



AGENDA
Third Board Meeting of the 2016-2017 SASFAA Board
Beau Rivage, Biloxi, Mississippi
February 10-12, 2018

Mission Statement as per 2016-2021 Long Range Plan

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

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

Friday, February 10: Travel Day

3:00 – 6:00 PM	Conference Suite Open	Oaks Boardroom
6:00 PM	Meet in the Lobby for Dinner	Sal & Mookies

Saturday, February 11 – Picture Day

Camelia B

8:00 AM	Breakfast	Buffet Breakfast
8:30 AM	Call to Order, Welcome & Introduction of Guests Establish a Quorum	Marian Dill

Meeting called to order at 9:03AM with quorum reached.
 President Dill started the meeting with reading of the Mission statement

Announcement of Substitute Voting:

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

Motion to approve

First by Past President Berrier, second by Treasurer Handcox

All approved

Welcome to Mississippi Leigh Ann Hussey
 Brief welcome by State President welcoming SASFAA to the state.

Conference Review Carolyn Sparks

334 registered attendees as of 02/10/2017
Review of head table and speaking schedule for the conference
Discussion on the distribution of the budget to the membership

Action Item: Consent of written board reports.

- Review of report format
- Round of Successes (2-3 minute updates)

Motion by Alabama president D'Eath, second by North Carolina President Perry.
All approved

Extended discussion of New Aid Officer Workshop by Vice President Morgan and the need for more instructors.

Brief discussion from the legislative relations chair on the hill visits and the white papers. More detailed report to be presented later in the agenda.

Discussion of the new State Presidents Handbook and PowerPoint that will be used in all the state presentations.

Discussion on 3 site proposals for the SASFAA conference 2019, three site presented for the board to review and discuss with a vote later in the day to pick one to continue to contract.

Break moved to 10:36, meeting to resume at 11am

Extended Discussion on the copyright usage and destination 360 claims. Wild Apricot has restored the photo and there was not copyrighted. And that the TBR attorney is asking for from additional information as the first document was not enough. He is also confident that even if they can provide proof of copyright it is not worth the \$3500 that they are claiming.

Action Item: Approval of prior minutes

Approval needed of the October Board Meeting Minutes, as well as the 01-06 e-meeting, 01-17 conference call, and 02-07 e-meeting minutes.

Discussion on issue with e-meetings being closed before the 24-hour mark despite the P&P saying different. Initial motion by Tennessee President Hauser to fix/add information to e-meeting minutes but later rescinded. Select group put forward to review the P&P on E-meetings to determine proper next course. That group consists of Secretary Kruger, Tennessee President Hauser, Kentucky President Black, Special Chair Day, and North Carolina President Perry.

The board acknowledges that there has been an oversight to the e-meeting P&P that appears to require the 24-hour timeframe and will seek resolve moving forward. Conflict between P&P and Roberts Rules where RR should trump but also seek to clarify the P&P so that there is no conflict going forward.

The clarification to this is that the chair always have the right to close the meeting prior to the 24 hour mark and unless otherwise stated or closed the meeting would automatically adjourn at the 24 hour mark.

Approval of prior minutes postponed so that furfur clarification Roberts rules and any additional modifications needed.

10:00 – 10:15 AM

BREAK

10:15- 11:30 AM

Review of Reported Action Items/ P&P Suggested Changes (moved to 1:05pm)

Diversity statement discussion where Legacy LRP Day presented potential “Diversity Statement” some discussion on the wording and a special group pulled to work on wording to make sure that we accurately represent our intentions.

11:30 AM

LUNCH

Camelia A

Continues discussion and presentation of updated “Diversity Statement”

SASFAA Diversity Statement

As part of its mission, SASFAA seeks, accepts, and practices the inclusion and involvement of all members in all association activities regardless of age, race, ethnicity, gender, religion, sexual orientation, disability, appearance, professional level, institutional type, or other uniquely defined characteristics.

