

AGENDA  
 SASFAA 2015-2016 Final Board Meeting  
 Tradewinds Resort  
 St. Pete Beach, Florida  
 June 12-15, 2016

President's Suite:	To be determined
Breakfast for Monday-Wednesday:	Bermuda's Restaurant – Breckenridge Building
Board Meeting/transition for Monday/Tuesday: of hotel check-in)	Bird/Indian – Main Building/Island Grand (location
Monday Lunch:	Sabal//Sawgrass – Main Building/Island Grand (location of hotel check-in)
Monday Dinner:	Silas Steakhouse (fixed menu with 5 choices)
Tuesday Lunch: Grand	Palm Court Italian Grill – Main Building/Island
Tuesday Dinner:	On your own
Resort Map:	<a href="https://www.tradewindsresort.com/explore/resort-map">https://www.tradewindsresort.com/explore/resort-map</a>
Note:	Comp internet access in the sleeping & meeting rooms

**Sunday, June 12, 2016: Travel Day**

4:00 – 5:30 pm	<b>Budget and Finance Meeting – President's Suite</b>  The following individuals should attend: Amy Berrier, Marian Dill, Jenelle Handcox, Nathan Basford, Michael Morgan and Terri Parchment. Sharon Oliver, incoming President-Elect, and Lester McKenzie, incoming Budget and Finance Chair, are invited to observe.
6:30 – 8:30 pm	<b>Dinner – President's Suite (pizza, pasta, salad, desserts)</b>
8:30 pm <b>Nathan Basford)</b>	<b>State Presidents Meeting (those to attend - current state presidents, Amy Berrier,</b>  Discuss potential candidates for 2016-2017 Nominations and Elections (President-Elect and Vice-President) State Presidents' Handbook Discussion NASFAA Gold Star Award Discussion/State Presidents' Exchange

**Monday, June 13, 2016: (2016-2017 Board to observe board meeting)**

8:00 am Breckenridge	Breakfast	Bermuda's in
9:00 am	Call to Order, Welcome, & Introduction of Guests	Amy Berrier
	<b>Announcement of Substitute Voting:  <i>Kelly D'Eath for Phipps Nelson, Alabama State President</i></b>	

*Joan Bailey for Ryan McNamara, Florida State President  
Chad Sartini for Michael Farris, Virginia State President*

*Action Item: Approval of agenda with authority given to the President to adjust agenda as necessary to facilitate the flow of business*

Welcome to Florida Joan Bailey

**Report of Officers:** See Attachment A

President Amy Berrier

President-Elect Marian Dill

Vice-President Michael Morgan

Treasurer Jenelle Handcox

Past President Nathan Basford

Secretary Sandy Neel

10:30 am

**Committee Reports** See Attachment B for written reports

Budget and Finance Terri Parchment

**Action Items: Budget Adjustments**

**Budget Planning Document to GFM  
Investments in budget document**

Conference Janet Nowicki

Sponsorship/Resource Partners Liaison Brenda McCafferty

Communications & Outreach Jody Darby

Electronic Services Ken Cole

Global Issues Stacy Walker

Legislative Relations Ron Gambill

12:00 noon

Lunch – to be determined

1:00 pm

**Committee Reports Continued**

Membership

Angela Black

Site Selection

Tracy Misner

1. *Action Item: P and P Change to Section 6.10*

**Current Language of P and P Section 6.10:**

On a five-year cycle the long-range planning committee assesses future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. Additionally, the committee will:

**Recommended Language of P and P Section 6.10:**

On a five-year cycle the long-range planning committee assess future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. **(strike the following – Additionally, the committee will: )**

**Add to the end of the first sentence...**

(...fulfilling its mission.) **Two years prior to the expiration of the current Long Range Plan, the Long Range Planning Committee shall be formed to develop a strategic plan for continued leadership and fiscal integrity. In developing the Long Range Plan the committee will:**

2. *Action Item: P and P Change to Section 6.10:*

**Current Language of P and P Section 6.10.a:**

a. Develop a strategic plan for continued leadership and fiscal integrity;

**Recommended Change:**

**Strike (a). Strike (b.) and reletter the section.**

3. *Action Item: P and P Change to Section 6.10*

**Current Language of P and P Section 6.10 (last paragraph):**

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

**Recommended Change:**

Add the following to the last paragraph of Section 6.10: **A new Long Range Plan was adopted in February 2016.**

1:30 pm

**State Presidents' Reports** See Attachment C

Alabama	Kelly D'Eath
Florida	Joan Bailey
Georgia	Sarah Baumhoff
Kentucky	Laura Keown
Mississippi	Nicole Patrick
North Carolina	Joey Trogdon
South Carolina	Elizabeth Milam
Tennessee	Richard Smelser
Virginia	Chad Sartini

2:30 pm

State Presidents' Update Amy Berrier

2:45 pm

Unfinished Business

New Business

1. Proposed P and P Change by Joey Trogdon, NCASF AA President

Legislative Relations 6.8 (e)

Current language: Draft correspondence, prepare position papers, and surveys.

Proposed language (add following to the end of section e): **All advocacy efforts with any person or entity outside of the SASFAA organization will be submitted to the Executive Board for approval, and formal advocacy talking points shall be sent out to the full membership for comment and review at least 30 days prior to them being**

2. Proposed P and P Change by Joey Trogdon, NCASF AA President

Board 7.1

Add the following to statement to the end of Board 7.1:

**In an effort to allow voting members to prepare adequately for meetings, topics being brought before the board for a vote will be sent to voting members at least one week prior when possible.**

3. Proposed P and P Change by Marian Dill, President-Elect

Update the P and P Manual (section 6.7) to define the structure of the GAP Committee – chaired by the Past President, preference for two returning committee members and two new committee members, and inclusion of both current and incoming presidents-elect as observers.

3:15 pm	Closing Remarks	Amy Berrier
	Meeting Adjourned	
3:30 pm	Break	
3:45 pm	Transition Begins	Marian Dill
6:30 pm	Dinner	To be determined

**Executive Board Meeting Minutes  
Tradewinds Resort  
St. Pete Beach, Florida  
June 13, 2016**

**President Amy Berrier called the Transition meeting of the SASFAA Board to order at 9:11 AM.**

President Berrier welcomed everyone to the meeting and asked everyone to introduce himself or herself since the 2016-2017 Board was present.

**Announcement of Substitute Voting:**

Kelly D'Eath will be voting by proxy for Phillip Nelson, AASFAA President, Chad Sartini will be voting by proxy for Michael Farris, VASFAA President and Joan Bailey will be voting by proxy for Ryan McNamara, FASFAA President.

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

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

**Non-Voting Members Absent:** Ken Cole.

**The Chair declared a quorum.**

**Action Item: A motion was made by Marian Dill to approve the agenda with authority given to the President to make changes as needed in order to facilitate the flow of business. Jenelle Handcox seconded the motion. Motion passed.**

President Berrier asked Joan Bailey to give a Florida welcome.

**OFFICER REPORTS:** (For submitted written reports see Attachment A)

**President, Amy Berrier**

President Berrier gave an update about what she has been doing since we last met. She will be attending the NAOW in two weeks, will write the Annual report and submit it to the membership, and then head to NASFAA in July.

**President-Elect, Marian Dill**

**Action Item: Marian Dill made a motion for Leadership Symposium to propose the registration rate of \$200 for the October 26-28, 2016 event.**

Justification – This amount is sufficient to have a self-supporting event. In other words, based on estimated cost and income this event should be budget neutral. The plan is to have 18 waived registrations (2 per 9 SASFAA states) for the state designees. The other 32 slots will be paid registrations at a proposed rate of \$200.

Sandy Neel seconded the motion.

Marian provided additional information about the leadership conference.

There was no further discussion on the motion. The motion carried.

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

Michael stressed the importance of training for the membership. NAOW is coming up in two weeks Heroes-Save a student save a world. Different groups have chosen super heroes as their classroom themes while others chose different types of heroes. Participants will be able to obtain credentials. 89 participants have registered but was hoping for 100.

### **Treasurer, Jenelle Handcox**

**Discussion: Travel Insurance Reimbursement/policy** Jenelle discussed the seat upgrades and travel reimbursement insurance. People have been asking for reimbursement for these things. Marian gave her opinion on both of these issues.

**Motion: Made by Jenelle Handcox to Amend 10.6.1.2 SASFAA will cover seat upgrades at the discretion of the President and Treasurer.** Seconded by Michael Morgan. Motion carries.

Discussion: Covering NASFAA Conference for the President-elect. Lots of discussion occurred about what we should be covering and why. Discussion was postponed until the budget and finance section of the agenda.

### **Past President, Nathan Basford**

Nathan asked for a brief moment of silence to remember the victim of the terror act in Orlando.

### **Presentation of GAP Committee Assessment of 2015-2016**

Discussion occurred over the GAP report. Nathan asked everyone to send responses to him by Friday and he will send it back out to the Board.

### **Sandy Neel, Secretary**

Sandy thanked everyone for allowing her to serve as secretary for the remainder of the year. The minutes were distributed to everyone via email. There were no corrections submitted. Minutes approved as submitted.

**Committee Reports** See Attachment B for written reports

### **Budget and Finance, Terri Parchment**

Terri reviewed the documents she provided in her written report.

**Action Item: Proposal from Terri Parchment for to move money from other line items to cover the deficits in the following:**

#### **Expenses:**

**Line Item 101- President –over budget by \$1,000**

**Line Item -210 – Executive Board over budget by \$13,365**

**Line Item -213- Advanced Program Planning- over budget by \$3,000**

**Line Item -225- On-line Payment Processing Fees-over budget by \$1,400**

**Sarah Baumhoff made a motion to take the Budget and Finance recommendations for line item budget transfers to balance the budget. Seconded by Nicole Patrick. Motion approved.**

**Action Item: Proposal from Terri Parchment to transfer \$46,630.90 from assets to cover the loss in the investments that we considered income**

#### **Income:**

**Line item 12 was budgeted a loss of \$-6,468.93. The actual Loss will be \$-20,741. This all could change this month.**

**Kelly D'Eath made a motion authorize the transfer of funds from assets to balance the budget as presented by the Budget and Finance Chair. Seconded Sarah Baumhoff. Motion approved.**

Ron Gambill made a suggestion to look into someone who would have a closer look at our investments.

**Budget Planning Document to Guide to Financial Management** - Draft for section 9 to the guide to financial management. Discussion occurred. Provided to assist upcoming Board. Comp registrations and rooms need to be considered when developing this. This helps to assist the incoming president.

**Investments in budget document:** Discussion of how we handle invests currently lines 11 and 12. This year we have had some loss on our investments. We need to track both gains and losses. We have only been changing based on fees or gains but not the realized loss.

**Self-Supporting:** GAP 35 meaning of self-supporting. Terri's committee reviewed and they come up with the expenses for the outgoing past president the following

- 1 Registration fees would be enough to cover conference
- 2 Registration fees and income from Sponsors cover conference
- 3 Some of membership fee should be considered conference support
- 4 Vendor sponsor covering

The proposal tabled during the Treasurer's Report was discussed since the budget information was updated.

**ACTION ITEM: Jenelle Handcox made a motion to amend section 10.6.4 a of the Policy and Procedures manual to cover the NASFAA Annual Conference expenses for the outgoing past president and the outgoing President. Seconded Sandy Neel and the motion passed.**

**This motion also contained the striking of the following:**

**~~10.6.4b 1 – The last sentence SASFAA will not cover any cost associated with attending the annual conference.~~**

**~~10.6.4b2- – The last sentence SASFAA will not cover any cost associated with attending the annual conference.~~**

Meeting recessed for lunch at 11:55 am

#### **Conference Chair, Janet Nowicki**

Janet reviewed her report and talked about conference highlights. Janet suggested we stay away from early February for conference dates. Rotation back to all states again.

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

Brenda reviewed her report. We had 8 new sponsor this year. Her committee consisted persons from of 5 of the 9 SASFAA States' vendor sponsor people. Lunch and learn did cause some issues with some exhibitors. This was good idea and Brenda feels more will do the lunch and learn during the next conference. Single servicers will cause issue with sponsorship. Brenda recommended the sponsorship levels to stay the same.

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

Jody reviewed his written report. A goal set for Jody's Committee was to do an electronic newsletter however, that did not happen this year.

#### **Electronic Services Chair, Ken Cole**

Absent but Ken submitted a written report



**Global Issues Chair, Stacy Walker**

Stacy thanked the Board for allowing her to serve. She got a lot of good feedback on the conference sessions.

**Legislative Relations Chair, Ron Gambill**

19 SASFAA members attended the Hill visits. Half of those were brand new to Hill visits. Members met with the Help Committee. Real possibility the Senate will flip this election. Met with both current majorities and in case something flips they met with the minority group as well. Budget committee also met with SASFAA people. House should not flip with this election. Debt issues are a huge concern. 16 new regulatory packages will be on the table by this winter.

**Membership Chair, Angela Black**

Overall membership 1341 members for the year. There are some pending applications pending payment mostly New Aid people. Angie will run final numbers at the end of the year and submit the numbers to the secretary for record. Membership survey was a goal and it has not been completed. Membership certificate was developed.

Angie proposed to 1. Strike “active” from the 3<sup>rd</sup> sentence in 4.3 Committees. 2. Update 4.4.1 Membership Eligibility to refer to rights of membership as outlined in current Bylaws, Article IV, Membership, and Section 5. Replace all text after “The following items detail the rights of membership in the Association:” with the rights of membership as outlined in the current Bylaws (Article IV, Membership, Section 5).

The following items detail the rights of membership in the Association:

A. All Active, Associate, Honorary and Retired members:

1. Are listed annually on the membership roster, and
2. Are provided with SASFAA communications, and
3. May serve on Association committees.

B. Active members only:

1. Are eligible to hold office or to be appointed to a leadership position with the exception that individuals serving in the offices of Vice President, President-Elect, President and Immediate Past President shall be affiliated with a post-secondary institution, and
2. May vote in the annual election of officers, on Bylaw changes and other items needing membership approval.

