

**AGENDA  
February 4-7, 2016  
Sheraton Greensboro Hotel**

**Thursday, February 4, 2016**

3:00 PM	Check In (Janet, Walter, Amy)	Suite 364
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**Friday, February 5, 2016: Travel Day**

2:30 – 3:30 PM	Pre-Conference Meeting  (Amy Berrier, Janet Nowicki, Tarik Boyd, Brenda McCafferty, Tracy Misner, Carolyn Sparks, Jamie Pendergrass)	<b>TBD</b>
4:00	Investments Call with Edward Jones  (Amy Berrier, Terri Parchment, Jenelle Handcox)	Suite 364
4:30 – 5:30 PM	Budget & Finance  (Amy Berrier, Marian Dill, Nathan Basford, Michael Morgan, Jenelle Handcox, Terri Parchment, Janet Nowicki, Brenda McCafferty)  Other meetings may be held at this time if necessary	Suite 364
6:30 PM	Dinner catered in President's Suite by Old Town Draught House (Greensboro) – Mexican night and Homemade desserts	Suite 364
7:30 PM	Informal State Presidents Meeting	Suite 364

**Saturday, February 6, 2016**

8:00 AM	<b>Breakfast</b>	<b>Biltmore</b>
9:00 AM	Executive Board Meeting  Call to Order, Welcome & Introduction of Guests Announcement of Substitute Voting Establish a Quorum	Biltmore  Amy Berrier

***Announcement of Substitute Voting:***

***Kelly D'Eath for Phillip Nelson, AASFAA President***

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

***Welcome to North Carolina***

***Amy Berrier***

**Committee Reports**

Conference	Janet Nowicki
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**Report of Officers:**

President	Amy Berrier
President-Elect	Marian Dill
Past-President	Nathan Basford
Vice-President	Michael Morgan
Secretary	Sandy Neel
Treasurer	Jenelle Handcox

10:30 AM

**BREAK**

10:45 AM

**Committee Reports**

Budget & Finance	Terri Parchment
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**Action Item:** *Approval of recommended changes to Guide to Financial Management*

Communications & Outreach	Jody Darby
Electronic Services	Ken Cole
Global Issues	Stacy Walker
Legislative Relations	Ron Gambill

**Discussion:** *Hill Visit Position Papers*

**Action Item:** *Approval of April 2016 Hill Visit Position Papers*

Membership	Angela Black
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12:00 PM

**LUNCH**

**Joseph's Restaurant**

1:00 PM

**Committee Reports Continued**

Site Selection	Tracy Misner
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**Action Item:** *Approval of 2017 Transition Site*

**Possible Action Item:** *2018 or 2019 SASFAA Conference (Grove Park Inn, Asheville, NC)*

Sponsorship/Resource Partners Liaison	Brenda McCafferty
Long Range Planning	Sandy Neel

**Discussion:** *2016-2021 Long Range Plan*

**Action Item:** *Possible Approval of 2016-2021 Long Range Plan*

3:00 PM

**BREAK**

3:15 PM

**State President's Reports**

North Carolina	Joey Trogdon
Florida	Ryan McNamara
Georgia	Sarah Baumhoff
Kentucky	Laura Keown
Alabama	Kelly D'Eath
Mississippi	Nicole Patrick

South Carolina  
Tennessee  
Virginia

Elizabeth Milam  
Richard Smelser  
Michael Farris

4:00 PM

**BREAK**

**Unfinished Business:**

- 1) NASFAA Gold Star Award Consideration for 2015-2016 – State Presidents' Exchange? (GAP)
  - a. LRP Comments – develop an innovative project, gather data, and submit for an award when we feel the project is significant and has been thoroughly analyzed to determine that it achieved the expected outcomes
- 2) Training survey – Michael
  - a. GAP recommends conducting training survey annually
- 3) Charity Rotation Schedule Reminder
  - a. 2012 - North Carolina, 2013 - Georgia, 2014 - Kentucky, 2015 - Alabama, 2016 - Mississippi, 2017 - Tennessee, 2018 - Virginia, 2019 - South Carolina, 2020- Florida. Then the charity rotation starts all over again with North Carolina in 2021, and Georgia in 2022.
- 4) Summer New Aid Officers' Workshop Update – Michael Morgan

**New Business:**

To Be Determined

Adjourn

Depart 5:45 PM

President's Appreciation Dinner

ACC Hall of Champions

(Meet in Sheraton Lobby at 5:45, GTA Bus will transport guests to the ACC Hall of Champions at 1921 West Gate City Boulevard – 3 miles from hotel)

10:00 PM

Hospitality in President's Suite

Suite 364

**Sunday, February 7, 2016**

8:00 – 9:00 AM

Breakfast

Pebble Beach

(Breakfast with Executive Board, Conference Committee, State Presidents-Elect)

**Executive Board Meeting Minutes  
Annual Conference  
Greensboro, NC  
February 6, 2016**

*Saturday, February 6, 2016*

**President Amy Berrier called the meeting to order at 9:22 a.m.**

**Announcement of Substitute Voting:**

Kelly D'Eath will be voting by proxy for Phillip Nelson, AASFAA President due to his absence.

**Voting Members Present:** Amy Berrier, Nathan Basford, Marian Dill, Jenelle Handcox, Sandy Neel, Joey Trogdon, Ryan McNamara, Sarah Baumhoff, Laura Keown, Kelly D'Eath, Nicole Patrick, Elizabeth Milam, Richard Smelser, Michael Farris.

**Non-Voting Members Present:** Janet Nowicki, Terri Parchment, Jody Darby, Ken Cole, Stacy Walker, Angela Black, Tracy Misner, Sandy Neel, Brenda McCafferty.

**Non-Voting Members Absent:** Ron Gambill

**The chair declared a quorum**

**Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business. Nathan Basford made the motion and Marian Dill seconded. Motion carried.**

President Berrier welcomed everyone to Greensboro and the Annual Conference.

**COMMITTEE REPORTS**

**Conference Committee Chair, Janet Nowicki** (See Attachment B)

Janet passed around a spreadsheet with all the conference information. The spreadsheet highlight the conference events and indicated where everyone needed to be at including time and place.

**REPORT of OFFICERS**

**President, Amy Berrier**

Amy reviewed her written report. (See Attachment A)

**President-Elect, Marian Dill**

Marion reviewed her written report. (See Attachment A)

Marian thanked for opportunity to serve. Marion asked the current state presidents to attend the President-elect workshop on Sunday. Marion stated her theme for next year is "Building a Legacy One Student at a Time".

**Past-President, Nathan Basford**

Nathan reviewed his written report. (See Attachment A)

Nathan stated this year we had the goal of completing the LRP that was begun in the 2014-2015 year and it will be presented today. Nathan will serve on a thought force to work with NASFAA to see how state, regional and national organizations can work together and support each other. Amy stated in NASFAA we

are considered a strong regional organization and regions look to us for help with their struggles. Past President Basford also stated that the GAP committee will meet in May. Nathan reminded everyone to please keep up with your GAP spreadsheet. The president's report must be filed by April 1 for the year-end report. Polls open until Tuesday. Nathan sent out nominations from the floor via electronic announcement and no additional nominations were received. Tuesday night is the awards ceremony.

Deleted: a

#### **Vice-President, Michael Morgan**

Michael reviewed his written report. (See Attachment A)

Michael stated the pre-conference activities appear to be well-received. Mid-level had less attendance but that is ok. He wants to look at new ways to provide training. Michael stated he needed to solicit help to find instructors. He is looking for two additional instructors. Registration is open for the New Aid Officer's Workshop. The theme is HEROS –Save a Student Save the World. Michael publicly thanked Brad Barnett for the great job he did with the Management Institute.

#### **Secretary, Sandy Neel**

Sandy reviewed her written report. (See Attachment A)

Sandy thanked everyone for sending in their written reports prior to the Board Meeting and asked those who did not send their report prior to the meeting to send them to her as soon as possible.

#### **Treasurer, Jenelle Handcox**

Janelle provided a written report. (See attachment A)

Jenelle stated she filed our tax return prior to the deadline and paid our incorporation fee with Georgia. Changed passwords and provided Terri the information. Jenelle stated we need to add the Treasurer –elect to guide to Financial Management. Janelle suggested a change to the Refund Policy needed to be made.

#### **A Policy and Procedure Change to Refund Policy:**

**Proposed from Budget and Finance Committee; More than 30 days 100% refund, between 30 and 15 days 50% and 14 days or less 0%. Always can transfer to another person. For extenuating circumstances the Treasurer and President can make a decision.**

Discussion occurred: Angie stated we should then do a payment deadline. Sandy discussed what NASFAA does. Marian talked about a late fee. Brenda liked the bill system and we could give that to Treasurer-elect. Tracy talked about the burden of trying to find an over flow hotel and a late fee may help resolve this. Kelly talked about late fees as in favor. Joey talked about melt and historical data and seeing if there is a trend for planning.

#### **Action Item:**

**Marian made a motion to amend the P&P with reference to event payment:**

**Refund 100% more than 30 prior to the event. 30 days or less prior to the event the refund will be 0%. The President and Treasurer have the authority to refund for unusual circumstances on a case-by-case basis. Payment is due 30 days prior to the event or impose a \$50 late fee. Bills will be sent for non-payment prior to conference. Jenelle Seconded.**

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Discussion occurred. An amendment was proposed but Marian did not accept amendment.

**Vote was called; 4 people opposed the motion. The motion carried by majority rule.**

Jody asked if refunds could be added as a line item on our budget. Show an expense line item for record keeping purposes.

Brenda McCafferty voiced concern regarding the fee when new vendors are trying to be brought in. Discussion occurred about the late fee and exception policy. July 1- June 30<sup>th</sup> is the sponsorship year.

**President Berrier dismissed the group for a break at 10:32 a.m.**  
**President Berrier reconvened the meeting at 10:50 a.m.**

#### **COMMITTEE REPORTS continued**

##### **Budget & Finance, Terri Parchment**

Terri reviewed her written report (See Attachment B)

Terri reviewed the information she passed around to the Board. Terri recommended we update the Guide to Financial Management to reflect the addition of the Treasure-Elect position. The Financial Review occurred on 1/26/2016.

**Action Item: Approval of recommended changes to Guide to Financial Management. Marian made the motion to accept the changes to the Guide to Financial Management. Nicole Patrick seconded. Motion passed.**

##### **Communications & Outreach, Jody Darby**

Jody provided a written report. (See Attachment B)

Jody thanked everyone for providing information for him to send out.

##### **Electronic Service, Ken Cole**

Ken submitted a written report at the meeting. (See Attachment B)

Website has been updated as needed. New Aid Website is up and registration is open for the New Aid Officers Workshop.

##### **Global Issues, Stacy Walker**

Stacy provided a written report (See Attachment B)

Two taskforce committees were formed. A Veterans webinar was done. Three sessions are being presented at the conference Green Zone and LGBT safe zone. Diversity session will also be done.

##### **Legislative Relations, Ron Gambill**

Ron submitted a written report. (See Attachment B)

***Discussion: Hill Visit Position Papers***

***Action Item: Approval of April 2016 Hill Visit Position Papers***

April 19-21 Hill Visits in DC. Ron is arranging meetings for our group to meet with some people. Elizabeth stated the Entrance Counseling should be an option that schools can use but not required to do. Discussion occurred regarding the position papers. It was stated that we should be careful bringing forth additional regulation, GE, Consumer Information and R2T4.

##### **Membership, Angela Black**

Angie provided a written report. (See Attachment B)

Angie provided information regarding the Mentorship program. She stated membership numbers change every day. Membership reviews are done quickly because of the new categories of membership.

**President Berrier recessed for lunch 12:15 p.m.**  
**President Berrier reconvened the meeting at 1:36 p.m.**

#### **COMMITTEE REPORTS CONTINUED**

##### **Site Selection, Tracy Misner**

No written report was provided

Tracy reported that room block here at this hotel was met. Contract was renegotiated to fix an issue with the contract. Tradewinds did come back with \$189 rate for next year transition for next year. Tracy stated she is looking at several areas for transition. A proposal will be given later.

***Action Item: Approval of 2017 Transition Site Tradewinds would have to be June 11 -14.***

Discussion occurred

Tracy is working with Grove Park in for a proposal for 2018 or 2019 SASFAA Conference with a room rate of \$159.

##### **Resource Partners Liaison, Brenda McCafferty**

Brenda submitted a written report. (See Attachment B)

Brenda stated we did not reach our goal for sponsorship. She provided recommendations going forward. The conference is early and vendors are on calendar years which has put some stress on our finances. Other conferences are going during the same time so we have been up against that this year. We need to stick to our dates. Wells Fargo decided not to exhibit and attend since their mission has changed. They said they would be going to state conferences instead. Start a new fee for vendors that do not vend.

Recommendation for 2017: not offer discount for first time exhibitors, Comp registrations should be 1 comp for \$2500 and make changes to Wild Apricot to make registration easier for Vendors.

##### **Long Range Planning, Sandy Neel**

Sandy provided a written report. (See Attachment B)

Sandy provided everyone with a copy of the proposed Long Range Plan via email and asked if everyone had a chance to review. Discussion occurred regarding the plan.

***Action Item: Approval of 2016-2021 Long Range Plan.***

***Marian made a motion to approve the Long Range Plan as presented. Sarah seconded and the motion carried.***

#### **STATE PRESIDENT REPORTS**

##### **North Carolina, Joey Trogdon**

Joey provided a written report. (See Attachment C)

Joey provide an update on the events occurring in North Carolina.

**Florida, Ryan McNamara**

Ryan provided his report. (See Attachment C)

Ryan provided additional information about Florida's events.

**Georgia, Sarah Baumhoff**

Sarah provide a written report. (See Attachment C)

Sarah stated Georgia instituted Institutional membership for GASFAA. NASFAA Credentialing was offered in their state.

**Kentucky, Laura Keown**

Laura provided a written report. (See Attachment C)

Laura gave an update on events occurring in Kentucky She highlighted information on the upcoming Spring Conference and the KASFAA Day at the Capitol.

**Alabama, Kelly D'Eath**

Phillip provided a written report. (See Attachment C)

Kelly provided the Alabama update in place of Phillip who could not join us.

