



AGENDA
SASFAA Board Meeting
Hilton Alexandria Mark Center - Alexandria, VA
July 21-23, 2017
Juniper

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

Michael E. Batts

Friday, July 21st

3:00 PM

Call to Order, Welcome and Introduction of Guests Sharon Oliver
Meeting called to order at 3:05

Announcement of Substitute Voting
Sarah Dowd will be voting for South Carolina, and Stephanie Miller will be voting for Alabama

Establish a Quorum
The secretary confirms that we have 10 of 15 voting members present quorum has been established by President Oliver.

Announcement of Substitute Voting
Action taken above

Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business.
Changes to agenda times notated by President Oliver, motion to approve by Past President Dill, second by Kentucky President Birchett. Unanimous approval.

Motion on Alcohol for Board Meetings Tarik Boyd
Motion brought forward by Vice President Tullos to approve \$100 per meeting to be used in the hospitality suite. Second Florida President Vo. Unanimous approval.

Welcome to Virginia Biz Daniel
Introduction by state president Elizabeth (Biz) Daniel

3:15 PM

Presentation of 2017-18 Goals Sharon Oliver
Goals presented by President Oliver with requests for any additional goals and a request for all board members to review. All goals and final report will be due by April 1st. Any additional goals need to be posted and added prior to August 1st, as they will be posted to the website for the membership to review.

4:00 PM

Budget Presentation and Discussion Nancy Tate
Presentation of budget information by B&F Chair Tate. Some background and history on the B&F work and SASFAA investments in the past. Discussion on how to include and not include interest and capital gains in the yearly budget. Also some discussion on how to get to a zero based budget with moving some moving money out of reserves to cover balance while being conservative in income amounts. Some additional discussion on professional advancement costs

from year to year and why they appear to be so different. Voting on the budget is put off till the next day to allow the board a change to ponder and review.

5:00 PM

Vetting of Volunteers

Sharon Oliver

Review of unassigned volunteers with the hope that each will be offered a role on a committee. A thanks to everyone for inviting all those that volunteered so that at this point we only have 4 unassigned. The last 4 will be offered to serve in some capacity.

Once all volunteers are collected the event in wild apricot will be created and updated and then kept up to date there. The secretary will then export and keep an excel listing updated on the whiteboard for board members to have access to.

Other Business: Breakfast vouchers will be given out and will be on site. SASFAA board pictures will be taken tomorrow.

Meeting adjourned at 3:59pm

6:00 PM

Meet in lobby for Dinner at Red Rocks

All

9:00 PM

Hospitality

President's Suite

Saturday, July 22nd

8:00 AM

Breakfast

Finn and Porter

9:00 AM

Call to Order

President Oliver calls the meeting to order at 9:01am

Establish a Quorum

Secretary Kruger confirms that the quorum has been met and President Oliver declared.

Action Item: Consent of written board reports.

No questions on the board reports, Motion by Past President Dill to accept as submitted, seconded by Tennessee President Harper, unanimous approval.

Review of report format

Round of Successes (2-3 minute updates)

Each member gave a high level overview of their reports highlighting areas of most importance.

Past President Dill presented the gavel to President Oliver and the SASFAA Seal was given to Secretary Kruger.

Questions brought up as to how much it costs to get NASFAA credentialing and in what format you can present it to their membership. And if there is a difference between having them present vs. having someone from the association do it. Also some confusion on when you have to pay vs. not pay.

Discussion on room availability to have meetings beyond the board meetings such as state presidents. Sponsorship discussion on how to encourage vendors to do more than the minimum to get them to help sponsor things like the lunch and learn and the enrollment management symposium.

Kentucky President Birchett presented the idea of outreaching to FA directors to get with their school's administration to invite state legislators to come to campus locally as a way to bring greater understanding to the legislators on the real issues of college campuses.

Action Item: Approval of prior minutes

The minutes from the transition meeting have been presented to the board for approval. No corrections or additions, so they are approved as distributed. They will be posted to the website.

10:30 AM

BREAK

10:45 AM

Review of Reported Action Items/P & P Suggested Changes

- SASFAA Summer Workshop Guide Celena Tulloss
 - Motion by Vice President Tullos, seconded by Past President Dill to match the workshop guide to match the P&P. Update will be made and sent to the secretary for posting and archiving.
 - Discussion on when committee members have to pay their dues, and if there should be set deadline for all committee members to be SASFAA member. Discussion tabled for October meeting and Past President Dill will bring forward recommendations after working with membership chair.
- Budget for 2017-18 Nancy Tate
 - Budget and Finance Chair Tate moves to accept the budget as amended and to allow an exception to the Guide to Financial Management 2.1.D to allow money to consider deposited funds from reserves as income to balance the budget. Second by President Elect Erslan. Unanimous approval.
- Site Selection - Transition Retreat Location 2018 Tarik Boyd
 - Discussion of the three options presented by the site selection committee. Pros and Cons of each were presented.
 - Motion by Secretary Kruger to approve the Westin Fort Lauderdale as the site for 2018 transition meeting, second by Virginia Daniel. Unanimous approval.
 - Discussion on if the internet in the meeting room should be included and potential for 2019 as well.
 - Motion by Kentucky President Birchett to extend this contract through 2019, second by Alabama Representative Millar. unanimous approval.
- Site Selection - 2020 Conference Tarik Boyd

- Discussion on two potential locations and their pro's and con's. With some confusion as to the survey results the vote on the locations is tabled until October as we get more clarification on conference dates.

