NASFAA Charles Schwab Account

Month/Year	Cash	Bond Cost Basis	Equity Cost Basis	Total	Difference	Dividends or Capital Gain/Loss	Management Fee	Cumulative Earnings by Year
July 2017	\$21,030.21	\$89,274.20	\$210,074.67	\$320,379.08	\$246.19			\$7,201.99
August 2017	\$20,640.19	\$89,442.33	\$210,144.97	\$320,227.49	-\$151.59			\$7,050.40
September 2017	\$20,891.35	\$89,658.56	\$210,545.08	\$321,094.99	\$867.50			\$7,917.90
October 2017	\$29,618.13	\$81,089.75	\$210,863.77	\$321,571.65	\$476.66			\$8,394.56
November 2017	\$29,213.15	\$81,204.28	\$210,935.24	\$321,352.67	-\$218.98			\$8,175.58
December 2017	\$29,416.86	\$81,786.27	\$214,476.56	\$325,679.69	\$4,327.02			\$12,502.60
January 2018	\$29,218.32	\$87,346.43	\$209,237.77	\$325,802.52	\$122.83			\$12,625.43
February 2018	\$40,402.80	\$87,418.96	\$196,373.53	\$324,195.29	-\$1,607.23	-\$1,379.57	\$419.00	\$11,018.20
March 2018	\$40,455.04	\$87,648.28	\$196,519.70	\$324,623.02	\$427.73			\$11,445.93
April 2018	\$40,410.79	\$87,773.09	\$196,680.73	\$324,864.61	\$241.59			\$11,687.52

SASFAA, Inc.

BALANCE SHEET

As of June 30, 2018

	TOTAL
▼ ASSETS	
▼ Current Assets	
▼ Bank Accounts	
BB&T Checking	3,536.60
BB&T Savings	47,884.89
BBT Checking II	123,716.52
Edward Jones-Money Market	2,734.96
Total Bank Accounts	\$177,872.97
▼ Other Current Assets	
Advisory Solutions 20/80 @ Edward Jones	407,754.79
Charles Schwab (NASFAA)	324,864.61
Total Other Current Assets	\$732,619.40
Total Current Assets	\$910,492.37
TOTAL ASSETS	\$910,492.37
▼ LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
▼ Equity	
Opening Balance Equity	757,980.87
Retained Earnings	53,039.19
Net Income	99,472.31
Total Equity	\$910,492.37
TOTAL LIABILITIES AND EQUITY	\$910,492.37



Southern Association of Student Financial Aid Administrators

Runan Pendergrast / 2018 Conference Chair

Executive Board Report – **June 11, 2018**

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 was held February 11-14, 2018 at the Hilton Mark Center in Alexandria, VA. The conference offered the following . . . 2 pre-con workshops, 4 general sessions, 42 concurrent sessions 3 meals and 2 breaks.

UBS drives from past conference will be given to 2019 Conference Committee Chair at the Transition Meeting.

The SASFAA Conference Guide need to be updated to reflect the current manor, which the association operates.



Southern Association of Student Financial Aid Administrators

Biz Daniel / Sponsorship Chair

Year End Executive Board Report/June 2018

Committee Members

Julie Finn	SunTrust
Janee Knippenberg	PNC
Shannon Cross	Inceptia
Melanie Gillespie	Southern Wesleyan University

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 – An invitation was sent out to sixty two possible supporters of SASFAA on September 28, 2017. The goal is to raise **\$95,000** in sponsorship dollars to support SASFAA.

Total Amount Raised through Sponsorship for 2017-2018 **\$102,500**

Congressional Level Sponsors (3) \$5000

Ed Financial
Sallie Mae
Sixup

Legislative Level Sponsors (10) \$3500

Great Lakes
Campus Logic
College Ave
CommonBond
Connex Private Student Loans
Goal Structured Solutions/AscentProgram
Regent Education

iHelp
Inceptia
FAS

Judicial Level Sponsors (19) \$2500

Cogfin/SunTrust
MOHELA
Award Spring
Global Financial Aid Services
Windham Professionals
Tuition Options LLC
ProEducation Solutions
Discover Student Loans
ELM Resources
Citizens Bank
PNC Bank
Student Connections
ECMC
Thrivent Student Resources
CMD Outsourcing Solutions
Next Thought
FEDLoan Servicing
Financial Aid TV
KHEAA

<u>A-La-Carte Options</u>	\$750 (Lunch/Learn)	Great Lakes
	\$500 (Extra Booth Space)	iHelp

Goal 2 – The Sponsorship Committee is made up of the nine state association sponsorship chairs. The meeting was held in early August to discuss restructuring of the sponsorship levels for SASFAA. Julie Finn, Melanie Gillespie, and Shannon Cross were able to make this meeting. The focus of the meeting was to bring “value” to the levels of sponsorship offered. We evaluated the structure of last year’s packages taking into consideration the packages that were chosen and what items were not purchased in addition to the standard package offering. There were four packages offered and several a-la-carte items offered. Of these offering the following indicates what was selected:

Impact Package (\$5000)	Three vendors selected this package
Advocacy Package (\$4000)	One vendor selected this package
Action Package (\$3500)	One vendor selected this package
Exhibit Space (\$2500)	Twenty nine vendors selected this package
A-La-Carte Options (\$500)	Two were selected

With the above information, the committee restructured the packages offered in to three standard offerings that we believed offered value that vendors would be able to justify expenses. We did keep two a-la-cart items of the larger booth space and premium placement (\$500 each) and combined the advertisement package in to one option at \$600 and added sponsorship of a lunch and learn session at the conference and sponsorship of the Enrollment Management Forum.