**Mississippi, Nicole Patrick**

Nicole submitted a written report. (See Attachment C)

Nicole presented the Mississippi report. They lost Alex Washington as President-elect due to him leaving for another job.

**South Carolina, Elizabeth Milam**

Elizabeth submitted a written report. (See Attachment C)

Elizabeth highlighted the events that have occurred in South Carolina.

**Tennessee, Richard Smelser**

Dick provided a written report. (See Attachment C)

Dick gave an update of Tennessee's events. He stated TSAC loans will be moved to a servicers.

**Virginia, Michael Farris**

Michael provided a written report. (See Attachment C)

Michael gave his report and gave us a history lesson on the word Commonwealth.

**UNFINISHED BUSINESS**

Charity Rotation Schedule Reminder .



2012 - North Carolina, 2013 - Georgia, 2014 - Kentucky, 2015 - Alabama, 2016 - Mississippi, 2017 - Tennessee, 2018 - Virginia, 2019 - South Carolina, 2020- Florida. Then the charity rotation starts all over again with North Carolina in 2021, and Georgia in 2022.

#### **NEW BUSINESS**

President Berrier asked for new business. With no new business to entertain, President Berrier adjourned the meeting at 4:18 p.m.

#### **ATTACHMENT A OFFICER REPORTS**

##### **President's Report**



Southern Association of Student Financial Aid Administrators

Amy Berrier - President

February 6, 2016

##### **Committee Goals for 2015-2016:**

See GAP Spreadsheet for additional personal goals added as President for the Board and myself.

##### **LRP and GAP Goal Activity Since Last Board Meeting:**

LRP 2.1: Review the terms and composition of the office of elected officials at least once every five years.

Activity: At the July meeting, the Executive Board voted to recommend a bylaws change to the membership in February 2016 to change the VP term to two years.

LRP 3.2: Committee goals and objectives should be developed annually to meet the goals of the SASFAA Long Range Plan and incorporate recommendations from the most recent Governance and Planning (GAP) report.

Activity: I have provided the 2015-2016 GAP Spreadsheet to each officer, committee chair, liaison, task force chair, and state president. I have provided an example board report and explanation regarding goals and objectives. Committee goals were also discussed at the June 2015 transition meeting and the July 2015 board meeting.

LRP 3.3: Consider whether all committee chairs should be in attendance at all Board of Directors meetings, keeping in mind the need to develop future leadership for the Association yet maintaining the ability to conduct business at a reasonable cost.

Activity: The November 19<sup>th</sup> board meeting was held via GoToWebinar instead of a face-to-face meeting. Any business that needed to be conducted has been done via email, conference call, and webinar/WebEx. The Management Institute Committee Chair, the Veterans Task Force Chair, and the Minority Serving Institutions Task Force Chair have not/will not attend any board meeting. Their work will be done electronically and via conference call. Other committees will continue to use the GoToMeeting software to meet.

LRP 4.5: 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.

Activity: The November 19<sup>th</sup> board meeting was held via GoToMeeting and not face-to-face. Any necessary business this fall and after the first of the year has been and will continue to be conducted by electronic means. Each committee chair will continue to have the option of using email, conference calls, and WebEx to conduct committee business. Several committees have utilized this technology so far this year.

LRP 4.6: Require that each committee provides a written annual summary of its activities so this information can be included in the President's annual report.

Activity: I mentioned this information at the June transition and will remind everyone of the due date again in spring 2016 (April 15<sup>th</sup>).

LRP 5.1: Identify and finance, when financially feasible, one individual annually, other than the President-Elect or Treasurer, to attend the NASFAA Leadership Conference if never attended previously.

Activity: Will keep this in mind throughout the year. The President-Elect has traditionally attended the NASFAA Leadership Conference during his/her year as President-Elect so he/she can be with the state presidents-elect that attend the workshop. These expenses are not in the current 2015-2016 budget to send an additional person other than the President-Elect. I would recommend to President-Elect Dill and the 2016-2017 to consider funding to send the Treasurer-Elect to the 2017 NASFAA Leadership Conference. The first Treasurer-Elect will be elected at the February 2016 conference.

LRP 5.5: Provide recognition of state and regional leaders.

Activity: This will continue to be done throughout the year. The entire executive board has been listed on the SASFAA webpage. I sent a notice to the membership on July 15, 2015 with this information

LRP 7.2: Require that officers and committee chairs review and update policies and procedures under their purview.

Activity: Provided the officers and chairs their appropriate sections from the P and P manual at the transition meeting. I have also worked directly with the Secretary and other committee chairs regarding updating and clarifying certain information in the P and P manual. This will continue to be done throughout the year.

LRP 9.1: Work with all sectors of the regions' financial aid community to ensure representation and participation in all Association programs and activities.

Activity: Solicited volunteers from the entire membership. Working with all committee chairs to make sure that all sectors are represented in committee member appointments. Will keep this in mind when planning all association activities throughout the year. Conference Chair Nowicki will utilize remaining volunteers not serving on a committee at the upcoming annual conference (assuming the members will be attending).

LRP 9.2: Serve as a link with and between various sectors of the Association, and as a link between the state associations and the National Association of Student Financial Aid Administrators.

Activity: Will continue to solicit and communicate with all members of the association regarding activities and meeting. Served as a board observer to NASFAA. Attended the NASFAA Board meeting November 9-10, 2015 in Scottsdale, Arizona. Will attend the NASFAA board meeting in Virginia (outside of DC) February 24-25, 2016. Will also be providing a welcome to the SASFAA region.

LRP 10.2: Address a full range of issues, ranging from policies to daily operations.

Activity: Will continue to address any issues and concerns as they arise from the membership and from the board/committees.

LRP 10.3: Provide the SASFAA President's annual report to the membership in accordance with Section 1, Article 7 of the Bylaws.

Activity: Past President Basford's report was provided by the deadline. I will submit my annual report no later than June 30, 2016.

LRP 10.6: Develop a volunteer process and communicate it clearly.

Activity: I have continued to forward updated volunteer lists to the board. I have also emailed every volunteer to thank them for their service to SASFAA.

GAP 2: Consider making the Vice-President's position a two year term position. This would require a change to Article VI Section 3 of the Bylaws.

Activity: This recommended change to the bylaws was approved by the board at the July board meeting. This recommended bylaws change will be put on the ballot for consideration by the membership in February 2016.

GAP 3: Update the SASFAA Policy and Procedure Manual to indicate that the President must take the Long Range Plan and the Governance and Planning Committee's recommendations in establishing the goals and objectives for the year, while adding personal goals that are approved by the Board of Directors. The goals should be given to each Board member no later than two weeks prior to the first Board meeting following the Transition meeting.

Activity: Zita Barree, the most Immediate Past President, assisted in creating the initial spreadsheet for 2015-2016 based on the GAP committee report and the 2011-2016 Long Range Plan. I added my personal goals to the end of the spreadsheet.

GAP 9: There is no consistent definition of how "new" and "returning" is defined in the context of the appointment of committee chairs. It is advisable to create a standard definition and some metrics by which to measure this objective.

Activity: This was brought up at the July board meeting. The board did not feel that it was their responsibility to define new and returning or establish metrics.

GAP 10: There is no consistent definition on what configuration would be considered inclusive from the perspective of the appointment of committee chairs. It is advisable to create a standard definition and some metrics by which to measure this objective.

Activity: The board did not feel it was their responsibility to create a standard definition and/or metrics.

GAP 12: The President needs to provide the GAP Committee with a comprehensive listing of all SASFAA Board and committee members with demographic information that includes sector type, ethnicity, gender, and years of experience. The list should be given to the GAP Committee at least 30 calendar days before the GAP Committee meets. It is the responsibilities of the committee chairs to have each of the committee members to complete this document.

Activity: I continued to revise the committee member spreadsheet. I will work with Ken Cole to create form for committee members to complete for the missing information on the spreadsheet. Thanks to Angela Black, Membership Chair, for assisting me with this spreadsheet and collection of data.

GAP 13: There is no consistent definition on what configuration would be considered inclusive from the perspective of the appointment of committee members. It is advisable to create a standard definition and some metrics by which to measure this objective.

Activity: The board did not feel it was their responsibility to create a standard definition and/or metrics.

GAP 14: There is no consistent definition of how "new" and "returning" is defined in the context of appointing committee members. It is advisable to create a standard definition and some metrics by which to measure this objective.

Activity: The board did not feel it was their responsibility to create a standard definition and/or metrics.

GAP 16: If financially feasible SASFAA should have a Management Institute in 2015-2016, as the last one was held in fall of 2008.

Activity: The SASFAA Management Institute, chaired by Brad Barnett, was held in Orlando, FL on October 7-9, 2015.

GAP 22: The GAP Committee recommends that any surveys, and/or forms referenced by Board members and/or committee chairs in their report be included in the information disseminated to the GAP Committee.

Activity: Will reiterate to the board that all copies of surveys and results should be retained and provided to the GAP Committee upon request by the Past President, who is the Chair of the GAP Committee.

GAP 26: It is recommended to provide a list of all policy and procedure changes made throughout the year listed in the Goals and Objectives Spreadsheet.

Activity: Will reiterate this to the board and keep a list of all changes made. The Secretary should keep a master list of all changes approved and made. As President, I am keeping a master list too.

GAP 37: Now that the annual conference is being held at more SASFAA states than when the charity rotation schedule was created, it would be beneficial for the Board to revisit the schedule and determine if it

is time to make changes. Whatever is decided should be included in the SASFAA Policy and Procedure Manual and Conference Handbook.

Activity: This recommendation was discussed at the July board meeting. The board did not vote to make any changes to the charity rotation schedule.

ALB #3: Create budget planning document/guide to be included in the Guide to Financial Management.

Activity: I worked with the Budget and Finance Chair this June and July to create the 2015-2016 budget using zero-based budgeting. We used budget exercise sheets for officers and committee chairs to create the budget. This document will help clarify how things have been done historically to help future leadership develop an appropriate association budget. I will continue to work with Terri Parchment on this most likely after the February conference.

ALB #19: Publish operational calendar.

Activity: Zita Barree, the most recent Immediate Past President, emailed the updated operational calendar to Past President Basford and myself on July 15, 2015. We will review for approval by the board.

**Action Items:**

None

**Personal Thoughts and Recommendations:**

Thanks to everyone for all of their hard work during this year so far! Special thanks to Nathan for continuing to be a resource for me in my role as President. I will continue to work with Marian Dill throughout the year (a continual transition process) to help her prepare for her year as President in 2016-2017. I am honored to serve along with all of you to lead SASFAA this year.

**Completed/In-Progress Items:**

- 1) Work with Terri Parchment on the Budget Planning Document
- 2) Worked with Ken on many issues
- 3) Appointed Sandy Neel to the position of Secretary as of December 1<sup>st</sup> (due to resignation of Vickie Adams)
- 4) Attended the NASFAA Board Meeting November 9-10 in Scottsdale, Arizona
- 5) Will attend the NASFAA Board Meeting in DC/Virginia February 24-25
- 6) Assigned state conferences to myself, Nathan Basford, and Marian Dill – thanks to each of these individuals for helping to make sure there is SASFAA Representation at each state event
- 7) Other duties as they arise daily
- 8) Work on conference related responsibilities daily
- 9) Organizing items to be packed up and transported to hotel (in addition to being a shipping location for others needing to ship items to GSO to save storage fees at hotel)
- 10) Spoke with Major General Gerald Ketchum regarding the keynote speech
- 11) Met with the Sheraton Hotel on Monday, January 25<sup>th</sup> with Janet Nowicki and Walter

**President Elect**



Southern Association of Student Financial Aid Administrators

Marian Dill/President-Elect

February 6, 2016

**Committee Goals for 2015-2016:**

- Observe the current presidential leadership
- Organize the 2016-2017 board
- Attend NASFAA Leadership, SASFAA Hill Visits and other state meetings as assigned by the President
- Conduct the President-Elect Workshop in conjunction with the February conference.

**Activity since Last Board Meeting:**

- I continue to reach out to various SASFAA members in order to construct the 2016-2017 board. This is a work in progress as the 2016 elections will have an impact on the composition of the board.
- I am working in conjunction with the conference committee to organize the president-elect workshop.
- I participated in the Legislative Relations conference call on January 13. I am looking forward to the opportunity to represent SASFAA at the Hill visits which are scheduled for April 20, 2016.
- I have contacted the Site Selection Chair to ask about the 2017 proposed site locations and information about the 2017 contract.

**Action Items:**

None at this time

**Policy & Procedure: Changes/ Recommendations:**

None at this time

**Personal Thoughts and Recommendations:**

Thank you for the opportunity to serve. I am looking forward to the remainder of the 2015-2016 year and serving with this very capable board.

**Completed/In-Progress Items:**

- 2016-2017 Board Construction
- 2016 President- Elect Workshop
- NASFAA Leadership – February 22-24

**Past President**



Southern Association of Student Financial Aid Administrators

Nathan Basford/Immediate Past-President

Executive Board Report/February 6, 2016

Greensboro, NC

**Committee Goals for 2015-16:**

- To continue to lead the association to ensure fiscal integrity, to address all issues presented to the executive board, and to ensure that transparency is seen by all.
- To continue to support the current president and complete any task assigned for the year.
- To provide a slate of candidates to the board for the upcoming election in February 2016.

**LRP and GAP Objectives/GAP Recommendations:**

**LRP 3.2:** Organizational Structure: The advice and assistance provided to the Board of Directors by committee chairs are such that the goals of the Association are readily accomplished, future leadership is developed, and board activities remain fiscally responsible.

Update: Based on goals set at the transition meeting I will work with the current leadership to continue to move forward to ensure future leadership is developed, and that activities of board remains fiscally responsible.

**Update 2016:** We as a board member continue to strive to ensure fiscally responsibility, this is done by monitoring our budgets that we submitted at our first board meeting in July, 2015.

**LRP 3.6:** Organizational Structure: Review the Long-Range Plan annually to monitor progress toward goal attainment.

Update: Will continue to review the Long-Range plan annual to monitor progress toward goal attainment. However we understand that all goals and recommendations may not be able to be attained each year, but within the long-range plan of 5 years should be accomplished.

**Update 2016:** Report has been submitted to me as well as President Berrier. The report will be discussed at the board meeting. Sandy Neel has done an excellent job along with members of her committee.