**ACTION ITEM: Laura Keown moved to accept the p and p changes as presented by membership chair. Seconded by Sarah Baumhoff. Motion passed.**

**Site Selection Chair, Tracy Misner**

Tracy thanked Amy for allowing her to serve. Outlined some things to think about moving forward. Florida is getting very expensive to travel so the Board needs to look elsewhere for transition. Conference rotation should be

considered again. Tracy also discussed going to North Carolina again because of an opportunity from the Grove Park Inn. After discussion, the board decided it was not appropriate to go to North Carolina again so soon.

**Long Range Planning Chair, Sandy Neel**

Sandy stated her work was completed in February but publically thanked her committee for the tremendous work they did on the new Long Range Plan.

**Action Item: The Long Range planning committee recommends a Policy and Procedures Change to Section 6.10 as follows:**

**Current Language of P and P Section 6.10:**

On a five-year cycle the long-range planning committee assesses future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. Additionally, the committee will:

**Recommended Language of P and P Section 6.10:**

On a five-year cycle the long-range planning committee assess future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. **(strike the following – Additionally, the committee will: )**

**Add to the end of the first sentence...**

(...fulfilling its mission.) **Two years prior to the expiration of the current Long Range Plan, the Long Range Planning Committee shall be formed to develop a strategic plan for continued leadership and fiscal integrity. In developing the Long Range Plan the committee will:**

**4. Action Item: P and P Change to Section 6.10:**

**Current Language of P and P Section 6.10.a:**

b. Develop a strategic plan for continued leadership and fiscal integrity;

**Recommended Change:**

**Strike (a). Strike (b.) and re-letter the section.**

The motion, seconded by Marian Dill, was approved.

**Action Item: The Long Range planning committee recommends a Policy and Procedures Change to Section 6.10 the last paragraph to read as follows:**

**Current Language of P and P Section 6.10 (last paragraph):**

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

**Recommended Change:**

Add the following to the last paragraph of Section 6.10: **A new Long Range Plan was adopted in February 2016.**

**The motion, seconded by Marian Dill, was approved.**

**State Presidents' Reports** See Attachment C

**Alabama State President Proxy, Kelly D'Eath**

Apologized for Phillip not being here. Phillip submitted a report. The Presidents exchange was very beneficial.

**Florida State President Proxy, Joan Bailey**

Ryan submitted a written report. Kelly from Alabama came for the President's exchange. There were 280 participants at the conference.

**Georgia State President, Sarah Baumhoff**

Sarah submitted a written report. Largest number attended the Georgia Conference since 2012. They had 18 sponsors. 180 people attended the fall workshop for NASFAA credentialing. 430 people in Georgia have earned NASFAA credentials.

**Kentucky State President, Laura Keown**

Laura submitted a written report. KASFAA day at the Capitol- met lawmakers sat in on a session. Approved new Long Range Plan and amended By-laws. Transition and Board meeting are set for June 23.

**Mississippi State President, Nicole Patrick**

Highlighted her year as they just came off their conference. Largest group in a while attended the conference. The exchange was great. They added a treasurer-elect position. Come to SASFAA in Biloxi in 2017.

**North Carolina State President, Joey Trogdon**

Submitted a written report. Support staff training approximately 40 people attended. Highest conference attendance since 2012.

**South Carolina State President, Elizabeth Milam**

Enjoyed the President's exchange. 50<sup>th</sup> anniversary conference. Charity raised scholarship dollars for a student whose parent was killed in the church bombing last year.

**Tennessee State President, Richard Smelser**

Dick reviewed his written report. The theme was LOL. Conference saw large attendance and Sarah from GA attended TASFAA on the exchange. Teri Parchment received the Distinguished Service award.

**Virginia State President Proxy, Chad Sartini**

Gave Michael's Board report. Two non-conference events one in fall and one in spring.

Meeting recessed for break.

President Amy Berrier stated the State Presidents will continue to work on the Presidents handbook

**Unfinished Business: None**

**New Business:**

**Proposed P and P Change by Joey Trogdon, NCASF AA President to Legislative Relations section 6.8 (e)**

**Current language: Draft correspondence; prepare position papers, and surveys.**

**Proposed language (add following to the end of section e): All advocacy efforts with any person or entity outside of the SASFAA organization will be submitted to the Executive Board for approval, and formal advocacy talking points shall be sent out to the full membership for comment and review at least 30 days prior to them being**

**After discussion, Joey removed his proposal.**

**ACTION ITEM: Motion for a Policy and Procedure change by Joey Trogdon, NCASF AA President to Section 7.1 the Board**

**Add the following to statement to the end of Board 7.1:**

**In an effort to allow voting members to prepare adequately for meetings, topics being brought before the board for a vote will be sent to voting members at least one week prior when possible. Sandy seconded the motion. Motion approved.**

**ACTION ITEM: Marian Dill made a motion to Update the P and P Manual (section 6.7) to define the structure of the GAP Committee – chaired by the Past President, preference for two returning committee members and two new committee members, and inclusion of both current and incoming presidents-elect as observers. Jenelle Handcox seconded the motion. Motion approved.**

President Berrier asked for any further new business. Seeing none, the meeting was adjourned at 3:45 PM.

**ATTACHMENT A**

**PRESIDENT'S REPORT**



Southern Association of Student Financial Aid Administrators

Amy Berrier/President

June 13, 2016

**Completed Tasks:**

July 24-26, 2015	First SASFAA Board Meeting	Greensboro, NC
July 25-27, 2015	Conference Committee Meeting	Greensboro, NC
August 5, 2015	SASFAA E-Meeting- Conference registration fee for retiree members and day registration fee	

August 6, 2015	Meeting ACC Hall of Champions	Greensboro, NC
August 7, 2015	SASF AA E-Meeting – Management Institute Contract	
September 4, 2015	WebEx Testing – Electronic Services Committee	
September 8, 2015	GoToMeeting – Electronic Services Committee	
September 10, 2015	NASF AA Board Call	
October 2, 2015	SASF AA Local Arrangements Meeting	Greensboro, NC
October 5, 2015	Legislative Relations Call	
October 7-9, 2015	SASF AA Management Institute	Orlando, FL
October 14, 2015	Membership Conference Call	
October 14, 2015	NASF AA Board Call	
October 15, 2015	NASF AA Webinar	
October 19-20, 2016	NASF AA Regional Presidents’ Meeting	Washington, DC
October 26, 2015	Conference Committee GoToMeeting	
October 27, 2015	NASF AA Board Call	
October 28, 2015	SASF AA E-Meeting – approval of Sandra Neel as Secretary 12/1/15	
November 1-4, 2015	NCASF AA Conference	Winston-Salem, NC
November 8-10, 2015	NASF AA Board Meeting	Scottsdale, AZ
November 12, 2015	NASF AA Confidential Call with Rep. Meadows (NC) Senior Policy Advisor – Chair of House Government Oversight Committee	
November 13, 2015	Sponsorship Conference Call	
November 13, 2015	Nominations and Elections Conference Call	
November 19, 2015	SASF AA Board Meeting	GoToMeeting
November 21, 2015	Green Zone Webinar	
December 2, 2015	Sallie Mae Meeting	
December 8, 2015	Conference Committee Conference Call	
December 11, 2015	NASF AA Board Call	
December 16, 2015	Conference Call with NASF AA Diversity Officer – Jim Brooks	
December 21, 2015	Conference Call with Keynote Speaker – Major General Gerald Ketchum	

January 4, 2016	Greensboro Convention Center	
January 13, 2016	Legislative Relations Call	
January 14, 2016	Local Arrangements Call	
January 20, 2016	SASF AA E-Meeting – Capitol Hill Day Hotel Contract	
January 21, 2016	Conference Call with Keynote Speaker – Major General Gerald Ketchum	
January 21, 2016	Conference Committee Call	
January 25, 2016	Meeting at Sheraton Greensboro Hotel	Greensboro, NC
January 28, 2016	ACC Hall of Champions Meeting	Greensboro, NC
February 4-10, 2016	SASF AA 2016 Annual Conference	Greensboro, NC
February 5, 2016	Pre-Conference Meeting with hotel	Greensboro, NC
February 6, 2016	SASF AA Board Meeting	Greensboro, NC
February 12, 2016	Call with NASF AA President	
February 19, 2016	AASF AA Call	
February 23-25, 2016	NASF AA Board Meeting	Crystal City, VA
March 13-17, 2016	AASF AA Conference	Mobile, AL
March 16, 2016	Legislative Relations Call	
March 22, 2016	PPY Webinar	
March 23, 2016	SASF AA Board Call	
April 3-6, 2016	SCASF AA 50 <sup>th</sup> Anniversary Conference	Myrtle Beach, SC
April 12-16, 2016	KASF AA Conference	Lexington, KY
April 19-21, 2016	Legislative Hill Visits	Washington, DC
April 29, 2016	NASF AA Call	
May 2, 2016	SASF AA E-Meeting – Fall 2016 Leadership Symposium Hotel Contract	
May 31-June 3, 2016	GASF AA Conference	Savannah, GA
June 8, 2016	NASF AA Board Call	
June 9, 2016	NCASF AA Middle School Enrichment Scholarship Presentation – Wake Forest University, Winston-Salem, NC	

**Upcoming Commitments:**

June 12-15, 2016	SASF AA Transition Meeting	St. Pete Beach, FL
June 19-24, 2016	SASF AA NAOW	Jacksonville, AL
June 30, 2016	Submit Annual Report to Membership	
July 7-13, 2016	NASF AA Annual Conference	Washington, DC
July 8-9, 2016	NASF AA Board Meeting	Washington, DC
August 6-8, 2016	SASF SAA Board Meeting	Biloxi, MS
November 6-8, 2016	SASF AA Board Meeting	Nashville, TN
November 17-18, 2016	NASF AA Board Meeting	New Orleans, LA
February 10-15, 2017	SASF AA 2017 Annual Conference	Biloxi, MS

**PRESIDENT ELECT'S REPORT**



Southern Association of Student Financial Aid Administrators

Marian Dill/President-Elect

June 6, 2016

**Activity since Last Board Meeting:**

**Finalized the 2016-2017 Board** – More to come on this topic after the transition. I appreciate everyone that was willing to step up and serve SASF AA. I have enjoyed working with this and prior boards and am looking forward to the year ahead.

**SASF AA Hill Visits** – I attended the SASF AA Hill visits on April 19-21, 2016. Ron Gambill and his committee did a great job organizing this event. I was able to participate in six visits with the various staffers. This was very helpful for me to see the event in action! From my perspective this is a wonderful advocacy event and should

continue in the future. I was thankful for the opportunity to be a part. We meet with staffers from the following offices:

- Senator Cocker
- Senate HELP Committee Chairman – Senator Alexander
- Senate HELP Committee Ranking Member – Senator Murray
- House Education Committee-- Congressman Kline
- Congressman Andrew Palmer

**TASFAA** – Tennessee is my home state and I was happy to represent SASFAA and present the address on behalf of President Amy Berrier. This conference was held in Nashville TN on April 24-27, 2016 and my school covered the expenses for this event as I would automatically attend this conference.

**SASFAA GAP (Governance and Planning)** – I attended the GAP meeting which was held in Tampa, FL on May 4 – 6, 2016. This was my first experience with GAP and it was insight to see this group review in action. Attending this meeting was helpful for the final planning for the 2016-2017 year. I am thankful for the opportunity to be a part of this event and believe it is worth the time and expense in order to ensure the organization continues to fulfill our mission and goals.

**VASF** – On behalf of President Berrier I attended VASF on May 23 -25, 2016 in beautiful Williamsburg, Virginia. SASFAA covered the travel expense and VASF comped the room expenses. Thank you to Michael Farris and Biz Daniel Conference Chair for their hospitality. During this conference, I participated in two panel discussions and delivered the SASFAA update during the lunch meeting.

**2016 Leadership Symposium** – Brad Barnett and the task force have meet via conference call to develop the agenda for the Leadership Symposium which will be held October 26-28 in Orlando, Florida. He has also presented a proposed budget for this event and is ready to send out the first advertisement as soon as the board votes on and establishes a registration fee associated with this event. Consistent with the format from the past, this event will be a co-sponsored event between SASFAA and the states. Each state will be allowed to pick two attendees to receive comped registration fee. SASFAA will comp the registration fee and pay the rooming expenses for the event. The states will cover the travel expenses for their selectees. There will also be 32 paid registration slots. The task force consisting of Brad Barnett, Heather Boutell, Ron Day, Brent Tener and Lianne Masterson believe the appropriate rate for this event is \$200 registration fee. This means the event would be shy of self-supporting by approximately \$5000. The group feels it is appropriate for SASFAA to “put some skin in the game” for leadership development rather than having the 32 paid participants cover the entire cost for the event.

### **Action Items:**

**Leadership Symposium** – I make a motion that the registration fee for the Leadership Symposium to be held in Orlando, Florida on October 26 – 28, 2016 be \$200 per paid attendee.

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

1. Update the Policies and Procedures Manual (Section 6.7) to define the structure of the GAP Committee – chaired by Past President, preference for two returning committee members and two new committee members, and inclusion of both current and incoming presidents-elect as observers.



2. Section 6.10, objective b still remains in the Policy and Procedures Manual and needs to be deleted since there is not a Long Range Planning Committee each year and this objective relates more to the GAP Committee and is already addressed in its section 6.7.

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

Thank you for the opportunity to serve.

### **VICE PRESIDENT'S REPORT**



Southern Association of Student Financial Aid Administrators  
Michael D. Morgan/ Vice President  
Board Report – 01/23/2016

Heroes: Save a Student; Save the World

We are gearing up to host the 2016 SASFAA New Aid Officers' Workshop (NAOW) in Jacksonville, Alabama. This training is a unique training experience designed to train those relatively new to Financial Aid Profession in the legislation, regulation, policies and procedures of Federal Student Financial Aid.

Using the NASFAA CORE training materials and selected NASFAA University courses, graduates will return to the office with a great toolbox of knowledge and resources. The week of training will help participants find, renew and ignite their passions as they gain a better understanding of their purposes and make positive impacts on their campuses, in their state and throughout the region. Participants will have the opportunity to test for credentialing in up to 10 subjects offered at the workshop, depending on their class and experience. The NASFAA University subjects include:

- Application Process
- Student Eligibility
- Cost of Attendance
- Need Analysis
- Verification
- Pell Grants and Afghanistan Service Grants
- Direct Loan
- Return to Title IV
- Satisfactory Academic Progress
- Administrative Capabilities

In addition, David Bartnicki will be joining us to give a federal update as well as teach Cash Management, Compliance Issues, and help the instructors in teaching professional judgment. We will also take the time to offer several sessions that will hopefully enhance their professional skills such as Student Service, Hiring Skillful Employees Financial Aid Toolbox and Work Life Balance. We have worked hard to make sure that all of the states are represented in the NAOW staff.