Goal 3 – During our committee meeting and in conversations with other vendors, the task of creating valuable interaction with vendors is a must. In order for our vendors to continue to support us they need to show value in their attendance. Not only is this a task of the individual vendor to get out from behind the booth and interact with the attendees but we also need to encourage attendees to interact with our vendors. Several ideas were presented to increase communication and we decided to go with the one listed below:

- Create a puzzle where attendees have to visit each booth to find out information about that vendor’s products, then receiving a puzzle piece to complete their puzzle. Completed puzzles will be handed in and those names will be put in the hat for four cash prize drawings.
- This was a huge success with over 125 completed puzzles turned in. The drawing for gift cards was held during the Tuesday evening event.

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

* P&P needs to be updated to reflect the 2017-2018 Sponsorship Options under section 6.16.1 Sponsorship of SASFAA Conferences.

See Below:

Training Packages:

Congressional Level	<p>\$5,000</p> <ul style="list-style-type: none"> • Two Exhibit Booth Spaces - Priority Placement by date of receipt of commitment • Must be paid SASFAA Members • Three Complimentary Conference Registrations • Exhibit Table at the Enrollment Management Forum (October 23-24, 2017) • Lunch & Learn Session Room at the Annual SASFAA Conference (space is limited to the first 9 commitments) • Organization Logo on Conference Information Page
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	<ul style="list-style-type: none"> • On-Line Conference Support Recognition • Web Banner Ad on Web Site • Full Page Ad in Enrollment Management Symposium Program • Full Page Ad in New Aid Officers Workshop Program • Recognition at all SASFAA Workshops and Professional Development Activities • List of Registrants 2 weeks prior to Enrollment Management Forum • • List of Registrants 2 weeks prior to Annual Conference
Legislative Level	\$3500 <ul style="list-style-type: none"> • Conference Exhibit Booth - Priority Placement by date of receipt of commitment • Must be paid SASFAA Members • Two Complimentary Conference Registrations • Exhibit Table and Recognition at the Enrollment Management Forum (October 23-24, 2017) • Organization Logo on Conference Information Page • On-line Conference Support Recognition • Web Banner Ad on Web Site • 1/2 Page Ad in Enrollment Management Forum Program • 1/2 Page Ad in New Aid Officers Workshop Program • List of Registrants 2 weeks prior to Annual Conference
Judicial Level	\$2500 <ul style="list-style-type: none"> • Conference Exhibit Booth - Priority Placement by date of receipt of commitment • Must be paid SASFAA Members • One Complementary Conference Registration • Organization Logo on Conference Information Page • On-line Conference Support Recognition
Supporters of SASFAA	\$1000 <ul style="list-style-type: none"> • General Support, No booth • Must be a paid SASFAA Member • Online Conference Support Recognition

A-La-Carte Sponsorship Opportunities

Enrollment Management Symposium Exhibitor (October 23-24, 2017)	\$500 (register on Enrollment Management Forum registration page) <ul style="list-style-type: none"> • Exhibit Table • Recognition during the Enrollment Management Forum • This Forum is attended by decision makers (see SASFAA Trainings for more information on this event). • Held at the Embassy Suites, Lake Buena Vista Resort in Orlando, FL
Lunch & Learn Session at the Annual Conference	\$750 <ul style="list-style-type: none"> • Held at the Annual Conference - Space limited to the first 9 commitments. Those wishing to purchase this opportunity will be honored in order of the date the web-based sponsor form is completed. • Must be a conference exhibitor
Priority Booth Location	\$500 <ul style="list-style-type: none"> • Must be a conference exhibitor • Entitles exhibitor to pre-select a booth location based on drayage company blue line layout

	<ul style="list-style-type: none"> High visibility booth locations will be honored by dollar amount contribution and then in order of date that the web-based sponsor form is completed
Extra Exhibit Booth Space	\$500 <ul style="list-style-type: none"> Must be a conference exhibitor Entitles exhibitor to extra space beside original booth assignment Double booths may be limited due to space availability Double booths will be honored in order of date that the web-based sponsor form is completed
Advertising Combo Package	\$600 <ul style="list-style-type: none"> Web Banner Ad on SASFAA Website Includes 1/2 page ad in Enrollment Management Forum Program Includes 1/2 page ad in New Aid Officers Workshop Program

Payment and registration information is available on the [Sponsorship Registration](#) page. Select the "Sponsorship: Advertising Opportunities" option.

* Proposal of language to be added for those vendors who are attending the annual conference but are not vending. Other states (NC, SC and possibly others) do have language in their P&P that addresses this. Below is language used by NC:

All Professional Affiliates attending one or both of the conferences **MUST** be at the minimum a Bronze Level Supporter.

Bronze Level \$500*

- General Support, no booth
- Online Conference Support Recognition
- May Present/Moderate at the request of the Professional Advancement Committee and the Conference Committee

(* Professional Affiliates who choose not to exhibit may attend both conferences, but will be required to participate at this level as well as paying the required conference registration fees)



Southern Association of Student Financial Aid Administrators

Sarah Dowd / Communications and Outreach

Executive Board Report/June 2018

Committee Members

Joan D. Bailey, Nancy Chalker, Jenny B. Hammett, Amber Singletary, Jill Towns, Celena Tullos

Committee Goals for 2017-2018:

Develop a plan and policy for the use of social media

Continue the work of the 1617 committee in reestablishing a newsletter

LRP and GAP Goal Activity to date:

GOAL 7 – The Chair invited all volunteers for the committee, and worked with the Virginia State President to ensure each state was invited to participate.

