

Southern Association  
of Student Financial  
Aid Administrators  
October Board  
Meeting



February  
2018 Agenda  
and Board  
Report

Prepared by Secretary Wayne Kruger

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**AGENDA**  
**SASFAA Board Meeting**  
**Hilton Alexandria Mark Center - Alexandria, VA**  
**February 9-11, 2018**  
**Beech**

*“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, February 9, 2018***

3:30 PM	State Presidents	Birch
6:00 PM	Dinner Own Your Own	All
9:00 PM	Hospitality	Suite 2909

***Saturday, February 10, 2018***

8:00 AM	Breakfast Vouchers	Finn and Porter
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9:00 AM	Call to Order, Welcome and Introduction of Guests	Sharon Oliver
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Announcement of Substitute Voting

Establish a Quorum

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

Welcome to Virginia	Biz Daniel
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Approval of Prior Minutes

- October Board Meeting
- November E-Meeting (NAOW Retreat Site)

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

Review of report format

Round of Successes (2-3 minute updates)

10:30 AM	BREAK
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10:45 AM	<b>Review of Reported Action Items/P &amp; P Suggested Changes</b>
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- |   |                   |
|---|-------------------|
| • Membership Dues w/ Conf. Registration | Runan Pendergrast |
| • NAOW Instructors                      | Celena Tulloss    |
| • Sponsorship Options                   | Biz Daniel        |
| • Non-Vending Sponsors                  | Biz Daniel        |
| • Travel Expense Guidelines Changes     | Nancy Tate        |

**Review of Reported Action Items/P & P Suggested Changes (Cont.)**

	<ul style="list-style-type: none"><li>• P &amp; P Changes to Sections: Nancy Tate 8.2.2, 10.4.1, 10.4.2, 10.6.1(3), 10.6.1(4), 10.8, 10.11, 11.4, 11.6.1, 12.4</li><li>• Honorary Membership Marian Dill</li><li>• Board Members Expectations Marian Dill</li><li>• Special Awards (Executive Committee) Marian Dill</li></ul>	
12:00 PM	LUNCH	Finn and Porter
1:00 PM	<b>Old Business</b> <ul style="list-style-type: none"><li>• By-Laws Changes Wayne Kruger</li><li>• Elected Officers Voting Privileges Nathan Basford</li><li>• Financial Interim Review Nancy Tate</li><li>• Goals 2017-18 Sharon Oliver</li></ul>	
3:00 PM	BREAK	
3:15 PM	<b>New Business</b> <ul style="list-style-type: none"><li>• Budget for 2017-18 Jody Darby</li><li>• Monthly Expense Reports Jody Darby</li><li>• Guide to Financial Management Changes Nancy Tate</li><li>• Budget Update Nancy Tate</li><li>• Annual Report Due April, 2, 2018 Sharon Oliver</li></ul>	
4:45 PM	<b>Board Reminders</b> <ul style="list-style-type: none"><li>• Head Table Seating/Reserved Tables</li><li>• Reception for Sponsors</li></ul>	
5:00 PM	Adjourn	
6:30 PM	President's Appreciation Dinner	All
	After dinner, Hospitality Suite Opens	Suite 2909
<b><i>Sunday, February 11, 2018</i></b>		
8:00 AM	Breakfast Vouchers	Finn and Porter
9:00 AM	Unfinished Business	
11:15 AM	Adjourn	
11:30 AM	LUNCH	Beech
	Executive Board, Conference Committee, President-Elects and Pre-Conference Attendees	

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

**See you in Ft. Lauderdale, FL – Westin Hotel – June 10-13, 2018**



Southern Association of Student Financial Aid Administrators

Sharon Oliver/President

Executive Board Report – February

**Committee Members**

**Committee Goals for 2017-2018:**

President's Goals

- Develop a mentorship guide for new members
- Identify duties and responsibilities for Treasurer-Elect
- Increase webinars for training and development of members
- Assess New Aid Officers Workshop
- Increase NASFAA credentialing for SASFAA members
- Increase advocacy, support, and outreach

**LRP and GAP Goal Activity to date:**

**Motion/ Action Item(s):**

Is it possible to include the membership dues with the conference registration upon request? For this service, there may be an additional \$5 or \$10 charged after the conference registration goes live. This appears to be an ongoing issue for some of our members.

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

**New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

**NASFAA Board Meeting**

Marian Dill and I attended the National Board Meeting on November 13-14, 2017 in Washington, DC. NASFAA is working with SWASFAA and RMASFAA on two

initiatives: 1) membership billing and alignment (if you are a member of the region, you are also a member of NASFAA and vice versa and 2) website hosting. NASFAA received a grant from the Lumina Foundation to conduct an analysis of the potential effects of a one-time FAFSA. There will not be an increase in NASFAA dues for 2018-19. The Forward 50 Grant received by NASFAA is intended to get a broader institutional voice to address reforming access and success efforts, which will include a large member engagement. There will be a diversity toolkit developed by NASFAA for regions and states to use. Additionally, NASFAA Board members met with key Department of Education Officials, Jeff Appel and Craig Munier, to discuss verification, data information sharing, Pell schedules, and regulatory reform. This was a very informative meeting.

### **Regional Presidents Meeting**

A meeting of Regional Presidents, NASFAA National Chairs, and NASFAA staff was held at NASFAA on January 17-18, 2018 in Washington, DC. This meeting has been historically held during the fall. The meeting began with media preparation for a session the was held with three reporters to discuss standardized award letters, verification, and campus-based aid (One Grant, One Loan). Additional topics discussed were R2T4 and Cost of Attendance. It was a great opportunity to tell the financial aid story and share student experiences with reporters.

The Senior Advisor for Executive Outreach of Federal Student Aid, Dr. Charles Patterson, discussed FAFSA data sharing, high levels of verification, and data breaches. Dr. Patterson works with college Presidents to share Federal Student Aid information and is developing a document specifically for new Presidents. There are 6,000 institutions receiving Title IV aid. Dr. Patterson indicated that there are significant changes that will be released soon to streamline the financial aid process.

The topics submitted and addressed by Regional Presidents were establishing regional calls/exchanges, membership and conference contracts, identifying candidates to run for positions, credential training via webinars, and joint RFPs. Blogs serve as a great tool for communicating with members. I have shared several blogging documents and examples with the Communications and Outreach and Electronic Services Chairpersons. A sample conference proposal for RNASFAA is attached that may be used for Site Selection Chairpersons for the states and the regional association.

NASFAA indicated that there will be changes to the cost of authorized events that will be effective April, 2019 for purchasing credentials. Free testing vouchers will be discontinued. Associations may subsidize the cost of credential testing. The proposed authorized event pricing is attached. In April, 2018, there will be a \$300 increase in the standard option (10 events), which is what SASFAA traditionally purchases for Summer

New Aid Officers Training, Pre-Conferences, webinars, and other training sessions. Several Regional Presidents indicated that their associations do not use authorized events for New Aid training because the material is not designed for new professionals. One region is developing an annual training manual. An association email account must be established for authorized events (i.e. sasfaa@gmail.com). The association will control who receives tests. NASFAA will create an account for each association and authorized events will be added through the NASFAA store. For additional details, please view the authorized events handout attached.

A diversity committee will be developed that will be comprised of regional diversity chairs. The Global Issues Chairperson of SASFAA, Joan Bailey was recommended to serve on NASFAA's diversity committee. The Regional Presidents were asked if their associations wish to participate in an interregional exchange for 2018-19. Upon receiving a confirmation from President-Elect Erslan, SASFAA reported a response of yes. NASFAA is considering updating the Code of Conduct to include Social Media.

### **Annual Conference**

We are very excited about the 2018 Annual Conference. The conference committee led by Runan Pendergrast has done an amazing job. Currently, there are 337 registrants, we are hoping that we will achieve our targeted budget goal of 375. We are 38 registrants away from our goal. We have assisted a few members by allowing them to include the membership dues with the conference registration payment. The hotel room block has been attained. Special thanks to the Executive Board for agreeing to waive the late fee charges for members due to severe weather storms that struck our region.

Hosting the conference in a great location such as Arlington, VA provides many advantages and a few disadvantages. We are able to maximize the local talent and resources in the DC metro area event for presenters, garner support from NASFAA in the event of a federal shutdown, and meet with legislative officials. Bill Spiers, Legislative Chair, has established a model for future conferences near the DC area by connecting twenty conference registrants with legislative representatives. Expressions of thanks and gratitude are extended to NASFAA for offering to assist SASFAA with sessions if needed. The cost of food, beverages, and WiFi are higher at this location, however, we have received support from the hotel that will allow us to retain the high quality of services that we deliver to our members.

A few conference highlights are below:

- Selected New Aid Officer Participants and Mentees to serve as moderators
- Invited New Aid Officer's to the Vendor Reception

- SASFAA scholarship recipients' videos displayed throughout the conference
- Pre-Conference Online Donations for the charity
- Incorporated Hill Visits with the Annual Conference
- Charity selected is the Possibilities Project (an organization that supports foster care youth who are 18 or above)

### **SASFAA Making A Difference Scholarship**

Many thanks to the State Presidents for accepting the charge to view the applicants for the SASFAA Making A Difference Scholarship. The State Presidents will identify the top three candidates. The videos for these candidates will be displayed during the conference. We will poll SASFAA members on their first, second, and third choice at the conclusion of the conference. It has been a rewarding experience to offer scholarship support to a student. I appreciate the Executive Board for endorsing the opportunity. I wish to share the following quote from one of the applicants, "thanks to you and the SASFAA for making such a scholarship available." SASFAA's Making A Difference Scholarship demonstrates our commitment to the students that we serve and support.

As of January 30, 2018, there are 14 applicants representing 6 states: AL (1), GA (2), NC (3), SC (6), TN (1), and VA (1). The majority of the applicants are freshmen-seven. There are four sophomores, two juniors, and one senior. The Scholarship timelines are below:

1/31	Deadline for Scholarships
2/1	Sharon sends applicants with link to videos to Scholarship Committee Members
2/5	Scholarship Committee Rank Applicants
2/11 –14	Three Videos will be Selected to Show to Members
2/14	Members choose the #1 Video, SASFAA Making A Difference Scholarship recipient

It is exciting for SASFAA to support deserving students!

### **Budget and Finance**

There will be a Budget and Finance meeting on Friday, February 9, 2018 at 3:00 p.m. In attendance will be the Treasurer, Budget and Finance Chairperson, Past-President, President-Elect (may join by conference call), and President. The key items to be

discussed will be a budget request from the conference committee chairperson, timely monthly statements, and resolving the deficit of \$1,129.43 in the Treasurer's Line.

### Support

The enormous support that I have received on this year from Marian Dill, the Executive Board, regional presidents, and SASFAA members have helped me tremendously. Our organization thrives on the loyalty and support rendered by its members. We have great presenters for the conference, volunteers to support the organization, and leaders who will continue to advance our organization to greatness. Thanks to everyone for their continuous support.

### SASFAA Upcoming Events

2018 DATES	EVENT	LOCATION	ATTEND	SASFAA Rep.
January 17-18, 2018	NASFAA Board Meeting	Washington, DC	NASFAA	Oliver
February 9-11, 2018	SASFAA Board Meeting	Alexandria, VA	SASFAA Board Members	Oliver
February 11-14, 2018	SASFAA Annual Conference	Alexandria, VA	SASFAA Members	Oliver
March 12-13, 2018	NASFAA Board Meeting	Memphis, TN	NASFAA	Oliver
March 26-28, 2018	SCASFAA Spring Conference	Hilton Head, SC	SCASFAA	Dill
March 28-30, 2018	AASFAA 50th Anniversary	Perdido Beach Resort	AASFAA	Oliver
		Orange Beach, AL		
April 8-10, 2018	NCASFAA Annual Conference	Wrightsville Beach, NC	NCASFAA	Oliver
April 15-17, 2018	SASFAA NAOW Retreat	Orlando, FL	SASFAA	Tulloss
April 18-20, 2018	KASFAA Spring Conference	Louisville, KY	KASFAA	Erslan

April 22-25, 2018	TASF AA Annual Conference	Murfreesboro, TN	TASF AA	Oliver
April 29-May 2, 2018	VASF AA Annual Conference	Norfolk, VA	VASF AA	Dill
May 17-19, 2018	SASF AA GAP Committee Meeting	Orlando, FL	SASF AA	Dill
May 29- June 1, 2018	GASF AA Annual Conference	Young Harris, GA	GASF AA	Oliver
May 29- June 1, 2018	FASF AA Annual Conference	Naples, FL	FASF AA	Ers lan
June 3-8, 2018	SASF AA Summer NAOW	Spartanburg, SC	SASF AA	Tulloss/Oliver
June 10-13, 2018	SASF AA Transition Board Meeting	Ft. Lauderdale, FL	SASF AA Board Members	All
June 13-15, 2018	MASF AA Annual Conference	Choctaw, MS	MASF AA	Oliver
June 23-24, 2018	NASF AA Board Meeting	Austin, TX	NASF AA	Oliver
June 24-27, 2018	NASF AA Annual Conference	Austin, TX	NASF AA	Oliver/Dill/ Ers lan

# RIMASFAA YYYY Conference Proposal

Potential Sites	(Location Name)	(Location Name)
Location		
Dates		
Closest Airport		
Distance From Airport		
Transportation		
<b>HOTEL/ROOM INFORMATION</b>		
Sleeping room block		
Hotel Rate		
Taxes		
Hotel Amenities		
Meeting Room Rentals	no fee	
Other		
<b>FOOD</b>	per attendee	per attendee
Breaks	\$ -	\$ -
Continental Breakfast	\$ -	\$ -
Breakfast Buffett	\$ -	\$ -
Plated Breakfast	\$ -	\$ -
Lunch Buffet	\$ -	\$ -
Plated Lunch	\$ -	\$ -
Boxed Lunch	\$ -	\$ -
Dinner Buffet	\$ -	\$ -
Plated Dinner	\$ -	\$ -
Bar - Per Bar	\$ -	\$ -
Tax & Gratuity	0	0
Estimated Food Cost	\$ -	\$ -
Other	0	0
<b>AUDIO/VISUAL</b>		
AV Costs		
Screen/Projectors		
Microphones		
<b>VENDOR SET UP</b>		
Vendor Tables		
Vendor Electricity		
labor		

<b>WHAT TO DO</b>			
Activities near by			
Misc.			
Upgrades			
Deposit			
Cancellation: % of anticipated revenues- sleeping rooms/food and beverages, etc			
<b>Estimated Costs:</b>	\$	-	\$

**Proposed Authorized Event Pricing for NASFAA University Materials (replaces CORE)  
October 14, 2015**

<b>Entry Level Option</b>	Includes Attendee Study Guide, Instructor Guide and Slides; \$300 for single topic with license for 200. Free Credential tests are available to participants. Note: Overview does not have an associated credential test. Additional licenses available for \$10 each.
<b>Standard Option</b>	Includes Attendee Study Guide, Instructor Guide and Slides; \$1,300 for choice of 10 out of 18 topics with license for 200 per topic. Free Credential tests are available to participants. Note: Overview does not have an associated credential test. Additional licenses available for \$10 each.
<b>All-in Option</b>	Includes Attendee Study Guide, Instructor Guide and Slides; \$1800 for all 18 topics with license for 200 per topic. Free Credential tests are available to participants. Note: Overview does not have an associated credential test. Additional licenses available for \$10 each.

