



**Agenda and Meeting Minutes  
 First Board Meeting of the 2016-2017 SASFAA Board  
 Beau Rivage – Biloxi Mississippi  
 August 6-8, 2016**

**Mission Statement as per 2016-2021 Long Range Plan**

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

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

**Color Key:**

**Black is original agenda**

**Blue is discussion of a topic**

**Green is voting or actions taken**

**Red are changes and/or corrections to SASFAA documents.**

**Saturday, August 6: Travel Day**

**Magnolia B**

3:00- 3:15 PM

Call to Order, Welcome & Introduction of Guests  
 Announcement of Substitute Voting

Marian Dill

Called to order at 3:10pm by President Dill.

Use of tent cards to control order of speakers and pass of notes to the secretary if there is a need.

Reading of the mission statement by President Dill to star the meeting.

Establish a Quorum: Established by the president with checking of voting members by the treasurer with 15 of 16 voting members present.

*Announcement of Substitute Voting:* There are no substitute voting at this meeting

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

Motion by Past President Berrier, seconded by South Carolina President Perry.  
 All approved, no nays, and no abstains.

Welcome to Mississippi  
 General welcome and description of goodies from around the state that members can acquire later in the suite.

Leigh Ann Hussey

3:15 – 4:00

Roberts Rules of Order

Ron Day

Chair Day was unable to attend the meeting, in lieu of his presentation the board took the parliamentary quiz to gauge everyone’s comfort with Robert’s Rules of Order.

To make it clear and easy for members of the board to review motions we will be posting them on a screen for all to read. This way we can make sure they are put into the minutes correctly. Also we will continue to have an appendix to the board reports to make it easy to pull out potential action or motion items easily acceptable.

It was discussed that if a committee makes a recommendation to the board and that committee is not chaired by an elected member that there must be a motion and a second from elected members of the board. If the committee is chaired by an elected member, they can make the motion and does not require a second.

4:00 – 4:15

Presentation of 2016-2017 Goals

Marian Dill

“We are not here to be, we are here to do”, service is the top priority.

The hope is to make the process a little easier this year, instead of having to list our each and every GAP and/or LRP reference. The thought is to break that town into more broad categories which will hopefully make writing reports easier without making the LRP and GAP committee work to hard.

Past President Berrier gave some information to the board on the history of the LRP, GAP, and reports. Giving insight into the purpose and intent.

This year the hope is that once the rough draft of the GAP report is done this year that the committees will have an opportunity to provide a formal response to help explain misunderstanding or better present what they had done to the membership.

4:15 – 5:15

Budget presentation and discussion

Lester McKenzie

Started with a comparison of the starting budget, the adjusted budgets, and final budget over the past three years (prior to that there was to much economic change to make the comparison worthwhile).

Recommendation to include the approved budget and any changes over the year in meeting minutes. As well as a final combined history of the yearly budget.

Discussion of which charges go to each line item and how to budget for each person’s line item and which chargers would go to master accounts.

Question on when Wild Apricot might be due, as depending on when it falls it might be due for the next year prior to 06/30/2017.

Answer: The next payment will not be until June of 2018

Question on Professional Development Line and what costs are included in that line.

Answer: Combined the NOAW and NOW prep into one cost, removing a doubling of some expenses.

Discussion on additional expenses that will be incurred by the association for the Leadership Symposium based on under budget of room nights being covered by the association.

Discussion on adding to the conference, president elect, and/or site selection line to have next years’ president/chair visit the site of the 2018 conference and review space and the contract.

Discussion on adding some additional cost for the hill visits to include the chair in the cost of the trip, that the Base did not include travel. Also that in the past there were costs

that were covered by the previous chair. A need to look into a safer hotel location for the hill visits with the potential to use the conference location in Alexandria.

Difference between the 2015-2016 and 2016-2017 GAP is there is no LRP meeting in this current year.

Comment on potentially increasing the allocation of inter-state travel to help offset the cost to the state associations. Or how best to use the money to benefit the states and SASFAA. Tabled for further discussion and review.

Explanation of the special projects expense and the rationale for it to bring a LRP presence to the board all year and not just in the year that the LRP for the next 5 years is being created.

Reviewed and reallocated some additional freed up funds to other budget items to be more accurate.