GOAL 8 –Nine News published in January, March, and April.

GOAL 10 – The awards portion of the annual conference was live streamed on Facebook for those members unable to attend the conference. Feedback on this form of media was positive and views continued for several weeks beyond the conference. The Listserve continues to post updates, information, and jobs as submitted; the blog has been posted in September and October with information submitted by members of the board.

GOAL 11 – The schedule published on page 50 of the P&P has been followed, with some exceptions

GOAL 20 – Published Legislative Updates as submitted by the Legislative Relations chair as emails

Motion/ Action Item(s):

None at this time

Policy & Procedure: Changes/ Recommendations:

None at this time



Southern Association of Student Financial Aid Administrators

Chad Sartini/Electronic Services

Executive Board Report – June 2018

Committee Members: Ken Cole, Celena Tulloss, Angie Black, Derek Ball, Jeremiah McMahon, Antionette Crawford, Arminta Johnson, Jonah Miller

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

LRP and GAP Goal Activity to date:

Worked with VP Tulloss and updated website with 2018 NAOW material for instructors and participants. Renewed Wild Apricot for 2018-19. Next WA renewal will be June 4 2019. WA price increased this year from \$2160 to \$3132. This is a significant increase, but it feel within the ES budget. The price increase comes with new features including an online store and mobile app (only available on iOS devices at present). The app is now live. We have not promoted it because of its limited capability and iOS-only functionality. I encourage you to check it out and let me know what you think. It is very minimalistic at this point but it does allow for mobile event registration and payment, viewing the member directory, member profiles, and upcoming events. Download it from the App Store – Wild Apricot for Members. Use your same credentials to log in. Encouraged more committee member involvement with webinars and received good assistance for spring webinars. Worked with P-E Erslan and VP Tulloss to update and send volunteer form for 2018-19.

Guidebook app (conference mobile app) – 182 downloads/2018 conference (52% of conference registrants), 183 downloads/2017 conference (54% of conference registrants). Cost for both years \$1750 per year. Cost of \$9.62 per user each year. Price increases to \$2000 for 2019 (due December 6, 2018). Based on previous years' usage, per user cost increases to \$10.99. The committee is researching other conference app vendors.

Motion/ Action Item(s): None

Policy & Procedure: Changes/ Recommendations: None

New Ideas/Suggestions/ Personal Thoughts and Recommendations:



Southern Association of Student Financial Aid Administrators

Bill Spiers

Legislative Affairs

Executive Board Report/June 2018

Committee Members

Alabama:	Jennifer Marcus, Samford University
Georgia:	Trevor Addison, Georgia Military College Ron Day, Kennesaw State University
Florida:	Cherly Philippeaux, Broward College
Kentucky:	Erin Klarer, Kentucky Higher Ed.
North Carolina:	Joey Trogdon, Randolph Community College Rachelle Feldman, University of North Carolina Chapel Hill
Mississippi:	Jennifer Rogers, Mississippi Institutions of Higher Learning
South Carolina:	Joey Derrick, University of South Carolina
Tennessee:	Ron Gambill, EdSouth Phyllis Faulkner, University of Tennessee Health Science Center
Virginia:	Beth Armstrong, Virginia Tech Sherika Charity, Rappahannock Community College Barry Simmons, Retired, VT
At Large:	Mike O'Grady

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:

Below are the activities of the Legislative Affairs Committee this year.

The Legislative Guide is fully revised and published on the SASFAA website.

The Legislative Webinar was conducted on November 16, 2017.

We have had conference calls almost every month. We did miss September as a result of the hurricane that hit Tallahassee.

A survey of interest in legislative visits during SASFAA was conducted and 20 people responded with 19 interested.

A survey of the membership was conducted to determine the areas of concerns and area that were favorable in the Prosper Act.

While we haven't had an alert at this point, we did work with Amy Barrier who provided us with a interest survey from NASFAA. It was provided to the membership. We also posted a very well written article by Mike Bennett.

Each week, when available, we have posted the legislative calendar to keep the membership apprizes on activity in DC.

Hill visits were conducted during the SASFAA Conference and the NASFAA Legislative Symposium.

The Committee will have one final conference call in June.

It has been an active and productive year for the Legislative Affairs Committee. I want to thank each member of the Committee for their support and participation. Special kudos to Ron Gambill and team for retying the Legislative Guide, and to Ron and Brett Lief for the webinar.

While the prosper act did not move forward as fast as anticipated it is still on the horizon and will need to be monitored.

Thank you to President Oliver for allowing me this opportunity to serve.

Motion/ Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox

Executive Board Report – 06/11/2018

Committee Members – Membership Chairperson from each state

AL	Taylor Hilyer	taylor.hilyer@accs.edu
FL	Rabecca Hall	rabecca.hall@sfcollge.edu
GA	Sarah Baumhoff	sbaumhof@kennesaw.edu
KY	Jennifer Priest	jpriest@transy.edu
MS	Allison Coker	acoker@umc.edu
NC	JD Gibbs	Jdgibbs27@lenoircc.edu
SC	Samantha Hicks	shicks@coastal.edu
TN	Melissa Smith	m.smith@vanderbilt.edu
VA		

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:

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.