**LRP 4.5:** 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: As requested/recommended all meetings of the nominations & election committee, Awards committee, will be conducted via conference call and emails. The GAP committee will have one on site meeting in May 2016.

**Update 2016:** President Berrier held her first board meeting via conference call. All-in-all it went quite well. It will be interesting to view if any cost savings at the end of the year.

**LRP 4.6:** Require that each committee provides a written annual summary of its activities so this information may be included in the President's annual report.

Update: This will be accomplished by the end of the year so that the information is available to the GAP committee, and also to the current President so that they may complete their end-of-the-year-report by June 30<sup>th</sup>.

**LRP 7.2:** Require that officers and committee chairs review and update policies and procedures under their purview.

Update: Will continue to submit policy & procedure updates when necessary to ensure that policy & procedures are accurate and complete in order to provide consistent Associational direction.

**LRP 9.2:** Serve as a link with and between various sectors of the Association, and as a link between the state associations and the National Association of Student Financial Aid Administrators.

Update: As past-president I will serve as a voting member to NASFAA, and also visit other state conferences during the year as assigned by the current president.



**Update 2016:** This continues to be done in the 2016 year as state conferences begin.

**President Berrier has given schedule of those attending each state conference and what is expected of those attending. Continued thanks for the support from each state for helping with cost of travel, etc.**

**GAP 4:** Update the SASFAA Policy and Procedures Manual to include the President-Elect as an ex-officio member of the GAP Committee prior to taking the office of President. This will help in developing the goals and objectives for the year and in assessing the Board's attainment of the Long Range Plan.

Update: I have submitted language in order to update the Policy & Procedure manual to include the President-elect as an ex-officio member of the GAP committee prior to taking the office of President.

**Update 2016:** This has been approved at the last board meeting in July, 2015

**GAP 5:** Update the SASFAA Policy and Procedure Manual to include the incoming President-Elect (elected at the most recent Annual Business Meeting) as an ex-officio member of the GAP Committee prior to taking the office of President-Elect. This will help in developing the goals and objectives for the year and in assessing the Board's attainment of the Long Range Plan.

Update: I have submitted language in order to update the Policy & Procedure manual to include the incoming President-elect (elected at the recent Annual Business Meeting) as an ex-officio member of the GAP committee prior to taking office. **(Discussion on the cost will be addressed based on concerns from GAP committee this past year)**

**Update 2016:** **This was approved at the July 2015 board meeting!**

**GAP 8:** To accompany the next Long Range Plan, the GAP Committee recommends the entire process for assigning LRP goals and objectives be evaluated, as well as the annual evaluation process conducted by the GAP Committee. The current process is rather cumbersome, difficult to follow, and the GAP Committee feels it may not be necessary or appropriate for SASFAA to work on each objective every year.

Update: I feel that with the updated GAP spreadsheet we are able (all committee chairs) to address goals and objectives from GAP committee and LRP. As stated earlier from the GAP committee it may not be necessary or appropriate for SASFAA to work on each objective every year.

**GAP 9:** No consistent definition of how "new" and "returning" is defined in the context of the appointment of committee chairs. It is advisable to create a standard definition and some metrics by which to measure this objective.

Update: This will be discussed under new business.

**Update 2016:** This was discussed, and was sent back for the committee from last year to provide further information and direction.

**GAP 13:** There is no consistent definition on what configuration would be considered inclusive from the perspective of the appointment of committee members. It is advisable to create a standard definition and some metrics by which to measure this objective.

Update: **Will work with the current president to address this concern from GAP committee.**

**GAP 14:** No consistent definition of how “new” and “returning” is defined in the context of appointing committee members. It is advisable to create a standard definition and some metrics by which to measure this objective.

Update: This concern will be addressed under new business.

**GAP 25:** The Vice President stated, “The Summer NAOW guide is rather outdated. The goal is to update this prior to the end of the year and submit to the 15-16 VP,” and GAP suggests this be completed

Update: **I will work with Marian Dill and Michael Morgan this year to ensure that this document is updated.**

**Update 2016: Will hear from Marian & Michael at the board meeting**

**GAP 36:** The GAP Committee recommends reviewing Objective 12.8, as the research/publication piece is not realistic based on the configuration of our membership.

Update: **Will work with the current president to address this issue, and request clarification from the GAP committee!**

**ALB #8:** 1415 GAP Committee recommends entire process for assigning LRP Goals and Objectives be re-evaluated, as well as the annual evaluation process.

Update: **Will work with current president to see what her recommendations are and present at the end of year to GAP committee.**

**ALB #18:** Update the P and P Manual to include the incoming President-Elect (elected at the most recent Annual Business Meeting) as an ex-officio member of the GAP Committee prior to taking the office of President-Elect.

Update: This will be at 1<sup>st</sup> board meeting.

**ALB #19:** Publish Operational Calendar

Update: This has been accomplished by our immediate-past-president last year. Final draft will be provided to me and I will have posted to our website.

**Personal Thoughts & Recommendations:**

This year has gone by so quickly. Here we are at our annual conference, an election taking place, and beginning to plan for the 2016 NAOW. Time truly flies by!

As I had mentioned in our conference call, I feel and believe that the nominations and elections committee has done our due-diligence in putting a slate before our members. We have tried something new this year of asking for nominations from the floor. I will provide final results from that at our board meeting. We will be presenting Honorary Membership Awards this year to: Ellen Green & Mary Givhan. We also will be presenting the distinguished serve award, and at this time I do believe it will be a total surprise to the recipient. I continue to appreciate the opportunity to serve SASFAA and enjoy working with such a great group of individuals.

#### **Vice-President**



Southern Association of Student Financial Aid Administrators

Michael D. Morgan/ Vice President

Board Report – 01/23/2016

#### **Conference activities**

The New Aid Officers are working very closely with the conference committee to co-sponsor preconference opportunities this year in Greensboro. The conference committee has collaborated with NASFAA to provide two back to back NASFAA University training opportunities, Cost of Attendance and Professional Judgment. Attendees will be able to take the credentialing test for both trainings for the low cost of attending the sessions. In addition, SASFAA will also provide a mid-level workshop. Sessions include Customer Service and Counseling, Leadership, Enrollment Management and Legislative Advocacy. We are excited so many of the new aid instructors actively involved in this year's annual conference.

#### **New Aid Officer Workshop (NAOW)**

Heroes: Save a Student; Save the World

NAOW is gearing up for this year's workshop in Jacksonville, Alabama. We have scheduled a retreat for March 17-19 on the campus of Jacksonville State where staff will take the time to acclimate themselves with the campus and each other. Expect a workshop like no other.

We have been playing instructor shuffle the past few months and soon hope to have a full faculty for this year's workshop. I will work diligently to identify a representative from either Mississippi or Alabama to fill the recently vacated position held by Alex Washington. All coordinators, instructors and business partners have signed contracts for this upcoming year and are current members of SASFAA.

#### **Instructors**

Derek Ball	Financial Aid Program Coor.	Kentucky Community and Technical College System
Nathan Basford	Financial Aid Specialist	Florida State University
Sarah Baumhoff	Director of Financial Aid	Kennesaw State University
Kenneth Cole	Director of Financial Aid	University of South Carolina Lancaster
Dotti Davidson	Director of Financial Aid	Regent University
Bridget Ellis	Director of Financial Aid	Barton College
Sean Johnson	Financial Aid Manager	Hillsborough Community College
April Tretter	Assoc. Dir. of Financial Aid	Bellarmino University
Celena Tulloss	Sr. Assoc. Dir. of Financial Aid	University of Tennessee

#### **Curriculum Coordinator**

Aria Simmons                      Asst. Dir. of Student Financial Services                      Midlands Technical College

#### **Campus Coordinator**

Stephanie Miller      Assoc. Dir. of Student Financial Services                      Jacksonville State University

#### **Business Partners**

Wendy Hutchins	Consulting Manager	Postlethwaite & Netterville
Irma Molinares	School Relations Director	ECMC

Registration is open for the workshop we are prepared to accept 125 participants. Special thanks to Kenneth Cole for his work in getting the website and registration up and running.

#### **Secretary Report**



Southern Association of Student Financial Aid Administrators

Sandy Neel - Secretary

February 6, 2016

Greensboro, NC

#### **Committee Goals for 2016-17:**

Take and transcribe minutes from each board meeting and submit to the Electronics Chair in a timely manner for posting to the SASFAA web.

To review the By-Laws and make recommendations as needed.

Compile spreadsheets for board meeting travel and room reservations and submit in a timely manner to the Site Selection Chair.

**LRP and GPA Goal Activity Since Last Board Meeting:**

LRP 1.1: Review annually to ensure the By-Laws continue to further the mission of the Association.  
Activity: This activity is on going

LRP 8.2: Review periodically the methods for maintaining accessibility, retrieval, security and the location of archival of records.  
Activity: The back-up jump drive houses all records of SASFAA. When Vickie turned the jump drive over it was reviewed.

LRP 8.3: Ensure the accessibility and continuity of the Association's records.  
Activity: SASFAA records are housed and identified in designated year format on the jump drive for easy accessibility.

GAP 18: Follow procedures for maintaining and archiving the records of the association and place them in the P&P manual.  
Activity: Done as needed.

**Action Items:**

None

**Policy & Procedure: Changes/ Recommendations:**

No recommendations

**Personal Thoughts and Recommendations:**

I want to personally thank the Board for recommending me to fulfill this position when Vickie retired and to Vickie for providing wonderful guidance. It has been many years since I was SASFAA Secretary so it has been a learning curve for me.

**Treasurer's Report**



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/Treasurer

Executive Board Report 2/6/2016

**Committee Goals for 2015-2016:**

**Officer/State President/Committee Activity Since Last Board Meeting:**

2014 Federal Tax Return filed by CPA prior to deadline  
Annual incorporation with Georgia Secretary of State filed and paid  
Passwords and challenge questions/answers provided to Budget and Finance Chair  
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 monthly to each Board member  
Bank accounts reconciled monthly  
Credit card reconciled and outstanding balance paid monthly  
PayPal reconciled and deposited monthly

**Action Items:**

None

**Policy & Procedure: Changes/ Recommendations:**

Treasurer-Elect position added to Guide to Financial Management

**Personal Thoughts and Recommendations:**

None

**Completed/In-Progress Items:**

## **ATTACHMENT B COMMITTEE REPORTS**

### **Budget and Finance Chair Report:**



Southern Association of Student Financial Aid Administrators

Terri Parchment-Budget and Finance Chair

Executive Board Report 2/6/2016

Greensboro, NC

### **Committee Goals for 2015-2016:**

- The future financial stability of the Association is provided through careful and regular planning and evaluation.
- Fiscal integrity will be ensured.

### **Officer/State President/Committee Activity Since Last Board Meeting:**

- LRP 13.3: Review the SASFAA Guide to Financial Management annually to ensure the continuation of sound financial practices.
- Update: Investments are continually monitored to assure that the reserve fund is in alignment with the policies of the SASFAA board. As of February 3, 2016, the balance sheet indicates an Operating Fund Balance of \$244,063.16, which is 25.25% of our total assets. Short Term investments total \$409,144.12 (42.33%), and Long Term funds totaling \$313,321.53 (32.42%). The P&P requires that we maintain 14%-25% for the Operating Fund, 30%-45% for Short Term investments, and 40%-45% in Long Term investments.
- LRP 14.3: Monitor, review and revise, as necessary, the Association's investment strategy for positioning the Association's finances.

Update: Investments are continually monitored to assure that the reserve fund is in alignment with the policies of the SASFAA board. The President, Budget Chair, and Treasurer are meeting with the advisor from Edward Jones on February 5<sup>th</sup> to discuss our investment strategy.

Gap 35: The SASFAA Guide to Financial Management should include a statement requiring that the committee performing the annual financial review be done in a face-to-face setting. This should be done in such a manner so that the financial records remain intact and the treasurer can assist in the review.

Update: Recommendation is included in this report.

Gap 38: Update the Guide to Financial Management with a section entitled Guidelines and Procedures for the Budget and Finance Chair

Update: Recommendation is included in this report.

Gap 39: The Guide to Financial Management needs to be updated to specifically state that every effort should be made to ensure that either the Treasurer or Budget and Finance Chair have Board experience in one of these two positions.

Update: Recommendation is included in this report.

GAP 40: It is Recommended that the Guide to Financial Management be updated to include instructions that the location for the annual review conducted by the Budget and Finance Committee be based on a central location to the committee members, not at the Treasurer's location, as that might not be the most affordable option. Since many of the records are being scanned in on an on-going effort to keep digital records, the Treasurer does not necessarily have to be on-site at the review but should be available to the committee if questions arise.

Update: Recommendation is included in this report.

**Action Items:**

Approve attached updates to the Guide to Financial Management.

**Policy & Procedure: Changes/ Recommendations:**

Guide to Financial Management recommendations attached.

**Personal Thoughts and Recommendations:**

**Completed/In-Progress Items:**

- Updates to the Guide to Financial Management as per the GAP report for last year attached.
- SASFAA FY 14 Financial Review attached.
- Budget Report attached. Note negative number in Line Item 12 – Capital Gains. This was due to the fact that the SASFAA long term investment account experienced a Capital Loss of \$7,095.16 in October. There have been gains since the beginning of the year, so the negative number is now



\$6,468.93. As per our accountant, he advised that this does happen sometimes when you have to sell off an investment and take the loss. Since NASFAA has control of this investment, we have no way of knowing when these types of transactions will happen. We hope to have gains to cover this negative number by the end of the fiscal year.

- Balance Sheet attached.
- NOTE: With the filing of our 990 Taxes for the last fiscal year, the accountant found that we had a Realized Capital Gain of \$14,340.95 with Charles Schwab last year. This was the same situation as the loss for this year, but was to our favor. They list these in a separate spot from the other capital gains, so I did not see it on the statement. The accountant made a journal entry for last year and this brought us to a negative income of \$37,438.38, which is well below the budgeted Transfer of Assets totaling \$48,645.
- Due to the uncertainty of our investments, we need to have a discussion about our Budget process going forward. In years prior, SASFAA had only CD's for investments. There was no risk of losses with CD's. At that time, SASFAA did not recognize income from the CDs as a part of the income for planning the Budget, as that income was added back to the CDs and reinvested. The gain on the Investment portfolios goes directly back into the accounts, and is not put into our disposable income. This clouds the actual picture of what we have as income that can be used for the fiscal year budget. We have included the income from the investments in our budget since the 11/12 budget year. Income from the Investments has skyrocketed since then.