Motion by Alabama President D'Eath, Second by Florida President Bailey
Motion carries with all approval

Motion by Kentucky President Black to add this newly accepted
"Diversity Statement" to the LRP and to the Mission and Vision
Statement. Second by Mississippi President Hussey.
Motion carries with all approval

12:30- 1:00 PM

Thought Force Update (Moved to Day 2)

Ron Day

Review of Reported Action Items/ P&P Suggested Changes (moved to
1:05pm)

Discussion of how SASFAA can potential pay for the president elect to
not just the NASFAA board meeting but also to the NASFAA conference.

Motion by Alabama President D'Eath, second by North Carolina President
to amend the P&P to allow for the SASFAA President Elect to travel to
both the NASFAA board meeting and conference.
Motion carries with all approval

Clarification that depending on the time of the NASFAA conference prior
to or after July 1, it will be assigned to the budget year that the actual
conference occurs.

Discussion by the board on the idea or options for non-member rates for
conferences and NAOW to allow those outside of the region to attend.
Some discussion of the price and if that increased cost would lead to
membership and how that might work in relation to wild apricot.
Kentucky President Black will review and create a white paper to review

Past President Berrier presented that according to Section 9.2.4 Special
Awards, a board member may nominate an individual to receive a
certificate of appreciation for one-time service to the financial aid
community.

Action Item: I move that the SASFAA Board recognize Jan Lassiter, Edsouth, for her
upcoming retirement and her 30 plus years of service to students, our associations, and
specifically to SASFAA. Jan will be retiring on July 31, 2017.

Certificate Language:

SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

PROUDLY PRESENTS THIS APPRECIATION CERTIFICATE

TO

JAN LASSITER

FOR OUTSTANDING SERVICE TO THE ASSOCIATION AND TO THE FINANCIAL AID PROFESSION

AWARDED THIS 14TH DAY OF FEBRUARY, 2017

Action Item:

I move that the SASFAA Board recognize Jeff Baker, U.S Department of Education, for his upcoming retirement and his 30 plus years of service to students, our associations, and specifically to SASFAA. Jeff will be retiring this year.

Certificate Language:

SOUTHERN ASSOCIATION OF STUDENT FINANCIAL AID ADMINISTRATORS, INC.

PROUDLY PRESENTS THIS APPRECIATION CERTIFICATE

TO

JEFF BAKER

FOR OUTSTANDING SERVICE TO THE ASSOCIATION AND TO THE FINANCIAL AID PROFESSION

AWARDED THIS 14TH DAY OF FEBRUARY, 2017

Motion by Past President Berrier, second by Secretary Kruger to approve the two action items, unanimous approval.

Discussion on the conflict between P&P and guide on financial management with regard to contracts over \$5000, specifically with regards to the sponsorship chair and drayage companies. The P&P appears to give the chair to ability to sign a contract however in the guide to financial management it says that any contract over \$5000 needs board approval. Change Contract to coordinate in 6.16H

Motion by Alabama President D'Eath, with second by Kentucky President Black, unanimous approval.

Discussion on an update to the P&P 10.6 and 10.6.7 to put in place a fix to allow for additional travel expenses to be covered in the event of an emergency. Board worked on the wording and the final wording was moved to be approved by Site Selection Char Boyd, seconded by South Carolina President Perry. Unanimous approval.

10. 6 and 10.6.7 Travel Policy change:

To move we accept this change and add last paragraph in each of above mentioned sections.

The President, or Treasurer in the absence of the President, has the ability to make exceptions on a case by case basis when additional travel costs are necessary due to circumstances that may occur beyond the traveler's control.

Discussion and motion by communications and outreach chair to add some clarification to the associations policy on sending out research surveys and the like. Wording worked on as a board and is presented below.

Section 8.1.1 (add bullet under "Operational management of the SASFAA Nine News")

SASFAA supports the furthering of education of active members and may assist members in pursuit of their research goals on a case by case basis via the listserv or other means of communication. In the event that SASFAA forwards any communication to the membership the following disclaimer shall be included: "SASFAA is not affiliated with or responsible for the research survey, gathered data, or study results".