5:15 – 5:30

Signing of Annual Commitments

- Conflict of Interest
- Confidentiality

Each member of the board read and signed both the conflict of interest and confidentiality policies.

Meeting adjourned for the day at 6:04 pm

6:15 PM

Dinner & Hospitality in SASFAA Suite  
Pizza, pasta, salad and wings from Sals and Mookie Pizzeria  
<http://www.salandmookies.com/>

**Sunday, August 7, 2016 – Picture Day**

**Magnolia E**

8:00 AM

**Breakfast**

**Hotel Restaurant**

9:00 AM

**Call to Order**

Called back to order at 9:25am by President Dill.

Establish a Quorum

Established by the president with checking of voting members by the treasurer with 15 of 16 voting members present.

***Action Item: Consent of written board reports.***

- Review of report format
- Quick – Round of Successes

Each board member given 3-5 minutes to highlight most important aspect of their board report in preparation for full consent of written board reports.

No questions on the board report, no dissention, consent approved.

9:50 AM

**BREAK**

10:00 AM

**Review of Reported Action Items**

1) **President:**

- a. The purchase of alcohol for SASFAA events requires board approval. If it is the pleasure of the board to have alcohol provided in the SASFAA suite during board meetings, then a motion and approval is needed. For historical reference, the 15-16 board approved a total of \$300 to be spent for all meetings. Please note they had one less face –to-face meeting than this board will. The \$300 in 15-16 represented \$100 per board meeting.
  - i. Motion by Vice President Morgan to give the president the authority to purchase alcohol for the suite at all board meetings, seconded by Treasurer Handcox
  - ii. Discussion on amount to be spent, the extend of president discretion. Answer is that it was just approve for the purchase not the amount, the amount will be determined by the final approved budget and voted on by the board.
  - iii. All approved, no nays, and no abstains
  - iv. Additional discussion on giving authority to the president to purchase alcohol for the vendor reception.
  - v. Motion by Mississippi President Leigh Ann to approve the purchase, second by North Carolina President Simpson.
  - vi. All approved, no nays, and no abstains
- b. Approval of 2016-2017 Committees not listed as Discretionary in P & P Manual and Task Force Chairs – 6.1.2 of the P & P Manual states that the president, with approval of the Board, may identify additional discretionary committees and liaisons as the needs of the Association warrant.
  - i. LRP – Legacy – Ron Day Chair
    1. Question for the purpose of this position
      - a. Instead of having someone for the LRP position in a two-year period out of five, the hope is to have this position revise the mission and vision statement and to provide a historical perspective to the board as well as help guide the board through the current LRP.
    - ii. Leadership Symposium Taskforce – Brad Barnett Chair
    - iii. President’s Liaison – Nathan Basford
    - iv. Web Training Taskforce – Amy Berrier (Past-President) Chair
    - v. Executive Board Cost Containment – Sharon Oliver (President-Elect) Chair
    - vi. 5 Year Financial Plan Taskforce – Lester McKenzie (Budget & Finance) Chair
    - vii. Discussion from President Dill to add a taskforce chair to re-write the conference handbook – Chris Mapes.
    - viii. Discussion from Past President Berrier to form a task force to create a handbook for SASFAA parliamentary procedure.

Motion by South Carolina President Perry to approve the committees as presented with additions, second by North Carolina President Simpson.

All approved, no nays, and no abstains

2) **Past President:** Section 6.13.1 – anywhere you see November (board meeting) replace with the “fall” (board meeting)

- 3<sup>rd</sup> paragraph of Section 6.13.1
- Last paragraph of Section 6.13.1
- Also see Section on Policy & Procedure: Changes/Recommendations.

Motion by Past President Berrier to approve the changes, second by Secretary Kruger

All approved, no nays, and no abstains

3) **Budget and Finance Chair:**

- a. Motion to Approve Budget & Finance Committee Members
  - i. Review of changes discussed during first day.
  - ii. Discussion on past president's budget line and the hill visits which need to be included in past. Also state conference travel not being full counted in the past president's travel. Increased the total to incorporate better estimate.
  - iii. Discussion on president elect not having hill visits included in budget line. As well as full review of the costs. Increased the total to incorporate better estimate.
  - iv. Reviewed other changes and rebalanced budget based on additional changes.