Year 1 Summary								
	Topics	Your Price	Full Price	Cost per Topic	Savings	Total Licenses	Additional Licenses	Credential Tests*
Entry Level Option	1	\$300	\$300	\$300	0%	200	\$10 each	Included Free
Standard Option	10	\$1,300	\$3,000	\$130	57%	200	\$10 each	Included Free
All-in Option	18	\$1,800	\$5,400	\$100	67%	200	\$10 each	Included Free

\*Overview does not have a credential test.

Year 2 Summary						
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**Proposed Authorized Event Pricing for NASFAA University Materials (replaces CORE)  
October 14, 2015**

<b>Entry Level Option</b>	Includes Attendee Study Guide, Instructor Guide and Slides; \$300 for single topic with license for 200. Free Credential tests are available to participants. Note: Overview does not have an associated credential test. Additional licenses available for \$10 each.
<b>Standard Option</b>	Includes Attendee Study Guide, Instructor Guide and Slides; \$1,300 for choice of 10 out of 18 topics with license for 200 per topic. Free Credential tests are available to participants. Note: Overview does not have an associated credential test. Additional licenses available for \$10 each.
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<b>Year 1 Summary</b>							
	Topics	Your Price	Full Price	Cost per Topic	Savings	Total Additional Licenses	Credential Tests*
<b>Entry Level Option</b>	1	\$300	\$300	\$300	0%	200 \$10 each	Included Free
<b>Standard Option</b>	10	\$1,300	\$3,000	\$130	57%	200 \$10 each	Included Free
<b>All-in Option</b>	18	\$1,800	\$5,400	\$100	67%	200 \$10 each	Included Free

\* Overview does not have a credential test.

<b>Year 2 Summary</b>
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	Topics	Your Price	Full Price	Cost per Topic	Savings	Total Licenses	Additional Licenses	Credential Tests*
<b>Entry Level Option</b>	1	\$400	\$400	\$400	0%	200	\$10 each	Included Free
<b>Standard Option</b>	10	\$1,600	\$4,000	\$160	60%	200	\$10 each	Included Free
<b>All-in Option</b>	18	\$2,100	\$7,200	\$117	71%	200	\$10 each	Included Free

\*Overview does not have a credential test.

### Year 3 Summary

	Topics	Your Price	Full Price	Cost per Topic	Savings	Total Licenses	Additional Licenses	Credential Tests*
<b>Entry Level Option</b>	1	\$500	\$500	\$500	\$500	200	\$10 each	Included Free
<b>Standard Option</b>	10	\$1,900	\$5,000	\$190	62%	200	\$10 each	Included Free
<b>All-in Option</b>	18	\$2,400	\$9,000	\$133	73%	200	\$10 each	Included Free

\*Overview does not have a credential test.

NOTE: For the next three years, credential tests will be included in each package. This benefit will be re-evaluated after three years.

19-20

**Summary of Changes to the NU Authorized Event Voucher Program  
As of 1/3/18**

All proposed changes will occur after the development and implementation of NASFAA's new online store at the end of 2018 or 2019.

- (i) To streamline the purchasing process, NASFAA would like the state and regional associations to create an association specific email address (i.e. [rmasfaa@gmail.com](mailto:rmasfaa@gmail.com)). NASFAA will use these email addresses to set up unique records in the membership database, and a unique user access group for the website.
  - Logged in to the website using one of these accounts, a state or regional representative will be able to purchase the Authorized Event Materials online.
  - Materials will be sent to the association specific email address.
  - In a future version of the website, state and regional representatives will be able to use these accounts to login to the site to download their materials; representatives are responsible for providing the login information to authorized parties only.
  - Users will be able to select a package, pick their allotted topics (based on the package type), and pay online.
- NASFAA will discontinue free test vouchers and provide associations with the option to purchase full testing access for their attendees by topic or by package.
  - As with the training materials, each state or regional event will have a 200-voucher limit.
  - Individuals who participate in Authorized Events training will always be eligible to take a credential test. It will become the choice of the association as to whether or not they want to subsidize the cost of the test.
  - Voucher codes will be event-specific.
  - Voucher codes must be used within 5 days of the event end date or they will expire.
  - Users will visit the NASFAA website site to purchase their corresponding exam, using the voucher codes to discount their purchase price. For each individual test taker, the 40-day testing window will begin when the voucher code is entered into the NASFAA online store.
  - By establishing these limits, we will be aligning cohorts of individuals participating in respective training events, keeping all event participants within 5 days of the same testing period.
  - Prior to each event, the associations will contact NASFAA, via a new electronic form, to receive their voucher code. Events must be date specific. Promo codes will be given out by the instructor at the end of the training event.
  - Associations will not be required to upload/submit event rosters to receive promo codes, but will still be requested to do so for monitoring.

- New Topic: 18-19 NASFAA U Schedule -  
Academic Calendars and non-traditional  
Programs (4 weeks)  
19-20 Self Study Guide



Southern Association of Student Financial Aid Administrators

Bryan Erslan/President Elect Report

Executive Board Report/February 10, 2018

There are a number of activities that the President Elect will participate in throughout the year. Listed below are updates on goals that have been worked on so far through the 2018-19 year.

**Inter-Regional Exchange Program – SASFAA Welcomes Ken Kocer**

Ken Kocer, current RNASFAA President and Director of Financial Aid Mount Marty College in Yankton, SD will be attending our board meeting and entire conference here in Alexandria, VA. He will actually be doing a presentation with April Tretter from Bellarmine University, one of the NASFAAU credentialing sessions. Please give Ken a warm SASFAA welcome during his visit with us that week. This is something that we hope to continue next year for the new President Elect.

**President Elect Workshop -**

The workshop is finalized. Special Presenters for the President Elect Workshop will include two former SASFAA Presidents as well as two former NASFAA Chairs, Ron Day, Lisanne Masterson and Janet Dodson. The President Elect is very excited about the workshop, provide some very good information for the state President Elects as well as just getting to know all of the nine SASFAA State President Elects during the entire conference.

**Modifications to SASFAA Volunteer Form - SASFAA Goal #7**

The President Elect is working with the Electronic Services Chair to access and review the form for enhancements, hopeful to have a recommendation at the February board meeting or shortly following the conference so that in spring, the volunteer form will be available to complete for the 2018-19 year.

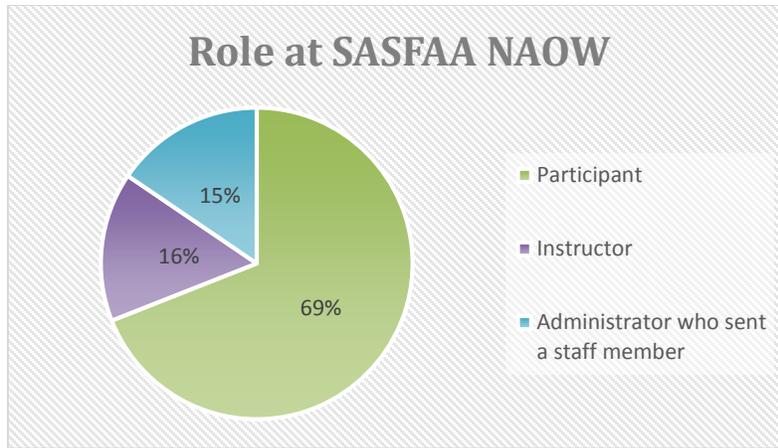
**NAOW Review Taskforce – SASFAA Goal #13**

The survey was completed in early January and over 70 people responded. Please see the responses below. Celena has received the information as well for her review and planning for NAOW this summer. A copy of the survey results is also being given to each of the taskforce members.

**SASFAA New Aid Officers Workshop  
Survey Results**

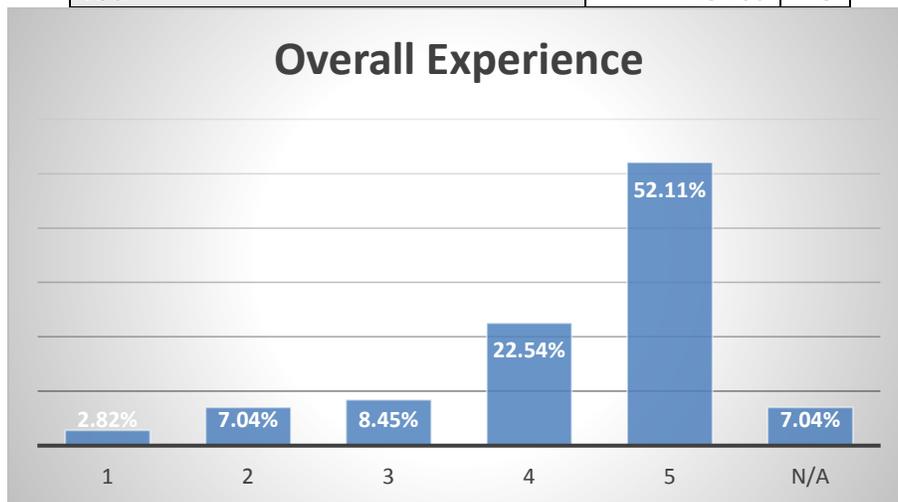
Q1. What is your role at the SASFAA New Aid Officers Workshop (NAOW)?

Answer Choices	Responses	
Participant	69.01%	49
Instructor	15.49%	11
Administrator who sent a staff member	15.49%	11



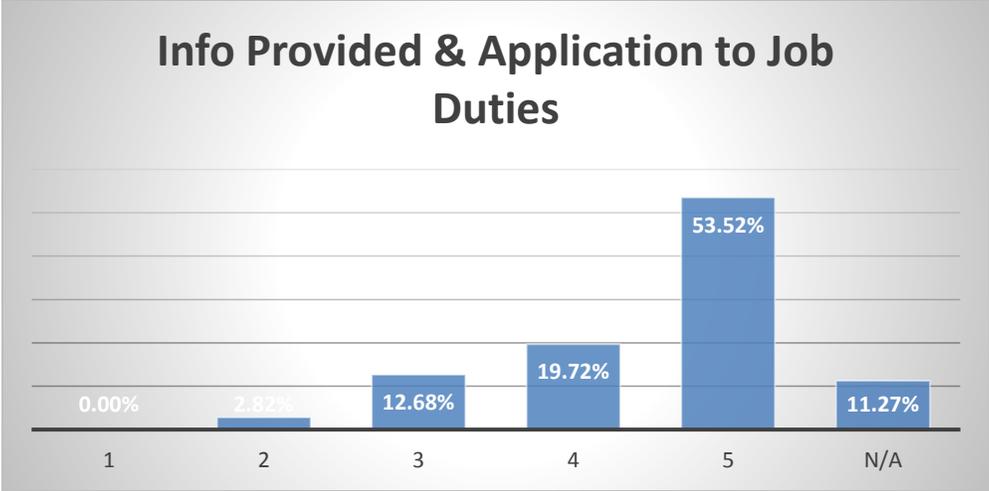
Q2. Please rate your overall experience at NAOW (1 star= lowest, 5 star=highest)

Answer Choices	Responses	
1	2.82%	2
2	7.04%	5
3	8.45%	6
4	22.54%	16
5	52.11%	37
n/a	7.04%	5



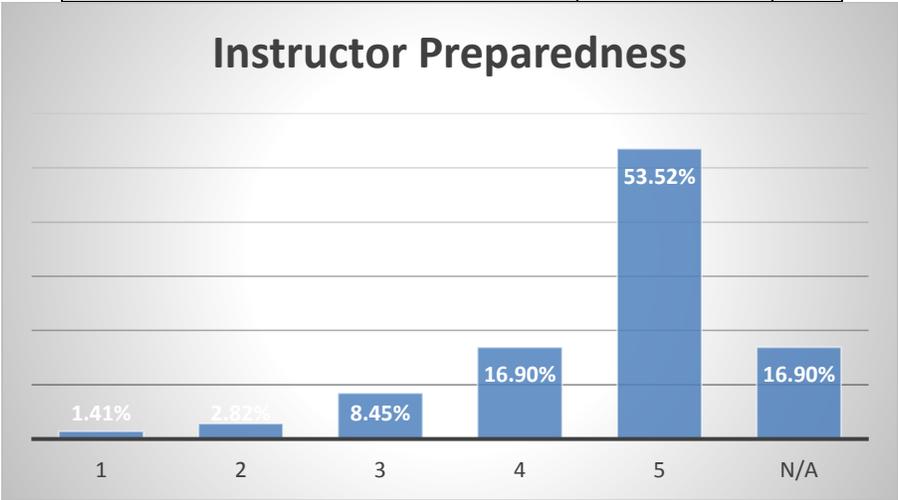
Q3. How well did the information provided apply directly to your position and job duties?

Answer Choices	Responses	
1	0.00%	0
2	2.82%	2
3	12.68%	9
4	19.72%	14
5	53.52%	38
n/a	11.27%	8



Q4. How well was your instructor prepared to present the information?

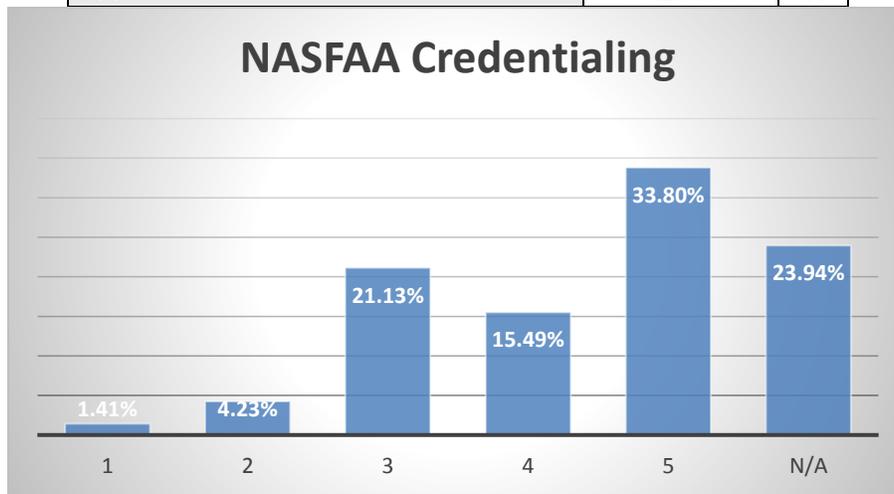
Answer Choices	Responses	
1	1.41%	1
2	2.82%	2
3	8.45%	6
4	16.90%	12
5	53.52%	38
n/a	16.90%	12



Q5. Please rate how well the NASFAA credentialing helped you in your current work

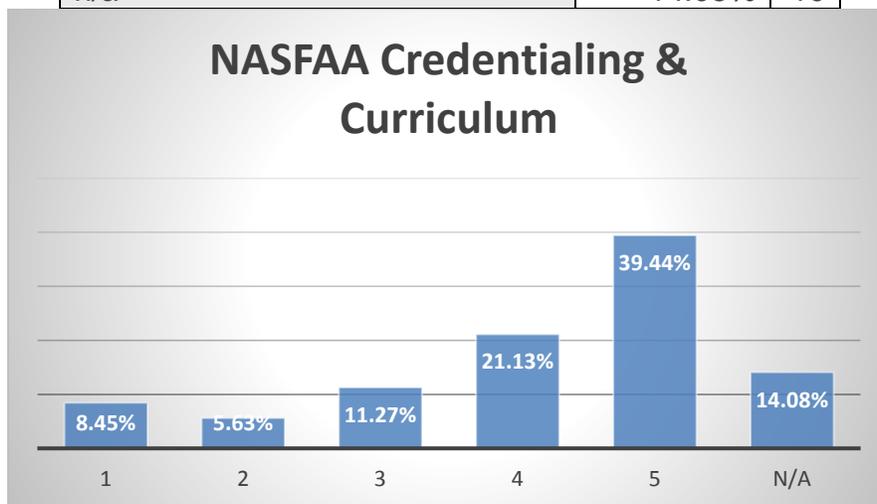
Answer Choices	Responses	
1	1.41%	1
2	4.23%	3
3	21.13%	15
4	15.49%	11
5	33.80%	24

n/a	23.96%	17
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Q6. Would you prefer materials other than NASFAA credentialing to be a part of the curriculum (more examples from our institutions)?