Dividends and Capital Gains Total

11/12 - \$4,530.61

12/13 - \$10,359.53

13/14 - \$15,379.39

14/15 - \$40,165.43

Since we do not receive this income into our cash accounts, we have used our short term operating fund as needed. As this investment amount has grown, it has become evident that including the investment income in the budget could be confusing. In speaking with our Accountant, he advises us that we could omit this income from the budget, since it is an internal use document only. He advised that we note that on the Budget form, so that the reader knows that this income is not included. He also suggested that a separate report be generated showing the income from investments, so that the Board will know how the investments are performing. The Accountant uses this information when preparing our taxes, so we have to continue to make the entries in QuickBooks.

**Hotel Contracts/Liabilities**

**Courtyard Marriott Washington, DC/U.S. Capitol – April 19-20, 2016 – Legislative Relations Travel**

Room Block - 48 room nights

Tax is 14.5%

Room Rate is \$259 per night

Complimentary Internet in Sleeping Rooms

Other Considerations:

- Reservations must be made by Tuesday, March 29, 2016, the Cutoff Date.
- Guests are to call the hotel with individual credit cards.
- Cancellation Policy - ??

**Total liability as of February 2016: Liability charges based on individual contracts and timing \$-0-**

#### **Trade Winds Island Resorts on St. Pete Beach – June 12 - 15, 2016 – Transition Meeting**

Have to meet 80% of guest room commitment

Room Rate is \$170 per night

Tax is 12%

Other Considerations:

- Function room rental charges will be waived based on current Food & Beverage Minimum of \$1,600 contracted. Additional meeting space will be subject to meeting room charges plus 22% service charge tax (taxes are currently 7%).
- Hospitality Events – Housekeeping charge of \$150 per day in addition to the guestroom rate.
- Food and Beverage prices applicable to the functions will be confirmed approximately 3 months prior to the event. Service charges for Food and Beverages is 22% and taxes are 7%. Menu selections must be submitted 21 days prior to the function. Final attendance should be submitted 72 hours prior to the event. Hotel will provide 5% over the guarantee for groups below 100, should last minute additions arise.
- Guestroom Attrition – The resort will allow the Group to reduce the guestroom block of provided in writing. If reductions are taken, group will be responsible for contracted block minus the allowed reductions below. The Attrition Damages will be charged to the Group master based on the number of unused rooms in the block times the room rate. The Group is only responsible for the unused rooms that the Resort is unable to resell.
  - From signing to April 12, 2016 – 10% of total Guestroom block
  - From April 13, 2016 to May 13, 2016 – 10% of the remaining total Guestroom Block
- Food and Beverage Minimum is \$1,600, excluding service charge and sales tax, is required for the space listed above. Any remaining difference from the minimum revenue will be assessed as a room rental charge.
- Self-parking for one car per bedroom. Valet \$8.00 per night additional. Drive-in guest parking is \$20.00 per day.
- One upgrade to a Gulf Front One Bedroom Suite with Balcony at the group rate From June 12 – 15, 2016.

Cancellation provisions:

Food and Beverage

Signing date to May 13, 2016: 30% of each function cancelled

May 13, 2015 to June 4, 2016: 50% of each function cancelled

June 5, 2016 to June 15, 2016: 100% of each function cancelled

Full Group Cancellation:

Signing date to December 12, 2015: 50% of Total Room Revenue Contracted (Currently \$7,650)

From December 13, 2015 to March 12, 2016: 75% of Total Room Revenue Contracted (Currently \$11,475.00)

From March 13, 2016 to June 12, 2016: 100% of Total Room Revenue Contracted (Currently \$15,300)

**Total liability as of February 2016: Liability charges based on individual contracts and timing  
\$11,475**

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

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

Room Rate is \$139 per night

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

Tax is 12.00%

80% of 1220 guest room commitment = 976

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

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

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

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

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

Cancellation provisions

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

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

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

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

**Total liability as of February 2016: Liability charges based on individual contracts and timing  
\$56,922**

**Total liability of outstanding contracts is \$68,397 as of February, 2016**

#### **SASF AA, Inc. Operating Fund and Investments as of February 3, 2016**

BB&T Checking	\$193,499.78
BB&T Savings	\$47,839.47
Edward Jones Money Market	\$2,723.91
Advisory Solutions 20/80 @ Edward Jones	\$409,144.12
Charles Schwab (NASF AA)	<u>\$313,321.53</u>

**Total Assets** **\$969,528.81**

#### **SASF AA, Inc. Inventory as of June 30, 2013**

The following items are held by the treasurer.

Sharp EL-1750V Calculator  
HP Photosmart 5514 Combo print/copy/scan/web

CN1BK320Q3

The following items are held by the membership chair.

Laptop, Printer, and misc. software/hardware.  
MS Office XP Version 2002 – WO524342-0530-L10  
MS Office 2000 – WO509336-0506  
2 Port Data Transfer Switch – FIB-024-E  
HP Pavilion zt1175 Laptop

## Original Table of Contents

### Section 7: Guidelines and Procedures for the Office of Treasurer

- 7.1 Conferences
  - 7.1.1 General Preparation
- 7.2 Budget and Reports
- 7.3 Professional Development Workshops
  - 7.3.1 Honoraria
  - 7.3.2 Workshop Management
- 7.4 Expense Payments and Reimbursements
  - 7.4.1 Expense Guidelines – General
  - 7.4.2 Payment Procedures
  - 7.4.3 Cash Advancements
- 7.5 Vendor/Sponsor Contributions
- 7.6 Receipts Processing
- 7.7 Forms
- 7.8 Meetings Requiring Treasurer Attendance
- 7.9 Appendix of Attachments
  - A. Budget Categories and Codes
  - B. Corporate Credit Card Letter of Understanding

## Table of Contents w/changes

### Section 7: Guidelines and Procedures for the Office of Treasurer and Treasurer-Elect

- 7.1 Conferences
  - 7.1.1 General Preparation
- 7.2 Budget and Reports
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  - 7.3.1 Honoraria
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  - 7.4.3 Cash Advancements
- 7.5 Vendor/Sponsor Contributions
- 7.6 Receipts Processing
- 7.7 Forms
- 7.8 Meetings Requiring Treasurer and/or Treasurer-Elect Attendance
- 7.9 Appendix of Attachments

- A. Budget Categories and Codes
- B. Corporate Credit Card Letter of Understanding

#### Addition to Table of Contents

### Section 8: Guidelines and Procedures for the Budget & Finance Chair

#### 8.1 Responsibilities of the Budget & Finance Chair

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#### Original Section 6

### Section 6: Accountability Standards

#### Old

#### 6.2 Investments

The Treasurer shall retain statements from financial institutions, which contain the investment amount and earnings.

At least twice a fiscal year the President and Budget and Finance Chair shall perform a periodic review of the investment accounts by contacting the appropriate financial institution(s) to verify the status and balance of each account. Such reviews shall be documented and the results reported to the Board as a part of the Budget and Finance Chair's report to the Board.

#### New

#### 6.2 Investments

**The Budget & Finance Chair** shall retain statements from financial institutions, which contain the investment amount and earnings.

At least twice a fiscal year the President and Budget and Finance Chair shall perform a periodic review of the investment accounts by contacting the appropriate financial institution(s) to verify the status and balance of each account. Such reviews shall be documented and the results reported to the Board as a part of the Budget and Finance Chair's report to the Board.

#### Old

#### 6.3 Accountability to the Board of Directors

Oversight of the Association's finances is important for ensuring sound financial practices throughout the year. As such, certain accountability measures are necessary.

- a. The President, with the approval of the Board, shall establish a Budget and Finance Committee to oversee the Association's finances and investments. Members of the committee shall consist at least four persons preferably individuals who have previously held the office of Treasurer [state or regional] or who are a CPA or that have other financial review background. Composition of the committee shall rotate every two years, to ensure continuity between terms, members serve for a two-year term; two members are replaced each year.  
An attempt should also be made to select two persons who have an interest in running for the office of Treasurer. Experience on the Committee is expected to prepare these persons for the responsibilities of the office.

b. The Budget and Finance Committee shall review the Treasurer's records annually or cause a financial review or financial review to be performed by an outside entity at the direction of the board. The review must be performed in a face-to-face setting. This should be done in such a manner so that the financial records remain intact and the treasurer can assist in the review. The Budget and Finance Committee Chairperson will make a financial review report to the Board no later than the February Board Meeting following the end of the previous fiscal year.

NEW

### 6.3 Accountability to the Board of Directors

Oversight of the Association's finances is important for ensuring sound financial practices throughout the year. As such, certain accountability measures are necessary.

- b. The President, with the approval of the Board, shall establish a Budget and Finance Committee to oversee the Association's finances and investments. Members of the committee shall consist at least four persons preferably individuals who have previously held the office of Treasurer [state or regional] or who are a CPA or that have other financial review background. Composition of the committee shall rotate every two years, to ensure continuity between terms, members serve for a two-year term; two members are replaced each year. An attempt should also be made to select two persons who have an interest in running for the office of Treasurer. Every effort should be made to ensure that either the Treasurer or Budget and Finance Chair have board experience in either of these two positions Experience on the Committee is expected to prepare these persons for the responsibilities of the office.

b. The Budget and Finance Committee shall review the Treasurer's records annually or cause a financial review or financial review to be performed by an outside entity at the direction of the board. The review must be performed in a face-to-face setting. This should be done in such a manner so that the financial records remain intact and the treasurer can assist in the review. This should be done in such a manner so that financial records remain intact and the treasurer can assist in the review. The Budget and Finance Committee Chairperson will make a financial review report to the Board no later than the February Board Meeting following the end of the previous fiscal year.

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### ORIGINAL Section 7

OLD

### Section 7: Guidelines and Procedures for the Office of Treasurer

The Treasurer is responsible for overseeing and managing the Association's financial matters and shall keep the Executive Board apprised, on a regular basis, about the Association's financial status. The Treasurer receives and disburses funds of the Association under policies and guidelines approved by the Executive Board.

NEW

### Section 7: Guidelines and Procedures for the Office of Treasurer and Treasurer-Elect

The Treasurer, **with the assistance of the Treasurer-Elect**, is responsible for overseeing and managing the Association's financial matters and shall keep the Executive Board apprised, on a regular basis, about the Association's financial status. The Treasurer receives and disburses funds of the Association under policies and guidelines approved by the Executive Board.

OLD

#### **7.1 Conferences**

Conferences are a major financial obligation of the Association and, as such, include many areas in which cooperation of and coordination by the Treasurer is needed.

New

#### **7.1 Conferences**

Conferences are a major financial obligation of the Association and, as such, include many areas in which cooperation of and coordination by the Treasurer **and Treasurer-Elect** is needed.

OLD

##### **7.1.1 General Preparation**

Preparing for any conference or special meeting of the Association requires active participation on the part of the Treasurer. This includes, but may not be limited to, the following:

- a. Receiving a copy of the contract from the hosting facility. These contracts are usually secured by the:
  - 1. Site Selection Committee for the Annual Conference, or
  - 2. By the specific Committee holding a meeting.

The President, Budget and Finance Chair and the Chairperson of the committee directly involved with the meeting must review all contracts. The President's, or his/her designee's, signature is required on all contracts.

- c. Obtaining and completing an application for credit with the facility (where available) to allow direct billing for expenses occurring during the meeting.

NEW

##### **7.1.1 General Preparation**

Preparing for any conference or special meeting of the Association requires active participation on the part of the Treasurer **and Treasurer-Elect**. This includes, but may not be limited to, the following:

- a. Receiving a copy of the contract from the hosting facility. These contracts are usually secured by the:
  - 1. Site Selection Committee for the Annual Conference, or
  - 2. By the specific Committee holding a meeting.

The President, Budget and Finance Chair and the Chairperson of the committee directly involved with the meeting must review all contracts. The President's, or his/her designee's, signature is required on all contracts.

b. Obtaining and completing an application for credit with the facility (where available) to allow direct billing for expenses occurring during the meeting.

## **OLD**

### **7.2 Budget and Reports**

Providing budget and financial reports to the Executive Board, the Treasurer shall:

- a. Work in coordination with the President and Budget and Finance Committee to develop a budget for submission to the Executive Board during its first meeting for the year.
- b. Submit up-to-date financial reports at each meeting of the Executive Board and at other intervals necessary to keep officers and committee chairpersons apprised about spending trends and budget line item balances.
- c. Ensure that the required IRS documents, including Form 990, are prepared and filed by the appropriate deadlines.
- d. File licensing agreements and pay the appropriate fees with the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI) to cover functions sponsored by SASFAA that include music entertainment.
- e. Prepare forms and procedures needed to make and record reimbursements to members for authorized expenditures for SASFAA related business.
- f. Establish checking and/or savings accounts for the purpose of handling the finances of the Association.
- g. Prepare an annual, year-end income and expenditures summary as of June 30.
- h. Provide for secure and safekeeping of funds during pre-deposit periods.
- i. Work with the Budget and Finance Committee to invest funds and to help manage the Association's investment accounts.

## **NEW**

### **7.2 Budget and Reports**

Providing budget and financial reports to the Executive Board, the Treasurer **and/or Treasurer-Elect** shall:

- a. Work in coordination with the President and Budget and Finance Committee to develop a budget for submission to the Executive Board during its first meeting for the year.
- b. Submit up-to-date financial reports at each meeting of the Executive Board and at other intervals necessary to keep officers and committee chairpersons apprised about spending trends and budget line item balances.



- c. Ensure that the required IRS documents, including Form 990, are prepared and filed by the appropriate deadlines.
- d. File licensing agreements and pay the appropriate fees with the American Society of Composers, Authors and Publishers (ASCAP) and Broadcast Music, Inc. (BMI) to cover functions sponsored by SASFAA that include music entertainment.
- e. Prepare forms and procedures needed to make and record reimbursements to members for authorized expenditures for SASFAA related business.
- f. Establish checking and/or savings accounts for the purpose of handling the finances of the Association.
- g. Prepare an annual, year-end income and expenditures summary as of June 30.
- h. Provide for secure and safekeeping of funds during pre-deposit periods.
- i. Work with the Budget and Finance Committee to invest funds and to help manage the Association's investment accounts.