Motion by Tennessee President Hauser to approve the changes, second by Virginia President Sartini, no further discussion

All approved, no nays, and no abstains

- b. Action Item: State Presidents provide a suggestion for a 5 Year Action Plan Task Force Member
  - i. Solicitation of members of this task force, renamed 5 Year Financial Plan Taskforce. Email will be sent out to state presidents for response.
- c. Action Item: Adjustments to Investments Accounts and Online Bank Accounts
  - To be Removed from accounts: Amy Berrier, 2015/16 SASFAA President
  - To be Added to accounts: Marian Dill, 2016/17 SASFAA President
  - To be remove from accounts: Terri Parchment, 2015/16 Budget/Finance Chair
  - To be Added to accounts: Lester McKenzie, 2016-17 Budget/Finance

Motion by Mississippi President Hussey to accept the changes to financial accounts, second by Florida President Bailey.

All approved, no nays, and no abstains

4) **Conference Chair:**

- a. Consider forming a working group of past conference chairs to revise the Conference Handbook to reflect more recent practices.
  - i. Approved already under President item 1B, no additional action or motion needed at this time.

5) **Sponsorship Chair:**

- a. Review and approve changes in red to appropriate sections of p & p.
- b. Approve Sponsorship Opportunities for 2016-17

Moved to "Continue Action Items / P&P Suggested Changes"

6) **Addition: NAO Jacksonville, Al**

- a. Vice President Morgan is moving that the board approve that we return for another year to the Jacksonville, Al location. As a part of cost containment and consistency it is felt that it is a good move for the association.
  - i. Motion by Vice President Morgan to sign a contract this year to return the same location of the NOAW.
  - ii. All approved, no nays, and no abstains

12:00 PM

**LUNCH**

**Biloxi Buffet**

01:00 PM

Continue Action Items / P&P Suggested Changes

## 1) Past President:

- a. Item for Discussion: Approval of slate of candidates

Section 6.13.1 – last sentence in section on page 35 – The slate must be presented to the board before being presented to the membership.

Past president Berrier moves that this section now read “The slate must be presented and approved to the board before being presented to the membership.”

Section 7.1 Board – last paragraph on page 47 before e-meeting policy states – Annually, the Board shall meet to approve the nominees for elective office.

In my numerous years on the board, “we” have always stated that the board is not required to approve the slate. To me, section 7.1 requires that we do. Section 6.13.1 only addresses the fact that we should at least present the slate to the board before the membership.

My recommendation – remove the following sentence from 7.1 – Annually the Board shall meet to approve the nominees for elective office.

Discussion on the difference between approval and presentation at the various state levels so as to guide the association. Does simple approval leave too much of a room for someone who should not be approved vs. having the additional checks and balances of having the board approve.

Discussion on the full guidance to the committee on how it should act in certain instances and what can be done by that committee in certain instances. Also how to ensure that the decision coming out of the committee is truly from the committee and not a certain minority of members.

Past President Berrier moves that this section Section 6.13.1 now read “The slate must be presented and approved to the board before being presented to the membership.” Second by South Carolina President Perry

14 approved, 1 nay, and no abstains

Secretary Kruger moves that Section 7.1 Board to stick “Meet to” from the sentence and it should now read: Annually, the Board shall ~~meet to~~ approve the nominees for elective office. Second by Past President Berrier

- Friendly Amendment by North Carolina President Perry to change it to read “Annually, the Board shall ~~meet to~~ approve the slate of nominees presented for elective office.” Seconded by Past President Berrier

Friendly amendment voted: All approved, no nays, and no obtains

Overall motion All approved, no nays, and no abstains

- b. Item for Discussions: The Bylaws (Article 4, section 1 (a)(3) currently states that active membership in the association is someone who has paid annual membership dues for the current year. Article 4, Section 3 also states that active membership shall be on an annual basis corresponding to the fiscal year as defined in Article 5 of the bylaws. Article 5 states that the fiscal year of the association shall be from July 1 to June 30.

To assist the boards with the transition period from one board to another, we may want to consider a potential bylaws change allowing a new board (like this year when Marian wanted to approve the Orlando addendum) to vote quickly on a necessary item. The majority of board members at the time had not paid membership dues so we could not vote, nor establish a quorum. Even though membership is considered “active” in Wild Apricot until July 15<sup>th</sup>, that is not complying with our bylaws.