Completed. Email was sent to state presidents on 10/3/2017.

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.

Completed. Emails were sent to folks with a lapsed membership date of July 2017.

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.

Completed. For 17-18, 129 active members requested a mentor and 84 active members volunteered to serve as a mentor.

Completed. The mentees were contacted to gauge interest in serving as a moderator for the Annual Conference.

Continual process. The establishment of a Mentee Listserv should be investigated further in 2018-2019.

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.

Completed. In Wild Apricot, 185 people completed the 2017-2018 Volunteer Registration form. Of these 185 volunteers, 170 are currently active members.

Reportable Items/Actions:

State Membership Data as of 05/24/2018:

AL	FL	GA	KY	MS	NC	SC	TN	VA	Other
77	138	165	70	49	155	195	112	111	78

Active: 1102 Associate: 48 Honorary: 40 Retired: 3 Total: 1193

The membership chair worked to categorize members accurately before the February election and before the By-Laws change email. This review of the database was conducted to ensure people had the appropriate membership status and associated voting rights.

Policy & Procedure: Changes/ Recommendations:

New Ideas/Suggestions/ Personal Thoughts and Recommendations:



Southern Association of Student Financial Aid Administrators

Tarik Boyd/Site Selection

Executive Board Report/ June 2018

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 considering the efforts of the Cost Containment Taskforce.

We have secured a site for the fall 2018 board meeting and management symposium at the Hyatt in Knoxville.

LRP and GAP Goal Activity to date:

n/a

Motion/ Action Item(s):

n/a

Policy & Procedure: Changes/ Recommendations:

n/a



Southern Association of Student Financial Aid Administrators

Joan Bailey – Chair Global Issues Committee

Executive Board Report – June 2018

Committee Members

There is representation from all states except North Carolina, was unable to get a volunteer from that state after many attempts. There is a variety in institution type, gender, ethnicity and years of service.

State	Name	Institution	Institution Type	Email
FL	Joan Bailey	University of South FL	4 yr public	joanbailey@health.usf.edu
FL	Sean Johnson	Hillsborough Community College	2 yr public	sjohnson192@hccfl.edu
GA	Donna Quick	Emmanuel College	4 yr Independent	dquick@ec.edu
KY	Christina Jones	University of Kentucky	4 yr Public	cnjone2@uky.edu
TN	Regina Gilbert	Watkins College of Arts and Design	4 yr Private	rgilbert@watkins.edu
SC	Vanessa Childs	University of South Carolina	4 yr public	CHILDSV@mailbox.sc.edu
MS	Lloyd Dixon	Mississippi Valley State University	HBCU	ldixon@mvsu.edu
VA	Christina Russell	Christopher Newport University	4 yr public	christina.russell@cnu.edu
AL	Laticia Dubose	Enterprise State	2 yr public	ldubose@escc.edu

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 were submitted and approved 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 are done by conference calls, email has been our primary source of communication.

Other activities to date:

- Each month a member of the committee will do an article for SASFAA Nine News. Months and time line was established and followed through on. Outstanding to be submitted is the month of June which will be sent to the communications chair by June 15th.
- Shared diversity related information in Nine News - re DACA students.
- There was at least 5 global issue related sessions at the annual conference.
- Actively participated in Conference preparation (served on the conference committee).
- Assisted Alabama with ideas/support for diversity sessions at their state conference.
- Presented a Diversity in leadership session at FASFAA leadership pre conference workshop.
- Representing SASFAA on the NASFAA Diversity Tool Kit Taskforce. Announcement will be forthcoming from NASFAA regarding the work of this Task Force.

Motion/ Action Item(s):

None - The committee is fully functional and on its way to achieving all goals.

Policy & Procedure: Changes/ Recommendations:

None

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Overall, I am very impressed with the level of work being done by the board members to carry out the business of the association. The board members and conference committee members have worked well together and planned and executed a very informative and action filled conference. It has been an honor to be part of this board this year and I look forward to continuing to support the work of SASFAA in whatever way I can.

Legacy-Long Range Planning Committee Chair:



Southern Association of Student Financial Aid Administrators

Theresa Mays /AASFAA President

Executive Board Report/May 30, 2018

Committee Members

Not applicable

Committee Goals for 2017-2018:

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:

The AASFAA Executive Board has worked diligently during the year to address several updates needed to the AASFAA policies and procedures manual as well as adjustments required to various positions within the committees essential to progression for the association. A series of conference calls and electronic meetings were held, and a standard board meeting was held prior to the start of the Spring conference on March 26th, 2018. The board voted to approve numerous updates to the policies and procedures committee as recommended by the Bylaws Committee and Executive Board. A board meeting was also held during the Spring conference to address and vote on remaining action items regarding the Policies and Procedures of the association.

AASFAA's Spring Conference was held March 26th -29th, at the Perdido Beach Resort in Orange Beach, Alabama. This year, AASFAA turned 50 ,and the Program, Local Arrangement and Conference Committees worked tirelessly to bring together a wonderful program filled remarkable training and networking opportunities while celebrating 50 wonderful years of providing training opportunities to

better assist Alabama students. We also provided a New Aid Officers Workshop on the first day of the conference for new members to the financial aid arena and those new to AASFAA. Training opportunities were provided by Dept. Of Education federal trainer David Bartnicki and Office of Inspector General trainer Kori Smith, SAP credentialing sessions provided by NASFAA U trainer Lissa Powell, SASFAA &NASFAA Updates, and a special diversity training provided by MASFAA president Stacy Walker provided a wonderful and beneficial opportunities to AASFAA members. The 50th anniversary celebration and President's reception was truly a great experience with past presidents and special award recipients returning who have been influential in the impact AASFAA has had on the financial aid and higher education communities, at the local, regional, and national level. AASFAA members united together and raised \$1100.00 through the sale of t-shirts and donations for our 2018 conference charity, Magic Moments, an organization that provides nonmedical moments to children 4-18 years of age with chronic life-threatening illnesses in the State of Alabama.