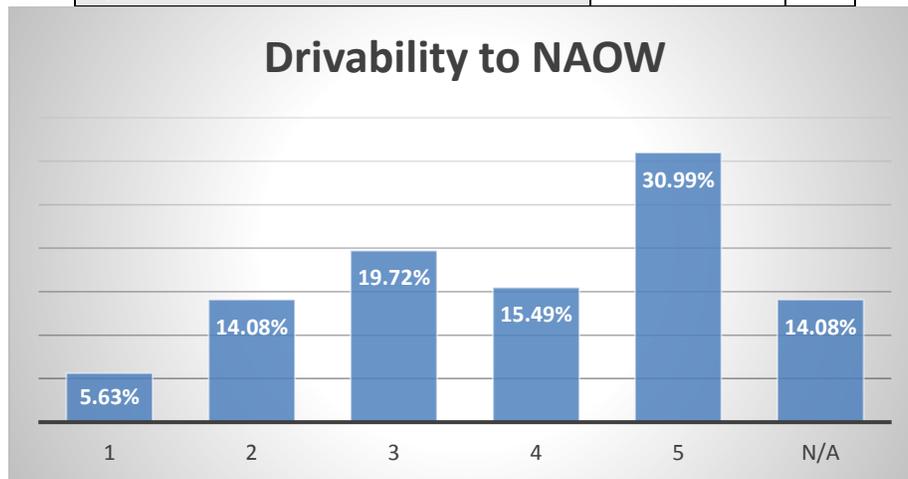
Answer Choices	Responses	
1	8.45%	6
2	5.63%	4
3	11.27%	8
4	21.13%	15
5	39.44%	28
n/a	14.08%	10



Q7. How important is it for you to be able to drive to NAOW?

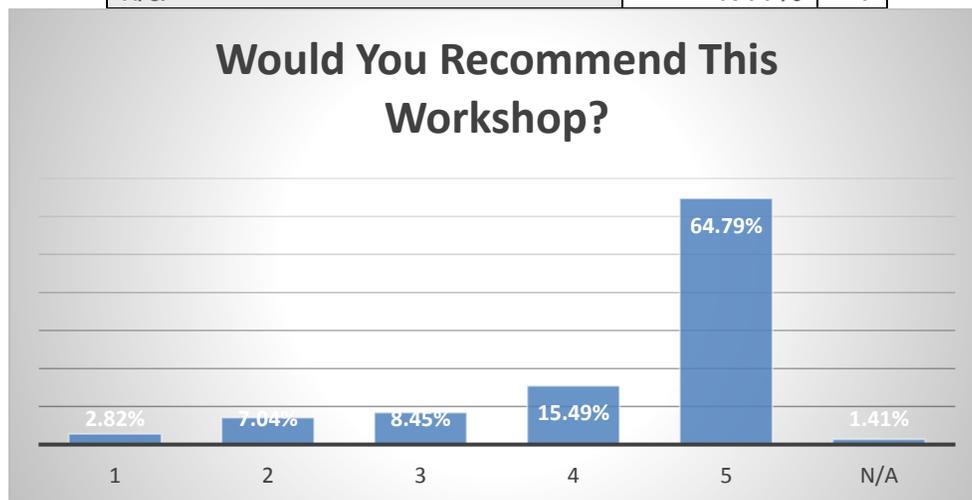
Answer Choices	Responses	
1	5.63%	4
2	14.08%	10
3	19.72%	14
4	15.49%	11

5	30.99%	22
n/a	14.08%	10



Q8. How likely would you recommend this workshop to another financial aid professional?

Answer Choices	Responses	
1	2.82%	2
2	7.04%	5
3	8.45%	6
4	15.49%	11
5	64.79%	46
n/a	1.41%	1



Q9. What other information would you like to see offered in the curriculum?

more about student loans including alternative loans
The information provided is great and useful information. I think less needs to be spent on the teaching to the tests.

More on customer service, dealing with difficult students and difficult situations
Instructor did not seem like she wanted to be there.
I think some Banner, or other processing system, information would be nice.
I would like more information on how to counsel students face-to-face, especially when dealing with difficult situations such as professional judgments and dependency overrides.
System training ( examples: edconnect, COD, NSLDS )
More real-life examples and scenarios.
Several of these questions do not apply to former instructors. All questions seem to be written to be answered by a participant.
More hands on training
more examples
Nothing that I can think of now. The Workshop is very intense and provides a wealth of knowledge.
Work life balance
Less playing game more learning. I didn't feel I got the learning experience I needed. I had to self teach after the workshop finished. Professors only cared about the memories/experience than the learning.
Information appears to be broad enough for daily use
I think the NASFAA credentialing material is a great learning guide. School examples and discussion is critical for learning insights and understanding how to apply the material.
I would like more role playing real world examples. Thank you!
Please give us the ability to take the credentialing exams further after the current dates of expiration! We went from studying together to missing the ability to take our credential exams.
As asked earlier, more institutional examples to see how difference scenarios should be handled. Not all "textbook" examples are what we see in the office.
I think the curriculum is VERY comprehensive if not overwhelming. Having real examples to utilize and not just provide theory would be better.
I would have liked the course offered at a different time of the year, as FA offices are usually swamped during the summer and I could not complete any credentialing.
more technical curriculum. maybe even a breakout with someone with technology background to explain how the processes work with some of the different software packages
emotional intelligence
More information regarding best practices
Using the credentially material as a source is good but the classroom sessions need to be more interactive and maybe not detailed orientated. For example, with c codes you could discuss the general ways documentation is used to document and address them and then focus on the most common c code examples instead of trying to cover every example.
Theory to practice. Credentialed Courses are fine but it appears people are only learning to take the test.

**Sponsorship Guide Taskforce – SASFAA Goal # 17**

No work has commenced yet with this taskforce. Although delayed, the taskforce will complete a good deal of discussion at the conference. The goal is to have the guide finalized by the June transition board meeting to be used by the 2018-19 Sponsorship Chair

Respectfully Submitted – January 30, 2018

Bryan P. Erslan, SASFAA President Elect



Southern Association of Student Financial Aid Administrators

Marian Dill/ Past President

Executive Board Report – January 29, 2018

**Committee Members**

Nominations & Elections and Award Committee Members:

• Kelly D'Eath AL	• Felicia Ailster GA
• Nicole Patrick MS	• Kevin Perry SC
• Joan Baily FL	• Angie Black KY
• Karen Hauser TN	• Andrea Simpson NC
• Chad Sartini VA	•

GAP Committee Members:

• Sandy Neel (Returning)	• President-Elect -- Bryan Erslan
• President- Elect – Elect TBD	• Keith Reeves (New)
• Leighann Hussey (New)	•

**LRP and GAP Goal Activity to date:**

**Awards Committee –**

- NASFAA Regional Leadership Award –  
Two emails were sent (1/12/18 and 1/23/18) soliciting nominations for this award. The awards committee meet by conference call on 1/29/18 to make a very difficult decision; there were numerous qualified and worthy candidates. The recommendation will be provided to the executive board at the February meeting. Thank you to everyone who submitted names. There are numerous individuals in SASFAA worthy of this award.
- Thank you to Amy Berrier, Past President, for working with the prior vendor to provide the service plaques which will be presented at the conference.
- Honorary Membership –  
An email was sent on 1/10/18 requesting names of individuals who have recently retired or who will be retiring in the near future. Based upon the information received, the following recommendations are being submitted for board consideration:
  - In accordance with P&P 9.2.2 **Don Rainer** is automatically awarded Honorary Membership due to his service as SASFAA President in 1990-91. He retired from The University of West Alabama on 1/1/2018 after 37 years in Financial Aid.
  - Lisa Turner and Shelley Park (as described in the motions/Action Items) are nominated for consideration to receive honorary membership.

## **Nominations and Election**

- Call for Nominations email sent to the list serve on 9/5/17 with a deadline of 9/25/17.
- Email sent on 9/4/17 to the past-state-presidents with a challenge to nominate someone from their respective state.
- Email sent on 9/7/17 to Legacy Think Tank (Past SASFAA presidents) requesting input regarding nominations.
- October Board Meeting the ballot was presented and accepted by the Executive Board.
- Since the current Electronic Services Chair is a candidate, Angie Black, committee member and former Electronic Services Chair, agreed to oversee the electronic election process.
- Email sent on 12/13/17 to candidates requesting candidacy statement, resume, and photo by 12/27/17.
- General Announcement of Candidates and Election process sent to membership on 1/12/18. This email included instructions for “nominations from the floor”. These nominations must be submitted by email to [mdill@leeuniversity.edu](mailto:mdill@leeuniversity.edu) no later than 3 PM EST on Thursday, 1/25/18.
- Last Call for Nominations email sent on 1/25/18. This reiterated instructions provided for the election process.
- Angie Black, Jenelle Handcox (Membership Chair), and Jody Darby (Treasurer) worked in conjunction to ensure that all paid memberships are posted before the elections open on February 1.

In accordance with the *SASFAA Policies and Procedures Manual*, the election process will be conducted as follows:

1. Nominations from qualified, active members may be sent to me via e-mail at [mdill@leeuniversity.edu](mailto:mdill@leeuniversity.edu) no later than **3:00 p.m. EST on Thursday, 01/25/2018**. This process serves as '**nominations from the floor.**' This will give any new candidates an opportunity to submit required candidacy information and a chance for the Nominations and Elections Committee/members to consider the new candidate(s).
2. Election polls will open on **February 1, 2018 at 3:00 p.m. EST**. Voting is open to current active, paid, and qualified SASFAA members until poll closing on February 13, 2018 at 3:00 p.m. EST.
3. Eligible members should look for a link to vote which will arrive via email at poll opening. This emailed ballot will contain a unique voter key link directing voters to the election host site, *Electionbuddy*.
4. Candidates will be introduced at the opening business session at the 2018 Annual Conference in Alexandria, Virginia. Election results will be announced during the business meeting held on Wednesday morning, February 14, 2018.

As a reminder, SASFAA polls for the February 2018 election will open on **Thursday, 02/01/2018 at 3:00 pm EST**. Votes must be cast before the polls close on **February 13th, 2018 at 3:00 PM EST**. To review the candidates' information prior to the election, please visit our website at <https://www.sasfaa.org/elections2018>

Thank you to the members willing to be nominated and for those who encouraged others to run for office. SASFAA is a strong organization due to our talented members being willing to serve.

## **GAP –**

In accordance with the P&P, a mid-year review was conducted by email. This email reminder was sent on 1/18/18 to all elected officers and chairpersons of the 2017-2018 board. The email contained the list of 2017-2018 goals, a link to the LRP, and a request to respond to President Oliver or myself by COB, Friday 1/26/18 if anyone had a concern about being able to accomplish their assigned goals. At the time the report was written, no one requested help.

In collaboration with Site Selection Chair, Vice President, and President Oliver, the GAP committee meeting will be held at the Embassy Suites – Lake Buena Vista on May 17 and 18. This is the same location as the Enrollment Management Institute. The purpose is to minimize any penalties SASFAA would pay due to not meeting the prior contractual commitment.

Friendly Reminders:

1. Board members MUST make sure that board reports are up to date and contain all activity necessary for the GAP Committee to assess the 1718 year later this spring. These board reports must be uploaded via whiteboard for easy access.
2. Year-end report should be finalized by Friday, April 13, 2018 and uploaded to the whiteboard to give GAP committee members time for review and assessment
3. All documents needed for assessment should be provided to the GAP Chair no later than Friday, April 1, 2018:
  - a. Updated financials.
  - b. Any surveys issued and results thereof.
  - c. Reports should be uploaded to whiteboard.
  - d. Any updated guides should be provided.

**Motion/ Action Item(s):**

In accordance with P&P 9.2.2 the following individuals are submitted as nominees for honorary membership.

Lisa Turner - After several decades of working in financial aid, Lisa Turner retired in July 2017 from James Madison University. At the time of her retirement, she was the Financial Aid Director at James Madison University. Lisa never sought the spotlight, but that didn't stop her from being heavily involved in the financial aid profession. She has served as VASFAA President, on the NASFAA Board, and on multiple association committees at all levels, including Conference Chair for SASFAA. Not only was she a tireless "behind the scenes" worker for the associations, but she was a master at empowering others and helping them to reach their full potential. Here are a few comments the JMU office staff had to offer about Lisa:

- "You make me feel valued as an employee because you listen to me when I'm speaking, you take the time for small talk, and you acknowledge me outside of the office. Thanks for that!!!"
- "Thanks for taking a chance with me. You've continually encouraged my growth, even when I didn't necessarily earn it."
- "Thank you for believing in me. Your ability to see the best in us, to let us shine, and to stand behind us is what makes you an amazing person. Thank you."
- "You are a special kind of leader. While your expectations are high, you never seem to forget that we have value even when we fall short. Thank you!"
- "Such a remarkable role model to me. Supports my ideas/plans and encourages the best out of people."

Lisa, and her contributions, will be missed, but we wish her the best on her well-deserved retirement.

Shelley Park – worked at Eastern Kentucky University for 36 years in the offices of Admissions, Scholarships, Financial Assistance and finally Retention and Graduation. For many of those years Shelley served Eastern Kentucky University as Director of Student Financial Assistance from 2001 -2015. Shelley has always been an active member of KASFAA, SASFAA and NASFAA. With regards to her work in SASFAA, Shelley has served on the SASFAA Board as the Kentucky (KASFAA) State President and one year as the SASFAA Conference Chair. She has served on numerous SASFAA Committees throughout the years and for several years she served on both SASFAA Legislative and Conference committees. For those of us who know Shelley, she is a wonderful person and is always finding ways to help someone in need. Thank you Shelley for your dedicated service to EKU, their students, KASFAA, SASFAA and NASFAA!