<b>Last Name</b>	<b>First</b>	<b>Title</b>	<b>Institution</b>	<b>State</b>
Morgan	Michael	SASF AA Vice President	Rhodes College	TN
Simmons	Aria	Curriculum Coordinator	Midlands Technical College	SC
Miller	Stephanie	Campus Coordinator	Jacksonville State University	AL
Hutchins	Wendy	Business Partner	Postlethwaite and Netterville	MS
Molinares	Irma	Business Partner	ECMC	FL
Basford	Nathan	Instructor	Florida State University	FL
Tulloss	Celena	Instructor	University of TN	TN
Davidson	Dotti	Instructor	Regent University	VA
Ball	Derek	Instructor	Kentucky Community & Technical College System	KY
Hamilton	Ronnette	Instructor	North Carolina A&T State University	NC
Tretter	April	Instructor	Bellarmino University	KY
Lawrence	Stephanie	Instructor	Albany State University	GA
Cole	Kenneth	Instructor	University of SC - Lancaster	SC
Johnson	Sean	Instructor	Hillsborough Community College	FL
Baumhoff	Sarah	Instructor	Kennesaw State University	GA

As of June 3<sup>rd</sup> with only 7 days left to register we have a near full class with 89 registrants representing each of the 9 states in the association and DC. The breakdown of participants is as follows:

State	Data	
	Count	Percent
AL	11	12.36%
DC	1	1.12%
FL	14	15.73%
GA	22	24.72%
KY	8	8.99%
MS	4	4.49%
NC	6	6.74%
SC	4	4.49%
TN	10	11.24%
VA	9	10.11%
Grand Total	89	100.00%

Count of InstType	
InstType	Total
Graduate/Professional	4
Health Related/Nursing	1
Independent (4 Year)	13
Other	4
Public (2 Year)	18
Public (4 Year)	49
Grand Total	89

Experience	
How long have you worked in the field of financial aid?	Total
Less than one year	47
More than three years	21
One to two years	13
Two to three years	8
Grand Total	89

We look forward to working with so many new financial aid administrators in the coming week as we begin to transition from a boot camp to retreat.

### **SECRETARY'S REPORT**



Southern Association of Student Financial Aid Administrators

Sandra Neel, Secretary

Year-end Report, Transition Meeting

June 13-14, 2016

St. Pete Beach, FL

### **Committee Goals for 2015-16:**

- 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.

### **Summary of Activities:**

Minutes have been taken and placed on the web after each meeting. A review of the Policy and Procedures Manual has been on-going this year. Below is a list of Policy and Procedure changes and By-law changes that have been updated this year.

July 25, 2015 Policy and Procedure Changes

- Changes made to the Sponsorship Policy
- P&P 5.2 (b) changes to NASFAA representation from SASFAA

- P&P 5.2 Under President add item (h)
- P&P change 5.2 (f) added –by June 30<sup>th</sup>

November 13, 2015- By-Law Changes

Reviewed By-Laws with committee on October 20 via email. Confirmed with Ron Gambill that these were grammatical changes and could be made without approval by the Board and does not need approval by the membership either. Changes have been recommended as follows:

III (b) – Delete the word “provide”

VIII, Section #2 – “of” between payment and money

XIV, Replace “not” with “nor”... obtain....

November 19, 2015 –By-laws Change Recommendation

- Change to membership-approved by the Board and approved by the membership at the February, 2016 Annual Conference

February 6, 2016 By-laws and P&P Changes and LRP

- By-laws change when VP became a two-year position-Section 3. The vice president shall serve for a period of two years. The vice president will be elected in odd years.
- P&P change to event payment regarding refunds
- P&P 10.6.11 travel expense guidelines updated
- P&P 4.3 removed the phrase “must be approved by the Board”
- Guide to Financial Management updated
- New Long Range Plan was adopted

On 4/4/16 reviewed the SASFAA website Minutes section and sent a note to Ken Cole asking him to area of the website needs to be divided into Executive Board Meeting Minutes and Annual Business meeting Minutes and all Annual Business Meeting Minutes needs to move under this heading.

The following minutes were moved to the heading of Annual Business Meeting:

February 22, 2015, February 16, 2014, February 10, 2013, February 29, 2012, February 13, 2011, February 21, 2010, February 9, 2009, February 17, 2008, February 11, 2007, February 12, 2006, February 13, 2005 and February 15, 2004.

Reviewed the policy and Procedure Manual and By-Laws to ensure all changes have been updated.

### **Personal Thoughts:**

I have enjoyed being the Secretary again for SASFAA. I would like to thank this Board for having the confidence in me to vote me in after Vickie retired. It has been a pleasure serving under Amy and this Board.

### **TREASURER’S REPORT**



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/Treasurer

Executive Board Report 6/13/2016

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

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 received 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:**

Travel insurance – SASFAA currently does not have a policy regarding the reimbursement of travel insurance. A policy should be developed and added to the Travel Expense Guidelines.

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

**Personal Thoughts and Recommendations:**

None

**Completed/In-Progress Items:**

Activities listed above will continue on a weekly, bi-weekly, monthly or as-needed basis

**PAST PRESIDENT'S REPORT**



Southern Association of Student Financial Aid Administrators

Nathan R. Basford, Jr.

Immediate Past-President

### **Committee Goals for 2015-16:**

- Chair of Nominations & Elections: Establish a slate of candidates
- Chair of SASFAA Awards Committee: Nominate individuals for SASFAA Awards
- Chair of Governance and Planning Committee (GAP): Prepare final GAP report
- Other duties assigned by President Berrier

### **Goals Completed:**

#### ***Nominations & Elections:***

The following individuals were elected to the 2016-17 SASFAA Board:

- Ms. Sharon Oliver, North Carolina- President-elect
- Mr. Michael Morgan, Tennessee - Vice President
- Mr. Wayne Kruger, Florida - Secretary
- Mr. Jody Darby, Georgia - Treasurer-elect

#### ***SASFAA Awards Committee:***

- SASFAA's highest honor, the Distinguished Service Award was presented to Nancy Garmroth from South Carolina.
- Ellen Green from South Carolina and Mary Givhan from Kentucky were awarded honorary membership

#### ***Governance & Planning Committee (GAP):***

- The GAP committee meet in Tampa Florida May 5-6<sup>th</sup>. Travel Day was May 4<sup>th</sup>. I appreciate all the members who served on the committee. Their dedication and commitment was greatly appreciated. The committee members were the following:
- Zita Barree, Cathy Shell, Joan Bailey, Billie Jo Hamilton and myself who served as chair. Marian Dill served as an observer, and per the recommendation from President Berrier, asked that Sharon Oliver also sit in as an observer. It was a full day of reviewing reports and coming up with recommendations but it was a success, and a report has been given to President Berrier to present at the final board meeting. Many thanks to Zita Barree, Past-President for taking the lead during the meeting and for completing the report. My thanks and appreciation to all committee members for your input. Kudo's to Billie Jo Hamilton and Joan Bailey for being such gracious host at their campus.

### **Comments:**

It has been an exciting year. It has gone by fast, but I believe that it was a successful year. My best to President Berrier for willing to try new ways of holding meetings and for her leadership this year.

I do find it a little confusing to hear that some of the state presidents felt that they did not know what was expected of them this year, when the information was presented at the president-elect workshop and transition meeting. I feel we need to discuss all concerns and be sure that all are aware of what is expected of each member of the board by the end of transition meeting.

I feel we need to address who should be attending the GAP committee meeting next year. (This is referenced in the GAP report)

We need to discuss if we are planning to move forward with the NASFAA Gold Star award submission (President Exchange Program) Amy and I are meeting with the state presidents before this board meeting. We should have discussion to bring up during the board meeting.

**Final Thoughts:**

As Immediate Past-President I have enjoyed the adventure the past three years. I wish Marian the very best the coming year, and look forward to working with President-Elect Sharon Oliver during her year as president of SASFAA.

**ATTACHMENT B COMMITTEE REPORTS:**

**BUDGET AND FINANCE CHAIR**



Southern Association of Student Financial Aid Administrators

Terri Parchment/Budget & Finance Chair

June 13, 2016

**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: The Guide to Financial Management was followed and updated with recommended language. SASFAA is following these practices and adding more detail to the guide, taking into consideration the changes that have been made throughout the year.

LRP 14.2 Provide for the establishment, maintenance, investment and monitoring of an Associational reserve fund which is sufficient to cover at least one year's operating expenses and any outstanding contractual obligations.

Update Reserve Funds total \$901,764.06 as of May 26, 2016. Outstanding contractual obligations are \$192,965.00 and the 2015-16 Budget is \$413,776 totaling \$606,741. SASFAA is well within the required guidelines.

<b>Distribution of Assets As of May 26, 2016</b>	<b>Current Breakdown</b>	<b>Current Percentage</b>	<b>GFM Range % of Assets</b>
<b>Operating Fund</b>	<b>\$177,887.85</b>	<b>19.73%</b>	<b>14% - 25%</b>
<b>Short Term Investments</b>	<b>\$410,031.89</b>	<b>45.47%</b>	<b>30% - 45%</b>
<b>Long Term Investments</b>	<b>\$313,844.32</b>	<b>34.80%</b>	<b>30% - 45%</b>
<b>Total</b>	<b>\$901,764.06</b>	<b>100.00%</b>	

Gap 35: Provide clarification on what is meant by an annual conference being self-supporting. Does this include conference registration fees and expenses charged to the conference line item of the budget only? Or, does it include a portion of sponsor support? Or, are there some other items included.

Update: Recommendation from Budget & Finance Committee of possible definitions of “self-supporting” attached.

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

Update: Section 9: Budget Planning is attached for review and approval to be added to the Guide to Financial Management.

**Action Items:**

Approve attached update/addition to the Guide to Financial Management titled Section 9: Budget Planning.

Discussion - The use of investment income in the zero budget process.



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

Guide to Financial Management recommendation for Section 9 attached.

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

It has been a pleasure to serve SASFAA as the Budget & Finance Chair for the last three years.

### **Completed/In-Progress Items:**

#### **In-Progress Items**

- Budget Report attached
- Balance Sheet attached
- Discussion regarding the use of investment income in the zero budget process - Due to the uncertainty of investment income, the process of using investment income in the budgeting process should be evaluated. In prior years, SASFAA had only CD's for investments. There was no risk of loss 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 investment, and is not put into disposable income. This clouds the actual picture of what SASFAA has as income that can be used for the fiscal year budget. Income from investments has been included in the budget since the 2011-2012 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

Due to the fact that this income remains in the investment account, SASFAA has used the 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 and risky if the operating fund is not sufficient to cover the investment income.

The SASFAA accounting firm representative, Mike Dunn advises that SASFAA could omit this income from the budget, since the budget is an "internal use" document only. Mr. Dunn recommended that if SASFAA chooses to exclude investment income from the budget, that it be noted 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 the SASFAA 990 form for taxes, so entries would still be made in QuickBooks.

#### **Completed Items**

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. As of May 26, 2016, the balance sheet the distribution of assets as listed below. We are slightly above the range in Short Term Investments (Edward Jones) and may want to consider either moving some back to the Operating Fund or over to Long Term investments. The President, Budget Chair, and Treasurer are meeting with the advisor from

Edward Jones on February 5<sup>th</sup> to review SASFAA's investment strategy. No changes were made for this fiscal year.

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

Update: Section 7: Guidelines and Procedures for the Office of Treasurer and Treasurer-Elect were updated in the Guide to Financial Management. Section 8: Guidelines and Procedures for the Budget & Finance Chair were also added.

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: The updates were presented and approved at the February Board Meeting.

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: The updates were presented and approved at the February Board Meeting.

GAP 41: Outline the duties of the Treasurer and pending Treasurer-Elect positions, as the first Treasurer-Elect will be elected in February 2016, to take office in July 2016. The SASFAA Policy and Procedure Manual and Guide to Financial Management should be updated prior to the Treasurer-Elect taking office.

Update: Duties of the Treasurer-Elect have been updated in the P&P and the Guide to Financial Management and are in place.