#### **OLD**

##### **7.3.2 Workshop Management**

The Treasurer, in coordination with the Vice President, and using information received from workshop registrants shall coordinate registration (pre-workshop and on-site) for the workshop. This normally includes, but may not be limited to the following:

- a. Obtain registration information.
- b. Arrange for the payment for incidentals purchased for social functions during the workshop.
- c. Have cash available for the purchase of incidentals.

#### **NEW**

##### **7.3.2 Workshop Management**

The Treasurer **and/or Treasurer-Elect**, in coordination with the Vice President, and using information received from workshop registrants shall coordinate registration (pre-workshop and on-site) for the workshop. This normally includes, but may not be limited to the following:

- a. Obtain registration information.
- b. Arrange for the payment for incidentals purchased for social functions during the workshop.
- c. Have cash available for the purchase of incidentals.

##### **7.4 Expense Payment and Reimbursement**

#### **OLD**

##### **7.4 Expense Payment and Reimbursement**

The Treasurer shall be responsible for timely payment and reimbursement of all Association related expenses. As general procedure, expenses of the Association and/or reimbursement to members for authorized business on behalf of the Association shall be handled according to the following guidelines and procedures.

## **NEW**

### **7.4 Expense Payment and Reimbursement**

The Treasurer **and/or Treasurer-Elect** shall be responsible for timely payment and reimbursement of all Association related expenses. As general procedure, expenses of the Association and/or reimbursement to members for authorized business on behalf of the Association shall be handled according to the following guidelines and procedures.

#### **7.4.1 Expense Guidelines - General**

The President may authorize expenses that exceed any budget line item by \$500. The President may authorize the Treasurer to exceed line item expenses for Professional Advancement (Budget Code #203) and Program (Budget Code #206) in an amount needed to cover outstanding expenses.

It is the responsibility of the Treasurer to report all instances where expenses exceed budget at the next Executive Board meeting following the date the excess occurred.

The President's approval is required for:

- a. Any expense of \$5,000 or more
- b. Any expense that exceeds the approved budget limit for the corresponding expense category to which the expense is to be posted.

All conference related expenses are normally charged to the budget of the Conference Committee. Charges for each member of the Executive Board and Committee chairpersons, for which attendance at the conference is required, are charged against their respective budgets. Meal functions and/or other events held by committees at the annual conference will be charged against the committee's respective budget.

#### **7.4.2 Payment Procedures**

The following procedures and guidelines should be used when making payment to cover Association business expenses to ensure proper documentation of the expense(s) and an adequate financial review trail of transactions related to each payment. All accurately completed requests for reimbursements should be processed and paid within 2 weeks from the date received by the Treasurer.

#### **7.4.3 Cash Advancements**

A cash advance may be made to cover authorized, anticipated expenses, provided the President first approves such advance. In order to cover incidental expenses that routinely occur during meetings, it is recommended that the Treasurer have cash available to pay for expenses that cannot be covered by using the Association's credit card or with a check (e.g. tips for hotel staff, supplies, copying, etc.) The Miscellaneous Expense Form is used to track record and document all cash transactions. Unused funds must be re-deposited immediately upon returning from the meeting/event.

### **7.5 Vendor/Sponsor Contributions**

The Association's Vendor/Sponsorship Coordinator handles coordination of sponsorship and exhibitor activities. Such coordination shall include solicitation of sponsor contributions and oversight to ensure appropriate recognition and benefits are provided.

The Treasurer is responsible for the receipt and handling of sponsor contributions and reporting contribution receipts to the Vendor/Sponsor Chair. Specific monetary benefits of contributing may include, but may not be limited to, the following:

- a. Sponsor recognition reception, at the expense of SASFAA.
- b. Complimentary table for vendor display

#### **7.6 Receipts Processing**

To ensure prompt and accurate processing of funds received to be deposited to the Association checking account, the following procedures are recommended:

- a. All checks received are stamped "For Deposit Only" immediately upon receipt.
- b. For checks received with an invoice or Membership/Registration form:
  - 1. Record the date received and checks number on the form.
  - 2. Provide receipts, when requested.
- c. Make deposits at least every two weeks when funds are available for deposit. (more frequently during times on or around conference or workshop dates)
- d. Post deposits based on the appropriate income category.
- e. Maintain a file copy of receipts according to the type of receipt for future reference.
- f. Review Pay Pal, SASFAA's credit card processing system, at least every two weeks to deposit available funds. (More frequently during times on or around conference or workshop dates)

#### **7.7 Forms**

The Treasurer, in coordination with the appropriate committee Chairperson, may help design forms (paper or electronic) that will be used:

- a. to register and pay fees for the Annual Conference, and
- b. to register and pay fees for Professional Development Workshop(s).

Other forms for the purpose of registering and collecting dues or fees may be needed, based on other planned activities. Any form used to collect funds must be reviewed and approved by the Treasurer before use.

The Treasurer will design the form(s) to be used for the reporting and payment of Association expenses as reimbursements for authorized Association travel, lodging, meals and other business.

#### **7.8 Meetings Requiring Treasurer Attendance**

To facilitate the financial obligations of the office of Treasurer, and to serve the needs of the Association, the Treasurer may attend certain meetings. Following is a list of required and suggested meetings that the Treasurer should attend:

- a. Executive Board
- b. Conference Committee
- c. New Aid Officer Workshop planning sessions (Suggested)
- d. Annual Conference
- e. New Aid Officer Workshop
- f. Others, as needed or as determined by the President or the Board.

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## Section 7 With Changes

### 7.4.3 Cash Advancements

A cash advance may be made to cover authorized, anticipated expenses, provided the President first approves such advance. In order to cover incidental expenses that routinely occur during meetings, it is recommended that the Treasurer **and/or Treasurer-Elect** have cash available to pay for expenses that cannot be covered by using the Association's credit card or with a check (e.g. tips for hotel staff, supplies, copying, etc.) The Miscellaneous Expense Form is used to track record and document all cash transactions. Unused funds must be re-deposited immediately upon returning from the meeting/event.

### 7.7 Forms

The Treasurer **and/or Treasurer-Elect**, in coordination with the appropriate committee Chairperson, may help design forms (paper or electronic) that will be used:

- a. to register and pay fees for the Annual Conference, and
- b. to register and pay fees for Professional Development Workshop(s).

Other forms for the purpose of registering and collecting dues or fees may be needed, based on other planned activities. Any form used to collect funds must be reviewed and approved by the Treasurer before use.

The Treasurer **and/or Treasurer-Elect** will design the form(s) to be used for the reporting and payment of Association expenses as reimbursements for authorized Association travel, lodging, meals and other business.

### 7.8 Meetings Requiring Treasurer **and/or Treasurer-Elect** Attendance

To facilitate the financial obligations of the office of Treasurer **and/or Treasurer-Elect**, and to serve the needs of the Association, the Treasurer **and/or Treasurer-Elect** may attend certain meetings. Following is a list of required and suggested meetings that the Treasurer **and/or Treasurer-Elect** should attend:

- a. Executive Board

- b. Conference Committee
  - c. New Aid Officer Workshop planning sessions (Suggested)
  - d. Annual Conference
  - e. New Aid Officer Workshop
  - f. Others, as needed or as determined by the President or the Board.
- 

#### **New Section 8**

##### **Section 8: Guidelines and Procedures for the Budget & Finance Chair**

The Budget & Finance Chair is responsible for overseeing and managing the Association's financial matters and shall keep the Executive Board apprised, on a regular basis, about the Association's financial status. The Treasurer and/or Treasurer-Elect receive and disburse funds of the Association under policies and guidelines approved by the Executive Board.

##### **8.1 Responsibilities of the Budget & Finance Chair**

The Budget & Finance Chair is responsible for overseeing the development of proper fiscal controls and financial management strategies to ensure the fiscal integrity of the Association. To achieve these duties, the Budget & Finance Chair will:

- a. Prepare, in collaboration with the president, the Treasurer and Treasurer-Elect, the fiscal budget prior to the first Board meeting of the new year;
- b. Monitor expenditures, analyzes cash flow trends, and advises the Board regarding short-term and long-term investments;
- c. Make recommendations annually for changes to the approved SASFAA Guide for Financial Management (June 2006) as amended (see Appendix B);
- d. Conduct with the Treasurer and/or Treasurer-Elect quarterly reviews of cash balances and expenses and makes appropriate recommendations;
- e. Reconcile and document daily transactions at the annual conference;
- f. Recommend budget adjustments, as appropriate, to stay within budget guidelines;
- g. Chair will have access to the Association's online financial software. As well, the chair will maintain electronic copies of the monthly reconciliation statements and investment statements.
- h. Make investment earnings/losses entries into Association's online financial software, with the assistance of the Association CPA.
- i. Review, from a fiscal liability perspective, all contract proposals and makes recommendations to the president; and
- j. Work with the Treasurer and/or Treasurer-Elect to ensure that all financial reports including tax returns are filed by established deadlines.

**SASFAA, Inc.**  
**Balance Sheet**  
As of February 3, 2016

	<u>Total</u>
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BB&T Checking	193,499.
BB&T Savings	78
Edward Jones-Money Market	47,839.4
	7
	<u>2,723.91</u>
	\$
Total Bank Accounts	244,063.
	16
Other current assets	
Advisory Solutions 20/80 @ Edward Jones	409,144.
Charles Schwab (NASFAA)	12
	313,321.
	53
	<u>\$</u>
	722,465.
Total Other current assets	65
	\$
Total Current Assets	966,528.
	81
	\$
	966,528.
	81
<b>TOTAL ASSETS</b>	
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	757,980.
Retained Earnings	87
Net Income	45,684.5
	4
	162,863.
	40
	<u>\$</u>
	966,528.
Total Equity	81
	\$
	966,528.
	81
<b>TOTAL LIABILITIES AND EQUITY</b>	

Wednesday, Feb 03, 2016 12:07:20 PM PST GMT-6 - Accrual Basis

**Budget vs. Actuals: 2015-2016 Budget - FY16 P&L**  
July 2015 - June 2016

Total

	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
01 Membership Dues	35,035.00	46,375.00	-11,340.00	75.55%
02 Professional Development	25,000.00	100,350.00	-75,350.00	24.91%
03 Annual Meeting	85,372.00	134,375.00	-49,003.00	63.53%
04 Vendors/Sponsors/Patrons	84,390.00	106,526.00	-22,136.00	79.22%
05 Advertising		0.00	0.00	
07 Interest Earned	15.29	50.00	-34.71	30.58%
08 Miscellaneous Income	70.00		70.00	
09 Transfer from Assets		0.00	0.00	
11 Dividends Earned	16,396.08	24,000.00	-7,603.92	68.32%
12 Capital Gains	-6,468.93	2,100.00	-8,568.93	-308.04%
	\$	\$	-\$	
<b>Total Income</b>	<b>239,809.44</b>	<b>413,776.00</b>	<b>173,966.56</b>	<b>57.96%</b>
	\$	\$	-\$	
<b>Gross Profit</b>	<b>239,809.44</b>	<b>413,776.00</b>	<b>173,966.56</b>	<b>57.96%</b>
<b>Expenses</b>				
101 President	5,799.64	9,500.00	-3,700.36	61.05%
102 President-Elect	2,018.05	6,500.00	-4,481.95	31.05%
103 Vice President	860.89	5,129.00	-4,268.11	16.78%
104 Secretary	435.56	3,130.00	-2,694.44	13.92%
105 Treasurer	1,423.57	5,500.00	-4,076.43	25.88%
106 Past President	3,796.17	9,000.00	-5,203.83	42.18%
201 Membership	1,169.35	4,627.00	-3,457.65	25.27%
202 Electronic Services	1,050.00	3,444.00	-2,394.00	30.49%
203 Professional Advancement	12,338.73	120,450.00	-108,111.27	10.24%
204 Communications & Outreach	847.73	2,670.00	-1,822.27	31.75%
205 Budget and Finance	1,301.74	3,000.00	-1,698.26	43.39%
206 Annual Meeting Program	15,003.53	141,550.00	-126,546.47	10.60%
207 Site Selection	928.25	3,500.00	-2,571.75	26.52%
210 Executive Board	7,457.87	31,365.00	-23,907.13	23.78%
211 President's Contingency		500.00	-500.00	0.00%
213 Advance Program Planning	4,320.00	6,320.00	-2,000.00	68.35%
214 Global Issues	830.20	2,670.00	-1,839.80	31.09%
215 Prior Administration Bills		-284.00	284.00	0.00%
216 Legislative Relations	336.00	13,200.00	-12,864.00	2.55%
217 Long Range Planning & GAP	5,002.01	11,755.00	-6,752.99	42.55%
218 Vendor/Sponsor	60.23	11,150.00	-11,089.77	0.54%
219 Special Projects		0.00	0.00	
220 Resource Partner Liaison		0.00	0.00	
224 Accounting Fees	7,207.34	10,000.00	-2,792.66	72.07%
225 Online Payment Processing Fees	4,093.94	4,600.00	-506.06	89.00%

227 NASFAA Hospitality 2014		0.00	0.00	
228 Inter-State Travel	665.24	4,500.00	-3,834.76	14.78%
	\$	\$	-\$	
<b>Total Expenses</b>	<b>76,946.04</b>	<b>413,776.00</b>	<b>336,829.96</b>	<b>18.60%</b>
	\$	\$	\$	
<b>Net Operating Income</b>	<b>162,863.40</b>	<b>0.00</b>	<b>162,863.40</b>	
	\$	\$	\$	
<b>Net Income</b>	<b>162,863.40</b>	<b>0.00</b>	<b>162,863.40</b>	

Wednesday, Feb 03, 2016 12:12:17 PM PST GMT-6 - Cash Basis

### Communications and Outreach Chair Report



Southern Association of Student Financial Aid Administrators

Jody Darby Chair, Communications and Outreach

February, 2016

### Committee Goals for 2015-2016:

- Provide Timely and Relevant Information
- Be Engaging to Membership
- Support States' Efforts
- Consider Bringing Back an Electronic Newsletter in a Newsletter Format

### Officer/State President/Committee Activity Since Last Board Meeting:

- Continue to push job announcements to membership via listserv.
- Post monthly submissions to Nine News from committee chairs and officers per Policies and Procedures
- Post regular updates from Legislative Relations Committee
- Regular, periodic updates related to conference and elections. Linked posting to listserv announcement as well as Facebook post.
- Change the Facebook cover photo as appropriate, i.e. winter holidays.