Volunteerism was a huge goal during the 2017-2018 year and is essential to the growth of AASFAA and important for fresh ideas. Elections were conducted during the spring conference for positions of President- Elect, Vice President, Secretary and Treasure Elect, and for the first time in many years the association was provide a full slate of candidates. In addition, AASFAA has also had an increase in volunteer forms received from our Fall Workshop and Spring Conference.



Southern Association of Student Financial Aid Administrators

David Alexander/FASFAA President

Executive Board Report June, 2018

Committee Members: Not Applicable

Committee Goals for 2017-18: Not applicable

LRP and GAP Goal Activity to date: N/A

Motion/ Action Item(s): N/A

Policy & Procedure: Changes/ Recommendations: None

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

Teamwork 101 by John Maxwell (Distributed in the Leadership Program)

Summary of State Activities:

The FASFAA annual conference was conducted from 5/29-6/1. The theme for 2017-18 was "Cruising into the future by strengthening our bonds." The cruise ship theme has been used throughout the programming, decorating, and awarding.

The conference was located at the Naples Grande Resort in Naples, Florida. The conference was well attended. There were 27 vendors and 224 attendees in total.

Daniel Barkowitz has been elected President-Elect for 2018-19.

Rick Wilder and Nathan Basford were awarded the Honorary Lifetime Membership awards.

In 2018-19, there will be two conference co-chairs; Nathan Basford and Merrian King.

In 2017-18, the Executive Board re-energized the Leadership Program. This year's program included a FASFAA sponsored Leadership Pre-conference workshop. Some of workshop's sessions included FASFAA history, FASFAA site navigation, diversity, volunteerism and more.

The additional Pre-conference offering included Excel training and NASFAA credentialing opportunities.

Next year's conference will be located in Bonita Springs, FL.

The FASFAA 2018 spring newsletter was published on 5/29/2018. Link:

<https://fasfaa.memberclicks.net/assets/Newsletters/2018/FASFAA%20Newsletter%20Spring%202018.pdf>

This year's conference was very successful. We will be sending a survey to all of the attendees, to gather their feedback. We will also be sending a survey to those that attended in 2016-17, but were not able to attend in 2017-18, to gather info on what we can do to have them attend our 2018-19 conference.

It was a pleasure and honor to serve as President/President-Elect for 2017-18

David Alexander

6/2/2018



Southern Association of Student Financial Aid Administrators

Stephen Andersen/Georgia President

Executive Board Report – June 11, 2018

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:

None

Motion/ Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Held our GASFAA Annual Conference at the beautiful Brasstown Valley Resort and Spa. Had over 190 attend the training event that hosted many concurrent sessions, federal updates, SASFAA updates, state updates and some good food and entertainment.

GASFAA is in the process from breaking their relationship with ATAC, and will be moving to MemberClicks for membership and website management. Should go live by July 1, 2018.





Southern Association of Student Financial Aid Administrators

Michael Birchett/KASFAA President

Executive Board Report/June 11, 2018

Committee Members

Not applicable

Committee Goals for 2017-2018:

Not applicable

LRP and GAP Goal Activity to date:

None

Motion/Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations: Summary of State Activities:

On February 15th, the Kentucky President received a letter of appreciation from Kentucky House Minority Floor Leader Rocky Adkins for KASFAA's letter of opposition to KY HB 247. The letter is attached.

On February 20th, the Kentucky President sent an email to the membership soliciting names of KASFAA members to honor with newly announced scholarship opportunities and received several suggestions. The Kentucky President also sent an email to Kathleen Smith at the Department of Education to congratulate her on her promotion, thank her for her words at SASFAA, and to request the Department of Education permit David Bartnicki to come to both of our conferences per year instead of only one. The letter is attached.

On February 22nd, the Kentucky President participated in the 2016-2017 KASFAA audit in Frankfort, Kentucky.

The Kentucky President participated in the SASFAA Hill Visits in Washington, DC on February 28th with President-Elect April Tretter and SASFAA President-Elect Bryan Ersland. The group met with representatives from the following legislative offices: Senator Mitch McConnell, Senator Rand Paul, Congressman John Yarmuth, and Congressman Andy Barr. The visits were considered successful and productive.

On March 2nd, KASFAA's response to KY HB 247 was emailed to all members of the 2018 Kentucky House Standing Committee on Education. The letter is attached.

The Kentucky President and Kentucky Vice President, Kevin Lamb personally voiced opposition to KY HB 247 on March 6th during the first reading of the Bill before the House Standing Committee on Education. Many representatives on both sides of the aisle raised questions and concerns about the Bill from information received

from the letter from KASFAA from early February. While the Bill passed the initial stages, it successively began to take on as many as 5 amendments before stalling.

On March 7th, the Kentucky President attended the KASFAA Support Staff Workshop in Versailles, Kentucky to provide assistance and lead team building exercises.