### **Hotel Contracts/Liabilities**

#### **Trade Winds Island Resorts on St. Pete Beach, FL – 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 June 2016: Liability charges based on individual contracts and timing \$15,300**

#### **Beau Rivage Resort and Resort and Casino – Biloxi, MS– August 6 – 8, 2016 – Board Meeting**

No right of cancellation due to the short-term nature of the booking

Have to meet 80% of guest room commitment - SASFAA must pay unused portion

Room Rate is \$139 per night

70 Room Nights

Daily Resort fee of \$10 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%

No charge for function space

Individual Cancellation Policy is guaranteed payment of one night if not cancelled within 48 hours

Cancellation provisions

Signing date until arrival = \$8,733.00

**Total liability as of June 2016: Liability charges based on individual contracts and timing \$8,733**

#### **Embassy Suites by Hilton – Orlando, FL – October 26 - 28, 2016 – Management Institute**

Have to meet 80% of guest room commitment - SASFAA must pay unused portion

Room Rate is \$142 per night

Additional \$15 will be added for each additional adult 18 years of age or older, above double occupancy

110 Room Nights

1 Complementary guest room for every 40 occupied

2 Deluxe suites at group rate

Overnight Valet parking \$18 per day, Overnight Self-parking \$12 per day

Day Valet parking \$7 per day, Day Self-parking \$5 per day

Tax is 12.50%

Complementary meeting room rental with food and beverage minimum of \$3,000

Complementary wireless internet in meeting space and LCD package with podium and microphone

**Deposit of \$900 due by July 15, 2016**

Full Group Cancellation:

Signing date to 90 days prior to arrival 7/26/16: 25% of Total Revenue Contracted (\$4,655)  
89 days to 60 days prior to arrival 8/26/16: 50% of Total Revenue Contracted (\$9,310)  
59 days to 30 days prior to arrival 9/26/16: 75% of Total Revenue Contracted (\$13,765)  
29 days to arrival 10/26/16: 100% of Total Revenue Contracted (\$18,620)

**Total liability as of June 2016: Liability charges based on individual contracts and timing \$4,655**

**B Ocean – Ft. Lauderdale, FL – June 4-7 2017 – Transition Meeting**

Have to meet 80% of guest room commitment - SASFAA must pay unused portion  
Room Rate is \$160 Single/Double, \$185 Triple, \$200 Quadruple per night  
\$20 Resort fee waived – Includes 2 bottled waters daily, 2 lounge chairs on beach daily, domestic and toll-free calls, borrowing program for beach cruiser bicycles, board games, children sand toys, and beach sports equipment  
108 Room Nights  
Specially reduced daily self-parking \$20 (valued \$30)  
Tax is 11% (SASFAA is tax exempt for state taxes)  
Food and beverage minimum of \$3,000  
Complementary meeting space with \$3,000 food and beverage minimum  
Complementary wireless internet in meeting space and in guest rooms (valued at \$20 per guestroom and \$300 per meeting room)  
Complementary Fitness Center (valued at \$15 daily)  
**1<sup>st</sup> deposit of \$2,255.94 due by July 15, 2016**  
**2<sup>nd</sup> deposit of \$10,151.73 due by 11/4/16**  
**Final deposit of \$10,151.73 due by 5/4/17**  
Full Group Cancellation:  
0 – 30 Days prior to arrival – 100% - \$17,580  
31 – 90 Days prior to arrival – 90% - \$15,822  
90 – 120 Days prior to arrival – 75% - \$13,185  
120 – 180 Days prior to arrival – 50% - \$8,790  
181 – or more Days prior to arrival – 25% - \$4,395

**Total liability as of June 2016: Liability charges based on individual contracts and timing \$4,395**

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

Have to meet 70% of guest room commitment - SASFAA must pay unused portion  
Room Rate is \$139 per night  
Daily Resort fee of \$9 is included in the guestroom rates. Fee includes: daily newspaper, access to fitness facility, 2 bottles of water, access to notary, unlimited 800 calls, printing of boarding pass, wireless internet, complimentary parking and pool access.  
Tax is 12.00%  
80% of 1220 guest room commitment = 976  
No charge for convention space provided that Meeting Group's program meets or exceeds \$50,000 in total catering revenue (excluding tax and gratuity).  
Exhibit Space Rental: \$35.00 per booth. We are confirmed with 50 booths.  
**Deposit of \$5,000 by February 10, 2016**

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

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

- Hotel will extend 2017 Regional Conference group rates to Association for a Board Meeting in July or August 2016 with one suite upgrade at group rate based on availability. (Excludes Friday/Saturday nights)
- Hotel will extend government per-diem rate to four rooms per night February 10-15, 2017 to accommodate Federal Government attendees.
- Hotel will extend rate of \$99 plus tax for up to 6 staff rooms February 10-15, 2017.

Cancellation provisions

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

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

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

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

**Total liability as of June 2016: Liability charges based on individual contracts and timing \$113,844.50**

**Hilton Alexandria Mark Center – Alexandria, VA – February 9 - 13, 2018 – Conference**

Have to meet 80% of guest room commitment - SASFAA must pay unused portion

Room Rate is \$145 per night

Tax is 14.5%

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

No charge for convention space provided that Meeting Group's program meets or exceeds \$40,000 in total catering revenue (excluding tax and gratuity).

Exhibit Space Rental: Complementary provided signed agreement with their preferred Exhibit Vendor to the convention service manager no later than 8 months prior to the conference. If the group does not contract with an exhibition company or need additional exhibits, the cost is \$55.00 per booth. Electrical requirements and diagram due 30 days prior to the event

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

- One complimentary room-night for every 45 occupied, revenue-producing guest room nights
- Complementary Presidential Suite during dates of conference
- One complimentary Executive Suite to be used for Hospitality during dates of conference
- Hotel to sponsor one hour reception on Sunday evening for up to 600 attendees. Reception to include one hour of beer, wine, sodas, one hot , and one cold hors d'oeuvres based on Chef's selection
- Complementary in-room internet for staff rooms
- Four rooms at prevailing per diem rate
- 10% back to master account
- Pre-planning Board/Conference Committee meeting to be held in July or August 2017. Hotel to offer complementary meeting space for up to 30 people for Board meeting and additional room for conference committee meeting. Sleeping rooms will be offered at 2018 conference rate. Meeting dates to be mutually determined by Hotel and SASFAA and subject to hotel's availability
- 20% attrition
- Up to 8 upgrades to suites at group rate
- Two complimentary VIP Airport Transfers (from Washington National Airport only)
- Complementary Daily or Overnight Self-Parking – Valet parking - Daily \$16-\$28 and Overnight \$28
- 10% off audio – please note PSAV will gladly offer reduced pricing for internet in meeting space providing additional audio visual equipment purchased solely through them

Cancellation provisions

Signing date until 190 days prior to arrival = 25% Rooms Revenue = \$46,037.50

189 days to 120 days prior to arrival = 50% rooms revenue \$92,075 and 25% food and beverage \$10,000

119 days to 90 days prior to arrival = 75% rooms revenue \$135,112.50 and 50% of food and beverage \$10,000

89 days to arrival date = 90% rooms revenue \$165,735 and 75% food and beverage \$30,000

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

**Total liability of outstanding contracts is \$192,965 as of June, 2016**

**SASF AA, Inc. Operating Fund and Investments as of May 26, 2016**

BB&T Checking	\$127,318.58
BB&T Savings	\$47,845.36
Edward Jones Money Market	\$2,723.91
Advisory Solutions 20/80 @ Edward Jones	\$410,031.89
Charles Schwab (NASFAA)	<u>\$313,844.32</u>
<b>Total Assets</b>	<b>\$901,764.06</b>

**Section 9: Budget Planning**

An operating budget for an upcoming fiscal year should be drafted by the Budget and Finance Committee Chairperson and discussed with the incoming President and Treasurer prior to the June Transition Meeting. In planning for the upcoming budget there are many considerations that drive the direction of the budget.

**9.1 General Preparation**

The Budget & Finance Chair maintains the historical budget data for prior years. The following data should be

**Considerations**

- Historical Data from prior years
- Line item 216 – Prior Administration Bills - Prior year expenses
  - Past President travel to NASFAA on years that the conference is in the next fiscal year
  - Expenses that cannot be paid in the current fiscal year
- Past President must budget for the Scholarship and for Awards
- Line item 03 - Annual Meeting, consider the Comps that are expected and do not count them in planning for anticipated Registration Fee income
- Check listing of outstanding contracts to determine if there are any deposits that are due this year for upcoming year contracts. These must be budgeted in the Advance Program line item.
- Any time that a vendor plans to sponsor a speaker and the funds come through SASFAA, the income will be placed in Sponsorship and the expense will be charged to Conference. This must be considered in the budget planning process
- If SASFAA plans to make a donation to a charity on behalf of a speaker, this expense must be considered either in the Conference Budget or some other expense line item
- SASFAA collects donations for a specific charity during each conference. Members donate throughout the conference. At the end of the conference, the money is deposited into the SASFAA checking account and one check is written to the charity on behalf of all SASFAA members. The Accountant has approved this flowing through SASFAA as long as the income is deposited into an expense line item and the expense is written out of the same line item as a wash. This charity wash should come through Line Item \_\_\_\_\_
- Any income from investments is automatically put directly back into the Investment accounts. **This income should not be considered as a part of the zero based budget process, as the funds are not available to the Association for use on the current budget (?)**
- When budgeting for events to be held in the states of Florida, North Carolina, and Tennessee consideration should be made of the fact that SASFAA is tax exempt in those states. In North Carolina, the taxes are paid by SASFAA and then a tax form is filed every 6 months to get the taxes back. This must be considered when crossing over a fiscal year, such as with the New Aid Officer Workshop held in June. Any income back to SASFAA from prior year taxes being refunded will go to 08 - Miscellaneous Income
- During events held by SASFAA there are some meal functions that spouses or family are invited to attend. In some cases SASFAA pays the bill and the member is responsible for paying SASFAA back for this expense. In these cases the expense comes out of the Executive Board (or whatever event is being charged) and the reimbursement is credited back to the expense line item as this is considered a wash

- The current President should confer with the President Elect to determine their plans for the incoming board size and mix (board member returning for another year) the next year. This must be considered when budgeting for the Transition Meeting, as this expense comes out of the current year Executive Board line item

### **Budget Preparation Timeline**

- a. An operating budget for an upcoming fiscal year should be drafted by the Budget and Finance Committee Chairperson and discussed with the incoming President and Treasurer prior to the June Transition Meeting.
- b. Incoming committee chairpersons and officers, in cooperation with the outgoing chairpersons and officers, should recommend a budget for the upcoming year for their respective committee or office.
- c. The Budget and Finance Committee Chairperson must prepare a draft budget to present to the Board at their first post-transition meeting. At this time, the Board approves an operating budget for the upcoming year [July 1 - June 30].
- d. In no instance shall the budgeted or actual expenses exceed the projected income for the budget year.

### **Initial Operating Budget**

The prior year budget is the official budget for the Association until the incoming Board approves a new budget. It is not intended, nor recommended, that the prior year budget be used any longer than the date of the first Board Meeting for that fiscal year, when a new budget can be presented for approval. The current Board has the responsibility for making budget adjustments prior to the end of the fiscal year (June 30) so no expense line item exceeds budgeted amounts for that expense.

GAP 35 - Provide clarification on what is meant by an annual conference being self-supporting. Does this include conference registration fees and expenses charged to the conference line item of the budget only? Or, does it include a portion of sponsor support? Or, are there some other items included.

Discussion - There is nothing in writing to clarify the meaning of what is meant by the annual conference being self-supporting. The Budget & Finance Committee met via email on May 26, 2016, to discuss this topic.

#### Options for Self-Supporting Definition

1. Income from 03 - Registration fees must be sufficient to cover 206 - Annual meeting
2. Combination of income from 03 – Registration Fees and 04 – Vendor/Sponsor income must be sufficient to cover 206 - Annual Meeting expenses
3. Income from 04 – Vendor/Sponsor must be sufficient to cover 206 – Annual meeting expenses

#### Comments from Budget & Finance Meeting:

- To me, it seems the vendor/sponsor income wouldn't happen (or mostly wouldn't happen) without the annual meeting, so option #2 seems very reasonable.
- If there was not an annual conference, most vendors would not be willing to pay a “sponsor” fee when they are not going to have access to financial aid personnel.
- I believe that all expenses and income directly related (sponsorship and direct conference costs) to the conference should be posted as such in order to show exactly how much the conference either made or lost. Otherwise, the membership may not understand the total cost and total income and what the net may be.
- I understand the comments about charging Lunch and Learn or sponsored speaker expenses to the line items other than the Annual Meeting, but I don't know that I agree with them. Historically, it seems wiser to have all expenses associated with the Annual Meeting charged to line 206 so that a realistic picture of costs is painted.
- Combination of income from 03 – Registration Fees and XX% of 04 – Vendor/Sponsor income must be sufficient to cover 206 Annual Meeting expenses. I don't know the appropriate percentage, but ideally something fairly minimal so that most Vendor/Sponsor income is available to pay for other expenses of the association.

- It could reasonably be argued that a portion of Membership Dues is attributable to the annual meeting as well.

Budget line items related to the Annual Conference

Line Item 03 – Annual Meeting is registration fee income  
 Line Item 04 – Vendor/Sponsor/Patrons  
 Line Item 203 – Annual Meeting Program includes expenses for the conference

Comments

In order to report accurately to the IRS, SASFAA must post all income to the income line items and all expenses to expense line items. There are two exceptions to this rule.

1. The Accountant has approved is the Charity donations that come from members through the Annual Conference. This is a complete wash and is not reported to IRS. This method is used so that the person who is getting the funds to the charity does not have to be responsible for carrying all of the cash that comes through at the conference.
2. Also approved is the reimbursement of guest meals at the Transition Meeting or any other meeting. This is when family members are present and SASFAA pays the bill. The guest portion is paid back to SASFAA and is considered a wash.

**SASFAA, Inc.**  
**Balance Sheet**  
**As of May 21, 2016**

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
BB&T Checking	127,318.58
BB&T Savings	47,845.36
Edward Jones-Money Market	2,723.91
<b>Total Bank Accounts</b>	<b>\$ 177,887.85</b>
<b>Other current assets</b>	
Advisory Solutions 20/80 @ Edward Jones	410,031.89
Charles Schwab (NASFAA)	313,844.32
<b>Total Other current assets</b>	<b>\$ 723,876.21</b>
<b>Total Current Assets</b>	<b>\$ 901,764.06</b>
<b>TOTAL ASSETS</b>	<b>\$ 901,764.06</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Total Liabilities</b>	
<b>Equity</b>	
Opening Balance Equity	757,980.87



<b>Retained Earnings</b>	45,684.54
<b>Net Income</b>	98,098.65
<b>Total Equity</b>	<u>\$ 901,764.06</u>
<b>TOTAL LIABILITIES AND EQUITY</b>	<u>\$ 901,764.06</u>

Thursday, May 26, 2016 10:34:45 AM PDT GMT-5 - Accrual Basis

SASF~~AA~~, Inc.