**Special Awards**-There are some special award nominations which will be considered in executive session.

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

Item 1: As requested in the October board meeting, the following suggested update is being presented to the board for consideration.

#### Section 5.1 - General Expectations of Board Members

This section does not currently address critical documents that should be signed at the beginning of a new fiscal year. It is for this reason the following addition to the existing language is suggested.

#### **Existing Language**

It is expected that Board members will:

- a. Attend all Board meetings and stay until the end of the meeting. All Board members unable to attend should notify the president as soon as possible;
- b. serve as leaders in the financial aid profession and set an example for other members of the Association and for external constituencies;
- c. Recognize and uphold all fiduciary responsibility vested in the Board.
- d. Provide a report at each Board meeting outlining the activities and/or issues of each Board member's area of responsibility. An electronic copy of the report should be provided to the SASFAA Secretary for inclusion in the written minutes.
- e. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate.
- f. Be an active participant in decisions made by the Board on behalf of the members.

#### **Proposed Additional Language**

##### Section 5.1

g. Sign and comply with all critical board documents. Critical board documents are listed below and contained in Appendix D of the P&P manual:

- Confidentially Acknowledgement
- Conflict of Interest Form
- Standing Rules of Engagement & Protocols

The purpose of these documents is to alert Board members of their duties, responsibilities and expectations associated with their service on the board.

The documents are provided as an addendum to this report.

#### Item 2: Nominations and Election P&P Section 6.13

During the 2017 transition meeting, extensive changes of section 6.13 were presented by the then Past-President, Amy Berrier. These updates were tabled at that time with the understanding that the 17-18 board would consider the presented changes. Because nominations and elections are important to the integrity of the organization, we want to ensure these have been properly vetted and considered. Also, the 2018 election will be in progress during the February meeting. It is for these reasons that the suggested changes will be presented to the board at a later date. My goal is to send the proposed changes shortly after the 2018 conference to provide adequate time for proper vetting. Then the proposed changes can be considered for vote during the June board meeting.

#### Item 3: Record Retention

Also held over from the 2016-17 year was the enhancement and clarification of critical organization documents and the associated retention time frames. In collaboration with the Budget & Finance Chairperson, a proposed guidance will be provided to the board with adequate time for proper vetting. Then the proposed changes can be presented for vote during the June board meeting.

#### **New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

Thank you for the opportunity to serve. I consider it a pleasure and am grateful for the privilege.

# Confidentiality Acknowledgement –

Note: This statement was initially adopted during the August 2016 meeting of the SASFAA Executive Board.

During the course of service, SASFAA Board members may learn of information about SASFAA, SASFAA members, and/or other items that should be considered confidential. We believe it is vital to the security and integrity of the Association that Board members use this information only for its intended purposes and protect it from disclosure. This includes discussing any information considered confidential to external parties, past board members or other members of the Association.

If there is a question of whether certain information is considered confidential, Board members should inquire with the SASFAA President. It is the policy of the Association to ensure that confidential information is adequately safeguarded.

The confidentiality policy will be signed yearly by the full SASFAA Board and by specified committee members (as deemed necessary by the SASFAA President). It is intended to alert Board members of the need for discretion at all times and is not intended to inhibit normal business communications. All inquiries from the media should be referred to the SASFAA President.

By entering my name below, I acknowledge that I understand and accept my obligations and responsibilities regarding confidentiality in relation to my duty as a member of the SASFAA Board of Directors and/or a SASFAA committee member (as appropriately designated).

---

Full Name

---

Today's Date

**SASFAA Conflict of Interest Policy**  
**Adopted: 7/28/2007**

**Article I**  
**Purpose**

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest (Southern Association of Student Financial Aid Administrators - SASFAA) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of SASFAA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

**Article II**  
**Definitions**

**1. Interested Person**

Any SASFAA Board of Director or committee chair, who has a direct or indirect financial interest, as defined below, is an interested person.

**2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which SASFAA has a transaction or arrangement that has a value in excess of \$25.00.
- b. A compensation arrangement with SASFAA or with any entity or individual with which SASFAA has a transaction or arrangement that has a value in excess of \$25.00, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which SASFAA is negotiating a transaction or arrangement that has a value in excess of \$25.00.
- d. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- e. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the SASFAA Board of Directors (Board of Directors) decides that a conflict of interest exists.

**Article III**

**Procedures**

**1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors considering the proposed transaction or arrangement.

## **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave Board of Directors meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board of Directors shall decide if a conflict of interest exists.

## **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the Board of Directors meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the Board of Directors, if appropriate, appoints a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board of Directors shall determine whether SASFAA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in SASFAA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

## **4. Violations of the Conflicts of Interest Policy**

- a. If the Board of Directors has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

## **Article IV**

### **Records of Proceedings**

The minutes of the Board of Directors shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board of Director's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any



alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V**

### **Compensation**

- a. A voting member of the Board of Directors who receives compensation, directly or indirectly, from SASFAA for services is precluded from voting on matters pertaining to that member's compensation.

## **Article VI**

### **Annual Statements**

Each Board of Director or committee chair shall annually sign a statement which affirms such person:

- a. Has received a copy of the conflicts of interest policy,
- b. Has read and understands the policy,
- c. Has agreed to comply with the policy, and
- d. Understands SASFAA is charitable and in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

## **Article VII**

### **Periodic Reviews**

To ensure SASFAA operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to SASFAA's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **Article VIII**

### **Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, SASFAA may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of Directors of its responsibility for ensuring periodic reviews are conducted.

I hereby acknowledge receiving and reading a copy of this SASFAA Conflict of Interest Policy and agree to properly disclose, as indicated, any potential conflicts as defined in this policy.

---

Signature

Printed Name

Date

## Standing Rules of Engagement & Protocols

In order to ensure meetings are conducted in an orderly fashion, maximize the use of our time together and to ensure that everyone is heard the following protocols will be used to conduct SASFAA business.

### **A. Board Reports**

- a. Will be submitted in a timely manner as established by the Secretary
- b. Will be distributed prior to the board meeting
- c. Will be read and reviewed by all board members prior to board meeting
- d. Will be approved as a whole by consent – a consent agenda (as deemed appropriate by the SASFAA President)
- e. Board Reports will not be read or individually reported during the meeting. Each member should read the reports prior to the board meeting and be prepared to ask questions or address any challenges.

### **B. Meetings**

- a. Will be conducted using Roberts Rules of Order
- b. Will comply with the expectations as outlined in the P&P Section 7
- c. Any member wishing to speak will raise their name tent card and wait to be recognized by the chair.
- d. Any member can pass a written comment to the secretary at any point during the meeting.
- e. A brief amount of time will be dedicated during the meeting for each member to communicate their thorns and roses (successes and challenges).
- f. Meetings will be working meetings – used to discuss various business matters of the organization and other high level overview items.
- g. In order to fully vet complex ideas – small discussion groups may be used from time to time.
- h. In order to ensure maximization of time during board meetings, the President may establish a time limit for a particular discussion or otherwise facilitate the meeting in a manner to ensure all perspectives are heard.

### **C. Decision Making / Voting**

- a. The board will operate by majority vote. Voting establishes the will of the board.
- b. When possible motions will be provided in writing or displayed electronically in order to provide clear understanding of the motion being considered. Motions should be presented with current language (including reference citations) and show the proposed wording (changes). As well rationale should be provided for the change.
- c. Members should address any concerns or objections to a motion during the discussion period.
- d. During the vote, members should act in good faith and cast votes which are consistent with the good of the organization.
- e. Once the board has voted, the board should present a unified voice.

### **D. Expectations**

- a. Be on time, stay for the entire meeting and speak your conscience.
- b. Comply with the expectations as outline in the P&P 5.1
- c. All members shall act in good faith in all aspects of conducting SASFAA business.
- d. Constructive criticism and concerns should be directed to the appropriate party.  
Members will refrain from characterizing the views, motives, and interest of other members to the general public and/or social media. Hearing criticism second-hand is not constructive.
- e. All members will conduct themselves in a professional manner. Be courteous and respectful of all people and ideas around the table. Always keeping in mind, that a well vetted/ debated topic allows for effective decision making for SASFAA.



Southern Association of Student Financial Aid Administrators

Celena Tulloss/Vice President

Executive Board Report – 2-10-18

**Committee Members**

Celena Tulloss	University of Tennessee	TN
Lane Smith	Samford	AL
Beth Armstrong	Virginia Tech	VA
Sarah Baumhoff	Kennesaw State	GA
Brenda McCafferty	ECMC	VA
Jeff Daniels	PNC	FL
Dr. Forrest Stuart	Furman	SC
Dr. Anthony Jones	App State	NC
Kevin Lamb	Centre	KY
Brenda Pittman	William Carey	MS

**Committee Goals for 2017-2018:**

1. Conduct 3-4 Webinars
2. Host a SASFAA Enrollment Management Forum
3. Provide 2 Pre-Conference Workshops, including a Mid-Level Workshop
4. Host the 2018 New Aid Officer Workshop, increasing attendance if possible

**LRP and GAP Goal Activity to date:**

- Coordinated and presented a Satisfactory Academic Progress webinar with Sarah Baumhoff (Kennesaw State, GA) with 97 registrants
- Used the member survey to select pre-conference workshops, Excel for Financial Aid presented by Daniel Barkowitz, (Valencia College, FL) and Kevin Lamb (Centre, KY) and Professional Judgment- Credential and Discussion of PJ in the era of PPY presented by Sandy Neel (University of Louisville, KY), Zita Barree (Hampden Sydney, VA) and Stephanie Lawrence (Albany State University, GA)
- Opened registration and finalized presenters for the pre-conference workshops (current registration of 44)
- Selected presenters for the next webinar (2-27-18), SAR Comment Codes, Wendy Meehan (Virginia Tech, VA) and Audrey White (Samford, AL)
- Solicited and secured instructors for the 2018 New Aid Officer Workshop (attached)

**Motion/ Action Item(s):**

1. I move that Nathan Basford be approved to serve a third year as New Aid Officer Instructor.

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

**New Ideas/Suggestions/ Personal Thoughts and Recommendations:** None

SASFAA New Aid Instructors 2018-

1. Bill Spiers- Tallahassee Community College- FL (Returning)
2. Chad Sartini- Virginia Western- VA (Returning)
3. Larry Rector- University of the Cumberlands- KY
4. Melissa Smith- Vanderbilt- TN
5. Nicole Patrick- Mississippi College for Women- MS
6. Mary Otto- Campbell- NC
7. Amber Singletary- Georgia Northwestern- GA
8. Nathan Basford- Florida State- FL (Returning)
9. Katie Conrad- FIU- FL
10. Sara Kaufman- Broward College- FL



Southern Association of Student Financial Aid Administrators

Wayne Kruger, Secretary

Executive Board Report / February 2018

**LRP and GAP Goal Activity:**

**LRP:**

- I. **ORGANIZATIONAL STRUCTURE**
  - a. **By-Laws Committee:** no committee formed for this year. The two approved by-laws changes will not appear on this year's election ballot as the 30 day notice to members was missed so they could not be included. Need to decide if it can wait until the next election cycle or if a special voting should occur.
  
- II. **COMMUNICATION/COLLABORATION COMMUNICATION**
  - a. Disseminate information to the membership and appropriate constituencies.
    - i. Updated website with links to approved minutes and reports.
    - ii. Updated Whiteboard for 2017-2018 and its associated folders

**GAP:**

- I. Track and keep P&P changes compiled all year long
  - a. I am keeping a running list of changes this year, will document the technical corrections for the GAP committee, and will submit that in my end of year report.
    - i. Will need to work with board members that attended the October meeting to ensure that all changes that are updated correctly.
  
- II. Archive prior versions of the Bylaws on the SASFAA website (at least going forward) so that a historical perspective can be maintained.
  - a. This process continues, and all future changes will have the date of the change listed. Will also put together a guide document on how I organized things so that it might be followed in similar fashion in future years.

**Motions:**

- 1) Motion to accept the October Board Report submitted to Tarik Boyd who was the acting secretary at the October Board meeting
- 2) Motion to Accept the E-meeting minutes from the 11-17 e-meeting NOAW retreat site selection.



**Southern Association of Student Financial Aid Administrators  
Jody Darby, Treasurer  
Executive Board Report, February, 2018**

**Activities**

- Annual incorporation with Georgia Secretary of State filed and paid
- Annual music subscriptions (BMI, ASCAP) renewed and paid
- Expense claims, travel claims and other reimbursements paid upon receipt
- All bills paid upon receipt
- Deposits posted 2-3 times per week biweekly
- Records and accounts maintained weekly in BB&T, QuickBooks, and Wild Apricot
- Payments for registrations, membership dues and sponsorships posted and receipted 2-3 times per week
- Refunds for registrations processed weekly
- Comps for vendors processed weekly as received from Vendor/Sponsor
- Bank accounts reconciled monthly
- Credit card reconciled and outstanding balance paid monthly
- PayPal reconciled and deposited monthly (sometimes twice per month depending on cash received)
- Budget reports (updated copies at meeting)



**Southern Association of Student Financial Aid Administrators**

**Nancy C. Tate/Budget & Finance Chair**

**Executive Board Report – February 9-10, 2018**

**Committee Members**

Brad Barnett, Virginia (Public, 4 Year)

Terri Parchment, (TN Student Assistance Corporation)

Paul Coscia, North Carolina (Private, 4 Year)

Kristie Teasley, Georgia (Public, 2 Year)

Jeff Dennis, South Carolina (Public, 2 Year)

Jody Darby, Georgia, Treasurer, ex-officio

Donna Kolb, Florida (Public, 4 Year)

**Committee Goals for 2017-2018:**

- Publish final budget to the membership no later than August 1, 2017.
- Develop and maintain a zero base budget – August 1, 2017
- Review and update the Guide to Financial Management, including refinement of the Treasurer-Elect duties and incorporation of recommendations from the Cost Containment Task Force – January 31, 2018
- Develop a 5-year financial plan – March 31, 2018
- Develop an investment policy and explore investment opportunities to grow the reserves – March 31, 2018
- Conduct 2016-2017 financial review and a 2017-2018 quarterly review – October 31, 2017.

**LRP and GAP Goal Activity to date:**

**GAP GOAL 15:** 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.

**UPDATE:** Financial review of 2016-2017 and quarterly review of July-September 2017 conducted at Anderson University, Anderson, S.C. October 27-29, 2017. Reports attached.

**GAP GOAL 16 and LRP GOAL 15:** Develop a 5-year financial plan and investment policy.

**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.

**UPDATE:** None

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

- Policy Language Recommendations in attached document.
- For Guide to Financial Management - Proposed Annual Financial Review Guide attached.
- For Guide to Financial Management - Proposed Quarterly Financial Review Guide attached.