Motion by Communication and Outreach Chair Hammett, second by Virginia President Sartini. Unanimous approval.

1:00 – 1:30 PM	SASFAA Hill Visits – White Paper	Christen Neher
	Presentation of white paper by Chair Neher and review of talking points, no objections to the white paper as presented.	
1:30 – 2:15 PM	Executive Board Cost Containment	Sharon Oliver
	President Elect Oliver presented the report on cost containment. The board reviewed and discussed many aspects of the recommendations from a view of pros and cons of adopting some of those recommendation's. Clarification that at this time this report is just a list of recommendations that the board should review and where applicable adopt but it was not something that was meant to be adopted as a whole and woven into P&P. Lengthy discussion on board size, travel, and board meetings to determine what was the best balance of having everyone involved. President Elect Oliver added to the recommendations the discussion of the current board to help guide the creation of her budget and board for the next year.	
2:15 – 2:30 PM	BREAK	
2:30 – 3:00 PM	End of Year Budget Considerations	Lester McKenzie
	Postponed due to Chair McKenzie not being in attendance.	
3:00 – 3:15	GAP Report Format/Review	(discussed on day 2) Marian Dill
3:45 PM	Old Business	

New Business

4:00

Adjourn

6:00

Appreciation Dinner

Bacchus

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

Sunday, February 12

Magnolia H

8:00 AM

Breakfast

Azalea B, C and D

9:00 AM

Thought Force Update (Moved to Day 2)

Ron Day

20 minutes' review and presentation of the Thought Force update and take away views on how the view of the day went.

While the meeting was a success in that it brought up great discussion and comments, however this process still seems to have a lot of mystery to it. Some concerns brought up with how the process will continue over the next two years.

The state presidents with liaison Basford have been tasked with coming up with some questions to go into a formal letter to NASFAA to seek some clarification on some of the who, what, when, where, why of this process and we will copy the other regions.

GAP Report Format/Review (discussed on day 2)

Marian Dill

Review of yearly goals and reminder of who was point person for each of those goals, and some explanation on how to prepare the report and explain yearly activities to the GAP committee. Reports are due early April to the committee.

Old Business:

Past President Berrier has asked to discuss the nominations and elections process and asked Chair Day to lead the discussion. This is to further clarify and ensure that the proper steps are taken.

Need to formalize the process and the structure of the nominations and elections committee to spell out their duties, responsibilities, etc. This would be done by creating a charter that would be imbedded into the P&P.

Section 6.13.1 – now reads – The slate must be presented and approved by the Board before presented to the membership.

Recommended Section 6.13.1 - The slate must be presented ~~and approved by to~~ the Board before being presented to the membership.

Motion by Kentucky President Black to accept the above recommendation, Second by Georgia President Ailster. Unanimous approval.

Section 7.1 Board now reads (last paragraph before e-meeting policies) – Annually, the Board shall approve the slate of nominees for elective office...

Recommended Section 7.1 – strike the sentence “Annually, the Board shall approve the slate of nominees for elective office.”

Motion by Past President Berrier to accept the recommendation above, second by Secretary Kruger. Unanimous decision.

Recommended Section 6.13 – The nominations and elections committee, chaired by the immediate past president, presents a slate of candidates who meet the criteria for the offices of president-elect, secretary, ~~treasurer~~, treasurer-elect, and vice president and solicits the names of individuals to be considered for honorary membership. The nominations and elections committee members shall be the 9 past state presidents

Motion by Past President Berrier moves to strike treasurer from 6.13 second by Virginia President Sartini. Unanimous decision.

Recommended Section 6.7c – correct “amyensure” to “ensure”

Motion by Kentucky President Black to make the above correct, Virginia President Sartini. Unanimous decision.

Discussion on the diversity statement and if it should be expanded on to include a diversity officer. And how we can ensure we living the statement.

New Business

Unfinished Business

Adjourn: The chair declared the meeting closed at 12:45pm

See you in Fort Lauderdale, FL at B Ocean – June 4-7, 2017