## Budget vs. Actuals: 2015-2016 Budget - FY16 P&amp;L

July 2015 - June 2016

	Total			
	Actual	Budget	over Budget	% of Budget
<b>Income</b>				
01 Membership Dues	41,790.00	46,375.00	-4,585.00	90.11%
02 Professional Development	62,217.00	100,350.00	-38,133.00	62.00%
03 Annual Meeting	115,990.25	134,375.00	-18,384.75	86.32%
04 Vendors/Sponsors/Patrons	95,890.00	106,526.00	-10,636.00	90.02%
05 Advertising		0.00	0.00	
07 Interest Earned	22.09	50.00	-27.91	44.18%
08 Miscellaneous Income	973.26		973.26	
09 Transfer from Assets		0.00	0.00	
11 Dividends Earned	19,410.08	24,000.00	-4,589.92	80.88%
12 Capital Gains/Losses	-6,468.93	2,100.00	-8,568.93	-308.04%
	\$	\$	-\$	
<b>Total Income</b>	<b>329,823.75</b>	<b>413,776.00</b>	<b>83,952.25</b>	<b>79.71%</b>
	\$	\$	-\$	
<b>Gross Profit</b>	<b>329,823.75</b>	<b>413,776.00</b>	<b>83,952.25</b>	<b>79.71%</b>
<b>Expenses</b>				
101 President	7,563.76	9,500.00	-1,936.24	79.62%
102 President-Elect	4,736.59	6,500.00	-1,763.41	72.87%
103 Vice President	1,658.24	5,129.00	-3,470.76	32.33%
104 Secretary	1,207.91	3,130.00	-1,922.09	38.59%
105 Treasurer	2,349.89	5,500.00	-3,150.11	42.73%
106 Past President	5,154.16	9,000.00	-3,845.84	57.27%
201 Membership	2,321.75	4,627.00	-2,305.25	50.18%
202 Electronic Services	1,507.35	3,444.00	-1,936.65	43.77%
203 Professional Advancement	17,987.98	120,450.00	-102,462.02	14.93%
204 Communications & Outreach	1,402.71	2,670.00	-1,267.29	52.54%
205 Budget and Finance	1,610.68	3,000.00	-1,389.32	53.69%
206 Annual Meeting Program	117,756.08	141,550.00	-23,793.92	83.19%
207 Site Selection	1,684.39	3,500.00	-1,815.61	48.13%
210 Executive Board	16,592.10	31,365.00	-14,772.90	52.90%
211 President's Contingency	91.40	500.00	-408.60	18.28%
213 Advance Program Planning	9,320.00	6,320.00	3,000.00	147.47%
214 Global Issues	1,139.14	2,670.00	-1,530.86	42.66%
215 Prior Administration Bills		-284.00	284.00	0.00%
216 Legislative Relations	10,761.04	13,200.00	-2,438.96	81.52%
217 Long Range Planning & GAP	6,538.09	11,755.00	-5,216.91	55.62%
218 Vendor/Sponsor	4,390.41	11,150.00	-6,759.59	39.38%
219 Special Projects	0.00	0.00	0.00	
220 Resource Partner Liaison		0.00	0.00	
224 Accounting Fees	8,811.69	10,000.00	-1,188.31	88.12%
225 Online Payment Processing Fees	5,044.51	4,600.00	444.51	109.66%
227 NASFAA Hospitality 2014		0.00	0.00	
228 Inter-State Travel	2,095.23	4,500.00	-2,404.77	46.56%

	\$	\$	-\$	
<b>Total Expenses</b>	<b>231,725.10</b>	<b>413,776.00</b>	<b>182,050.90</b>	<b>56.00%</b>
	\$	\$	\$	
<b>Net Operating Income</b>	<b>98,098.65</b>	<b>0.00</b>	<b>98,098.65</b>	
	\$	\$	\$	
<b>Net Income</b>	<b>98,098.65</b>	<b>0.00</b>	<b>98,098.65</b>	

Thursday, May 26, 2016 10:59:00 AM PDT GMT-5 - Cash Basis

**CONFERENCE CHAIR:**



Southern Association of Student Financial Aid Administrators

Janet Nowicki/Conference Chair

Executive Board Report/June 13, 2016

**Committee Goals for 2015-16:**

- Completed all aspects of the 2016 Annual Conference started by the original Conference Chair including finalizing the agenda, sessions and presenters, activities, meals, etc
- Coordinated efforts with the Sponsorship Chair to meet her requirements for the Exhibit area and activities associated with her sponsors
- Coordinated efforts with the Vice President and his activities with the Pre-Conference workshops for Mid-Level and NASFAAU sessions
- Coordinated efforts with the President-Elect and her activities in regards to her State President-Elects workshop
- Coordinated efforts with the Local Arrangements Chair as needed
- Coordinated efforts with Treasurer and Membership Chair for Registration before and during the conference
- Coordinated all aspects of any items going up on the website with the Electronic Services Chair
- Submitted any items that need to go on the listserv, Blog, or Social Media to the Communications Chair
- Completed other activities as assigned by the President

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

- 493 attendees
- Survey conducted and results have been made available to Incoming President and Conference Chair for planning 2016-17 conference in Biloxi, MS

### **Action Items:**

- None at this time

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

- Discuss the rotation of all SASFAA states again
- Discuss the assigned state also be the charity state
- Discuss that contract dates never be on Super Bowl Sunday again! It is always the first Sunday in February. Though we were able to successfully incorporate the game into our function, it still was deemed as a negative on the survey. Due to the start date, not the function itself. Folks seemed to love that aspect. Plus it is just way too early in February for the conference.

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

Thank you so much for all the support I received during the change in Conference Chair. It was quite the challenge, but with everyone's help, SASFAA succeeded in presenting an outstanding conference and way under budget! Thank you Madam President for the opportunity!

### **RESOURCE PARTNERS LIAISON AND SPONSORSHIP:**

Brenda McCafferty/Resource Partners Liaison and Sponsorship  
June 13, 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 was hand delivered to each exhibitor the last morning the exhibit area was open. We received an 88% response. Summary attached.

#### **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 8 are first time exhibitors at SASFAA and the media sponsor is also new. Additional sponsorship for NAOW was launched on 3/15/16. Currently one paid sponsors.

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. The committee worked throughout the conference. We were pleased with the success of the conference.

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 has been 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. Submitted report 3/9/16.

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.

March 9, 2016 the committee sent recommendations to be considered for changes to the P & P to be considered at the next board meeting.

1: review comps per package. 2: consider ending first-time exhibitor discounts, building fee for now-exhibiting sponsors. And 3: Include must be a paid sponsor on some level to be included as a speaker on the agenda.

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 divers committee representing schools, 2-year and 4-year institutions and resource partners. It is suggested that the following sponsorship chair try to find a prop school representative since they may work with different vendors. Current committee was made up of state sponsorship chairs and there were no representation of this sector in the nine states.

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: A survey was conducted on behalf of the Resource Partner Liaison/Sponsorship Committee of all sponsors/vendors and a summary was 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.

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: Recommended changes have been sent to the GAP committee as well as to the president to be discussed at the transitional board meeting. 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: This was a survey question on the exit survey for the exhibitors at the annual conference. Most vendors believe in SASFAA supporting a charity but feel their role does not plan in on the rotation of the charity. Most try to support the charity no matter the location.

#### **Action Items:**

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

- 1- Review comps in package as we may be giving away money by offering multiple comps. Recommendation from the committee would be to offer only one comp registration for general sponsorship, two for the next level and three for the top two levels.
- 2- Review doing away with the first time exhibitor discount. This doesn't seem to play a role in the final decision as to if SASFAA is a good fit for their company.
- 3- Add verbiage to require sponsorship on some level to be a presenter/speaker at the annual conference. Vendors now have to show a return on investment for sponsorships. The easiest way is to be a speaker followed by strong exhibit area traffic. Every year this remains a challenge based on room setup by far exhibitors love being in the general session/meal function area.
- 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 stay with the mid-February date so we do not have similar conflicts going forward. Also, several long time sponsors had to reduce the level of sponsorship so we will need to be creative in finding more and new ways to give them more bang for the bucks. The exhibitors love SASFAA and really feel strongly we have a strong conference but their ultimate role is to justify return on investment which links back to increase number of prospects.

#### **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 vice versa with SASFAA. As of January 25, 2016 we have collected \$ 93,915 in paid sponsorship. As of January 25, 2016 we had 8 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. Hopefully the game can be filled by additional training sponsorship for NAOW. We will fight till the end to increase revenue.

#### **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.



### **COMMUNICATIONS AND OUTREACH:**

Southern Association of Student Financial Aid Administrators

Jody Darby / Chair, Communications and Outreach

Executive Board Report / June 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

Reviewing the year, it's been very busy—personally and professionally. The work completed during this year is evident through Facebook and Blogger along with postings to the listserv as needed. Job postings continue to be plentiful.

I couldn't have made it through the year without Amy Berrier's excellent and needed support—a shoulder to lean on, posting things as needed/wanted, etc. I truly appreciate your partnership.

Thank you for allowing me to serve in this position for 2015-2016. I do believe we have met the initial goals of the committee except for the electronic newsletter. Maybe that can be accomplished moving forward.

### **ELECTRONIC SERVICES:**



Southern Association of Student Financial Aid Administrators

Kenneth T. Cole/ Electronic Services Committee Chair

Board Report – 06/06/2016

## Summary of Accomplishments

The SASFAA electronic Services Committee has significantly expanded the use of web services this year. Our first action was to make the Home page more interactive. We added more links, especially to upcoming events and recent webinars, new buttons (such as the Surveys link) and made sponsors more prominent on the page. We also changed up the “cover photo” as the year progressed. Our second action was to expand the resources to the Executive Board and members by purchasing GoToWebinar, through a contract under TechSoup. This allowed committees to meet quickly and efficiently, and even a large board meeting to be held on-line. The tool was used to hold two webinars, which began our SASFAA Webinar Series, which we hope will continue in the years to come. We also updated the “Resources” pages for our members, providing links to important sites, veterans links, and technology resources. All other regular duties continued as normal with very few problems. Membership opened on time and with no major glitches. Sponsorship opened a little late, but ran smoothly after that. The Annual Conference registration and website were operating on-time and ran well. The Elections were conducted smoothly. Other events like the Management Institute, New Aid Officer’s Workshop, have thus far been setup and working correctly, and the Leadership Symposium setup will begin soon. During this year the Website contract was renewed and extended for 2 years, and with that website security changed. Administration of the website is closely monitored. The new board members have had their access set up and in July the prior board members will have theirs adjusted. We have setup the Volunteer Form for the next year and other 2016-2017 setup has begun.

It has been a great pleasure to be a member of the SASFAA board for this year. I am sorry that I wasn’t able to attend the Transitional Meeting. It is a great experience that I truly hate to miss. I unfortunately had to choose between that and being a presenter at the NAO workshop. It has been an honor to serve as the Electronic Services Committee Chair and though I know I haven’t always kept up with my duties as we all would have liked me to, I hope I have served you well for the many new endeavors and expanding electronic services we provided. I am working with Celena Tullos to transition and will continue to serve on the committee. I will miss you all and I hope I can make it to the next SASFAA conference. God bless you all! ~Ken

## **GLOBAL ISSUES:**



Southern Association of Student Financial Aid Administrators

Stacy Walker/Global Issues Committee Chair

June 13, 2016 Board Report

Minority Serving Institutions Task Force along with the VA Task Force was created. The Veterans Task Force presented a webinar on Green Zone training in November. We presented 3 sessions for the Annual Conference back in February based on various topics of diversity. We also proved 3 articles on the SASFAA blog throughout the year for publication on the SASFAA Nine News.

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 welcomed our guest speakers whom were 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.

Heather Boutell and Tarik Boyd were SASFAA representatives on the NASFAA PPY Implementation Task Force. They presented, with the SASFAA Minority Serving Institutions Task Force an informative webinar of financial aid administrator perspectives on the upcoming 2017-2018 Prior-Prior-Year Implementation. I must say there was an overwhelming level of support and desire to attend this webinar.

### **LEGISLATIVE RELATIONS:**



Southern Association of Student Financial Aid Administrators

Legislative Relations Report/Ron Gambill

June 13, 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 March 16 which included the Hill Day attendees. The meeting focused on the logistical preparations for the Hill Day, the updated briefing document, and the updated Congressional contact list.

### **Legislative Hill Day Visit:**

The SASFAA Legislative Relations Committee organized a Hill Day event held on April 20, 2016 with 19 SASFAA members participating. Every state in the SASFAA region was represented with one to three members. SASFAA provided funding for one representative from each state, and states were invited to fund an additional representative if they chose to do so. Fifty percent of the attendees had not participated in a Congressional Hill visit previously, which provided a great opportunity for mentoring.

The SASFAA Hill Visit Team utilized a talking point paper that had been vetted through the committee since last fall and a document from NASFAA relative to Reauthorization that served as an informational piece for other topics that could have materialized during discussions.

Group meetings were conducted with Senator Alexander's staff on the HELP Committee, Senator Murray's staff on the HELP Committee, and Representative Kline's staff on the House Education and the Workforce Committee. These

committees are responsible for submitting the legislative language for Reauthorization of the Higher Education Act. The discussions were very productive as there was an opportunity to respond to questions from the staff and to present general points of the ways to improve the HEA in the future.

The evening prior to going on the Hill, a former Hill staff member with 17 years' experience provided an excellent overview relative to conducting Hill visits and the current DC political environment. His presentation provided good preparatory information.

In addition to the group meetings, SASFAA members conducted 23 meetings either with members or staff during the Hill Day visits. These meetings were focused on members of the Education Committees of Congress, members from the SASFAA member's district, or members of other key committees that will impact Reauthorization.

The SASFAA attendees were encouraged to send follow-up emails expressing appreciation for the members' or staffs' time during the visits.

On behalf of the Legislative Relations Committee, we appreciate the support provided by SASFAA for this event.

### **MEMBERSHIP:**



Southern Association of Student Financial Aid Administrators

Angela Black/Membership Committee Chair

Executive Board Report/June 13, 2016

**Membership Management:** At the start of the 15-16 membership year, the membership application link was made visible and accessible from SASFAA's home page. The membership services page was updated to emphasize the benefits of membership and to provide more detailed information about current membership options. System settings (automated emails) were utilized for membership renewal reminders. Prior to the launch of the membership application, the 2014-2015 New Aid Officer participants were activated for 2015-2016 membership. New membership categories, Associate and Retired, were implemented effective with the 15-16 membership application/year; the application and website were updated accordingly and a work flow was developed for management. In January and February, the membership committee chair completed thorough and frequent membership record reviews in preparation for elections and coordinated with the Electronic Services Chair during the election period to confirm activity and verify new information needed for the distribution of voter keys for newly qualified members. As one of a few final tasks of the membership committee, a membership certificate process was implemented in April. A membership certificate template was created and made available for electronic distribution on a by request basis; information about the certificate has been advertised on the home page and membership page of the SASFAA website. On a monthly basis (and more frequently during the election cycle), the membership committee 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.