### Action Items:

None at the present time.

### Policy & Procedure: Changes/ Recommendations:



None at the present time.

**Personal Thoughts and Recommendations:**

None at the present time.

**Completed/In-Progress Items:**

Activity items noted above are on-going.

**Electronic Services Chair Report**



Southern Association of Student Financial Aid Administrators

Kenneth T. Cole/ Electronic Services Committee Chair

Board Report – 02/06/2016

**Recommended Committee Members**

LAST NAME	FIRST NAME	STATE	NEW TO COMMITTEE OR RETURN? (NEW/RET)	ETHNICITY	GENDE R	SECTOR (PUBLIC/PRIVATE/ BUSINESS/SERVICE R/GUARANTOR)
Cole	Kenneth	SC	RET	W-Non Hispanic	M	Public (2 Year)
Black	Angela	KY	RET	W-Non Hispanic	F	Public 4 Yr.
Burke	Paul	FL	NEW	<blank>	M	Business
Allison	Reed	SC	NEW	W-Non Hispanic	M	Public (4 Year)
Windham	Greg	MS	NEW	<blank>	M	Public (2 Year)
Smith	Dexter	VA	NEW	<blank>	M	Public (2 Year)

**Kenneth Cole cont.**

**Committee Goals for 2015-2016:**

no changes

**LRP and GAP Goal Activity Since Last Board Meeting:**

none

**Policies and Procedures**

**P&P:**

g. Develop and monitor contingency plans to recover data and/or transfer list serve and Web site management to other locations.

**ACTIVITIES:**

Catastrophic Website backups are completed by Wild Apricot.

Regular backups are completed monthly by the E-Services Chair, or after major website changes.

Backup is stored on my work PC. The files are too large to upload to the internet.

C:\Users\colekt\Desktop\SASFAA\SASFAA Board 2015-2016\Electronic Services\Backup\My

Web Sites

**P&P:**

1. Web Site: SASFAA shall maintain a Web site to provide informational materials pertaining to the Association such as its programs, activities, services, meetings, workshops, and conferences. Content should reflect the Association's mission and goals. The useful life span of the content should be a maximum of two years and older materials should be archived with the ability to retrieve them as needed.

**ACTIVITIES:**

The following changes have been made to the website to improve services to members:

Conference Website built and constant updates have been made

Registration was setup and activated

Presentations and Exhibitors have been posted through 02/06/2016

Agenda and Program posted

Candidates for 2016-2017 (See Member Services > Elections)

Election Polls setup with Election Buddy and opened on January 27<sup>th</sup> at 3 PM

2014 Election	409/1497	27%
2015 Election	400/1585	25%
2016 Election	293/1549	18% (to date)
New Aid Officers website setup and registration activated		

The following pages have been updated and maintained:

Home Page: Upcoming Events  
 Executive Board Meeting Minutes (last update was for 02/20/2016)  
 Sponsorship (Our Sponsors are up to date as of 02/06/2016)

The following Events have been created and maintained:

Sponsorship Levels  
 Management Institute (Registration will open August 1<sup>st</sup>)  
 Annual Conference  
 Pre-Conference Workshops  
 Webinar "Green Space – A Safe Place for Veterans"  
 New Aid Officer's Workshop

Go to Meeting/Webinar has been used for repeated meetings and to conduct one webinar

In-Progress:

State Pages

## Appendix C

The following documents are maintained by the SASFAA Secretary and can be referenced on the SASFAA website ... The Board must approve all new policies, procedures, and changes. Upon approval, the Secretary is responsible for incorporating the changes and working with the SASFAA Electronic Services Chair to update the documents on the web. ...

- SASFAA Operational Calendar

### ACTIVITIES:

Updated on Website as of 02/05/2016

### Action Items:

None

### Policy & Procedure: Changes/ Recommendations:

None

### Personal Thoughts and Recommendations:

None

## Global Issues Chair Report



Southern Association of Student Financial Aid Administrators

Stacy Walker/Global Issues Committee Chair

February 6, 2016 Board Report

**Committee Goals for 2015-2016:**

Minority Serving Institutions Task Force along with the VA Task Force has been created. The Veterans Task Force presented our first webinar on Green Zone training in November. I look forward to additional webinars this spring on important topics related to these task forces initiatives. Our goal is to focus on issues that institutions are struggling with such as debt management, default rates, and other issues. We have confirmed 3 sessions for the Annual Conference. We would like to continue offering webinar trainings to those who need it. Another goal I would like the committee to focus on is providing 3-4 articles on the SASFAA blog throughout the year for publication on the SASFAA Nine News.

**Officer/State President/Committee Activity Since Last Board Meeting:**

LRP 3.2: Committee goals and objectives should be developed annually to meet the goals of the SASFAA Long Range Plan and incorporate recommendations from the most recent Governance and Planning (GAP) Report.

Activity: We have formed 2 task force committees, VA Task Force and Minority Serving Institutions Task Force.

LRP 4.1: Committees should be sufficient size and number and represent the diversity of the membership to accomplish the goals of the Association and to develop future leadership while being fiscally responsible.

Activity: There are members on the committee that are comprised of 8 SASFAA states, TN not included due to member leaving the Financial Aid Profession. The committee is also very diverse.

LRP 4.5: 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.

Activity: I have utilized email so far to communicate with my committee members. We will continue to communicate via phone, email, and webinars to conduct committee business.

LRP 7.2: Require that officers and committee chairs review and update policies and procedures under their purview.

Activity: I will continue to review the section on Global Issues and recommend any potential changes to the board.

LRP 9.1: Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity: Selected committee members appointed by state presidents to represent each state and different sectors on the SASFAA Committee. I actively solicit ideas and concerns from the committee that represent the different diverse sectors to make sure their concerns and needs from their states are heard and addressed throughout the year through our webinars and various training efforts.

**Action Items:**

None at this time.

**Policy & Procedure: Changes/ Recommendations:**

None at this time.

**Personal Thoughts and Recommendations:**

I would like to thank the board for approving the purchase of the Web-ex component because this committee and the tasks forces, aforementioned will utilize these services multiple times during the course of this year.

**Completed/In-Progress Items:**

The Veterans Task Force Chair setup a free webinar on Green-Zone training for our membership. The webinar took place on November 23, 2015 from 2:00 – 3:15 pm EST.

The Global Issues Committee has confirmed the offering of Diversity Training Session, Green Zone Training and LGBTQ Safe Zone Training sessions to offer during our annual conference in February. We will have guest speakers whom are very fluent and trained personnel to lead these training sessions.

The Global Issues Committee also posted a Thank You Notice to our Veterans on Veteran's Day, personally thanking each of them for their service.

The Global Issues Committee also posted an article to the SASFAA Nine News for the month of October.

**Legislative Relations Chair Report**



Southern Association of Student Financial Aid Administrators

Legislative Relations Report/Ron Gambill

February 6, 2016

**Committee Goals for 2015-2016:**

- Provide weekly updates for Congress when in session and other DC related activities impacting higher education.
- Review relevant NPRMs and Congressional legislation as appropriate for comment.
- Conduct a DC Hill visit with appropriate proposals for Reauthorization in the Spring of 2016.
- Provide legislative updates to the SASFAA membership.
- Develop a committee list serve and establish conference calls for communication.

**Committee Activity Since the Last Board Meeting:**

- Weekly updates for Congress and DC related activities have been provided to the Legislative Relations Committee and posted to the membership.
- Committee conference call was conducted January 13 with all states represented except one. The meeting covered an update of developments in DC, a review of the Legislative priorities for the Hill Day, logistical preparations for the Hill Day, and scheduling a meeting/conference call at the SASFAA Conference.
- The Hill Day is scheduled for April 20, 2016 with 17 members planning to attend.
- The draft position papers developed will be provided to the SASFAA Board prior to the meeting in February.
- Room arrangements for Hill Day are being made by Tracy Misner.

**Legislative Update:**

- During his final State of the Union address, President Obama vowed to continue fighting for free community college. He highlighted the Administration's newly-created and recently implemented Revised Pay As You Earn (REPAYE) repayment plan, which reduces student loan payments to 10 percent of a borrower's income.
- H.R. 4385, the College for All Act, would create a grant program to eliminate tuition and required fees at public institutions of higher education.
- H. R. 4386, the Pathways to an Affordable Education Act, would increase the maximum Pell Grant award to \$9,139 and change funding from discretionary to mandatory.
- H.R. 4363 would amend the IRS Code of 1986 to exclude from adjusted gross income amounts paid by an employer on an employee's student loans.

**Negotiated Rulemaking:**

- The "Listening Session" for negotiated rulemaking activities for borrower defenses concluded on January 14, 2016. Topics ranged from the consumer protections necessary for borrowers to simplification and streamlining the federal debt relief process.
- The next meeting is scheduled for February 17-19 with the USDE providing draft regulatory language for discussion.

#### **Regulatory Update:**

- Final regulations of REPAYE were implemented the week of December 17.

#### **Membership Chair Report**



Southern Association of Student Financial Aid Administrators

Angela Black/Membership Committee Chair

Executive Board Report/February 6, 2016

#### **Committee Goals for 2015-2016:**

- Launch the 2015-2016 membership application.
- Update 2015-2016 membership status for 2015 NAOW participants.
- Generate/setup communications to encourage the submission of membership new and renewal applications.
- Monitor and update SASFAA's membership database/records.
- Implement a method for management of new membership categories.
- Increase engagement with membership.
- Enhance the mentorship program, including the incorporation of activities during the annual conference.
- Create and conduct a member survey.
- Explore options and committee workflow for electronic issuance of a membership certificate to members.
- 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 Since Last Board Meeting:**

LRP 4.5: 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.

Activity: Electronic communication methods have been used for the work of the committee.

LRP 6.7: Provide mentoring opportunities for new members.

Activity: 15-16 membership application provided the opportunity for new members to indicate interest in mentoring opportunities. The membership committee used that information to ensure new members were provided with mentoring opportunities. The committee has finalized the process of assigning mentors to mentees for the 15-16 membership year.

GAP 18: If the Mentorship Program is continued, then assign mentors prior to the annual conference and hold a reception or event at the annual conference to connect the mentor to the mentee keeping in mind that a new SASFAA member is not necessarily a new aid officer.

Activity: The membership committee assigned mentors prior to the annual conference and a mentorship program meet and greet has been scheduled at the annual conference. Special consideration was given to conference attendance in the mentor/mentee assignment process.

GAP 20: It would be beneficial for SASFAA to create some metrics to assist in evaluating the involvement of SASFAA members in association activities (Objective 6.4).

Activity: The membership committee has established a process to regularly run/track membership data. SASFAA's electronic registration process for membership and events allows for the evaluation of member involvement in association activities.

ALB 11: Review and evaluate the Mentorship Program and create something more effective for 1516 that the Board can move forward with.

Activity: The membership committee took several steps to implement a more effective mentorship program, including confirmation of mentorship program current interest/participation, collection of additional information to meet specific needs of mentees, thorough and careful consideration during the mentor assignment process, strategic timing to ensure membership record collection for 15-16 was as complete as possible and could be aligned with the conference, and planning of a conference event. The membership committee continues to review evaluate the current process and plans to provide feedback for the future success of the program.

**Action Items:**

Not applicable at this time.

**Policy & Procedure: Changes/ Recommendations:**

Not applicable at this time.

**Personal Thoughts and Recommendations:**

Not applicable at this time.

**Completed/In-Progress Items:**

The membership committee has been proactively managing the membership database on an ongoing basis. On a monthly basis, the membership committee has categorized and filed membership data to effectively manage the new membership categories and to provide the opportunity for better membership data and trend analysis across membership years in the future. In mid-November, the membership committee sent an additional round of communications to populations of non-members to encourage membership. The membership committee completed the process of verifying records in preparation for the 15-16 mentorship program. After record verification activities were completed, the membership committee sought out additional information from the mentors and mentees regarding areas of interest, leadership, special programs, and expertise; that information was used in conjunction with membership profile data to match mentors with mentees. Mentors and mentees were invited to a small-scale dinner event at the annual conference. The membership committee completed a review of supply lists and submitted a recommendation for supplies needed associated with conference registration. The membership committee



chair completed additional membership record reviews in preparation for elections. The membership chair prepared name badges for the conference and will coordinate with the Treasurer to support conference registration activities.

**Membership Update:**

As of 2-1-16, there were 1153 members. Of those, 1082 were classified as active, 26 were classified as associate, 5 were classified as retired, and 38 were classified as honorary. Additionally, there were 110 preliminary/initiated members with applications pending payment.

**Site Selection Chair Report**

No written report submitted

**Sponsorship Chair and Resource Partner Liaison**



Southern Association of Student Financial Aid Administrators

Brenda McCafferty/Resource Partners Liaison and Sponsorship

February 6, 2016 Board Report

**Committee Goals for 2015-2016:**

Goal 1: Raise a minimum of \$106,000 in sponsorship.

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

Seven of the nine states have agreed to serve on the committee. The committee consists of: Brenda McCafferty-Chair, Biz Daniels—NC, Jennifer Williams—SC, Cindy May—MS, Russ Romandini—GA, Sandy Neel, KY and I also represent VA.

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

Survey is being developed by the Resource Partners Liaison and committee to handout at the SASFAA conference.

**LRP and GAP Goal Activity since Last Board Meeting:**

**LRP 3.2:** Committee goals and objectives should be developed annually to meet the goals of the SASFAA Long Range Plan and incorporate recommendations from the most recent Governance and Planning (GAP) Report.

**Activity:** Goals for the Resource Partners Liaison and Sponsorship committee have been set to include; 1) raise a minimum of \$ 106,000 in sponsorship, form a committee from the SASFAA states

vendor/sponsorship committee chairs, and survey all exhibitors at the end of the annual conference for feedback for improvements.