How should we proceed? One possibility is to change the following:

- Leave fiscal year defined as July 1 to June 30 in Article 5
- Article 4, Section 3 currently reads:
  - Active membership shall be on an annual basis corresponding to the fiscal year as defined in Article V of these Bylaws. Active membership shall terminate at the end of the membership year when a member no longer meets the criteria outlined in Section 1A of this Article. Associate and Retired membership terminates at the end of the membership year.
- Change Article 4, Section 3 to read as follows:
  - Active, Associate, and Retired membership shall be on an annual basis *and shall expire on July 31<sup>st</sup> following the end of the fiscal year as defined in Article 5 (July 1 – June 30)*. Active membership shall terminate at the end of the membership year when a member no longer meets the criteria outlined in Section 1(A) of this Article.

Secretary Wayne Kruger and I have discussed this situation. A second possibility is:

Has SASFAA ever considered working into the conference fee next years’ membership? FASFAA does so that on July 1 we roll to paid everyone that went to the last year’s conference which would include most board members? Or what about the possibility of waiving membership fees for those that serve the board?

[Discussion on potential of grace period and how closing of the previous year occurring in wild apricot, quick books, and other close out. Will it be best solved by a by-law change or P&P. Early consensus tends to lead towards a grace period of membership.](#)

## **2) Sponsorship Chair:**

### **6.16 Sponsorship**

A potential sponsor is a company or organization whose activities either supports or is closely related to those of the financial aid community. A sponsor provides resources to be used by SASFAA in accordance with the purposes of the Association. Sponsors may display their products and services at the annual conference for the purpose of soliciting business.

All sponsored activities must be coordinated through the Sponsorship Chair.

The sponsorship committee conducts all solicitations for advertising, Sponsor or space, and direct or indirect sponsorship of training events and activities, and selected publications of the Association. As part of the solicitation, the committee will:

- a) develop a list of potential sponsors including contact names, email addresses and phone numbers;
- b) identify activities and events for sponsorship opportunities including SASFAA Nine News and directory advertisements, the annual conference, the New Aid Officers’ Workshop, other training events and Board meetings;
- c) prepare and email solicitations of sponsorship opportunities to potential sponsors;

- d) serve as the liaison to the conference committee for sponsorship needs and effective use of Sponsor or spaces;
- e) publicly recognize the contributions of all sponsors unless an individual sponsors chooses to opt out of said recognition;
- f) review and recommend, with assistance from the budget and finance chair, the standard advertising rates as well as any discounts offered to sponsors;
- g) review the policies affecting sponsorship and make recommendations when appropriate;
- h) contract with a drayage company and design a booth floor plan layout for the designated area;
- i) email special instructions regarding booth space, conference registration, shipping information and storage of materials to sponsors in advance of the conference; and
- j) coordinate all sponsor activities and benefits.

### **Conference Sponsorship Policy**

Prospective sponsors must agree to the rules and procedures outlined below. A prospective sponsor who does not agree to these rules and procedures will not be permitted to utilize a booth space. A sponsor who violates any of these rules must promptly cease any such action, and, at the discretion of SASFAA, may be required to remove his or her booth. The conference chair will attempt, provided adequate space is available, to ensure that conference breaks and/or continental breakfasts will be held in the sponsorship area.

~~We have eliminated named sponsorship of specific Annual Conference activities and events. We have also discontinued the practice of recognizing “tiers” of sponsorship by contribution level. Sponsors will be acknowledged, at the discretion of the sponsor, in the Annual Conference program and at appropriate points throughout the year via a listing in alphabetical order by organizational name. However,~~ Sponsors must agree to abide by the following rules and procedures in conjunction with the Annual Conference:

- Sponsors are expected not to organize, sponsor or conduct any social activities directed towards Annual Conference attendees, SASFAA leadership personnel and/or workshop/training activity participants during planned conference sessions/meals.
- Sponsors may organize, sponsor or conduct non-social events, such as focus, advisory or user groups. Only non-alcoholic beverages and light snacks may be served. Those sponsors will work in conjunction with the SASFAA Sponsorship Chair to arrange accommodations with the conference hotel for such events that occur within the scope of the conference dates.
- Gifts or giveaways must be of nominal value (i.e. less than \$10 fair market value). All prize drawings, including scholarships, are prohibited. Sponsors may not offer conference participants the opportunity to sign up for or enroll in any contests or to receive gifts or giveaways at a later time in excess of the stated nominal value.
- Sponsors may sell their products and services; however, such sales may include only products and services that are normally marketed by the sponsor.
- All representatives of sponsors must register for **the conference** even if they are the designated complimentary registrant(s). Those who are not designated comp registrants must pay conference registration fees in order to attend conference activities and be present in their booth area.