The following committee goals were met:

- Launch the 2015-2016 membership application.
- Update 2015-2016 membership status for 2015 NAOW participants.
- Implement a method for management of new membership categories.
- Generate/setup communications to encourage the submission of membership new and renewal applications.

- Monitor and update SASFAA's membership database/records.
- Explore options and committee workflow for electronic issuance of a membership certificate to members.

**Membership Promotion and Communications:** A communication plan was implemented in conjunction with the 15-16 membership launch to encourage new and renewal applications. System settings and automated emails were utilized for renewal reminders. An email outlining the benefits of SASFAA membership was sent to state presidents for distribution on state lists in an effort to reach out to potential new members. Membership application information was placed in a more prominent location on the home page of the website. The membership services page was updated in consultation with the president emphasizing the benefits of membership and the updated membership categories. With specific consideration given to the best timing in conjunction with activities of the association, another group of communications outlining the benefits of SASFAA membership were pushed to state lists via membership committee resources in November. Through the work of several SASFAA committees, membership was promoted through website and social media outlets and also in conjunction with all SASFAA activities throughout the year.

The following committee goal was met:

- Generate/setup communications to encourage the submission of membership new and renewal applications.

**Mentorship Program:** The membership committee took several steps to implement a more effective mentorship program, including confirmation of mentorship program interest/participation, verification of data, 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. 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. The committee finalized the process of assigning mentors to mentees for the 15-16 membership year in January in alignment with peak membership period and conference. A mentorship program meet and greet was held at the annual conference. Special consideration was given to conference attendance in the mentor/mentee assignment process to ensure the most successful outcome possible associated with the recommendation to incorporate a mentorship activity at the conference. A few mentorship updates were made as needed to accommodate mentee needs throughout the spring.

The following committee goal was met:

- Enhance the mentorship program, including the incorporation of activities during the annual conference.

**Conference Membership Activities:** The membership committee completed a review of supply lists and submitted a recommendation for supplies needed associated with conference registration. The membership chair prepared name badges for the conference and coordinated with the Treasurer to support conference registration activities. The membership committee assigned mentors prior to the annual conference and a mentorship program meet and greet was held at the annual conference. The membership committee targeted new members for an activity to encourage engagement in all aspects of the conference and a drawing was offered to encourage participation.

The following committee goal was met:

- Enhance the mentorship program, including the incorporation of activities during the annual conference.

**Survey:** While some surveys were conducted by other committees throughout the year, the membership committee has not conducted a comprehensive survey of SASFAA membership during the 2015-2016 membership year. The membership chair will discuss the appropriate course of action with SASFAA leadership.

#### **P&P, Bylaws, and Reporting:**

The Membership Committee has met all report requirements throughout the year. The committee also shared a monthly membership summary with the board each month and filed as a tool for use in trend analysis in future years. The committee recommended a change to information pertaining to Membership in the Bylaws at the November 19, 2015 board meeting to address member qualification for committee service and outdated language associated with communications. The change to the Membership section of the Bylaws was approved by

membership during the election in February. The Membership Committee confirmed the accuracy of the Bylaws and associated P&P change with the Secretary.

The following committee goals were met:

- Complete reporting for board meetings, the GAP assessment, and the President's annual report.
- Review the P&P periodically and submit recommendations for updates to the board as needed.

**Membership Involvement:** Membership involvement occurred for all activities of the association. SASFAA's electronic registration process for membership and events allows for the evaluation of member involvement in association activities. Upon review of the overall participation/registration in SASFAA activities, a substantial increase in membership involvement has been noted for 2015-2016. The membership committee attributes the increase in overall involvement through participant registrations to SASFAA leadership and committees who worked to effectively advertise and offer additional training options to members in various forms.

The following committee goal was met (indirectly, via the work of others on the SASFAA board):

- Increase engagement with membership.

**Membership Status:** As of 6-6-16, there were 1341 members. Of those, 1260 were classified as active, 36 were classified as associate, 5 were classified as retired, and 40 were classified as honorary. Additionally, there were 75 preliminary/initiated members with applications pending payment. Just prior to the close of the membership year, a final membership review will be completed and the membership committee will coordinate with the Treasurer to purge pending membership records. Continued growth in overall membership has been noted with several additional memberships expected to be finalized as the SASFAA New Aid Officer event draws near (total membership reported at the end of 2014-2015 was 1300).

## **SITE SELECTION:**

### Site Selection – End of Year Report

The 2015-16 year was very busy for Site Selection. Sites were arranged for board meetings, committee meetings, training activities, a new home for next year's transition and the 2018 conference location was secured. We can look forward to the Management/Leadership workshop in October at the Lake Buena Vista Embassy Suites Resort in Orlando. The 2017 SASFAA conference is at the beautiful Beau Rivage Resort in Mississippi. The August board meeting will be held there as well. The 2016/17 Executive Board will transition with the 2017/18 Executive Board at the B Ocean Resort in Fort Lauderdale.

Site Selection is transitioning to Tarik Boyd for 2016/17. He has been very active on the Site Selection committee and is ready to take on his new role. Janet, Celena, Maureen and Tarik have been knowledgeable, supportive members of the Site Selection team and have been instrumental in securing solid contracts for SASFAA. A special thanks to Terry, Jenelle, Brad, Marion and Amy for additional contract oversight.

I strongly recommend maintaining a committee to assist in reviewing contracts. I have enjoyed my fourth year on the SASFAA board in this role. Thank you Amy Berrier for a wonderful year.

## **LONG RANGE PLAN:**



Southern Association of Student Financial Aid Administrators

Sandra Neel, Long Range Plan Chair

Year-end Report, Transition Meeting

June 13-14, 2016 St. Pete Beach, FL

### **Committee Goals for 2015-16:**

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

Members of the Long Range Planning Committee were selected based on years of experience and service to SASFAA and include:

- Runan Pendergrast, African American, Female, 2-yr Public, Kentucky
- Michael Morgan, African American, Male, Private, Tennessee
- Bill Spiers, White, Male, 2-Yr Public, Florida
- Brenda McCafferty, White, Female, Business Partner, Mississippi and Virginia
- Keith Reeves, White, Male, 4-yr Public, South Carolina
- Sandy Neel, Chair, White, Female, 4-yr Public, Kentucky

### **Summary of Activity:**

Since writing the Long Range Plan was a two-year commitment, the committee members remained the same as last year. In continuing with the work from last year, the committee held conference calls and email discussions throughout the fall and up until the new LRP was submitted to the Board at the Board meeting on February 6, 2016. An in-person meeting was held in Miami, Florida October 15-27, 2015. The committee beginning in the afternoon of the October 25, all day October 26 and a half day on October 27 in which the rough draft of the Long Range Plan was written. After the in-person meeting, the P and P and By-laws were carefully reviewed to ensure there were no conflicts between the new Long Range Plan objectives and these documents.

At the Annual Board meeting in February the new Long Range Plan was presented to the Board. The Board voted on and adopted the new LRP on February 6, 2016. The narrative is updated and is on the website. The following is the new Long Range Plan that was approved by the Board.

## **2017-2021 SASFAA LONG-RANGE PLAN**

### **I. ORGANIZATIONAL STRUCTURE**

#### **BY-LAWS**

GOAL: Ensure the association is legally sound.

OBJECTIVE:

- Review the By-Laws annually. Make changes sparingly and judiciously.

GOAL: all actions adhere to the guiding principles of the by-laws.

OBJECTIVE:

- President ensures the board members are educated on the by-laws annually.

## POLICIES AND PROCEDURES

GOAL: Policy and Procedures shall be reflective of current practices and shall be compliant with the By-law.

OBJECTIVES:

- The elected board and committee chairs shall continuously review P&P.
- Board and Committees chairs shall document their review of the P&P.
- When updated, a new P&P shall be created as to keep historical information intact.

MISSION and VISION STATEMENT:

GOAL: Develop a new Mission Statement.

OBJECTIVE:

- Create a succinct statement that captures the purpose and intent of the association and provides a sense of intended direction.

GOAL: Develop a new Vision Statement.

OBJECTIVE:

- Create a vision statement that energizes, inspires, and is reflective of the revised Mission Statement.

## BOARD OF DIRECTORS

GOAL: The SASFAA Board of Directors (elected and appointed) should be reflective of the diversity of the organization, be knowledgeable financial aid practitioners, Involved, engaged and committed to the success of the organization.

OBJECTIVES:

- Ensure the Board of Directors understand the responsibilities and time commitment of their positions.
- President-Elect shall send job responsibilities to each potential committee chair prior to committee chair selection.

- Past-President shall send job responsibilities to each nominee prior to final nomination selections.
- Use transition meeting to develop committee goals and objectives and publish the goals on the website.
- Explore new ways to measure Board Effectiveness and determine the best process to be used going forward. (possibly replace current GAP practices while keeping in mind an evaluation must be done to retain our Non-profit status)

## COMMITTEES

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

### OBJECTIVES:

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

## MEMBERSHIP

GOAL: Increase membership.

### OBJECTIVES:

- Encourage each state president to establish increased membership goals for SASFAA.
- Promote continuous membership through the New Aid Officer's Workshop.
- Establish a membership drive.

GOAL: Expand mentoring opportunities.

### OBJECTIVES:

- Develop a mentorship guide.
- Provide mentor training and resources.

GOAL: Expand the benefits of membership.

### OBJECTIVES:

- Provide for the needs of all sectors.
- Provide services and resources that meet the needs of all sectors.

## **II. COMMUNICATION/COLLABORATION**

### COMMUNICATION

GOAL: Disseminate information to the membership and appropriate constituencies.

#### OBJECTIVES:

- Information should be timely and relevant.
- Efforts should be made to avoid duplication of information.

GOAL: Develop a plan and policy for the use of social media.

#### OBJECTIVES:

- Develop content that promotes the objectives of the association.
- Use social media platforms that are relevant and appropriate.

## **III. PROFESSIONAL DEVELOPMENT**

### PROFESSIONAL DEVELOPMENT

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

#### OBJECTIVES:

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

### LEADERSHIP DEVELOPMENT

GOAL: Provide leadership development opportunities.

#### OBJECTIVES:

- Identify and encourage potential leaders who are prepared to take leadership roles and cultivate the use of their abilities.
- Develop an evaluation tool to identify those with leadership abilities and provide opportunities for association involvement.



- Create various avenues for leadership development.

#### **IV. FINANCES**

GOAL: Be fiscally prudent.

OBJECTIVES:

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

GOAL: Develop a 5-year financial plan

OBJECTIVES:

- Provide for the establishment, maintenance, investment and monitoring of an Associational reserve fund which is sufficient to cover at least one year's operating expenses and outstanding contractual obligations.
- Explore investment opportunities to grow the reserves.

GOAL: Develop a Vendor/Sponsor Guide

OBJECTIVES:

- Define levels of sponsorship that will meet our needs as an organization.
- Define who may or may not vend/sponsor.
- Outline process for seeking new sponsorship resources.

#### **V. POLICY ADVOCACY**

GOAL: Educate membership on legislative advocacy.

OBJECTIVES:

- Update and republish the SASFAA Legislative Guide.
- Provide on-going legislative advocacy training to the membership.

GOAL: Provide opportunities for legislative advocacy.

- Ensure the Legislative Relations Committee keeps the membership apprised of impending legislation and regulation.
- Where appropriate and where consensus exists, provide the membership with appropriate analysis of legislation and regulations.

GOAL: SASFAA should be an influencer in the legislative and regulatory process.

- Where appropriate and where consensus exists, write letters or emails to the appropriate agency.
- Inform the membership of any action taken by the Board and encourage membership participation in the advocacy process.

**Policy and Procedure Change:**

*6.10 LRP the paragraph needs to be updated to read: On a five-year cycle the long-range planning committee assesses future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. **Additionally, the committee will:** (delete) **Add:** Two years prior to the expiration of the current Long Range Plan, the Long Range Planning Committee shall be formed to develop a strategic plan for continued leadership and fiscal integrity. In developing the Long Range Plan the committee will:*

*Strike a. and b. then c becomes a. and so on*

*To ensure continued assessment the governance and strategic planning committee performs an annual review of the long-range plan. The association's long-range plan was adopted in February 1996, revised in June 2006, and revised again in June 2011. **Need to add:** A New Long Range Plan was adopted February, 2016.*

**Personal Thoughts and Reflections:**

It has been a pleasure serving as the Long Range Plan Chair for the last two years. I want to thank Nathan and Amy for having the trust in my abilities to get this task completed. The drive of the Committee was outstanding and one of the best committees I have ever had the pleasure in which to work. Being involved in SASFAA has always been important to me and has been very rewarding to me personally and professionally.

## **ATTACHMENT C- STATE PRESIDENT REPORTS**

### **ALABAMA:**



Southern Association of Student Financial Aid Administrators

Phillip Nelson/Alabama State President

Executive Board Report/ June 6, 2016

#### **Summary of Activity:**

It has been an exciting year for AASF AA. 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 AASF AA 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.

We held our annual Spring Conference March 14<sup>th</sup> – March 17<sup>th</sup> at the beautiful Battle House in Mobile Alabama (the oldest city in Alabama and the home of Hank Aaron.) We had a great conference with a lot of positive feedback with the new changes implemented at this conference. We did our Presidents swap with Florida this year hosting Joan Bailey. She was a hit with our conference and immediately became a part of our AASF AA family. She presented the getting involved session and we had 81 in attendance. Out of that 81 we had 14 volunteer forms completed. Kelly D'Eath attended the FASF AA Conference on behalf of AASF AA and presented the getting involved session for them. They had 20 in attendance and 2 volunteer forms completed. For the first time ever the SASFAA President Amy Berrier attended our board meeting along with the entire conference. Her willingness to sit in on our meeting and give us valuable advice and information is appreciated. Amy like Joan is forever apart of our AASF AA family. Thank you for coming to our conference and stepping in and helping.

On June 30<sup>th</sup> we will hold our transition meeting at Samford University in Birmingham Alabama. It has been a challenging year but a year that we have made great strides in AASF AA. I am looking forward to Kelly leading our great association this year.

#### **Final comments:**

I want to say it has been great to meet a lot of new people this year through SASFAA. I hope to see everyone soon. 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.