As of January 25, 2016 our committee has reached \$ 93,915. We have 33 exhibitors, which includes 1 - Impact sponsor, 4-Action sponsors and the remaining being conference vending sponsors. We also received two donations, one media sponsor and one NAOW sponsor. Of the 33 sponsors 10 are first time exhibitors at SASFAA and the media sponsor is new.

LRP 4.5: 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.

Activity:

The first electronic meeting of the committee was held July 2 to form the committee and identify goals. All future meetings will either be by conference call or electronic means except for meeting the day SASFAA annual conference begins.

Conference call committee meeting was held on Friday October 30, 2015. Three members were on the call but other members connected by email. A list of all unpaid prospect vendors were divided among all members and a goal to contact all prior to November 30, 2015. As of today over 100-percent have been contacted. The committee will continue to work with those who have given a verbal commitment as well as those who have not been reached. Our committee has had multiple email and voice meetings during January. We will meet in person and have an assignment chart for activities at the SASFAA conference beginning Saturday, February 6, 2016.

LRP 4.6: Require that each committee provides a written annual summary of its activities so that information may be included in the President's annual report

Activity:

A written summary of all activities will be provided to the President prior to year-end to be included in the annual report. All board reports will be combined and given to the President prior to the end of the year to be included in the SASFAA annual report.

LRP 7.2: Require that officers and committee chairs review and update policies and procedures under their purview.

Activity:

The p & p will be reviewed and necessary changes presented to the board for review prior to July 15, 2015 meeting.

July 15, 2015 the p & p was reviewed with requested changes sent to the committee for feedback. The requested changes will be presented to the board July 25, 2015 for approval.

July 25, 2015 proposed changes to the P & P and pricing was approved by the board.

LRP 9.1: Work with all sectors of the region's financial aid community to ensure representation and participation in all Association programs and activities.

Activity:

The Resource Partners Liaison/Sponsorship Committee includes a diverse committee representing schools, 2-year and 4-year institutions and resource partners.

GAP 22: The GAP Committee recommends that any surveys and/or forms referenced by Board members and/or committee chairs in their report be included in the information disseminated to the GAP Committee.

Activity: I will make sure that any survey conducted on behalf of the Resource Partner Liaison/Sponsorship Committee of all sponsors/vendors is provided to the GAP Committee prior to their annual review in the spring. The committee will work together to identify survey questions necessary for beneficial feedback from the resource partners. The conference committee is writing a survey to be posted by Survey Monkey for the attending exhibitors as to how SASFAA can make their vending experience more valuable.

GAP 26: It is recommended to provide a list of all policy and procedure changes made throughout the year listed in the Goals and Objectives Spreadsheet.

Activity: Will keep a list of any recommended changes. Recommend to the board that we no longer give any discount to any first time exhibitors. The ones solicited this year only one used the discount to receive permission to attend and that exhibitor said it was not the final determining factor.

GAP 37: Now that the annual conference is being held at more SASFAA states than when the charity rotation schedule was created, it would be beneficial for the Board to revisit the schedule and determine if it is time to make changes. Whatever is decided should be included in the SASFAA Policy and Procedure Manual and Conference Handbook.

Activity: Will discuss at board meeting when directed and include question on resource partner survey ways they would support the charity in order to increase collections. A question has been added to the post-conference resource partner survey to address this question.

#### **Action Items:**

##### **Policy & Procedure: Changes/ Recommendations:**

1-The committee has worked diligently make sure conference speakers are paid sponsors of SASFAA. This should be a great focus moving forward. Four exhibitors chose to attend and sponsor other conferences instead of SASFAA because they had an opportunity to be on the agenda. Co-presenting with a school or on a panel would have saved these sponsors.

2-Lunch and learn as been offered to paid sponsors of the conference. They must be a paid vendor to take advantage of lunch and learn free meeting space available to all conference attendees. This year only five exhibitors chose to participate. A post-conference survey will be issued to help the 2016-2017 committee decide if this is a worthwhile effort.

3-Our committee recommends doing away with a first time sponsor discount. We lost \$4,000 this years because of the discount and we do not feel it is a deciding factor as to the final decision to attend SASFAA.

4-Recommend the board discuss the pros and cons of adding a non-sponsor fee to companies who send people to the conference but do not exhibit or sponsor SASFAA with non-conference support.

##### **Personal Thoughts and Recommendations:**

This year the committee have tried many new things to increase sponsorship. It should be noted that we competed against a SACUBO forum and a financial education conference, since our conference is two weeks earlier than normally. I recommend we stick with the mid-February date so we do not deal with additional conferences.

##### **Sponsorship Update:**

The goal set by the board during the transitional board meeting for budget purposes is \$106,000. I have worked with the state presidents to work with each state's vendor/sponsorship chair in their states. I have seven that has agreed to be a part of my committee. I'm excited about the possibilities as we move forward. We also believe this will give us an opportunity to capture sponsorships that may have only been in the states in the past or vies versa with SASFAA.

As of January 25, 2016 we have collected \$ 93,915 in paid sponsorship. As of January 25, 2016 we have 10 new exhibitor and 4 next exhibitors committed for the 2017 conference. Unfortunately we have one long relationship sponsor that corporate decided to only vend at state conferences instead of regions. They should certainly remain on the list to solicit for 2017. We should make sure future vendor sponsor chair is aware of previous sponsorship in order for those who have been sponsors in the past do not receive the first time sponsorship discount. We had more than one name change who tried to take advantage of the discount. It is difficult to track.

##### **Resource Partners Update:**

Several lenders are moving from a college focus to a high school connection focus. This needs to be watched moving forward since it could play a role in future sponsorship.

Just as schools struggle with budget cuts many of our long time sponsors have also voiced similar concerns. Representatives are expected to do more with less and have to document how much booth activity they have. Unfortunately this does not mean how many pens or items are given away but instead of real people stopping by the booth and having real conversations. I encourage all board members to make time during

the conference to spend a few minutes with our sponsors. A thank you is wonderful but a real conversation will assure return sponsorship for the future.

Last note, I can't encourage the 2017 conference chair enough to please include some sponsors in the program. We support having a well-balanced agenda but a sure fire way to get a sponsor at a higher level is to have them speak on the conference program. This can be expressed when sponsorship is solicited in July 2016 and in conjunction with the conference chair. It can be highlighted that in order to be considered as a speaker you must first be a conference support.

### **Long Range Plan Chair Report:**



Southern Association of Student Financial Aid Administrators

Sandy Neel, Chair, Long Range Planning Committee

February 6, 2016

Greensboro, NC

### **Committee Goals for 2015-2016:**

1. Write a strong but easy to follow long range plan to get us to where we want to be in the next 5 years
1. Hold Conference calls when necessary with Committee
2. Hold in person meeting this fall to write the new Long Range Plan
3. Present a rough draft of the new Long Range Plan at November Board Meeting
4. Present the final draft of the Long Range Plan to the Board for Approval at annual Conference Board Meeting.

### **LRP and GPA Goal Activity:**

The Long Range Plan Committee has been assigned the following Goals from GAP and LRP:

LRP 3.7- Evaluate and update comprehensively the plan every five years.

*Activity:* Final touches and a review of the Long Range Plan was completed and sent to the Officers on January 11, 2016 for review before it was submitted to the Board. Amy Berrier sent it to the Board on 2/1/2016.

GAP 17 – Relates to the NASFAA award. The LRP Committee will address this

*Activity:* The new GAP report does not have this specific requirement.

GAP 30- Review Objective 8.1. of current LRP

*Activity:* The new Long Range Plan was completely rewritten so the same items from the current LRP will not be included.

GAP 42 – Objective 14.5 of current LRP

*Activity:* See the comment above.

President's Goal #8- Work with Past President to re-evaluate the process for assigning LRP goal and the annual evaluation process.

*Activity:* To date no activity has occurred but will meet with the Past President begin project at the annual conference

**Action Items:**

*Approval of the 2016-2021 Long Range Plan (see copy of LRP)*

**Policy & Procedure: Changes/ Recommendations:**

None

**Personal Thoughts and Recommendations:**

The Committee worked hard for two years on the Long Rangel Plan. If the plan is approved, I will be writing the narrative that goes along with it and will have the final copy at the transition meeting in June.

**STATE PRESIDENT REPORTS**

**North Carolina Report**



Southern Association of Student Financial Aid Administrators

**Joey Trogdon**

**State President – North Carolina**

Executive Board Report – 2/5/2016

**Goals for 2015-2016:**

- Become an active participant in the SASFAA Board and work to effectively lead NCASFAA during 2015-16.
- Work to reach goals set by SASFAA board and by President Amy Berrier; specifically, the ones tasked to the State Presidents.

**Summary of State Activity/Events**

- Held Executive Board meetings on July 31, September 25, and November 1
  - Created and voted on
  - 2015-16 budget
  - Created action plans to implement goals for the year:

- Task force to review Executive Board composition and voting rights  
Will report recommendations in February
- Plans for at least five webinars  
Have held three already, two more scheduled
- Support Staff Training sessions in various across the state  
Held October 27-29
- Middle School Enrichment Scholarship review and update  
Will report recommendations in February
- Task force to review and update the association's Guide to Fiscal Management  
Will report recommendations in February
- Hosted 2015 Fall Conference in Winston-Salem, NC
  - Had the highest conference attendance since 2012
  - Registered – 236
  - Attended – 221
  - Received high marks on conference and session evaluations
  - Raise \$2,250 through charity fundraising activities as well as 20 boxes of canned food
- Started working with Spring Conference Committee to create agenda and action plan for 2016 Spring Conference
  - Theme will be “Serving with Purpose for 50 Years”
- Actively solicited the membership for volunteers and directed them to the appropriate committee chairs
- Prepared for duties at the 2016 SASFAA Conference

**Policy & Procedure: Changes/ Recommendations:**

None.

**Personal Thoughts and Recommendations:**

None at this time.

**Florida Report**



Southern Association of Student Financial Aid Administrators

**Ryan McNamara**

## **Florida State President**

Executive Board Report – February 2016

### **Goals for 2015-2016:**

- Continue excellent/relevant training to our members
- Promote training opportunities through SASFAA and NASFAA
- Update FASFAA's P&P
- Encourage our members to get involved in SASFAA
- Continue to express the importance of volunteering in your association

### **Summary of State Activity/Events**

- Had a Board Meeting October 20, 2015 and will have another March 1, 2016
- Clock-hour workshop held October 5-7, 2015 with over 100 attendees
- New Aid Officer Workshop held October 21-23, 2015 with over 25 attendees
- Fall regional workshops in all 5 regions
- Spring regional workshops will be held in March-April
- Annual Conference Committee has weekly conference calls in preparation for our May 24-27, 2016 Conference in Bonita Springs, FL
  - My FASFAA theme for the year is "Pursue Excellence" and the Conference Committee has chosen our conference theme to be "Pursue Excellence – Chase Success"

### **Georgia Report**



Southern Association of Student Financial Aid Administrators

Sarah Baumhoff, Georgia State President

Date: February 6, 2016

### **Officer/State President/Committee Activity Since Last Board Meeting:**

GASFAA has implemented institutional membership for the 15/16 year. Membership was delayed in opening this fall while waiting for our website vendor to update to institutional membership. Membership opened for renewal in November. We currently have 86 institutions that have renewed their membership, representing 918 individuals.

We are currently evaluating the success of our Fall Training workshop and totaling the number of credentials earned by GASFAA members who attended. We can hopefully provide these details at the Board Meeting during the conference.

We will be offering a winter workshop on March 8<sup>th</sup> in Macon, Georgia which will allow members the opportunity to earn two NASFAA credentials or attend a technical track – offering training on Banner and PowerFacts.

We are busy planning on our spring conference being held in Savannah, GA, June 1-3. We look forward to having President Berrier join us. We will also have Justin Draeger from NASFAA attending the conference.

**Action Items:**

Working with other State Presidents the State President Exchange and making sure each state has representation. I'm looking forward to representing SASFAA in TN in April. GASFAA is looking forward to hosting the TN President-Elect in June.

**Policy & Procedure: Changes/ Recommendations:** N/A

**Personal Thoughts and Recommendations:**

I am so happy to have had the experience of working with all you and look forward to continuing our work over the next few months.

**Kentucky Report**

**Southern Association of Student Financial Aid Administrators**

**Laura Keown/Kentucky State President**

**Executive Board Report/February 6, 2016**

**Goals for 2015-2016:**

**LRP and GAP Goal Activity Since Last Board Meeting:**

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



Activity: The presentation was updated by Elizabeth Milam, SCASFAA President, the KASFAA President reviewed. The revised version will be used for a presentation during the 2016 SASFAA Conference.

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

Activity: None to report

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

Activity: None to report

#### **Summary of State Activities/Events:**

KASFAA's annual NASFAA training workshop was held November 20, 2015 at the KHEAA Building in Frankfort, KY. The NASFAA session "SLU: Are We Doing It Right?" was presented to approximately fifty attendees. Sarah Weldy, Chair of the NASFAA Training Workshop Committee promoted and coordinated a highly successful workshop. Lindsey Driskell, University of Louisville, and Bryan Erslan, Eastern Kentucky University were the presenters and led valuable group discussions in addition to the NASFAA-supplied materials. Chester Priest KHEAA/KHESLC provided valuable location support.

The KASFAA Spring Program Committee met on Thursday, December 17, 2015 at the Clarion Hotel, Lexington, KY to plan the Spring KASFAA Conference. An enthusiastic group of committee members mapped out a strong conference to include several new ideas for content, schedule, and social opportunities. Our conference theme will be "Piecing the Puzzle Together," and we look forward to welcoming several special guests including SASFAA President Amy Berrier, NASFAA President Dan Mann, and Federal Trainer Dave Bartniki.

The 2015-16 KASFAA Board held its third meeting on Friday, December 18, 2015 at the Clarion Hotel, Lexington, KY. Executive Board members and committee chairs reported on activities taken place since July and on plans for upcoming events and activities. The Board in Executive Session approved the 2016 recipient of the Herb Vescio Distinguished Service Award, which will be awarded to the recipient at the Spring 2016 KASFAA Conference. Thanks to the hard work of Past-President and Chair of Nominations Committee Kristie Hughes and her committee, the Board was able to approve the slate of candidates for offices needing filled for the 2016-2017 KASFAA year. All four offices (President-Elect, Vice President for Training, Secretary, 4-Yr Public Schools Sector Representative) have a dual slate.