12:00 PM

LUNCH

1:00 PM

Travel Expenses Tips

Nancy Tate

General overview of travel tips, timing of submitting for reimbursements, budget categories, and the need for full receipts. SASFAA does not reimburse for any alcohol, or for visiting family.

It is recommended that the board be notified if tickets/vouchers are pre-paid or not. So members know if it must be used or not. Same as the ability to have internet in the meeting rooms.

The expense form has been updated with some notes and additional information. And a drop down of budget lines so that they do not have to be looked up each time. Also the per diem amounts are listed on the form.

Items reviewed to B&F committee to clarify meals, reimbursements, and how that works. Also what is the responsibility of board to order.

New Aid Officers Workshop 2018 Site - Survey Results

Celena Tulloss

Survey sent out with a deadline of August 31st. We have received several already so there will be plenty to choose from.

Old Business

- Guide to Financial Management Revisions Marian Dill
 - Major re-write of section 2 and an addition of section 9 explained by Past President Dill. Information will be sent out to the board for review and will be adopted or not at the October meeting or at an earlier E-meeting if one is held.
- Comparison of P & P to Roberts Rules of Order Chad Sartini
 - Review of submitted corrections/changes/updates to P&P.
 - 4.3 Motion to approve submitted changes by Florida President Vo, second by Secretary Kruger, unanimous approval.
 - 5.1 sent back to committee for re-write. Several board members expressed apprehension and the overly serious nature of the tone. While the content of the material is good it was viewed by some as too strongly worded and off putting. Committee will review again to see about softening tone.
 - 5.3.G Motion by Past President Dill to change this section to read “selects all groups, taskforces chairs, and committee chairs for the upcoming year” and “Works with all groups, taskforce chairs, and committee chairs on selecting

committee members utilizing volunteers”. Second by North Carolina President Johnson. Unanimous approval.

- All remaining sections were then sent back to committee asking that the proposed changes be place side by side with current wording to make it easier for the board to review.
- Site Selection Survey Results Tarik Boyd
 - Result presented with discussion on the benefits and drawbacks of moving the conference to the fall, or changing it to be March or other dates in February. Drawbacks of moving it to March include competing with spring break and the large tech conferences. But moving it to fall may well not work since before October 1st would not work but after doesn't make a difference between then and February.
- P & P Guidance Sections 5 &6 Marian Dill
 - Discussion on remaining P&P suggestions from Past President Berrier.
 - Of the areas that were left to be reviewed 6.7B, 6.2A, 5.8.5, and 7.5 were reviewed but the board determined not to move forward with suggested edits.
 - 12.6 update was determined to be technical in nature and did not require vote and will be updated.
 - 6.7.F and 6.7.O were tabled for re-write and review in a future meeting.
 - The re-write of section 5 (duties of the board) was tabled for including into changes to be brought forward by the Roberts Rules P&P committee where the original and suggested changed are to be place side by side for comparison and review.
 - The re-write of section 6 nominations and elections was also sent back to have a comparison or markup done comparing the older version with the newly submitted version.
 - Section 5.2.B was reviewed and changed as below.
 - Past President Dill moved to add “if approved by the NASFAA Chair” to the end of the first sentence since is up to the NASFAA chair to allow substitute voting or not. Second by Tennessee President Harper. Unanimous approval.

3:00 PM

Tour of the Hotel (Changes to 11:15am)

Full board took a walking tour of the hotel and all its facilities.

4:00 PM

Old Business (Cont.)

- Financial Interim Review Nancy Tate
 - By October the B&F committee will perform financial review to give a report to the board.

- Membership Application Changes Jenelle Handcox
 - Updated the school type choices to match the IPEDS designations. Also some questions on how we hand the question on gender and how we ask for somethings on the membership application that are on the diversity statement but not all of them. Is there a need to ask for more or is what is there sufficient? How much do we live our diversity statement and by asking for certain things are we being inclusive or exclusive. The membership committee will look into this to make further recommendations.

4:30 PM

New Business

- Approval of 2017-18 Goals
 - Motion by Kentucky President Birchet to approve the current list of goals as presented. Second by Tennessee President Harper. Unanimous approval.
- State Presidents Exchange for 2017-18
 - A review of who is exchanging and to what state they will be visiting was reviewed.
 - Suggestion brought forward that it should be the president elect be the one to go on the exchange instead of president as it would be more beneficial to get that experience prior to your year as president.
 - Discussion on how its paid for, how states pay for travel, hosting other presidents, and other such fiscal concerns. It was pointed out that the \$500 amount per state came from the presidents and maybe it's time to review that again.
- NATIONAL-REGIONAL-STATE REALIGNMENT
 - Meeting in September to cover question one, recap of the meeting at the NASFAA conference was given. Discussion on how well informed we were compared to other states and regions. Many of those in attendance gave a recap of the event.
- Proposed scholarship for the NAOW as brought forward by the previous Vice President.
 - Discussion on who to do it and if it is able to be a budget line item or incorporated into the cost of the NAOW.
 - Motion by Past President Dill to offer two comp registrations on behalf of SASFAA with the Vice President of Training and the NAOW instructors picking the recipients. Second by Treasurer Darby. Unanimous approval.

5:00 PM

Adjourn

6:15 PM

Dinner with the Conference Committee at Clyde's

All

9:00 PM

Hospitality

President's Suite

Sunday, July 23rd

8:00 AM Breakfast Finn and Porter

9:00 AM Conference Committee Meeting

If we do not finish our board meeting on Saturday, the board meeting will resume on Sunday at 9:00 am.

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