## **FLORIDA:**



### **Annual Conference:**

Florida had a very successful Annual Conference which was held May 24-27 in Bonita Spring, Florida. We had an attendance of about 280. We held two NASFAA Pre-Conference Credentials workshops, one on Need Analysis and the other on Professional Judgment. Attendance for that was approximately 10-15 in each. We also held a Cash Management/Business Officers Pre-Conference Workshop with David Bartnicki with approximately 50 attendees.

Thank you to SASFAA for allowing Kelly D'Eath (Alabama) to join us in Florida for our conference. Kelly, and I presented on a "Getting Involved" session for members. It was well attended and some expressed interest in how to get involved in their Association. Thank you to Nathan Basford and Joan Bailey for joining us for that.

Special thanks to Tracy Wiles (University of Tampa) and Thomas Vo (State College of Florida, Manatee-Sarasota) for a successful conference. This was their first time being conference chairs. There were some growing pains involved and thank you to Joan Bailey for helping us keep on track.

Also a thank you to Lori Auxier (Florida Office of Student Financial Assistance) for her first year as site selection. Unfortunately she fell ill the weekend before the conference and was not able to attend.

### **Elections:**

Elections for 2016-17 were completed and announced to the membership:

President-Elect – Thomas Vo – State College of Florida, Manatee-Sarasota  
Vice President of Training – Kamia Mwangi – Santa Fe College  
Region II Representative – Shirley Eubanks – St. Johns River State College  
Region IV Representative – Nadine Bailey – Ultimate Medical Academy

I am very encouraged by this group of individuals and am excited and confident that FASFAA is in good hands for years to come.

Our spring newsletter is available at <https://fasfaa.memberclicks.net/assets/Newsletters/spring-2016.pdf>.

### **Upcoming Events:**

We have one more Board Meeting (June 29-30) which will be held in conjunction with our Transition Meeting (June 30-July1) in Naples, Florida.

It has been an exciting year serving Florida. I look forward to working under Joan Bailey's leadership for the 2016-17 year.

Respectfully submitted,  
Ryan McNamara, FASFAA President

## **GEORGIA:**

SASFAA Board Report – June 2016

Sarah Baumhoff

Georgia State President, GASFAA

GASFAA has had a very busy year this year. I have enjoyed my time serving as state president immensely and I wouldn't trade it for anything. The number of colleagues from across Georgia, SASFAA and even nationally that I now have connections with and consider friends is a bonus of this position. As I told our Spring Conference attendees last week, my only hope was to leave GASFAA a little better than I found it.

I have included our highlights for the 2015-2016 year below:

- Brought back a 2 Day Fall Workshop/Mini-Conference with 180 Registered Attendees. This workshop introduced an emphasis on NASFAA Credentialing, Leadership Workshop on Administrative Capability and some Best Practices Session. The event was originally planned for 120 attendees, so there is in obvious interest in a 2-day session in GASFAA.
- Hosted a Winter Workshop with 148 Registered Attendees. This workshop included the opportunity to earn two NASFAA Credentials and also offered a technical session. This session was also filled to capacity.
- Our Spring Conference was a great success. We had 259 Registered Attendees. We were pleased to have David Bartnicki, Wood Mason, Justin Draeger, Amy Berrier and Karen Hauser, TN President-Elect, with us as special guests. This was the largest number of conference attendees since our 2012 Conference. We had 18 sponsors with an increase in sponsorship dollars.

We awarded our first GASFAA Service Award (new award created this year) to David Bartnicki. The GASFAA Executive Board's Award for the Outstanding New Professional was awarded to Joe Buchholz. The GASFAA Presidents' Award for Distinguished Service was awarded to Pat Barton.

- GASFAA is number two in the country in terms of NASFAA credentials earned behind Missouri. At last count, we have 414 credentials in Georgia.

For me personally, I thoroughly enjoyed the opportunity to attend the SASFAA Hill Visit. It was a well-organized event and I enjoyed the ability to meet with so many congressional staff members as well as network with my SASFAA colleagues. I also enjoyed the opportunity to visit the TASFAA Conference as part of the President's Exchange program. TASFAA was extremely welcoming and it was wonderful to visit with some friends and learn more. I presented two sessions and was able to attend several sessions while there.

Thank you so much for the opportunity to get to know all of you. While I knew some of you by name, I now consider you my friends. I look forward to continuing to work within GASFAA and SASF

## **KENTUCKY:**

**Southern Association of Student Financial Aid Administrators**

**Laura Keown/Kentucky State President**

**Executive Board Report/June 13, 2016**

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

### **June 2015**

**KASFAA Transition Meeting.** President-Elect (at that time) Laura Keown conducted the transition meeting, held at General Butler State Resort Park in Carrollton, KY with both out-going officers and committee chairs as well as officers and committee chairs for 2015-2016. A review of KASFAA's Mission Statement, Vision Statement, and Code of Ethics, board meeting procedures and expectations, etc. was conducted. Additionally, attendees had the opportunity, both formally in the meeting and informally the night before, to establish rapport and become more familiar with each other and the roles each would be serving during the 2016-17 KASFAA year.

### **July 2015**

**NASFAA Conference.** July 12-15, 2016. President Keown attended the NASFAA Conference in New Orleans and attended the State Presidents' Breakfast.

**July SASFAA Board Meeting.** The KASFAA President attended and participated in the SASFAA Board Meeting held in Greensboro, on July 25, 2015.

**Fall Program Committee Meeting.** Held Thursday, July 30, 2015 at the location of the Fall 2015 Fall Conference, the day spent planning with the committee planned a strong fall conference including several new ideas for content, schedule, and social opportunities.

**July KASFAA Board Meeting.** On Friday, July 31, 2015, President Keown chaired the July KASFAA Board Meeting in the same location as the Program Committee meeting the day prior. Executive Board members and committee chairs presented reports which mainly consisted of goals for the 2015-16 KASFAA year. All in attendance participated in discussion and planning for the year and the 2015-16 KASFAA budget was approved.

### **October 2015**

**Fall KASFAA Newsletter** published on October 5, 2015. The first edition of the 2015-16 Newsletter was distributed via listserv and posted to the KASFAA website on October 5, 2015. Some new features included spotlights on several new KASFAA members and a profile of the Spring 2015 Herb Vescio Distinguished Service Award recipient, Chester Priest.

**October KASFAA Board Meeting.** On Tuesday, October 13, 2015 President Keown chaired the second board meeting of the KASFAA year. Executive Board members and committee chairs reported on activities taken place since July and on plans for upcoming events and activities.

**Fall KASFAA Conference.** Held October 14-16, 2015 at the Holiday Inn Cincinnati Airport, Erlanger, after much hard work by the committee, the committee chair Dave Bowman, and the President. The Fall Conference was entitled "C.A.M.P. KASFAA – From Camper to Counselor." "C.A.M.P" stood for Core, Advocacy, Membership, Policy. Pre-conference events included the New Members Workshop and three NASFAA Core credentialing sessions. Two additional NASFAA Core sessions were embedded in the conference, for a total of six credentialing sessions. Ninety-seven KASFAA members participated in at least one of those opportunities. This was the first time KASFAA had used the Core materials. KASFAA was proud to raise \$633.86 in addition to actual school supplies for "Crayons to Computers," which provides free school supplies to teachers in the Northern Kentucky/Cincinnati area. KASFAA welcomed SASFAA President-Elect Marian Dill and SCASFAA President Elizabeth Milam. Marian provided the SASFAA Update and greetings from President Amy Berrier and Elizabeth presented the Involvement session as part of the SASFAA State Presidents' Exchange. Other special guests included SASFAA Legislative Chair Ron Gambill and Federal Trainer David Bartnicki. KASFAA Honorary Life Membership was presented to Shelley Park, Past President and Director of Financial Aid at Eastern Kentucky University. In addition to our special guests, 148 KASFAA members were in attendance at the Fall Conference, which exceeded our goal for attendance.

**High School Counselor Workshops.** KASFAA's High School Counselor Workshops were held at 9 different sites around the state on 9 different dates between October 20<sup>th</sup> and November 12<sup>th</sup>. 286 individuals were in attendance at these workshops.

### November 2015

**November SASFAA Board Meeting.** On November 19, 2015, President Keown participated in the SASFAA Board Meeting held via GoToWebinar.

**NASFAA Annual Training Workshop.** 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.

### December 2015

**Spring Program Committee Meeting.** Held Thursday, December 17, 2015 at the location for the Spring KASFAA Conference, the President joined an enthusiastic group of KASFAA members to plan the spring conference.

**December KASFAA Board Meeting.** On Friday, December 18, 2015 President Keown chaired the third board meeting of the KASFAA year. Executive Board members and committee chairs reported on activities taken place since October and on plans for upcoming events and activities. The Board in Executive Session approved the 2016 recipient of the Herb Vescio Distinguished Service Award, to be awarded to the recipient at the Spring 2016 KASFAA Conference. A full, dual slate of candidates was approved by the Board for offices needing filled for the 2016-2017 KASFAA year. In addition, after a long productive discussion, the Board also approved a motion from the Budget and Finance Committee, chaired by Mark Messenschlager, to invest KASFAA's Reserve funds in five different funds administered through a Business Brokerage Account with Fidelity Investments. In addition to all this important business, board members also competed in an "Ugly Christmas Sweater Contest" which culminated in five being award prizes – cookies home-baked by the President.

### January 2016

**Financial Aid Awareness Month.** Governor Matt Bevin issued a proclamation declaring January to be Financial Aid Awareness Month in the Commonwealth of Kentucky. KASFAA's Public Relations Committee coordinated with the governor's office to have this proclamation issued.

**Financial Aid Call-In Show.** On January 11, 2016, KASFAA worked with Kentucky Educational Television (KET) to present the annual Financial Aid Call-In Show. Four KASFAA members appeared on-air to discuss financial aid issues and to answer questions called in by the public. And additional seven KASFAA members answered calls.

**Election.** The election of officers to KASFAA's Executive Board was held January 18-29, 2016. A strong, dual-slate for each office needing filled for the 2016-2017 year was presented to the membership for their on-line vote.

**College Goal Kentucky.** Although CGK events started in December and lasted through April, a majority of the events were held in the month of January. In total, twenty-five events were held. 268 students and 183 parents/others attended these events. 38 KASFAA volunteers worked these events, and a total of 237 FAFSAs were initiated/filed.

### February 2016

**February SASFAA Board Meeting.** President Keown attended and participated in the SASFAA Board Meeting held in Greensboro, on February 6, 2016.

**SASFAA Conference.** The President attended the SASFAA Conference held in Greensboro, NC February 7-10, 2016. During the conference, President Keown co-presented a concurrent session with Elizabeth Milam, SCASFAA President. "The Value of Volunteerism" was the SASFAA state presidents' exchange presentation. Several other state presidents and the SASFAA Past-President were able to attend that session as well and made valuable contributions to the discussion. Additionally, the President conducted the Kentucky State meeting with 18 in attendance. During that meeting, the newly-elected Executive Board Members for 2016-2017 were announced. President-Elect: Michael Birchett; Vice President for Training: Robin Buchholz; Secretary: Brooke Gupton; 4-

Year Public Schools Secotr Representative: Rhonda Bryant. Later that day, the results of the election were announced to the membership via listserv and Facebook page.

**NASFAA Leadership & Legislative Conference & Expo.** KASFAA President-Elect Angela Black attended this conference in Washington DC February 22-24, 2016. President-Elect Black participated in the Association Management Pathway in preparation for her year as KASFAA President. KASFAA member and a Past-President Heather Boutell was one of the leaders of that conference. The President-Elect, along with several other KASFAA members also spent time with legislators and their staffs on the final day of this conference advocating for student financial aid.

**KASFAA Day at the Capitol.** On February 25, 2016, 9 KASFAA members, including President Keown, participated in the first KASFAA Day at the Capitol event in Frankfort, KY. KASFAA's Legislative Issues Committee, chaired by Erin Klarer, arranged a day at the capitol during the legislative session for members to learn more about the commonwealth's legislative processes, attend and observe two education-related committee meetings, meet with legislators, and observe both the House and the Senate in session. Several good, substantive discussions were held and relationships established with legislators and their staffs and all in attendance recommend that this event continue to be held in the future.

**KASFAA Newsletter Published.** The Spring Edition of the KASFAA Newsletter was published to the KASFAA website. Notification was sent to the membership via listserv and the KASFAA Facebook page. The Spring Edition featured spotlights of new KASFAA members, a preview of the Spring Conference, and a review of the KASFAA Day at the Capitol.

#### **April 2016**

**KASFAA Support Staff Workshop.** The Support Staff Workshop was held April 1, 2016 at Bluegrass Community & Technical College Leestown Campus. In attendance were 26 support staff at institutions where at least one person is a KASFAA member. Four sessions were presented on a variety of appropriate topics and opportunities for networking were also available.

**April KASFAA Board Meeting.** On Tuesday, April 12, 2016, President Keown chaired the fourth board meeting of the KASFAA year. Executive Board members and committee chairs reported on activities taken place since December and on plans for upcoming events and activities. The Executive Board approved the new KASFAA Long-Range Plan, to be voted on by the membership at large. Additionally, the Board conducted a lively discussion of College Goal Kentucky events and how the use of Early FAFSA will change financial aid awareness activities sponsored by KASFAA. As a result of that conversation, a special called Board Meeting was held the following day, April 13, 2016 to consider proposed changes to the Articles and By-Laws which would remove specific listing of and specific descriptions of the majority of KASFAA committees. This proposed change was also found to be in line with a number of other \_ASFAA organizations around the country. The Executive Board approved the changes to the By-Laws and submitted those to the KASFAA membership at large.