**New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

**Hotel/Contract Liabilities**

**Grand Hyatt Atlanta – Atlanta, GA – February 15–20, 2019 – Conference**

Room rate is \$169 single or double occupancy; \$194 triple occupancy; \$219 quadruple occupancy

Cut-Off Date is Friday, January 25, 2019

Total Contracted Guest Room Block: 1275

Total Guest Room Revenue Commitment: \$214,425; Total Guest Room Revenue Minimum: \$171,330

A rebate in the amount of \$10 per fully paid occupied room night, at the contracted guest room rate within the Guest Room Block will be credited to SASFAA following Group's payment in full of the Master Account. Group shall disclose the existence of this rebate to its members and attendees prior to the Event in all pre-Event collateral and program materials.

No food and beverage may be brought into the Hotel: public spaces or guest rooms. All food and beverage consumed in the Hotel must be purchased in the Hotel.

With less than 24 hours notice, a fee of one night's room and tax will be assessed for all guest who depart Hotel earlier than the departure date confirmed at time of booking and/or listed on the registration card presented at check-in.

Hotel will provide one complimentary room for every forty revenue-producing guest rooms occupied by Group on a cumulative basis over the official event dates.

Meeting and event space rental is waived based on achieving the F&B Revenue Commitment=\$60,000

In the event that Group actualizes a minimum of eighty percent of its contracted guest room revenue commitment, Hotel, as a special consideration to Group, will provide:

- Complimentary meeting space based on a \$60,000 F&B minimum
- Complimentary high-speed wireless guest room internet
- Complimentary meeting room internet for all attendees
- Ten (10) rooms at the prevailing per diem rate over the program dates
- One complimentary one-bedroom Presidential Suite over the program dates
- One complimentary Governors Suite over the program dates
- Eight upgrade to a one-bedroom grand suite at the group rate over the program dates
- Discounted overnight self-parking at \$20 per vehicle, per day over the program dates
- Twenty-five complimentary boxes received and stored for the SASFAA office
- Three VIP roundtrip airport transfers from Hartsfield-Jackson Atlanta International Airport (ATL)
- 15% off AV equipment with exclusive use of PSAV
- 10% off F&B menus in place at the time of the program, does not apply to package or custom pricing
- Complimentary beer/wine reception hosted by hotel for one hour
- Hotel will offer complimentary meeting space for pre-planning meeting (up to 30 people) and guestrooms at the 2019 conference rate (subject to hotel availability)
- Hotel will offer a signing bonus of 50,000 Hyatt Gold Passport Points in addition to the points at program conclusion (up to an additional 50,000)

**Total liability until 6/15/18: \$122,212.50**

## **The Westin Fort Lauderdale Beach Resort – June 10-13, 2018 – Transition Board Meeting**

- Total guest room night commitment is 96.
- Standard room rate is \$129. Suite rate is \$258. Currently 11% taxes. Resort fee waived.
- Overnight parking discounted from \$39 to \$25.
- Cut-off date to reserve room is May 11, 2018.
- Function space rental fee is \$0.
- All food and beverage served at Hotel must be supplied and prepared by Hotel. Group will spend a minimum of \$3,000.
- Must advise Hotel of expected method of payment by June 10, 2018.

**Total liability: \$14,494.**

## **The Westin Fort Lauderdale Beach Resort – June 9-12, 2019 – Transition Board Meeting**

- Total guest room night commitment is 96.
- Standard room rate is \$139. Suite rate is \$278. Currently 11% taxes. Resort fee waived.
- Overnight parking discounted from \$39 to \$25.
- Cut-off date to reserve room is May 10, 2019.
- Function space rental fee is \$0.
- All food and beverage served at Hotel must be supplied and prepared by Hotel. Group will spend a minimum of \$5,000.
- Must advise Hotel of expected method of payment by June 9, 2019.

**Total liability: \$17,385.**

## **Hilton Norfolk the Main – Norfolk, VA – February 7-12, 2020 – Conference**

- Room rate is \$159 single or double occupancy. For triple and quadruple occupancy there is a \$20 additional charge per adult per room per night with maximum occupancy of four persons per room
- Attrition @ 85% of the total room nights. Attrition amounts will be offset by revenue received for no-shows and individual cancellation fees. All rooms booked outside of the block will be credited to the group block and applied to any attrition performance.
- Cut-off date is January 8, 2020.
- Guestroom cancellation – no penalty will result if notice is received at least 72 hours prior to arrival and a cancellation number is obtained. If the reservation is not cancelled by this time, one night room and tax deposit is forfeited.
- Check-in time is 4 pm. Check-out time is 11 am. Rooms vacated prior to reservation will result in early departure fee of one night's room and tax.
- A minimum of \$50,000 in food and beverage revenue from group-sponsored functions at Hotel is required in connection with the event.
- Must notify Hotel of the exact number of attendees for each outlined function by noon three business days prior to the event.
- Hotel requires that only food and beverage purchased from Hotel be served on Hotel property. In addition, no food or beverage, including alcoholic beverages, can leave the property if it has been prepared specifically for on-property, private functions. Under no circumstances may liquor be brought in from outside Hotel or served by anyone other than a designated Hotel representative.
- Hotel will provide, at no charge, a reasonable amount of meeting equipment (chairs, tables, cloths, podiums, etc.)
- A Master Account will be created for billing purposes.
- If direct bill not approved, Hotel required 50% of the entire estimated amount of guestroom and catering charges 30 days prior to arrival. Remaining balance will be due 3 business days prior to arrival.
- There is a parking deck attached to the Hotel. Self-parking for overnight guests is \$16 per car per night. Valet parking for overnight guests is available at the rate of \$26 per car.

- Banners, posters, props and similar decorations may not be adhered to walls, ceilings, windows, doors or floors, without the express written consent of Hotel and supervision of Hotel's staff. There is a \$50 labor charge for hanging each banner or sign.
- A non-refundable deposit of \$500 is due within 60 days of execution of this agreement.

Will be provided with the following concessions:

- 1-40 comp on a cumulative basis
- 3 suite upgrades at the group rate
- 1 comp Presidential Suite
- 1 comp hospitality suite
- \$10 rebate that can be credited toward the master account
- 10 rooms at prevailing per diem
- 10% off AV pricing
- 8 deluxe kings at the group rate
- Complimentary meeting space
- Complimentary six foot exhibit tables up to 30
- There is a one-time fee of \$25 for power per table if needed
- Complimentary wireless internet in the guestrooms and meeting space
- Discounted self-parking for in and out privileges – was \$20 charging \$16
- Complimentary room rental for pre-planning board meeting. Sleeping rooms to be offered at the conference rate.
- Hilton Honors Meeting Planning Points will be awarded at the conclusion of the event for room revenue and Food and Beverage
- 75,000 Point Signing Bonus
- 3 round trip VIP airport transfers
- One hour complimentary beer and wine reception hosted by the Hotel
- 5% off banquet menus

**Total liability until February 6, 2019: \$49,665**

### **Norfolk Waterside Marriott – Norfolk, VA – February 9-12, 2020 – Conference Overflow**

- 330 room nights
- Rate is \$159 and includes a \$10 rebate to the master account for each paid room night.
- Cut-off date is January 19, 2010.
- Attrition is 75%.

**Total liability until February 8, 2019: \$13,118.**

### **Embassy Suites Lake Buena Vista Resort-Orlando, FL-April 15-17, 2018-NAOW Retreat**

- 24 room nights
- Rate is \$135
- Resort fee of \$19.95 daily is waived
- Cut-off date is March 16, 2018
- Overnight valet parking is \$18 per day. Overnight self-parking is \$12 per day. Day valet parking is \$7 per day. Day self-parking is \$5 per day.
- Cooked to order breakfast and evening reception
- Complimentary WIFI in guest rooms and meeting space
- Must pay \$135 for each room night not utilized below 20 room nights.
- Minimum F&B of \$600
- Initial deposit of \$785.97 due November 14, 2017. Final payment due on March 15, 2018.

**Total liability: \$3,456.**

### **Embassy Suites Lake Buena Vista Resort-Orlando, FL-May 17-19, 2018-GAP Meeting**

- 12 room nights
- Rate is \$119
- Resort fee reduced from \$19.95 to \$9.95
- Cut-off date is April 17, 2018
- Overnight valet parking is \$18 per day. Overnight self-parking is \$12 per day. Day valet parking is \$7 per day. Day self-parking is \$5 per day.
- Cooked to order breakfast served daily 7 am – 10:30 am in Atrium
- Must pay \$119 for each room night not utilized below 12 room nights.
- Minimum F&B of \$400
- Initial deposit of \$523.98 due October 27, 2017. Final payment due on April 17, 2018.

**Total liability: \$1,828.**

### **Grand Hyatt Atlanta – Atlanta, GA – July 20-July 23, 2018 – Pre Planning Meeting**

- 69 room nights
- Rooms cancelled with less than 48 hour notice will be charged a fee of one night's room and tax.
- Rate is \$169 and includes 1 breakfast buffet in hotel restaurant. Any rooms with double/triple/quadruple occupancy will have to pay for additional breakfast buffet.
- Cut-off date is June 29, 2018.
- Meeting space is complimentary.

**Total liability: \$4,056.**

**Total liability: \$226,214.50**

### **Edward Jones Advisory Solutions Account**

Month/Year	Ending Value	Change in Value	Investment or Withdrawal	Income	Advisory Solutions Program Fee	Cumulative Income (Income-Fees)	Cumulative Change in Value	Cumulative Investment	Balance Sheet
July 2017	\$414,739.19	\$4,007.37	\$0.00	\$774.34	\$472.64	\$29,762.83	\$6,707.26	\$373,055.44	\$402,818.27
August 2017	\$415,187.39	\$937.53	\$0.00	\$724.65	\$489.33	\$29,998.15	\$7,644.79	\$373,055.44	\$403,053.59
September 2017	\$417,733.77	\$3,039.43	\$0.00	\$1,086.10	\$493.05	\$30,591.20	\$10,684.22	\$373,055.44	\$403,646.64
October 2017	\$418,724.92	\$1,471.18	\$0.00	\$752.67	\$480.03	\$30,863.84	\$12,155.40	\$373,055.44	\$403,919.28
November 2017	\$421,041.57	\$2,814.59	-\$41.92	\$744.66	\$497.94	\$31,110.56	\$14,969.99	\$373,013.52	\$404,124.08
December 2017	\$423,243.90	\$2,685.17	\$0.00	\$2,994.42	\$482.84	\$33,622.14	\$17,655.16	\$373,013.52	\$406,635.66



# **Southern Association of Student Financial Aid Administrators (SASFAA) Annual Financial Review Guide**

***(Assumes use of and access to Wild Apricot and QuickBooks Online)***

## Items Needed for Annual Review

1. Prior Year Financial Review Report
2. Quarterly Financial Review Reports
3. Prior Year Final Budget vs. Actuals (Profit/Loss Statement)
4. Prior Year Final Balance Sheet
5. Prior Year IRS Form 990
6. Final Budget vs. Actuals (Profit/Loss Statement)
7. Final Balance Sheet
8. Final Registration by Type report for sponsors (tracked under Events)
9. Executive Board Minutes (available on the website)
10. Monthly Statements for all Bank Accounts (Checking, Savings and/or Money Market) and Other Current Assets/Investments (Managed Advisory Accounts, CDs, etc.)
11. Final Registration by Type report for each event
12. Final Membership Paid Income report
13. Backup for all expenses for review of travel expense vouchers, mileage reimbursement vouchers, expenditure vouchers and credit card expense forms
14. Employee Theft Policy (aka Director's and Officer's or Crime)
15. General Liability Policy (aka Business Owners)
16. Monthly reconciliations (available in QuickBooks)
17. Policies & Procedures Manual and the Guide to Financial Management
18. Physical Property Asset List
19. Outstanding Contracts
20. ASCAP and BMI reports (available online)

## ***Annual Review Procedures***

### *Executive Board Minutes*

1. Review all Executive Board minutes to ensure approval of the annual budget and any Board action(s) pertaining to the budget including approval of overages and adjustments (GFM 2.1 and GFM 2.2).
2. Review prior year Financial Review to ensure any deficiencies have been addressed and recommendations discussed.
3. Review Quarterly Financial Review reports to ensure any deficiencies have been addressed.

### **Budget vs. Actuals (Profit/Loss Statement) and Balance Sheet**

1. Total of all Assets from Prior Year Balance Sheet  
+ Income

- Expenses

= Total of all Assets from Final Balance Sheet

### **Bank Accounts Statements (Checking, Savings and/or Money Market)**

1. All voided checks should be clearly marked. The bank register should be reviewed in QuickBooks to confirm that the checks have been voided. The memo line will indicate "Voided" with an amount of 0.00.

	Check	-Split-			
06/18/2013	2501	Bank of America Visa Card		0.00	R
	Check	227F Insurance & Bonding:Miscellaneous	Voided		
06/18/2013	2502	Bank of America Visa Card		447.55	D

2. Review and verify monthly bank account reconciliations in QuickBooks. A reconciliation history and reports can be found under Tools > Reconcile > History by Account (GFM 4.1 d)

### **Other Current Assets Statements and Investment Percentages**

1. Verify that the last statement for each account (managed advisory account, CD, etc.) matches the balance on the Balance Sheet and that interest, dividends and capital gains have been recorded correctly.
2. Review percentage allocation of total assets to the operating fund, short-term investments and long-term investments and make recommendations for any changes needed (GFM 3.1, GFM 3.2 and GFM 3.3).
3. Verify reserve fund balance is no less than the most recent operating budget plus contractual obligations (GFM 3.4).

### **Sponsor Income (tracked under Events in Wild Apricot)**

1. Verify that the income reflected on the Budget vs. Actuals report matches the Registration by Type report from Wild Apricot.
2. Note any outstanding sponsor income.

### **Deposit (Income) Verification**

1. Perform a random check of deposits in QuickBooks and trace the deposit to the bank statement. Several "large" deposits should be reviewed as well as several other random deposits.
2. Using the Final Registration by Type report from Wild Apricot, verify that income matches each respective line on the Budget vs. Actuals report for each event.
3. Verify cash collected for membership and conference registration is properly deposited. Verify cash collected for the charity is properly deposited. (GFM 4.3 b).

### **Membership Verification**

1. Verify from the Membership Paid Income report that revenue matches the income line 01 Membership Dues.

## **Signed IRS Form 990**

1. Verify that the IRS Form 990 was filed timely with appropriate signatures (P&P 6.3i).
2. Verify that the Total Revenue, Total Expenses and Net (Total) Assets on the 990 agree with the Budget vs. Actuals report and Balance Sheet for the applicable fiscal year.

## **Vouchers and Forms**

### Expenditure Vouchers

1. Review expenditures posted in QuickBooks and select a sample and request documentation from the Treasurer to ensure all were paid timely, properly posted and included the appropriate approvals.
2. Verify accuracy of approval of payments over \$5,000 and appropriate budget approvals (GFM 7.4.1 and GFM 4.3 a).
3. Payments or reimbursement to President – verify accuracy of expenses and completeness of documentation.
4. Payments or reimbursements to Treasurer – verify accuracy of expenses and completeness of documentation (GFM 4.3 d)
5. Authorization of the responsible Committee Chairperson for reimbursement made to members of the committee (GFM 4.3 f).