The Kentucky President completed the State Presidents Annual Report and the survey to accompany the State Presidents Guidebook.

On March 9th, the Kentucky President hosted a quick e-meeting with the Executive Board to choose the recipients of the Herb Vescio (Carl Rollins, KHEAA/KHESLC) and Honorary Lifetime Membership Awards (Denise Krebs Sullivan, University of Louisville). The Professional Development Scholarship for the SASFAA NAOW was awarded to Heather Hardesty (BCTC). The Executive Board also approved the new KASFAA logo that was revealed at the conference awards and election results dinner (see below).



On March 26th, the Kentucky President submitted his letter for the KASFAA spring newsletter. The newsletter is attached.

KASFAA held its spring business meeting on Tuesday, April 17th at the Crowne Plaza Louisville Airport Expo Ctr in Louisville, Kentucky. Directly following this meeting, KASFAA hosted its spring conference, “Defying Gravity” from April 18th to the 20th. 146 attendees participated in the events, trainings, and sessions. KASFAA was proud to host, Wood Mason and Dave Bartnicki from the Department of Education, Megan Coval from NASFAA, Bryan Erslan from SASFAA, Stephen Anderson and Amber Singletary from GASFAA, Erin Howard with Bluegrass Community & Technical College, and several other NASFAA U instructors and concurrent session presenters.

The Kentucky President attended the spring TASFAA conference from April 22nd to 25th and presented a concurrent session on hidden biases in professional judgment.

The Kentucky President was asked and has accepted the position of the 2018-2019 SASFAA Site Selection Chair.

The Kentucky President secured Hopkinsville Community College on May 23rd for a new regional training intuitive in western Kentucky. 13 attendees signed up and attended a condensed New Aid Officer Workshop and/or a NASFAA U Workshop on Professional Judgment. Instructors were as follows: Michelle Standridge (Spalding University), Kevin Lamb (Centre College), April Tretter (Bellarmine University), and Sandy Neel (University of Louisville).

The Kentucky President attended the spring GASFAA conference from May 29th to the 31st and presented a concurrent session on hidden biases in professional judgment. The Kentucky President also received an invitation to present at the spring FASFAA conference but has to decline due to the conflicting dates with the spring GASFAA conference.

All final indicators show that the 2017-2018 KASFAA year should meet and exceed all benchmarks. Multiple initiatives of the KASFAA LRP were initiated or completed. Income lines were exceeded by 25%-30% over the past 10 years while simultaneously expanding conference meals and breaks, training opportunities, and scholarship opportunities.

The KASFAA Transition Meeting will be held in Carrolton, Kentucky at General Butler State Park from June 7th to 8th.

Michael Birchett
05-25-18



Southern Association of Student Financial Aid Administrators

Stacy Walker/MS President

Executive Board Report – June 9, 2018

Committee Members

N/A

Goals for 2017-2018:

- Ensure that MASFAA is represented at all SASFAA Board meetings
- Encourage MASFAA members to join SASFAA and participate in SASFAA events
- Participate in State President's exchange
- Offer Fall Training for our state
- Offer New Aid Officer Training in our state
- Continue Professional Development in our state and offer scholarships to some of our members
- Work with State Representatives in our state through our Legislative Relations committee & have Hill Visits
- Encourage State Committee Chair to work with SASFAA Committee Chairs

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:

Summary of State Activities

Very excited to see this year come to an end! We have made significant strides in the Association this year with updating the P and P, successful Hill Visits, very successful training events that were offered throughout the year and getting ready to end with an Awesome Conference! I had an awesome time in

AL with President Mays during the State President's Exchange and I'm looking forward to her, President Oliver, and President Jones attending MS Conference in a few days.

FA 101 was a huge success and filled to capacity with the recipients that attended. Our Board voted and approved the ballot for the Jack Woodward award to be presented at our Annual Conference. We also approved and have announced our new slate of candidates for the Executive Board.

The 2018 MASFAA Conference theme is Uplifting Others with the charity known as the MS MACE (Metro Area Community Empowerment). Antonio Wright, the CEO and Founder of MACE, will be a speaker at opening session at our Annual Conference June 13-15 at the beautiful Pearl River Resort, in Philadelphia, MS. We are also raising money for our Professional Development Scholarship fund during the conference and have raised over \$700 with pre-order t-shirt sales already to support this cause. This year we have 5 Scholarship recipients that will have their conference registration fees covered by this Professional Development Scholarship.



Southern Association of Student Financial Aid Administrators

Jason J Johnson, North Carolina President

Executive Board Report June 4, 2018

Summary of Activities:

Training Webinars:

*09/06/17 **FAFSA Completion: Best Practices to Help Students Navigate the FA Puzzle** by Andrea Simpson (Financial Aid Director - Surry Community College)

*11/14/17 **Federal Regulations/Compliance Questions and Answers** presented by David Gelinas (Senior Associate Dean and Director of Financial Aid - Davidson College)

*1/16/18 **An Introduction to Consumer Information**
presented by Dana Kelly (NASFAA Chief training Officer)

*02/15/2018 **Services for students in Online Programs** presented by Katrina Lee
(Director of Financial Aid - University of Mount Olive)

*05/17/18 **SAP Overview** presented by Lisa Page (Assistant Director of Financial Aid - NCSU)

Support Staff Training:

- October 05 - Eastern Region; College Foundation, Inc. (48 in attendance)
- October 11- Central Region; Guilford Technical Community College (19 in attendance)
- October 17- Western Region; ASU (22 in attendance)

Conference Recap:

We held our Fall Training Conference November 6-8, 2017 at the Pinehurst Resort in Pinehurst, NC. We had 210 registered attendees. 33 members attended the pre-conference New Aid Officers workshop.