**Spring KASFAA Conference.** Held April 13-15 at the Clarion Hotel in Lexington, after much hard work by the committee, the committee chairs Judy Bradley and Chester Priest, and the President. The Spring Conference was entitled "Piecing the Puzzle Together." Pre-conference events included the New Members Workshop and three NASFAA Core credentialing sessions. Two additional NASFAA Core sessions were embedded in the conference, for a total of six credentialing sessions. KASFAA was proud to raise \$1101.00 for The Autism Society of the Bluegrass, who were very grateful for the financial support and the increased awareness of autism during Autism Awareness Month. KASFAA welcomed SASFAA President Amy Berrier and NASFAA Chair Dan Mann. Amy provided the SASFAA Update and Dan provided the NASFAA Update and greetings. Both presented additional sessions and helped with the charity efforts. David Bartnicki provided a Federal Update as well as several other general and concurrent sessions. In addition to our special guests, 154 KASFAA members were in attendance at the Spring Conference. During the conference, KASFAA recognized Kentucky Higher Education Assistance Authority (KHEAA) on the occasion of its 50<sup>th</sup> birthday by reading a Proclamation issued by the Governor and by singing Happy Birthday. The following were presented KASFAA Honorary Lifetime Membership during the



conference: Mary Gihvan, Nancy Melton, and Betty Parke. The Herb Vescio Distinguished Service Award, KASFAA's highest honor, was joyfully presented to Runan Pendergrast.

**SASFAA Capitol Hill Visits.** KASFAA was represented during SASFAA's Capitol Hill Visits in Washington, DC by Erin Klarer, Chair of KASFAA's Legislative Issues Committee, and Mark Messingschlager, Chair of KASFAA's Budget and Finance Committee.

#### **May 2016**

**KASFAA Special Election.** May 16-31, 2016. A special election was held for the membership to vote on the new proposed Long-Range Plan and the By-Laws Amendments. Both items had been approved by the Executive Board in April 2016, and then needed to be voted on by the KASFAA membership. When the election closed on May 31, 2016, both had been approved.

#### **June 2016**

**June SASFAA Board Meeting.** June 13, 2016. President Keown plans to participate in the final 2015-16 SASFAA Board Meeting in St. Petersburg, FL. She also plans to be present for the SASFAA Board Transition Meeting on June 14, 2016.

**June KASFAA Board Meeting.** June 23, 2016. The KASFAA Executive Board and Committee chairs will meet for the final board meeting of the 2015-2016 KASFAA year at General Butler State Resort Park in Carrollton, KY.

**KASFAA Transition Meeting.** June 24, 2016. The KASFAA Transition Meeting will be held with members of the 2015-16 and 2016-17 KASFAA Board and Committee Chairs.

Although the 2015-16 KASFAA year is not final until June 31, 2016, the association is on track to finish the year well within the approved budget. At the time of this writing, KASFAA has 288 members for 2015-16. This has been a good year for KASFAA, with membership excitement in the NASFAA Core opportunities, an active board, a strong dual slate of candidates, a significant move to use the association's reserve funds to generate income for the association, the establishment of relationships with state legislators, an approved new dynamic Long-Range Plan, and amended By-Laws which will allow KASFAA to be nimble and creative in responding to new opportunities and new ways of serving our membership and the students in the Commonwealth of Kentucky.

#### **MISSISSIPPI:**



Southern Association of Student Financial Aid Administrators

Nicole Patrick/Mississippi State President

Executive Board Report/June 13, 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.

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

This has been a great year for MASFAA! Our annual conference will be held in Philadelphia, MS on June 8-10. So far, we have the highest number registered since 2012! My final board meeting will be held prior to the annual conference beginning on June 7. A special election was held in February for a new President-Elect. Leigh Ann Hussey from Mississippi Gulf Coast Community College was elected and will assume the role of President on July 1. I'm excited to work with Leigh Ann and know she will do a great job for MASFAA. During our annual conference, the membership will vote to add a Treasurer-Elect position to our by-laws.

Looking back on my goals that were established for the 2015-2016 year, I feel great about what we have accomplished. We were able to visit every school in the state, complete a total rework of our Policies and Procedures manual, and make strides to add a Treasurer-Elect position. I've enjoyed getting to know everyone this year and treasure the friendships that I have made. I hope to work again with you all in the future.

## **NORTH CAROLINA**



Southern Association of Student Financial Aid Administrators

**Joey Trogdon**

**State President – North Carolina**

Executive Board Report – 6/13/2016

### **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: Elizabeth Milam, SCASFAA President, revised the PowerPoint presentation and each state president has gone through and made changes to personalize it for their state and association.

*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: The state presidents discussed at length and felt that this information was covered during state transitions and did not need to be updated or maintained.

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

Activity: Michael Farris, VASFAA President, attended the spring NCASF AA conference in April and presented a volunteerism and leadership presentation. Unfortunately, I was unable to attend the VASFAA conference, as planned, and was unable to find a replacement.

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

- Held Executive Board meetings on July 31, September 25, November 1, February 26 and April 10.
  - At the first meeting we created and voted on 2015-16 budget, but then created action plans to implement goals for the year. These included:
    - Task force to review Executive Board composition and voting rights
    - Plans for at least five webinars
    - Plans for three Support Staff Training sessions to be held across the state
    - Middle School Enrichment Scholarship review and update, if necessary
    - Task force to review and update the association's Guide to Fiscal Management
- Throughout the year, we enacted the communication plan to increase membership and conference attendance and actively solicited the membership for volunteers and directed them to the appropriate committee chairs.
- Hosted three Support Staff Training seminars around the state during the month of November. The program was well received and had a total of 49 attendees.
- Hosted 2015 Fall Conference in Winston-Salem, NC
  - Had the highest conference attendance since 2012
    - Registered – 236
  - Received high marks on conference and session evaluations
  - Raise \$2,250 through charity fundraising activities for “Our Daily Bread Soup Kitchen of Asheboro” as well as 20 boxes of canned food
- Hosted 2016 Spring Conference in Wrightsville Beach, NC
  - Had the highest conference attendance since 2012
    - Registered – 213
  - Received high marks on conference and session evaluations
  - Raise \$2,500 through charity fundraising activities for the Children's Home Society of North Carolina as well as several boxes of toys and blankets for children.
- Hosted four training webinars throughout the year on topics that the membership deemed to be most important. All received positive feedback and there were request for future topics. They topics covered this year were:
  - ‘A Road to CDR Reduction: Traveling to Lower Rates’ – 20 Registered
  - Satisfactory Academic Progress – 19 Registered
  - Verification – 78 Registered
  - Return to Title IV – 34 Registered
- Tried to grow membership throughout the year by using a communication plan and demonstrating the value of membership. Our final membership number was 669, which was one of the largest we have seen in the past 10 years.
- Updated the Membership database, removed duplicate records, ensured that members had the appropriate status and confirmed that all data was as accurate as possible.
- Updated the Guide to Financial Management with revised policies and fiduciary goals.
- Completed our review of board composition and it was determined by the task force that our composition did not warrant changing at this time.
- Completed our Middle School Enrichment Scholarship review and found that while the program is important, it was something that we believe should be reviewed each year to ensure that it is still meeting all of its intended goals and financially feasible. There is no revenue stream to continue funding the program; therefore, it will deplete in a short amount of time – making it a recurring expense for future boards to fund.

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

I would like to recommend changes to section 6.8 and 7.1 of the SASFAA P&P. Please see the attached documents for the text as it is highlighted in red.

**Personal Thoughts and Recommendations:**

It has been nothing but an honor and a privilege to serve as NCASF AA President this year. The 2015-16 NCASF AA board did an exemplary job and completed every task and project with enthusiasm. It is for certain that they made my job easier and I cannot thank them enough on behalf of myself and for the members of NCASF AA for everything they accomplished and worked on this year. I look forward to seeing several of them continue to serve in future years!

**SOUTH CAROLINA**



Southern Association of Student Financial Aid Administrators

Elizabeth Milam/South Carolina State President

June 2016

**Goals for 2015-2016:**

- Ensure that SCASF AA is represented at all SASFAA Board meetings
- Encourage SCASF AA participation in SASFAA events (currently 185 members)
- Participate in the SASFAA Presidents’ exchange (KASF AA October 2015)
- Celebrate SCASF AA’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 SCASF AA 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 Wetzel	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:**

- NASFAA accepted two of our Student Success Stories for inclusion in the National Conference Student Success Luncheon (Dr. Tabatha McAllister, University of South Carolina's Palmetto College) and NASFAA's Student Success publication (Samantha Kite, Coastal Carolina University).
- College Goal SC was held at numerous locations across the state on February 20-27, 2016.
- President-Elect Kevin Perry attended the NASFAA Leadership & Legislative Expo and participated in Hill visits in Washington, DC.
- The Intermediate Aid Officers Workshop, featuring a NASFAA U Credential in Verification, was held at Southern Wesleyan University on March 16, 2016.
- The Leadership Symposium, focusing on customer service and self-care practices, was held as a pre-conference event on April 3, 2016.
- Legislative Issues Chair Joey Derrick and committee member Brandon Lindsay attended the SASFAA Legislative Symposium and participated in Hill visits in Washington, SC.

The year culminated with our Annual Conference and 50<sup>th</sup> Anniversary Celebration at Kingston Plantation, Myrtle Beach on April 3-6, 2016. SASFAA President Amy Berrier and MASFAA President Nicole Patrick were our special guests. We were honored to have 25 of our 49 presidents in attendance. We brought back many fun activities from the past such as the SCASFAA Olympics (nothing creates a bond like being blindfolded and tied to a colleague) and the Miss SCASFAA Pageant. Conference Chair Katie Harrison and her committee did a remarkable job putting together a conference with meaningful sessions, engaging activities, and historical remembrances. The conference touched the hearts of retired lifetime members and past-presidents, energized current members, and inspired those new to the profession.

The following retirees were recognized at the annual conference:

Josephine Brown	Trident Technical College	15 years
Candace Hall	Medical University of South Carolina	17 years
Sherry Hall	Aiken Technical College	33 years

The following members were presented Quarter Century pins, recognizing 25 years of service:

Angela Fowler	Converse College
Hank Fuller	The Citadel

Bobby Holcombe	University of South Carolina-Union	
Michael Jordan	North Greenville University	
Terri Williams	University of South Carolina-Upstate	
Sandra Gibson	Morris College	(37 years of service)

The following members were recipients of SCASFAA awards:

Emerging Leader Award	Kyle Phillips	Clemson University
SCASFAA Achiever Award	Katie Harrison	SC Tuition Grants Commission
Fearless Nine Service to SCASFAA Award	Tabatha McAllister	University of South Carolina's Palmetto College

Our conference's charity fundraising was held in memory of DePayne Middleton Doctor, one of the "Emmanuel Nine," victims of the tragic shooting in Charleston last June. DePayne was a graduate and employee of three SCASFAA-affiliated institutions, earning her Bachelor of Arts degree from Columbia College and her Master's from Southern Wesleyan University. She worked at the Medical University of South Carolina and most recently at Southern Wesleyan University. SCASFAA was proud to raise \$2,500 for a scholarship for DePayne's daughter who is attending Johnson & Wales University in Charlotte, NC.

Submitted by:

**Elizabeth Milam**  
**President**  
**SC Association of Student Financial Aid Administrators**



**TENNESSEE**

SASFAA Executive Board Meeting  
 June 12, 2016  
**TASFAA President Report**

Preparations for the 2016-17 TASFAA Transition meeting is underway. The meeting is June 28-30, 2016 at the Embassy Suites Hotel, Murfreesboro TN. This two-day event will allow the current Executive Board and future Executive Board to exchange information and ideas to better the association.

The TASFAA Annual Conference was held on from April 24-27, 2016 at the Embassy Suites Hotel, Murfreesboro TN. Our Theme was “A Legacy of Leadership”. TASFAA boasts of 19 Exhibitors and Sponsors, an all-time record, for the 2016 Conference. Dr. Stephanie Ogden, PhD., was our Keynote speaker and addressed the attendees with information and challenges of the impact of empowering leadership in our students, schools and nation. The total registered came to 285 at last count. Sarah Baumhoff, GASFAA State President presented sessions on “Developing a Cost of Attendance” and volunteerism, “The Importance for You and Your Career”. David Bartnicki and Wood Mason from the Department of Education both gave multiple presentations. Our Charity was the National Parkinson Foundation. Just more than \$2,000 was donated by monetary gifts and the purchase of a T-Shirt.

President Smelser participated in the “SASFAA on the Hill” visit to Washington, D.C. on April 20, 2016. Mr. Ron Gambill arranged for meetings with the following: 9:00am, Senator Corker’s Staff; 2:45pm Congressman Duncan; 3:30pm, Congressman Roe and Matt Meyer and 4:00pm, Andrew Palmer, Education Staffer (Cong. Fleischmann’s Office).

President-Elect Karen Hauser, attended the President-Elect Workshop in Greensboro, NC on February 7, 2016. President-Elect Hauser also attended the Association Management Pathway track at the NASFAA Leadership Conference.

President-elect Hauser attended the GASFAA conference as an exchange of State President’s and President-Elect.

A special called Executive Board conference call took place on April 18, 2016 at 2:00pm to vote on a recommendation from the Association Governance Committee, Mr. Jeff Gerkin, Chair. The recommendation is as follows: *Names and mailing addresses of registered TASFAA event attendees (e.g., conferences, training events, etc.) will be provided to vendors, sponsors, and patrons for events they have paid to sponsor.* The voting members of the Executive Board unanimously accepted the recommendation.

TCAT had a 95% retention rate from Fall to Spring 2015-16. TCAT statewide competition for Outstanding Student of the Year was held as Skills USA on April 18. Grand prize of a 2016 Chevy Spark was awarded to Sandra Timberlake.

President Smelser participated in a conference call to discuss applicants for the Clyde Walker Professional Development Scholarship. The two recipients selected each receive registration fees for the SASFAA New Aid Officer’s Summer Workshop.

Respectfully,



Dick Smelser

## VIRGINIA



Southern Association of Student Financial Aid Administrators

Michael Farris: Commonwealth of Virginia President

Executive Board Report/June 6, 2016

## Goals for 2015-2016:

### **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 was conducted on February 25<sup>th</sup> at the VA Beach Hilton, .

This was also be the month the Denver Broncos won the Super Bowl. (Got that one right, Madame President ☺ )

**March- May 2016-** Spring Non-Conference Event and 2016 VASFAA Training Conference in Williamsburg, Virginia at the Kingsmill Resort. By almost every measure, Spring Conference was a success. Lots of money raised for charity, extensive training conducted, and fantastic development partner support!

### **Action Items:**

No Action Items to Propose from VASFAA

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

None to propose

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

I have thoroughly enjoyed serving on the SASFAA executive board this past year, and wish all of my wonderful colleague's great success in their personal and professional lives!