### Travel Expense Vouchers

1. Review expenditures posted in QuickBooks and select a sample and request documentation from the Treasurer to ensure that travel expenses conform to P&P 10.6.1.
  - A. Mileage reimbursed at IRS business rate not to exceed 1,000 miles round trip and documentation of mileage is provided. Mileage rate not to exceed 50.5 cents per mile.
  - B. Airfare reimbursed at coach class are appropriate and receipts attached.
  - C. Rental vehicles verify President or Treasurer prior approval.
  - D. Taxi and shuttle – verify receipts and tips were reasonable.
  - E. Verify reimbursement was at single room rate and receipts attached.
  - F. Verify meals reimbursed at established rate of \$50 per day or the daily allowance is reduced by the suggested amount when a meal is provided by SASFAA. The suggested meal allowance is breakfast \$10, lunch \$15 and dinner \$25.
  - G. Verify group meals include names of all participants on the receipt.

### Credit Card Expense Forms

1. Review expenditures posted in QuickBooks and select a sample and request documentation from the Treasurer to verify that credit card expenses have been accurately reported on the credit card expense form and have not been paid a second time on a travel expense voucher or an expenditure voucher.
2. All expenses charged to a credit card must be reported by the user to the Treasurer within ten (10) days of receiving his or her credit card statement. All itemized charges on the statement must correspond to a valid receipt. (P&P 10.7)

3. Verify use of the credit card has not been to circumvent Policies & Procedures outlined in 10.6.1, 10.6.2, 10.6.3, 10.6.4, 10.6.5, 10.6.6 and 10.6.7.

#### **Contractual Obligations, Insurance Policies and ASCAP/BMI Reports**

1. Verify that the Employee Theft Policy is sufficient for the total assets and make recommendations for any needed adjustments in coverage (P&P 10.4.1 and GFM 5.3).
2. Review the coverage for the General Liability Policy and make recommendations for any needed adjustments in coverage (P&P 10.4.2 and GFM 5.4).
3. Review potential liability from outstanding contracts.
4. Verify President is only signature on contracts (GFM 5).
5. Verify ASCAP and BMI reports have been filed and applicable payments made.

#### **Honoraria**

1. Verify guidelines were followed (P&P 10.6.1 and GFM 11.6).

#### **Policies & Procedures Manual and the Guide to Financial Management & the Office of Treasurer**

1. Verify that all applicable policies and procedures are being followed.

#### **Physical Property Asset List**

1. Review the prior year physical property asset list and compare to the current list for additions or deletions. If there are changes from prior year, verify through minutes of the Executive Board that the addition or deletion was approved.
2. Verify who has possession of the equipment.

#### **Member Accounts in Wild Apricot**

1. Verify pending (unpaid and partially paid) invoices/registrations have been cancelled for each event.
2. Verify Aging Receivables have been reviewed and updated (should only be unpaid membership invoices at year-end).

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### **SASFAA FY 17 Annual Financial Review**

Report of the Budget and Finance Committee Annual Financial Review FY 2016 – 2017

#### **Review Date: October 27-28, 2017**

On October 27-28, 2017, members of the Budget and Finance Committee completed a financial review of the records for fiscal year July 1, 2016, through June 30, 2017. Governance of this action is provided in the SASFAA Policy and Procedural Manual Section 5.5, item g. The following is a summary of the review.

### **Budget and Finance Committee Members:**

Budget and Finance Chair    Nancy C. Tate  
Committee Members         Terri Parchment, Brad Barnett, Jeff Dennis, Kristie Teasley, Jody Darby (x officio)

### **General Overview**

Primary areas included in the review are consistent with items designated in the SASFAA Policies and Procedures Manual and the Guide to Financial Management with the latter document serving as the primary source for financial review requirements.

Overall, the committee commends the Treasurer for an outstanding job of complying with the policies and procedures of the association and for maintaining the Association's records in excellent condition and in an orderly manner.

The committee will also submit a few Policy and Procedure updates and updates to the Guide to Financial Management.

### **Scope of the Review**

The Budget and Finance committee was established at the recommendation of the 1999 Financial Securities Task Force. One of the responsibilities of this committee is to conduct an annual review of the Treasurer's records and procedures.

This review covered the financial transactions and related documentation occurring from July 1, 2016, through June 30, 2017. Transactions were evaluated to verify that established Association guidelines and reporting requirements were followed. A list representing specific areas covered during the review is provided at the end of this report. While this review is not all-inclusive, it meets all standards of a Financial Review exercise, and provides a snapshot of the current condition of its financial practices and an assessment of the procedures in place that drive financial transactions. The absence of reference to specific practices should not be deemed as an approval of those practices. Specific recommendations resulting from this review, where appropriate, are included wherever an exception is noted.

Period covered by the review:         July 1, 2016 through June 30, 2017  
Accounting Software:                     QuickBooks, online version  
Basis of Accounting:                     Cash  
Treasurer for 2016-2017:                Jenelle Handcox

### **Reference/ Observation/ Recommendations:**

- 1) **Reference:** Review all Executive Board minutes to ensure approval of the annual budget and any Board action(s) pertaining to the budget including approval of overages and adjustments (GFM 2.1 and GFM 2.2).

**Observation:** The 2016-17 approved budget is not in any of the minutes or on the SASFAA website. The August 6-8, 2016, minutes state the budget was approved.

**Recommendation:** Document the approved budget in the Executive Board minutes.

2) **Reference:**

- Review expenditures posted in QuickBooks and select a sample and request documentation from the Treasurer to ensure all were paid timely, properly posted and included the appropriate approvals.
- Verify accuracy of approval of payments over \$5,000 and appropriate budget approvals (GFM 7.4.1 and GFM 4.3 a).
- Payments or reimbursement to President – verify accuracy of expenses and completeness of documentation.
- Payments or reimbursements to Treasurer – verify accuracy of expenses and completeness of documentation (GFM 4.3 d)
- Authorization of the responsible Committee Chairperson for reimbursement made to members of the committee (GFM 4.3 f).
- Review expenditures posted in QuickBooks and select a sample and request documentation from the Treasurer to ensure that travel expenses conform to P&P 10.6.1.
- Mileage reimbursed at IRS business rate not to exceed 1,000 miles round trip and documentation of mileage is provided. Mileage rate not to exceed 50.5 cents per mile.
- Airfare reimbursed at coach class are appropriate and receipts attached.
- Rental vehicles verify President or Treasurer prior approval.
- Taxi and shuttle – verify receipts and tips were reasonable.
- Verify reimbursement was at single room rate and receipts attached.
- Verify meals reimbursed at established rate of \$50 per day or the daily allowance is reduced by the suggested amount when a meal is provided by SASFAA. The suggested meal allowance is breakfast \$10, lunch \$15 and dinner \$25.
- Verify group meals include names of all participants on the receipt.

**Observations:**

- 7/21/16 Nathan Basford reimbursement - Signature on form was a “typed” signature, not an actual signature.
- July 2016 Amy Berrier reimbursement - No signature on reimbursement form.
- July 2016 Check #975336 – Over \$5,000 bill did not have President’s signature and check #870392 – Treasurer reimbursed herself with no President signature.
- 8/9/16 Wayne Kruger reimbursement - \$18.99 reimbursed for lunch. For other reimbursements of other members in August the Treasurer reduced the lunch to \$15 if the expense was greater than that.
- 8/13/16 Jenelle Handcox reimbursement - Treasurer reimbursed herself with no President signature.
- 8/16/16 Katie Harrison reimbursement - No detailed receipt for 8/7/16 meal reimbursement.
- 8/17/16 April Tretter - No detailed receipt for lunch receipt.
- August 2016 Lester McKenzie reimbursement - No signatures on reimbursement form (or electronic approval).

- September 2016 - Over \$5,000 bill did not have President's signature.
- October 2016 - Over \$5,000 bill did not have President's signature. Check #870425 – No signature on the reimbursement form. Paid \$25 for Sharon Oliver to go on the evening bus tour with the NASFAA Leadership Symposium (entertainment). Paid \$25 for Jody Darby to go on the evening bus tour with the NASFAA Leadership Symposium (entertainment).
- November 2016 - Check #975362 - Over \$5,000 bill did not have President's signature. Check #975361 - Over \$5,000 bill did not have President's signature. Check #870433 – Reimbursement for mileage was accidentally done based on the number of minutes for travel rather than the mileage of travel. Check #975359 – Rental car approval for Heather Boutell was done after the car was rented. P&P states approval must happen before rental occurs. Travel expense guidelines only indicate approval is needed, not prior approval.
- 2/21/17 Jenelle Handcox reimbursement - Treasurer reimbursed herself with no President signature.
- 4/12/17 MASFAA c/o Terry Bland - No signature on reimbursement.
- 4/13/17 Legislative Relations Hill Visit - Over \$5,000 bill did not have President's signature.
- 4/20/17 Francisco Valines reimbursement - Farmers and Distillers missing detailed receipt. Beacon Bar and Grill missing detailed receipt.
- 4/25/17 Andrea Simpson reimbursement - Treasurer reimbursed dinner meal nights at \$31.55 and \$48.22. For reimbursements with other members the Treasurer reduced the amount to the recommended amount for each meal.
- May 2017 B Ocean Deposit - Over \$5,000 bill did not have President's signature. Date signed by Treasurer was 5/24/15, rather than 2017.
- 3/27/17 Beau Rivage - Over \$5,000 bill did not have President's signature.
- 5/16/17 Lester McKenzie Reimbursement - Google maps attachment shows 105 miles one way. Reimbursement form shows 98 miles one way.
- 6/30/17 Jacksonville State University - Over \$5,000 bill did not have President's signature.
- June 2017 - Check #870522 Treasurer reimbursed herself with no President signature.

**Recommendation:** Review travel expense guidelines and applicable sections of the P&P and GFM.

### 3) Reference:

- Review expenditures posted in QuickBooks and select a sample and request documentation from the Treasurer to verify that credit card expenses have been accurately reported on the credit card expense form and have not been paid a second time on a travel expense voucher or an expenditure voucher.
- All expenses charged to a credit card must be reported by the user to the Treasurer within ten (10) days of receiving his or her credit card statement. All itemized charges on the statement must correspond to a valid receipt. (P&P 10.7)
- Verify use of the credit card has not been to circumvent Policies & Procedures outlined in 10.6.1, 10.6.2, 10.6.3, 10.6.4, 10.6.5, 10.6.6 and 10.6.7.

### Observations:

- July 12, 2016 - \$60 baggage fee for Amy Berrier. No approval from President to pay excess fee.
- September 2016 Credit Card - Group meal function and no names on the receipt.

**Recommendation:** Review travel expense guidelines and applicable sections of the P&P and GFM.

- 4) **Reference:** Perform a random check of deposits in QuickBooks and trace the deposit to the bank statement. Several “large” deposits should be reviewed as well as several other random deposits.

**Observation:** August Bank Reconciliation - 8/19/17 – Bank statement has two deposits, but Quickbooks only has one deposit.

**Recommendation:** Quickbooks transactions need to match bank deposit transactions.

- 5) **Reference:**

- Review percentage allocation of total assets to the operating fund, short-term investments and long-term investments and make recommendations for any changes needed (GFM 3.1, GFM 3.2 and GFM 3.3).
- Verify reserve fund balance is no less than the most recent operating budget plus contractual obligations (GFM 3.4).

**Observation:** All assets are within normal tolerances per the investment policy. The checking account value is low.

**Recommendation:** None for the investment accounts. While the checking account value is a bit low, we are reaching the point where we will start receiving conference registrations and this number will increase.

- 6) **Reference:** Verify that all applicable policies and procedures are being followed.

**Observations:**

- Several expense lines that were not in the subcategories in Quickbooks. (corrected)
- \$825 was put as income under professional development instead of the annual meeting. (corrected)
- \$2,500 more in vendor/sponsor than in the events that were done in 16-17. The \$2,500 was from a vendor/sponsor payment from 15-16 that wasn't made until 16-17. (Greenwood & Hall)
- There are old outstanding debits showing in the checking account.
- Manual invoices.

**Recommendations:**

- Always enter a subcategory in Quickbooks unless there is not one.
- Reconcile Quickbooks to the Event in Wild Apricot.
- Check with Mike Dunn about how to handle old outstanding debits.
- Do not create manual invoices. Manual invoices do not tie to membership or an event.

# Southern Association of Student Financial Aid Administrators (SASFAA) Quarterly Financial Review Guide

## Items Needed for Quarterly Review

1. Prior Year Final Budget vs. Actuals (Profit/Loss Statement)
2. Prior Year Final Balance Sheet
3. YTD Budget vs. Actuals (Profit/Loss Statement)
4. YTD Balance Sheet
5. Executive Board Minutes (available on the website)
6. Last Monthly Statements of Quarter for all Bank Accounts (Checking, Savings and/or Money Market) and Other Current Assets/Investments (Managed Advisory Accounts, CDs, etc.)
7. Final Registration by Type report for each event closed during the quarter
8. YTD Membership Paid Income report
9. Backup for all expenses for review of travel expense vouchers, mileage reimbursement vouchers, expenditure vouchers and credit card expense forms
10. Monthly reconciliations (available in QuickBooks)
11. ASCAP and BMI reports (available online)

## ***Quarterly Review Procedures***

### *Executive Board Minutes*

1. Review Executive Board minutes from previous quarter for any Board action(s) pertaining to the budget including approval of overages and adjustments (GFM 2.1 and GFM 2.2).
2. Review prior Quarterly Financial Review reports to ensure any deficiencies have been addressed.

### **Budget vs. Actuals (Profit/Loss Statement) and Balance Sheet**

1. Total of all Assets from Prior Year Balance Sheet  
 + Income  
 - Expenses  
 = Total of all Assets from YTD Balance Sheet

### **Bank Accounts (Checking, Savings and/or Money Market)**

1. All voided checks should be clearly marked. The bank register should be reviewed in QuickBooks to confirm that the checks have been voided. The memo line will indicate "Voided" with an amount of 0.00.

	Check	-Split-			
06/18/2013	2501	Bank of America Visa Card			
	Check	227F Insurance & Bonding:Miscellaneous		0.00	R
			Voided		

2. Review and verify monthly bank account reconciliations for the quarter in QuickBooks. A reconciliation history and reports can be found under Tools > Reconcile > History by Account. (GFM 4.1 d)

### **Other Current Assets Statements and Investment Percentages**

1. Verify that the last month's statement for each account (managed advisory account, CD, etc.) matches the balance on the Balance Sheet and that interest, dividends and capital gains have been recorded correctly.
2. Review percentage allocation of total assets to the operating fund, short-term investments and long-term investments and make recommendations for any changes needed (GFM 3.1, GFM 3.2 and GFM 3.3).
3. Verify reserve fund balance is no less than the most recent operating budget plus contractual obligations (GFM 3.4).

### **Sponsor Income (tracked under Events in Wild Apricot)**

1. Verify that the income reflected on the YTD Budget vs. Actuals report matches the Registration by Type report from Wild Apricot.
2. Note any outstanding sponsor income.