**Discussion in order to become more dynamic in our seeking of sponsorship we need to strike out wording that limited our ability.**

**Motion by Treasurer Elect Darby, second by Florida President Bailey to approve the suggested edit changes in 6.16.**

~~We have eliminated named sponsorship of specific Annual Conference activities and events. We have also discontinued the practice of recognizing “tiers” of sponsorship by contribution level. Sponsors will be acknowledged, at the discretion of the sponsor, in the Annual Conference program and at appropriate points throughout the year via a listing in alphabetical order by organizational name. However,~~ Sponsors must agree to abide by the following rules and procedures in conjunction with the Annual Conference:

**Motion All approved, no nays, and no abstains**



## SASF AA Sponsorship Options

### Training Packages - Priority Savings Package Choices

Impact Package	<p>\$5,000</p> <ul style="list-style-type: none"> <li>• Two Conference Exhibit Booths (includes <del>change from 4 to 3</del> complimentary conference registrations)</li> <li>• Priority Booth Location (by date)</li> <li>• Organization Logo on Conference Information Page</li> <li>• On-line Conference Support Recognition</li> <li>• Web Banner Ad on Web site</li> <li>• 4 SASF AA Nine News Postings for a Year</li> <li>• Full Page Ad in Leadership Symposium Program</li> <li>• 1/2 Page Ad in New Aid Officers Workshop Program</li> <li>• New Aid Officers Workshop Recognition</li> <li>• Mid-Level Pre-Conference Workshop Recognition</li> <li>• Other Scheduled Professional Development Activities</li> </ul> <p>By purchasing this package, you will save \$3,500 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
Advocacy Package	<p>\$4,000</p> <ul style="list-style-type: none"> <li>• Conference Exhibit Booth (includes 2 complimentary conference registrations)</li> <li>• Priority Booth Location (by date)</li> <li>• On-line Conference Support Recognition</li> <li>• Web Banner Ad on Web site</li> <li>• 3 SASF AA Nine News Postings for a Year</li> <li>• 1/2 Ad in New Aid Officers Workshop Program</li> <li>• New Aid Officers Recognition</li> <li>• Mid-Level Pre-Conference Workshop Recognition</li> </ul> <p>By purchasing this package, you will save \$3,000 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
Action Packages	<p>\$3,500</p> <ul style="list-style-type: none"> <li>• Conference Exhibit Booth (includes 2 complimentary conference registrations)</li> <li>• On-line Conference Support Recognition</li> <li>• Banner Ad on Web site</li> <li>• 2 SASF AA Nine News Postings for the Year</li> </ul> <p>By purchasing this package, you will save \$1,500 on your total package versus sponsoring each item individually. All items listed in the package are training activities and/or advertising opportunities.</p>
<p><b>Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Priority Savings Package Choices" option.</b></p>	
<p>Training Packages – Standard Package Choices:</p>	
Conference Exhibit Booth	<p>\$2,500</p> <ul style="list-style-type: none"> <li>• Booth location determined by Sponsorship Chair, with notable exception outlined below in high visibility booth location policy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Each exhibitor will receive <del>2</del> 1 complimentary conference registrations. All other representatives of exhibitors must register for and pay conference registration fees in order to exhibit and attend conference activities.</li> <li>• Recognition of conference exhibitors will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Exhibitors</li> </ul>
	<b>Additional Conference Opportunities</b>
Priority Location	<p>\$500</p> <ul style="list-style-type: none"> <li>• Must be a conference exhibitor.</li> <li>• Entitles exhibitor to pre-select a booth location based on drayage company blue line layout.</li> <li>• High visibility booth locations will be honored by dollar amount contributed and then in order of date that web-based sponsor form is completed.</li> </ul>
Extra Exhibit Booth	<p>\$500</p> <ul style="list-style-type: none"> <li>• Must be a conference exhibitor.</li> <li>• Entitles exhibitor to a second booth contiguous to original booth.</li> <li>• Additional booths may be purchased at the same rate as the second booth.</li> <li>• Double booths may be limited due to space availability.</li> <li>• Double booths will be honored in order of date that web-based sponsor form is completed.</li> <li>• Extra booths will be available on first come first serve basis and depending upon space available.</li> </ul>
President's Reception	<p>\$1,500</p> <ul style="list-style-type: none"> <li>• Must be a conference exhibitor</li> <li>• Sponsor/co-sponsored will be recognized with signage at the entrance to the ballroom</li> <li>• Special recognition will be given at the event</li> <li>• Table Knick-Knak in coordination with program chair – (sponsor designed and provided)</li> </ul>
Continental Breakfasts – Monday and Tuesday	<p>\$500</p> <ul style="list-style-type: none"> <li>• Must be a conference exhibitor</li> <li>• Sponsor/co-sponsored will be recognized with signage where food is being served</li> <li>• Additional special recognition will be given at any general sessions offered each day</li> </ul>
Luncheon and Business Meeting	<p>\$1,000</p> <ul style="list-style-type: none"> <li>• Must be a conference exhibitor</li> <li>• Sponsor/co-sponsored will be recognized with signage at the entrance to the ballroom</li> <li>• Special recognition will be given at the event</li> </ul>
Lunch & Learn	<p>\$750</p> <ul style="list-style-type: none"> <li>• Must be a conference exhibitor</li> <li>• Sponsor will be recognized with signage at the entrance to the ballroom</li> <li>• Sponsor/co-sponsored recognition will be given at the event</li> </ul>
External Marketers Booth	<p>\$500</p> <ul style="list-style-type: none"> <li>• Exhibitors that do not have financial aid, post-secondary education, or higher education at the core of their mission.</li> </ul>