The Board also approved a motion from the Budget and Finance Committee, chaired by Mark Messinschlager, to invest KASFAA's Reserve funds in five different funds administered through a Business Brokerage Account with Fidelity Investments.

On January 11, 2016, KASFAA worked with Kentucky Educational Television (KET) to present the annual Financial Aid Call-In Show. Bryan Erslan, Chair of the Public Relations Committee, worked with KET to schedule the show, recruited on-air financial aid experts and a crew to answer phone calls, as well as coordinating the questions from callers being supplied to the on-air personnel. While the show was hosted by KET's Bill Goodman, KASFAA members Michael Birchett (BCTCS), Bob Fultz (Georgetown College), Rebecca Gilpatrick (KHEAA), and Sandy Neel (University of Louisville) to answer questions and provide financial aid expertise. Seven additional KASFAA members answered calls.

College Goal Kentucky events continue at multiple sites across Kentucky.

Upcoming activities include the annual a “KASFAA Day at the Capitol” day on February 25, 2016 which is a new event coordinated by the Legislative Chair, Erin Klarer, and her committee. Other upcoming events include the announcement of the winners of the 2016-17 election which will be made at the state meeting during the SASFAA Conference, the KASFAA Support Staff workshop on April 1, 2016, our Spring Conference April 13-15, 2016 and additional College Goal Kentucky events through April.

**Action Items:** None

**Policy & Procedure Changes/Recommendations:** None

**Personal Thoughts and Recommendations:** I look forward to co-presenting with Elizabeth Milam the SASFAA session “The Value of Volunteerism,” which is the state presidents’ exchange presentation. We plan for other SASFAA state presidents in attendance to also participate in that session which will be held Monday, February 8, 2016, 3:00-4:15pm.

**Alabama Report**



Southern Association of Student Financial Aid Administrators

Phillip Nelson/Alabama State President

Executive Board Report/February 2, 2016

**Summary of Activity:**

It has been an exciting year for AASFAA. We have added so new things this year that we have not had in the past. We held on October 15<sup>th</sup> the first NASFAA Core Credentialing classes. We have taught from the core in the past, but this is the first time we offered the ability to actually sit for the credentialing test. A big thanks goes out to Stephanie Miller for all of her hard work in getting certified to teach and then teaching the classes to our organization. She has put a lot of time and effort into this project. She is a hard worker and she loves this association. I am thankful and blessed to have her helping me this year. Also on October 16<sup>th</sup> we held our one day fall drive in workshop. This was also a successful event with over a hundred members in attendance. Thanks to Lisa Powell for stepping up and teaching our federal updated that day. Also AASFAA sent volunteers to the NACAC Fair. This is a fair that students are able to attend and learn more about financial aid and other avenues for funding a college education. Thanks to all of our volunteers. Thank you AMY for all your hard work and dedication to SASFAA. Hope to see everyone soon.

**Action Items:**

The conference committee and the program committee are hard at work preparing for the spring conference. We will have our final meeting on February 12<sup>th</sup> to finalize our conference. This year’s conference is going to be a little different than what the association is used to. We have some exciting changes to our program that should benefit all members. We live in a time of change and we are trying to

make changes in our association to keep up with the times. We are looking forward to hosting Amy Berrier (SASF AA President) and Joan Bailey (FASF AA President-Elect). It will be held at the beautiful Historic Battle House in Mobile Alabama the week of March 14<sup>th</sup>-18th. I invite all of you to come and see what we have going on in our great state and association.

**Policy & Procedure: Changes/ Recommendations:** N/A

**Final comments:**

Always remember the work that we do is impacting the lives of our future. We are not only Financial Aid professionals, but we are also mentors and counselors for all aspects of their lives. Keep up the good work of making a positive impact on all the students you come in contact with.

**Mississippi:**



Southern Association of Student Financial Aid Administrators

Nicole Patrick/Mississippi State President

Executive Board Report/February 6, 2016

**Goals for 2015-2016:**

Goals for Mississippi:

- Establish a treasurer-elect position.
- Increase membership by visiting each school's financial aid office.
- Update the Policies and Procedures.
- Continue work on the 5 year plan.

**LRP and GAP Goal Activity Since Last Board Meeting:**

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

Activity: PowerPoint was updated by Elizabeth Milam.

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

Activity: None to report

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

Activity: I am planning to attend the South Carolina conference in April of 2016.

**Summary of State Activities/Events:**

Before Christmas, I meet with the Planning Committee to review our Policies and Procedures manual. We are currently in the process of updating and reformatting the entire document. I have decided to have an in person Board meeting March 1 to review the updates and vote on the recommendations. The meeting will take place in Philadelphia, MS at the site of our upcoming annual conference.

MASFAA will be holding a special election within the next month. Alex Washington has taken a job outside of Financial Aid and has resigned his position as President-Elect. The Nominating Committee is accepting applications until January 29, 2016. I hope to have a new President-Elect in place by March 1, 2016.

We will be holding two Credential training opportunities in March and April. To cut cost, we are having those trainings at schools. Leigh Ann Hussey, Vice-President and Training Chair, is putting those together.

**Action Items:**

None to report

**Policy & Procedure: Changes/ Recommendations:**

None to report

**Personal Thoughts and Recommendations:**

None to report.

**South Carolina Report**



Southern Association of Student Financial Aid Administrators

Elizabeth Milam/South Carolina State President

February 2016

**Goals for 2015-2016:**

- Ensure that SCASFAA is represented at all SASFAA Board meetings
- Encourage SCASFAA participation in SASFAA events (currently 164 members and 75 conference attendees)
- Participate in the SASFAA Presidents' exchange (KASFAA October 2015)
- Celebrate SCASFAA's 50<sup>th</sup> anniversary and plan an outstanding annual conference
- Undertake Financial Awareness as a special project, including holding a symposium for the fall

- Offer New Aid Officers' Workshop, leadership training for front counter/customer service staff, and NASFAA U credentialing
- Participate in advocacy and outreach activities
- Improve website and communications
- Increase membership, embrace diversity, and enhance sponsor relations
- Maintain sound practices regarding by-laws, long-range plan, budget, election, financial planning, site selection, record retention, etc.

#### **2015-16 SCASFAA Board:**

President	Elizabeth Milam	Clemson University
President-Elect/Special Projects/Long-Range Plan	Kevin Perry	Coastal Carolina University
Past-President/Nominations & Elections	Ken Cole	USC-Lancaster
Vice President/Professional Development	Melanie Gillespie	Southern Wesleyan University
Treasurer/Budget	Earl Mayo	SC Tuition Grants Commission
Treasurer-Elect	Cindy Peachey	USC-Columbia
Secretary/By-Laws	Traci Singleton	The Citadel
Member-at-Large/Membership	Nikisha Dawkins	York Technical College
Commission on Higher Education Advisory	Bonnie Carson Durham	USC-Upstate
Communications	Deborah Williams	Piedmont Technical College
Conference	Katie Harrison	SC Tuition Grants Commission
Consumer Relations	Carla Duncan Brewer	TriCounty Technical College
Counselor Relations	Leah Suttles	Anderson University
Electronic Services	DJ Wetzell	Greenville Technical College
Financial Planning	Nancy Garmroth	FA Solutions
Global Issues	Jan Belton	Edward Via College-Carolinas
Legislative Issues	Joey Derrick	USC-Columbia
Lending Liaison	Chuck Sanders	SC Student Loan Corporation
Site Selection	Donna Quick	Columbia College
Sponsorship	Jennifer Williams	Clemson University

#### **State Activities:**

- We submitted three NASFAA Success Stories for the 50<sup>th</sup> Anniversary Celebration.
- We submitted a SCASFAA history to the NASFAA Time Capsule.
- The Financial Planning committee completed the 2014-15 Financial Review.
- The Consumer Relations Committee planned College Goal SC for 2/20-27/16.
- The Consumer Relations Committee asked Governor Nikki Haley to proclaim February as Financial Aid Awareness Month.

- The Counselor Relations Committee is finalizing a High School Financial Aid Night PowerPoint for distribution to schools.
- The Special Projects Committee held a Financial Awareness Symposium on 12/14/15.
- The Professional Development Committee held the New Aid Officers' Workshop on 1/21/16. The NASFAA U Credentials Workshop scheduled for 1/22/16 was postponed because of inclement weather.
- The Winter Board Meeting was held on 2/2/16 at the historic Famers' Hall on the green in Pendleton, SC. Business included nominations, charity selection, state awards, and revisions to the Statement of Ethical Behavior and the Code of Practices.

Upcoming events:

- |                              |                      |
|------------------------------|----------------------|
| • SC state meeting at SASFAA | February 8, 2016     |
| • College Goal SC            | February 20-27, 2016 |
| • Leadership Symposium       | April 3, 2016        |
| • Annual Conference          | April 3-6, 2016      |

**Personal Thoughts and Recommendations:**

The State Presidents' Exchange session, The Value of Volunteerism, will be held on Monday, February 8<sup>th</sup> at 3:00 pm in Biltmore. There will be a time in the middle of the session for all state presidents to either discuss how they personally got involved in their state association and SASFAA or to describe the typical pathway to involvement in their state. I hope as many state presidents as possible can participate in the session.

Submitted by:

**Elizabeth Milam**

**President**

**SC Association of Student Financial Aid Administrators**



**Tennessee Report**

SASFAA TN State President's Report  
February 6, 2016

On October 28, 2015, TASFAA President Smelser composed and sent a letter to Dr. Russ Deaton, Interim Director, TSAC expressing concerns for the unintended impact the TSAC wind-down of the Federal Family Education loan (FFEL) program could have on borrowers and Tennessee institutions of higher education. The letter expressed hope in TSAC and THEC to make every efforts to provide superior service to schools and borrowers. This letter also conveyed the long-standing relationship institutions have with TSAC as a resource of information and service.

A reply, dated October 30, 2015, to President Smelser’s letter was received November 3, 2015. Dr. Deaton articulated his appreciation for TASFAA and our perspective as an important TN organization and our candid and constructive feedback for TSAC and THEC. Dr. Deaton’s letter stated the reasons for the wind-down and the broader strategy of a TSAC agency to focus on default management activities. TSAC understands the importance to inform students about the transition and began efforts for a communication plan for students during this transition.

President-Elect, Karen Hauser, Vanderbilt University will be attend the SASFAA President-Elect workshop at the SASFAA Conference. Reservations are made for President-Elect Hauser to attend the NASFAA Leadership Conference and Expo February 21-24, 2016. President Elect Hauser is also making plans for our TASFAA Transition meeting.

Preparations for the annual TASFAA Conference are proceeding in a very good direction under the leadership of Ms. Melissa Smith, Vanderbilt University. Due to snow the Conference Committee did not meet on January 21, 2016 as planned. We also postponed our Executive Board meeting scheduled for January 22, 2016 and have not rescheduled. Ms. Smith and her Committee are making great strides to make our conference one that is not only successful, but informative and productive for our members. The theme for our conference is A Legacy of Leadership (known also as LOL). Federal trainers, Dave Bartnicki and Wood Mason have been confirmed. We have also secured a member of Senator Alexander’s staff for our Washington update.

The Nominations and Elections Committee, Chaired by Past-President Celena Tulloss has submitted the slate of nominees to the TASFAA Executive Board and will announce the results at our State meeting during the SASFAA Conference.

One of the goals we set for our Membership Chair, Terri Parchment, was to increase our TASFAA membership. Membership has increased by 8% since July 2015. Ms. Parchment also was challenged to see if financial aid administrator in TN was a member of SASFAA and not TASFAA. Eight individuals were located and communication has begun.

The TASFAA Fall Training Series took place across the state of Tennessee. Attendance is as follows:

Training	SAP Credential Training	SAP Credential Results
West TN – 63 attending	West TN – 42 attended 67%	17 attempted the test
Middle TN – 78 attending	Middle TN – 44 attended	14 passed the test
East TN – 94 attending	56%	3 failed the test
	East TN – 37 attended 39%	

The next scheduled TASFAA Executive Board meeting is April 24, 2016, prior to the start of the TASFAA conference, at the Embassy Suites, Murfreesboro TN.

Respectfully,

*Dick Smelser*

Dick Smelser  
TASFAA President

### **Virginia Report**



Southern Association of Student Financial Aid Administrators

Michael Farris: Virginia State President

Executive Board Report/February 1<sup>st</sup>, 2016

### **LRP and GAP Goal Activity Since Last Board Meeting:**

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

Activity: None to report

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

Activity: None to report

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

Activity: None to report

### **Summary of State Activities/Events:**

**October 2015-** Conducted 2015 Fall Non-Conference Training at Liberty University in Lynchburg, VA- Very well attended. For the first time there was a \$20 charge for this event as opposed to being free. There was apprehension about whether participation would be affected by this charge, but attendance actually increased. As a result, this event was revenue neutral.

The day prior to the Fall Non-Conference event, I assembled all of the board and committee chairs and conducted a VASFAA planning and leadership workshop for the day, concluding with the fall board meeting. Afterwards we had a reception and cookout at the Conference chairs' house. This was a



wonderful day of planning and fellowship that I hope translated into a leadership team that came together well.

**November 2015-** Site selection concluded and contract approved for the 2017 VASFAA Conference. The location will be in Virginia Beach at the Hilton Virginia Beach Oceanfront.

VASFAA helping to promote Virginia College Application week and College Nights in Virginia in this month as well.

**February 2016-** VASFAA Supporting Super FASFA Month in Virginia, with many schools participating in FAFSA filing and financial aid literacy events across the commonwealth.

Winter Board Meeting to be conducted on February 25<sup>th</sup>.

This will also be the month the Denver Broncos win the Super Bowl.

**March- May 2016-** Spring Non-Conference Event and 2016 VASFAA Training Conference in Williamsburg, Virginia at the Kingsmill Resort.

**Action Items:**

No Action Items to Propose from VASFAA

**Policy & Procedure: Changes/ Recommendations:**

None to propose

**Personal Thoughts and Recommendations:**

I look forward to an eventful final semester representing my state association to SASFAA this year.