### **Deposit (Income) Verification**

1. Using the Registration by Type report from Wild Apricot, verify that income matches each respective line on the Budget vs. Actuals report for each event that closed during the quarter.
2. Verify cash collected for membership and conference registration is properly deposited. Verify cash collected for the charity is properly deposited. (GFM 4.3 b).

### **Membership Verification**

1. Verify from the YTD Membership Paid Income report that revenue matches the income line 01 Membership Dues.

### **Vouchers and Forms**

#### Expenditure Vouchers

1. Review expenditures posted in QuickBooks and select a sample and request documentation from the Treasurer to ensure all were paid timely, properly posted and included the appropriate approvals.
2. Verify accuracy of approval of payments over \$5,000 and appropriate budget approvals (GFM 7.4.1 and GFM 4.3 a).
3. Payments or reimbursement to President – verify accuracy of expenses and completeness of documentation.
4. Payments or reimbursements to Treasurer – verify accuracy of expenses and completeness of documentation (GFM 4.3 d)
5. Authorization of the responsible Committee Chairperson for reimbursement made to members of the committee (GFM 4.3 f).

### Travel Expense Vouchers

1. Review expenditures posted in QuickBooks and select a sample and request documentation from the Treasurer to ensure that travel expenses conform to P&P 10.6.1.
  - H. Mileage reimbursed at IRS business rate not to exceed 1000 miles round trip and documentation of mileage is provided.
  - I. Airfare reimbursed at coach class are appropriate and receipts attached.
  - J. Rental vehicles verify President or Treasurer approval.
  - K. Taxi and shuttle – verify receipts and tips were reasonable.
  - L. Verify reimbursement was at single room rate and receipts attached.
  - M. Verify meals reimbursed at established rate – breakfast \$10, lunch \$15 and dinner \$25.
  - N. Verify group meals include names of all participants on the receipt.

### Credit Card Expense Forms

1. Review expenditures posted in QuickBooks and select a sample and request documentation from the Treasurer to verify that credit card expenses have been accurately reported on the credit card expense form and have not been paid a second time on a travel expense voucher or an expenditure voucher.
2. All expenses charged to a credit card must be reported by the user to the treasurer within ten (10) days of receiving his or her credit card statement. All itemized charges on the statement must correspond to a valid receipt. (10.7)
3. Verify use of the credit card has not been to circumvent Policies & Procedures outlined in 10.6.1, 10.6.2, 10.6.3, 10.6.4, 10.6.5, 10.6.6 and 10.6.7.

### **Contractual Obligations, Insurance Policies and ASCAP/BMI Reports**

1. Verify that the Employee Theft Policy is sufficient for the total assets and make recommendations for any needed adjustments in coverage (P&P 10.4.1 and GFM 5.3).
2. Review the coverage for the General Liability Policy and make recommendations for any needed adjustments in coverage (P&P 10.4.2 and GFM 5.4).
3. Review potential liability from outstanding contracts.
4. Verify President is only signature on contracts (GFM 5).
5. Verify ASCAP and BMI reports have been filed and applicable payments made.

### **Honoraria**

1. Verify guidelines were followed (P&P 10.6.1 and GFM 11.6).

### **Member Accounts in Wild Apricot**

1. Verify pending (unpaid and partially paid) invoices/registrations have been cancelled for each event that closed during the quarter.

2. Verify Aging Receivables have been reviewed and updated.

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## **SASFAA FY 18 Quarter 1 Financial Review**

Report of the Budget and Finance Committee FY 18 Quarter 1 Financial Review

**Review Date: October 27-28, 2017**

On October 27-28, 2017, Nancy Tate and Jody Darby completed a financial review of the records for the first quarter of 2017-2018. The following is a summary of the review.

### **General Overview**

Primary areas included in the review are consistent with items designated in the SASFAA Policies and Procedures Manual and the Guide to Financial Management with the latter document serving as the primary source for financial review requirements.

### **Scope of the Review**

This review covered the financial transactions and related documentation occurring from July 1, 2017, through September 30, 2017. Transactions were evaluated to verify that established Association guidelines and reporting requirements were followed. A list representing specific areas covered during the review is provided at the end of this report. While this review is not all-inclusive, it meets all standards of a Financial Review exercise, and provides a snapshot of the current condition of its financial practices and an assessment of the procedures in place that drive financial transactions. The absence of reference to specific practices should not be deemed as an approval of those practices. Specific recommendations resulting from this review, where appropriate, are included wherever an exception is noted.

Period covered by the review:	July 1, 2017 through September 30, 2017
Accounting Software:	QuickBooks, online version
Basis of Accounting:	Cash
Treasurer for 2017-2018:	Jody Darby

### **Reference/ Observation/ Recommendations:**

#### **7) Reference:**

- Review expenditures posted in QuickBooks and select a sample and request documentation from the Treasurer to ensure all were paid timely, properly posted and included the appropriate approvals.
- Verify accuracy of approval of payments over \$5,000 and appropriate budget approvals (GFM 7.4.1 and GFM 4.3 a).
- Payments or reimbursement to President – verify accuracy of expenses and completeness of documentation.
- Payments or reimbursements to Treasurer – verify accuracy of expenses and completeness of documentation (GFM 4.3 d)

- Authorization of the responsible Committee Chairperson for reimbursement made to members of the committee (GFM 4.3 f).

**Observations:**

- 8/11/17 Jody Darby Reimbursement - Treasurer reimbursed himself with no President signature
- 8/30/17 Hilton Alexandria - Over \$5,000 bill did not have President's signature
- Some of the expenses on travel expenses should have been listed on a Miscellaneous Expense form versus a Travel Expense form. However, the Treasurer allocated the funds correctly in Quickbooks.

**Recommendation:** Review travel expense guidelines and applicable sections of the P&P and GFM.

8) **Reference:**

- Review the prior year physical property asset list and compare to the current list for additions or deletions. If there are changes from prior year, verify through minutes of the Executive Board that the addition or deletion was approved.
- Verify who has possession of the equipment.

**Observations:**

- The following items are held by the Treasurer:
  - Sharp EL-1750V Calculator (Confirmed Treasurer has it)
  - HP Photosmart 5514 Combo print/copy/scan/web (Confirmed Treasurer has it)
- The following items are held by the membership chair:
  - Laptop, Printer, and miscellaneous software/hardware
  - MS Office XP Version 2002 – WO524342-0530-L10
  - MS Office 2000 – WO509336-0506
  - 2 Port Data Transfer Switch – FIB-024-E
  - HP Pavilion zt1175 Laptop
    - Confirmed the membership chairs in 2015-16 and 2016-17 never had these items. Seeking confirmation from the current chair to see if she has them.

**Recommendation:** Confirmed Membership chairs in 2015-2016 and 2016-2017 never had these items. Current Membership chair does not have these items. Need documentation of approval to destroy or information on location.

**Policy Language Recommendations**

The SASFAA Budget & Finance Committee met October 27 – 28, 2017, and as part of that review developed the following recommendations to the Executive Board for updating SASFAA governing documents.

**SASFAA Travel Expense Guidelines Recommended Updates**

**MEALS – ALL RECEIPTS REQUIRED – SASFAA DOES NOT PAY PER DIEM**

Modify language in #1:

1. Meal expenses are not to exceed the daily rate of \$50.00. SASFAA members are encouraged to keep meal costs within the following parameters for each meal. These limits are not established for individual meals, but guidelines to be used when making meal purchases. For example, a member can spend \$7 on breakfast, \$17 on lunch, and \$26 on dinner, then that's \$50 in total for the day. However, the sum total of all meals for the day will not be reimbursed at a level greater than \$50.00.

Breakfast - \$10.00

Lunch - \$15.00

Dinner - \$25.00

Meal expenses are reimbursable at a rate established by the Board, except in cases where meals are provided to members as a group. In the event group meals are provided by SASFAA, the daily allowance will be reduced by the suggested amount for the meal provided. The exception is a "continental breakfast" will not be counted as a provided meal. For example, if dinner is provided, then the maximum reimbursable limit for that day is \$25.00.

Add a #3:

3. All meal receipts must show the detail of the items purchased. Receipts that do not include the itemized detail will not be accepted for reimbursement without the President's approval.

Add a #4:

4. Whenever possible, meal receipts submitted for reimbursement should only include SASFAA reimbursable items. For example, if SASFAA members are traveling with family, whenever possible the family member's meal should not be on the same receipt that the SASFAA member submits for reimbursement or is paid for with a SASFAA credit card.

## **AUTO – ALL RECEIPTS REQUIREMENTS**

1. On an exception basis, the use of rental vehicles may be necessary to conduct SASFAA business. Prior approval of the President or Treasurer is required, taking into consideration the cost effectiveness of the rental and ensuring that it is beneficial to SASFAA.

Add the following section:

## **SIGNATURES**

All reimbursement forms must be signed by the committee member seeking reimbursement, as well as the committee chair if one exists. In some situations, the SASFAA Policy & Procedure Manual allows, or requires, the President or Treasurer to be the approving authority for expenses or reimbursements. The following formats qualify as a signature:

- Committee members seeking reimbursement –
  - The signature must be an original, “wet” signature on the reimbursement form. The form can be scanned and mailed, faxed, or e-mailed to the Treasurer after it is signed by the member.
  - No other format will be acceptable.
- Committee Chair (or other approving authority) –
  - The signature can be an original, “wet” signature on the reimbursement form. When this occurs, the reimbursement form will contain two signatures (committee member and approving authority).
  - In place of a signature, the committee chair (or approving authority) can provide approval of the expense or reimbursement via e-mail to the Treasurer. The e-mail must be from the individual’s e-mail account associated with his or her SASFAA qualifying employment (i.e., not personal account).

**SASFAA Policy & Procedure Manual Recommended Update**

**Check the entire document for unnecessary page breaks**

Replace Section 8.2.2 Music ~~Copyright~~ Usage Policy

Copyright laws require music users to get permission from songwriters and composers who can charge a fee before their music is played publicly. This fee allows the artists and others to continue to create music. Public performance and the playing of recorded, copyrighted music requires permission from copyright owners or their licensing agent(s) to prevent SASFAA from infringing on anyone’s rights—risking lawsuit. This even includes the singing of ‘Happy Birthday’ that may occur from time to time—as that song is copyrighted.

To legally cover the Association from copyright infringements and liabilities for the use of live or recorded music, the Treasurer, on behalf of the Association, will submit event/attendee reports and fees as required by the American Society of Composers, Authors, and Publishers (ASCAP) and Broadcast Music, Inc. (BMI). The coverage from both companies is required as each company represents different copyright holders (song writers, artists, producers, etc.).

Fees and Forms:

ASCAP: If the Association’s events reach no more than 1,500 attendees (duplicated), the annual fee is around \$125. Should the number reach 1,501, the fee increases to over \$400.

BMI: The report for all events in the prior calendar year is filed in January. After receiving the report, BMI will issue an invoice for all events in the prior calendar year. BMI’s fee is a minimum of \$155.00. The cost increases on a ‘per attendee’ basis. In total, it’s generally around \$200.00 annually.

More specific information and/or verbiage from agreements from ASCAP or BMI can be obtained by using the contact information below.

ASCAP      800-505-4052

<https://www.ascap.com/music-users>

BMI      888-689-5264

[https://www.bmi.com/licensing/entry/meetings\\_conventions\\_trade\\_shows\\_and\\_expositions](https://www.bmi.com/licensing/entry/meetings_conventions_trade_shows_and_expositions)

#### Modify 10.4.1 Fidelity Bonding

Removed marked out line from last sentence:

Additional information pertaining to bond coverage is contained in Section 5.3 of the SASFAA Guide to Financial Management., ~~which is referenced in Appendix B.~~

#### Modify Section 10.4.2 Liability Coverage

To protect the Association against possible losses due to personal suit, the Association must obtain limited protection under a general liability policy. In some instances, hotels and other meeting facilities require the cost of liability coverage to be borne by the contracting organization. The Board should include this coverage when constructing the operating budget each year.

Additional information concerning liability insurance is contained in Section 5.4 of the SASFAA Guide to Financial Management.

#### Modify Section 10.6.1(3)

On an exception basis, the use of rental vehicles may be necessary to conduct SASFAA business. Prior approval of the President or Treasurer is required, taking into consideration the cost effectiveness of the rental and ensuring that it is beneficial to SASFAA.

#### Modify Section 10.6.1(4)

Meal expenses are not to exceed the daily rate of \$50.00. SASFAA members are encouraged to keep meal costs within the following parameters for each meal. These limits are not established for individual meals, but guidelines to be used when making meal purchases. For example, a member can spend \$7 on breakfast, \$17 on lunch, and \$26 on dinner, then that's \$50 in total for the day. However, the sum total of all meals for the day will not be reimbursed at a level greater than \$50.00.

Breakfast - \$10.00

Lunch - \$15.00

Dinner - \$25.00

Meal expenses are reimbursable at a rate established by the Board, except in cases where meals are provided to members as a group. In the event group meals are provided by SASFAA, the daily allowance will be reduced by the suggested amount for the meal provided. The exception is a “continental breakfast” will not be counted as a provided meal. For example, if dinner is provided, then the maximum reimbursable limit for that day is \$25.00.

All meal receipts must show the detail of the items purchased. Receipts that do not include the itemized detail will not be accepted for reimbursement without the President’s approval.

Whenever possible, meal receipts submitted for reimbursement should only include SASFAA reimbursable items. For example, if SASFAA members are traveling with family, whenever possible the family member’s meal should not be on the same receipt that the SASFAA member submits for reimbursement or is paid for with a SASFAA credit card.

#### Modify 10.8 Reserve Fund

Maintaining liquidity of funds to help ensure that the Association will be able to cover its contractual obligations and continue operations. A reserve fund is established to ensure the Association’s ability to cover one year of operating expenses plus contractual obligations.

Specific information concerning the Board’s responsibilities regarding establishing and maintaining a reserve fund(s) is contained in Section 3.4 of the *SASFAA Guide to Financial Management*.

#### Modify 10.11 (b) Other Financial Guidelines

Approval of both the Treasurer and the President are required for any check of \$5,000 or more.

#### Modify 11.4 Alcohol Use

Change the last sentence in the second paragraph:

- From – The SASFAA Executive Board is expected to Sponsor good judgement in the amount of SASFAA funds spent on alcoholic beverages at these functions.
- To – The SASFAA Executive Board is expected to exercise good judgement in the amount of SASFAA funds spent on alcoholic beverages at these functions.

#### Modify 11.6.1 Annual Conference

Removed marked out line from last sentence:

Expenses related to the attendance of SASFAA officers are delineated in the *SASFAA Guide to Financial Management*, ~~which is referenced in Appendix B.~~

#### Modify 12.4 Honorary Members

Names should be reviewed and reformatted to all be first name/last name on one line for each individual, in that order.