We held our Spring Conference and Annual Business Meeting April 9-11, 2018 at the Holiday Inn Resort in Wrightsville Beach. 214 members attended the conference. 38 members attended the pre-conference Intermediate Aid Officers training.

Strategic Planning:

Our previous long-range plan expired at the end of this year. The committee appointed by the previous NCASFAA President created a new SLRP and presented it to the Executive Board for approval. After much discussion and revision, a vote was called and the SLRP passed.

Legislative Visits:

Through the SASFAA Hill visits at the SASFAA conference in February, we met with the staffers for the Congressmen/women of our great state. We were able to discuss the PROSPER Act and its pros and cons for our state. Our President-elect and Treasurer-elect both attended the NASFAA Leadership & Legislative expo and performed hill visits as well.

Suggestions for 18-19 / Personal Thoughts and Recommendations:

I must advise newcomers to the board that you need to pay attention in the board meetings and be active. The meetings may be long but they are a great learning experience. The Hill visits are my most memorable part of service this past year. I greatly appreciate the advocacy that SASFAA performs. It is vital that we visit the Hill. We must advocate for our students and colleagues. I highly recommend that you don't miss the opportunity to be a part of this process!

It has been an honor to serve on the SASFAA Board. I have learned valuable lessons from my fellow board members and President Dr. Sharon Oliver. Her grace in handling issues as they arose was astounding and I can only wish to be as polished as she was this year. Bryan Erslan will be an amazing President for 18-19. I am sad that I will not be a part of that journey. I wish all of you leaving the board the absolute best in all of your endeavors and for those of you coming on board, I wish you the same. God bless!

South Carolina State Report:



Southern Association of Student Financial Aid Administrators

Charles Harper / TASFAA President

Executive Board Report – May 21, 2018

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:

Completed State Presidents Guide Survey and sent to Nathan Basford to continue to gather data and document SASFAA State Presidents Guide to submit to NASFAA for Gold Star Award.

Motion/ Action Item(s): N/A

Policy & Procedure: Changes/ Recommendations: N/A

Summary of State Activities and Events

TASFAA goals for our 2017-18 year include:

1. Professional Development by continued training for our members through fall workshops and the annual spring conference. TASFAA recognizes and appreciates the support received from TSAC in these important endeavors.

TASFAA Regional Training was held on October 31 and November 1-2, 2017 in West, Middle, and East Tennessee. There were 175 financial aid administrators attending one of the three sessions. The one-day

training were held at Union University in Jackson, Trevecca University in Nashville, and Johnson University in Knoxville. The agenda included a federal update, state update and NASFAA credentialing for Campus Based Programs in which one-fourth of the attendees received credentialing after the sessions concluded.

TASFAA annual conference and 50th Anniversary celebration was held April 22-25, 2018. Our theme was *Honoring the Past, Building the Future*. Approximately 300 TASFAA members from 2 year, 4 year public, 4 year private, Proprietary, and TCAT institutions attended the conference. There were 5 general sessions, 30 concurrent sessions. Special thanks to Dr. Sharon Oliver, Michael Birchett, and David Alexander for attending, presenting, and representing SASFAA, KASFAA, and FASFAA.

2. Strengthen the working relationship between TASFAA and THEC/TSAC with the renewal of the TASFAA Advisory Committee to TSAC. TASFAA recognizes and appreciates that collaboration between TSAC and TASFAA members is already taking place. Often, the membership is not aware of the collaborative efforts. To help foster and develop a stronger partnership, the position of TASFAA Advisory Chair was created for the 2017-2018 year.

Communication and joint efforts between TASFAA and THEC/TSAC remained ongoing throughout the year as both TASFAA and THEC/TSAC continued to discuss and collaborate on many of the changes throughout higher education this past year. TASFAA appreciates the working relationship and looks forward to keeping strong lines of communication and collaboration intact going forward.

3. Support the TSAC financial aid outreach efforts. It is our hope that together we can reach active and future Tennessee students in the state's Drive to 55 effort through collaborative efforts at TASFAA members' institutions and high school outreach as well as FAFSA completion events.

October through January a collective effort was initiated between our members' schools and TSAC with FAFSA completion efforts as part of the TN FAFSA Frenzy events.

4. Continue 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. 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.

TASFAA was not able to schedule a State Hill visit this year, but TASFAA Governmental Relations Chair, Ron Gambill, kept the TASFAA Board and its members updated on the many discussions and legislative actions that took place during the 17-18 year. I hope that TASFAA will continue to work towards annual State Hill visits as scheduling permits for the members of the association in the future.

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

Continue to build on the SASFAA State Presidents Guide in order to present a documented proposal and data to support the effectiveness of the guide for consideration of the NASFAA Gold Star Award.

President Harper would like to express his thanks for the opportunity to participate on the SASFAA Executive Board. The collaboration and friendships made between the all nine state presidents has been extremely beneficial and helpful during the year of leadership. SASFAA leadership remains strong and inclusive to all which only goes to serve and benefit the entire SASFAA membership going forward.