	<ul style="list-style-type: none"> <li>• All External Marketers must be approved by the Sponsorship Chair, who has the authority to determine if the organization meets the criteria for this category.</li> <li>• The SASFAA Board reserves the right to refuse an External Marketer’s request to exhibit at the conference.</li> <li>• External Marketers are not permitted to be SASFAA members.</li> <li>• External Marketers may not attend conference functions without paying an additional fee, which will be determined by the board.</li> <li>• Booth location will be at the discretion of the Sponsorship Chair, with priority consideration being given to exhibitors with financial aid, post- secondary education, or higher education at the core of their mission.</li> <li>• External Marketers are responsible for any costs associated with vending.</li> <li>• Exceptions to this policy must be approved by the Vendor/Sponsor Chair and President.</li> </ul>
Non-Exhibit Conference Support	<p>\$2,500</p> <ul style="list-style-type: none"> <li>• Each non-exhibiting supporter will receive <b>2 1</b> complimentary conference registrations. All other representatives of conference supporters who wish to attend the conference must register for and pay conference registration fees in order to attend conference activities.</li> <li>• Recognition of conference supporters will be listed in the conference program, alphabetical by company name and on the SASFAA website from the end of the conference to the end of the fiscal year. Supporters will be given the opportunity to opt out of this at their own discretion.</li> </ul>
<p><b>Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Standard Package Choices" option.</b></p>	
<p><b>Additional Sponsorship/Advertising Opportunities</b></p>	
General Sponsorship of SASFAA	<p>Minimum of \$1000 for benefits below.</p> <ul style="list-style-type: none"> <li>• On-line Conference Support Recognition</li> <li>• Web Banner Ad on Web site</li> <li>• 3 SASFAA Nine News Postings for a Year</li> <li>• 1/2 Ad in New Aid Officers Workshop Program</li> <li>• Conference Program Recognition</li> <li>• New Aid Officers Recognition</li> <li>• Mid-Level Pre-Conference Workshop Recognition</li> <li>• Leadership Symposium workshop</li> </ul>
Friends of SASFAA	<p>Donation of any amount</p> <ul style="list-style-type: none"> <li>• The thankfulness of the association.</li> </ul>
Leadership Symposium	<p>\$500</p> <ul style="list-style-type: none"> <li>• Half-page ads will be black and white and content is provided by the advertiser.</li> <li>• Placement of ads will be at the discretion of the Vice President.</li> <li>• Ads may be limited due to space and will be honored in order of date web-based sponsor form is completed.</li> </ul>
New Aid Officers Workshop Ad	<p>\$500</p> <ul style="list-style-type: none"> <li>• Half-page ads will be black and white and content is provided by the advertiser.</li> <li>• Placement of ads will be at the discretion of the Vice President.</li> <li>• Ads may be limited due to space and will be honored in order of date web-based sponsor form is completed.</li> </ul>

Banner Ad for Web Site and SASFAA Nine News	<p>\$2,000 for Year (March of one year to February of the next year)</p> <ul style="list-style-type: none"> <li>• Ads will be in color and content is provided by advertiser.</li> <li>• Placement of ads will be at the discretion of the Electronic Services Chair.</li> <li>• SASFAA Nine News Posts can include professional, education-based content on products, services, or trainings offered by a contributor. Posts may not be longer than 500 words and may include appropriate graphics, such as logos and links. Content and editorial discretion to approve SASFAA Nine News submissions shall be vested in the SASFAA Communications and Outreach Chair. Additional SASFAA Nine News Postings within the March to February year are available for \$200 per posting.</li> </ul>
	<p><b>Payment and registration information is available on the Sponsorship Registration page. Select the "Sponsorship: Advertising Opportunities" option.</b></p>

Discussion on how best to deal with the various levels, how to make them more enticing. Also discussion on making it clear that the add-on options may have more than one sponsor. But that it should be really limited to 2 per event. Preference given to anyone in high levels to sponsor events first or first come first served.

Breaking out into a working group and will circle back up to vote after modifications.

Past President Berrier makes a motion to accept the changed and addition to the sponsorship updated. Seconded by Georgia President Ailster

All approved, no nays, and no abstains

### SASFAA Training Activities and Advertising Opportunities

Please send digital ad copy and web link to the Communications and Outreach Chair.

#### 1.16.2 Additional Sponsorship Policies

1. All sponsors may purchase mailing labels of SASFAA members at cost. Interested sponsors should be directed to contact the membership chair.
2. All sponsored activities must be conducted through the Sponsorship Chair.
3. Refunds of sponsor fees may be considered by written request to the SASFAA Sponsorship Chair at least sixty calendar days prior to the event. Requests for a refund will be reviewed and voted upon by the President, Budget & Finance Chair, and Sponsor Chair. Approved refunds will be made according to the original method of payment (i.e., by check for payments made by check; by credit to account for credit card payments).

1:00 PM

Committee Composition Review

Review of already assigned committee members, President Dill asked that any remaining committee members with those from the volunteer spread sheet, and that state presidents might use this list to get individuals involved in their state.

Volunteer Thank you notes

Each member of the board assisted in writing a thank you note for each person that signed up on the volunteer form this year.

1:30

Book Ideas/ Exchange

- Race to Relevance
- Creativity Inc.

Will be moved to October Meeting for discussion.

2:00

Working Groups

- Training/ Annual Conference
- Financial
- Governance
- Advocacy & Communication
- Presidents

Each group was given 45 minutes to meet, brainstorm, and work on their annual goals.

3:00

GAP Review and Possible Reporting Possibilities

Discussion: Review of listed goals of the board for the year. Added that we should add the list of committee members listed under each chair, so as to highlight those are serving this year.

Motion by Alabama President D'Eath to approve the 2016-2017 goals as presented, second by Virginia President Sartini

All approved, no nays, and no abstains

Discussion of how we will use the current year high level goals in developing of your board reports to make it easier to write each board report without losing the ability compile data at the end of the year for the GAP committee. The use of google docs and the white board should help to keep things organized.

Old Business

There was no old business brought to the board.

New Business

There was no new business brought to the board

5:00

Adjourn

6:00

Dinner

Tasty Tail Seafood

<http://www.tastytailsbiloxi.com/>

**Monday, August 8, 2016**

**Magnolia E**

Breakfast

Hotel Restaurant

9:00 AM

Conference Committee Meeting – Azalea B

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

**See you in Orlando FL – Embassy Suites – October 24 – 26, 2016**