Southern Association of Student Financial Aid Administrators

Biz Daniel/Virginia President

Year End Executive Board Report – June 2018

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:

VASFAA Board

Biz Daniel, President	Great Lakes
Chad Sartini, Past President	Virginia Western Community College
Joan Zanders, President-Elect	Northern Virginia Community College
Ashley Reich, Secretary	Liberty University
Debra Johnson, Treasurer	Jefferson College of Health Sciences
Robin Gregory, Treasurer-Elect	Longwood University
Beth Armstrong, Representative-At-Large	Virginia Tech
Nanette White, Representative-At-Large	Sallie Mae
Sherika Charity, Representative-At-Large	Rappahannock Community College
Brad Scaggs, Representative-At-Large	Virginia Community College System

VASFAA Committee Chairs:

Holly Rison, Archives	Randolph Macon College
Chad Sartini, Awards/Nominations/Elections	Virginia Western Community College
Joe Dobrota, Budget & Finance	The College of William & Mary
Tarik Boyd, Co-Conference Chair	Norfolk State University
Brenda McCafferty, Co-Conference Chair	ECMC
Joan Zanders, Fall Training Chair	Northern Virginia Community College
Mike O'Grady, F.O.C.U.S	Financial Aid Services
Beth Armstrong, Government Relations	Virginia Tech
Daniel McClanahan, Membership	Liberty University
Nanette White, Newsletter	Sallie Mae
Heidi-Hunter Goldsworthy, Secondary School Relations	University of Mary Washington
Anne Michie, Secondary School Relations	G.R.A.S.P.
Tarik Boyd, Site Selection	Norfolk State University

Special Appointees:

Vern Fairchilds, Jr., Funds Manager	Retired
Nannette White, Lender Liaison	Sallie Mae

VASFPA Activities To Date:

- Annual Director's Summit –This was the second time holding this event and was attended by 32 Financial Aid Directors from across the state of Virginia. There was great discussion on hot topic issues of “One Common Award Letter”, annual debt letter proposed legislation, growth and value in VASFPA and plenty of networking opportunities.
- Annual Non-Conference Workshop - This event was attended by 114 members. Joan Zanders and her team have constructed an informative workshop that covered the topics of: NASFPA U Credential Preparation: Packaging and Notification of Awards, SCHEV Update on Standardized Award Letters, Identifying Fraudulent Documents-Detective Doug Comfort, 2018-19 Processing & Verification...The Latest News, and Review of Final VGAP Changes.
- Annual 50th Anniversary Conference Celebration – VASFPA's Annual Conference and 50th Anniversary Celebration proved to be an epic event! The conference experienced record high attendance compared to the last several years with top rated training topics for all levels of financial aid professionals. VASFPA hosted training professionals from the Department of Education, NASFPA, SASFPA, SHCEV, SCASFPA, and VASFPA. We were also privileged to have been joined by 16 Past Presidents of whom we had the honor of celebrating throughout the conference. VASFPA's chosen charity was The Fisher House of Portsmouth, VA and we were able to present a check of \$5,500 to them to support their efforts in helping military families in need.

Events Attended Representing VASFPA:

October 16, 2017	Archive Review with intent to find central location for storage and imaging
November 4, 2017	VACRAO Conference
November 11, 2017	VCAN Conference
February 1-2, 2018	VASFPA Winter Board Meeting
February 11-14, 2018	SASFPA Conference
March 26-28, 2018	SASFPA President's Exchange with SCASFPA
April 29-May2, 2018	VASFPA Annual Conference and 50 th Anniversary Celebration/Spring Board Meeting

Upcoming Events:

June 3-5, 2018	VASFPA Executive Board Meeting and Transition Retreat
June	
June 24-27, 2018	NASFPA Annual Conference

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

Appendices:

1) Past President:

Motion/ Action Item(s):

The GAP committee moves that all GAP Assessment reports (prior and current) be moved to a member only section of the website.

Policy & Procedure: Changes/ Recommendations:

Various proposed changes to the P&P see board report

2) Vice President:

Motion/ Action Item(s):

Review proposed language for a recurring SASFAA scholarship for 2 complimentary registrations to the New Aid Officer Workshop

3) Secretary:

Motion/ Action Item(s):

Motion to accept the February Board Report and 5/8/2018 conference call

Motion to Accept the E-meeting minutes from the 11-17 e-meeting NOAW retreat site selection

4) Treasurer:

Policy & Procedure: Changes/ Recommendations:

The responsibilities for Treasurer-Elect should be updated to include the monthly PayPal reconciliation and the monthly Visa credit card reconciliations.

The Treasurer-Elect should attend the annual financial review as an observer.

5) Budget and Finance Chair:

Policy & Procedure: Changes/ Recommendations:

- Updates to the Guide to Financial Management attached.
- Updates to P&P 6.3 (3) and (7) attached.
- Add to P&P 10.7 Credit Card Use (4): All expenses charged to a credit card must be reported by the user to the treasurer within ten (10) days of receiving his/her credit card statement. All itemized charges on the statement must correspond to a valid receipt.
All expenses charged to a credit card by the treasurer must be reported to the Budget & Finance Chair within ten (10) days of receiving his/her credit card statement. All itemized charges on the statement must correspond to a valid receipt.
- Correct P&P 10.8 Reserve Fund – last paragraph should refer to “...Section 3.4 of the SASFAA Guide to Financial Management.” Currently the paragraph has Section 3.3.
- Update the Guide to Financial Management 4.3 (d) to read: Require authorization from the **Budget and Finance Chair** for all expenses reimbursed to or paid on behalf of the treasurer.