### **Guide to Financial Management Recommended Update**

#### **Check the entire document for unnecessary page breaks**

Modify first paragraph of 3.4 Reserve Funds

The Association shall maintain a reserve fund balance of no less than the most recent operation budget plus outstanding contractual obligations. Such funds may be comprised of both short and long term investments, provided the funds are not intermingled with the Association's checking account. Refer to Policies and Procedures 10.8.

Modify 3.5(b) Safekeeping Investments

- b. Appropriate safeguards (e.g., SIPC, etc.) should be in place for investments not held in FDIC or NCUA institutions.

Modify 4.3 Account Management

- b. Budget and Finance Chair and Treasurer should verify cash collected for membership and conference registration at the annual conference and ensure the cash is properly deposited. The conference charity representative and Treasurer should verify cash collected for the charity. The Budget and Finance Chair should ensure charity proceeds are properly deposited.
- f. Make this e. not f.
- e. Requiring authorization of the responsible Committee Chairperson or President/Treasurer as outlined in the SASFAA Policy & Procedure Manual for reimbursement made to members of the committee.

Modify 5.3 Fidelity Bonding

Fidelity Bonding is secured by the Treasurer to cover any individual having direct access to the Association's funds. Refer to Policy and Procedure Manual-section 10.4.1.

Modify 5.4 Liability Insurance

Add the following:

Refer to Policy and Procedure Manual-section 10.4.2.

Modify 7.7 Forms

Add the following as the last paragraph to the current text:

All reimbursement forms must be signed by the committee member seeking reimbursement, as well as the committee chair if one exists. In some situations, the SASFAA Policy & Procedure Manual allows, or requires, the President or Treasurer to

be the approving authority for expenses or reimbursements. The following formats qualify as a signature:

- Committee members seeking reimbursement –
  - The signature must be an original, “wet” signature on the reimbursement form. The form can be scanned and mailed, faxed, or e-mailed to the Treasurer after it is signed by the member.
  - No other format will be acceptable.
- Committee Chair (or other approving authority) –
  - The signature can be an original, “wet” signature on the reimbursement form. When this occurs, the reimbursement form will contain two signatures (committee member and approving authority).
  - In place of a signature, the committee chair (or approving authority) can provide approval of the expense or reimbursement via e-mail to the Treasurer. The e-mail must be from the individual’s e-mail account associated with his or her SASFAA qualifying employment (i.e., not personal account).

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

- e. Verify cash collected for membership and registrations at the annual conference and ensure properly deposited. Ensure charity proceeds properly deposited.

#### Add Section 9: Financial Review Guides

Add Section 9.1 Annual Financial Review Guide (verbiage in separate attachment)

Add Section 9.2 Quarterly Financial Review Guide (verbiage in separate attachment)



Southern Association of Student Financial Aid Administrators

**Runan Pendergrast / 2018 Conference Chair**

Executive Board Report – **February 10, 2018**

**Committee Members**

Joan	Bailey	Global Issues	University of South Florida
Tarik	Boyd	Site Selections	Norfolk State University
Mandy	Branch	Georgia Representative	University of GA
Carrie	Cooper	Mississippi Representative	University of MS Med Center
Biz	Daniel	SASFAA Vendor/Sponsor	Great Lakes Higher Education, Inc
Jody	Darby	Treasurer	Chattahoochee Technical College
Bill Ray	Davis	Virginia Representative	North Virginia Community College
Bryan	Erslan	SASFAA President-Elect	Eastern Kentucky University
Jenelle	Handcox	Membership	UNC - Pembroke
Katie	Harrison	2019 Conference Chair	SC Tuition Grants Commission
Kamesia	House	North Carolina Representative	Fayetteville State University
James	Kellam	South Carolina Representative	Converse College
Jennifer	Marcus	Alabama Representative	Samford
Irma	Molinares	Florida Representative	ECMC
Sharon	Oliver	SASFAA President	North Carolina Central University
Victoria	Owens	Kentucky Representative	Simmons College of Kentucky
Runan	Pendergrast	2018 Conference Chair	Bluegrass Community & Technical College
Chad	Sartini	Electronic Services	Virginia Western Community College
Bill	Spiers	Legislative Relations	Tallahassee Community College
Celena	Tulloss	Tennessee Representative and Vice-President	University of Tennessee
Joan	Zander	Local Arrangements	North Virginia Community College

**Committee Goals for 2017-2018:**

- To plan a conference that provides a premier training and networking opportunity for members of the Association. The conference to be held February 11-14, 2018 at the Hilton Mark Center, in Alexandria, VA.
- To have conference registration open in October 2017.
- Drawing for a getaway stay, donated by Hilton Mark Center, to SASFAA member who registers for the conference by December 1, 2017.

**LRP and GAP Goal Activity to date:**

**GOAL 7:** Committees should represent the mosaic abilities of the membership.  
Worked with SASFAA President and State Presidents to create a diverse committee.

**Motion/ Action Item(s):**

No motions or action items at this time

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

No Policy & Procedures changes or recommendations at this time.

**New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

Conference Website went live October 24, 148 attendees registered by December 8, 2017.  
The conference committee met via conference call on December 5, 2018 and January 19, 2018  
SASFAA Executive Board will be given special conference instructions.



Southern Association of Student Financial Aid Administrators

Biz Daniel / Sponsorship Chair

Executive Board Report/October 2017

**Committee Members**

Julie Finn  
Janee Knippenberg  
Shannon Cross

**Committee Goals for 2017-2018:**

Goal 1 – Raise \$95,000 in sponsorship in support of SASFAA. As the climate continues to change in the financial aid industry and the push to a single servicer continues, the outcome raises the possibility of a slight reduction on sponsors for 2017-18.

Goal 2 – Form a committee made up of vendor/sponsor chairs in the nine SASFAA states to collaborate on meeting the needs of our vendors and to promote involvement to groom others for the position of Sponsorship Chair for SASFAA.

Goal 3 – In collaboration with the sponsorship chairs from the other states within SASFAA, promote and increase interaction with our vendors at the SASFAA conference. The goal for our sponsors to attend such events is to have actual interaction with current and potential clients. Increasing this activity brings value to attendance at the annual conference.

**LRP and GAP Goal Activity to date:**

Goal 1 – An invitation was sent out to sixty two possible supporters of SASFAA on September 28, 2017. The goal is to raise **\$95,000** in sponsorship dollars to support SASFAA. To date I have received thirty three confirmations of sponsorship totaling **\$100,250.00** and one notification for a previous sponsor that they will not be attending/sponsoring this year (Nelnet).

<u>Congressional Level</u>	\$5000
Ed Financial	
Sallie Mae	
Sixup	
<u>Legislative Level</u>	\$3500
Great Lakes	
Campus Logic	
College Ave	
CommonBond	
Connex Private Student Loans	
Goal Structured Solutions/AscentProgram	
Regent Education	
iHelp	

Inceptia  
FAS

Judicial Level                    \$2500  
Cogfin/SunTrust  
MOHELA  
Award Spring  
Global Financial Aid Services  
Windham Professionals  
Tuition Options LLC  
ProEducation Solutions  
Discover Student Loans  
ELM Resources  
Citizens Bank  
PNC Bank  
Student Connections  
ECMC  
Thrivent Student Resources  
CMD Outsourcing Solutions  
Next Thought  
FEDLoan Servicing  
Financial Aid TV  
KHEAA

A-La-Carte Options            \$750 (Lunch/Learn)            Great Lakes  
   \$500 (Extra Booth Space)    iHelp

Goal 2 – The Sponsorship Committee is made up of the nine state association sponsorship chairs. The meeting was held in early August to discuss restructuring of the sponsorship levels for SASFAA. Julie Finn, Melanie Gillespie, and Shannon Cross were able to make this meeting. The focus of the meeting was to bring “value” to the levels of sponsorship offered. We evaluated the structure of last year’s packages taking into consideration the packages that were chosen and what items were not purchased in addition to the standard package offering. There were four packages offered and several a-la-carte items offered. Of these offering the following indicates what was selected:

Impact Package (\$5000)	Three vendors selected this package
Advocacy Package (\$4000)	One vendor selected this package
Action Package (\$3500)	One vendor selected this package
Exhibit Space (\$2500)	Twenty nine vendors selected this package
A-La-Carte Options (\$500)	Two were selected

With the above information, the committee restructured the packages offered in to three standard offerings that we believed offered value that vendors would be able to justify expenses. We did keep two a-la-cart items of the larger booth space and premium placement (\$500 each) and combined the advertisement package in to one option at \$600 and added sponsorship of a lunch and learn session at the conference and sponsorship of the Enrollment Management Forum. Currently we have the following vendor commitments:

Congressional Level (\$5000)	Two vendors have selected this package
Legislative Level (\$3500)	Two vendors have selected this package
Judicial Level (\$2500)	One vendor has selected this package
Supporters of SASFAA (\$1000)	None at this time
A-La-Carte Options – from (\$750-\$500)	One vendor has selected one of these options

The second invitation to prospective supporters of SASFAA will go out on October 12, 2017.

Goal 3 – During our committee meeting and in conversations with other vendors, the task of creating valuable interaction with vendors is a must. In order for our vendors to continue to support us they need to show value in their attendance. Not only is this a task of the individual vendor to get out from behind the booth and interact with the attendees but we also need to encourage attendees to interact with our vendors. Several ideas were presented to increase communication and we decided to go with the one listed below:

- Create a puzzle where attendees have to visit each booth to find out information about that vendor’s products, then receiving a puzzle piece to complete their puzzle. Completed puzzles will be handed in and those names will be put in the hat for four cash prize drawings.

**Motion/ Action Item(s):**

N/A

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

\* P&P needs to be updated to reflect the 2017-2018 Sponsorship Options under section 6.16.1 Sponsorship of SASFAA Conferences.

See Below:

**Training Packages:**

Congressional Level	\$5,000 <ul style="list-style-type: none"> <li>• Two Exhibit Booth Spaces - Priority Placement by date of receipt of commitment</li> <li>• Must be paid SASFAA Members</li> <li>• Three Complimentary Conference Registrations</li> <li>• Exhibit Table at the Enrollment Management Forum (October 23-24, 2017)</li> <li>• Lunch &amp; Learn Session Room at the Annual SASFAA Conference (space is limited to the first 9 commitments)</li> <li>• Organization Logo on Conference Information Page</li> <li>• On-Line Conference Support Recognition</li> <li>• Web Banner Ad on Web Site</li> <li>• Full Page Ad in Enrollment Management Symposium Program</li> <li>• Full Page Ad in New Aid Officers Workshop Program</li> <li>• Recognition at all SASFAA Workshops and Professional Development Activities</li> <li>• List of Registrants 2 weeks prior to Enrollment Management Forum</li> <li>•</li> <li>• List of Registrants 2 weeks prior to Annual Conference</li> </ul>
Legislative Level	\$3500 <ul style="list-style-type: none"> <li>• Conference Exhibit Booth - Priority Placement by date of receipt of commitment</li> <li>• Must be paid SASFAA Members</li> <li>• Two Complimentary Conference Registrations</li> <li>• Exhibit Table and Recognition at the Enrollment Management Forum (October 23-24, 2017)</li> <li>• Organization Logo on Conference Information Page</li> <li>• On-line Conference Support Recognition</li> <li>• Web Banner Ad on Web Site</li> <li>• 1/2 Page Ad in Enrollment Management Forum Program</li> <li>• 1/2 Page Ad in New Aid Officers Workshop Program</li> <li>• List of Registrants 2 weeks prior to Annual Conference</li> </ul>
Judicial Level	\$2500

	<ul style="list-style-type: none"> <li>• Conference Exhibit Booth - Priority Placement by date of receipt of commitment</li> <li>• Must be paid SASFAA Members</li> <li>• One Complementary Conference Registration</li> <li>• Organization Logo on Conference Information Page</li> <li>• On-line Conference Support Recognition</li> </ul>
Supporters of SASFAA	\$1000 <ul style="list-style-type: none"> <li>• General Support, No booth</li> <li>• Must be a paid SASFAA Member</li> <li>• Online Conference Support Recognition</li> </ul>

**A-La-Carte Sponsorship Opportunities**

Enrollment Management Symposium Exhibitor (October 23-24, 2017)	\$500 (register on <a href="#">Enrollment Management Forum registration page</a> ) <ul style="list-style-type: none"> <li>• Exhibit Table</li> <li>• Recognition during the Enrollment Management Forum</li> <li>• This Forum is attended by decision makers (see SASFAA Trainings for more information on this event).</li> <li>• Held at the Embassy Suites, Lake Buena Vista Resort in Orlando, FL</li> </ul>
Lunch & Learn Session at the Annual Conference	\$750 <ul style="list-style-type: none"> <li>• Held at the Annual Conference - Space limited to the first 9 commitments. Those wishing to purchase this opportunity will be honored in order of the date the web-based sponsor form is completed.</li> <li>• Must be a conference exhibitor</li> </ul>
Priority Booth Location	\$500 <ul style="list-style-type: none"> <li>• Must be a conference exhibitor</li> <li>• Entitles exhibitor to pre-select a booth location based on drayage company blue line layout</li> <li>• High visibility booth locations will be honored by dollar amount contribution and then in order of date that the web-based sponsor form is completed</li> </ul>
Extra Exhibit Booth Space	\$500 <ul style="list-style-type: none"> <li>• Must be a conference exhibitor</li> <li>• Entitles exhibitor to extra space beside original booth assignment</li> <li>• Double booths may be limited due to space availability</li> <li>• Double booths will be honored in order of date that the web-based sponsor form is completed</li> </ul>
Advertising Combo Package	\$600 <ul style="list-style-type: none"> <li>• Web Banner Ad on SASFAA Website</li> <li>• Includes 1/2 page ad in Enrollment Management Forum Program</li> <li>• Includes 1/2 page ad in New Aid Officers Workshop Program</li> </ul>

**Payment and registration information is available on the [Sponsorship Registration](#) page. Select the "Sponsorship: Advertising Opportunities" option.**

\* Proposal of language to be added for those vendors who are attending the annual conference but are not vending. Other states (NC, SC and possibly others) do have language in their P&P that addresses this. Below is language used by NC:

All Professional Affiliates attending one or both of the conferences MUST be at the minimum a Bronze Level Supporter.

Bronze Level \$500\*

- General Support, no booth
- Online Conference Support Recognition
- May Present/Moderate at the request of the Professional Advancement Committee and the Conference Committee

(\* Professional Affiliates who choose not to exhibit may attend both conferences, but will be required to participate at this level as well as paying the required conference registration fees)



Southern Association of Student Financial Aid Administrators

Sarah Dowd / Communications and Outreach

Executive Board Report/January 2018

**Committee Members**

Joan D. Bailey, LaTanja I. Banks, Nancy Chalker, Billy Ray Davis, Jr., Jenny B. Hammett, Amber Singletary, Jill Towns, Celena Tullos

**Committee Goals for 2017-2018:**

Develop a plan and policy for the use of social media

Continue the work of the 1617 committee in reestablishing a newsletter

**LRP and GAP Goal Activity to date:**

**GOAL 8** – Conference information/reminders, and nominations/election news were posted to Nine News and emailed.

**GOAL 10** – The Listserve continues to post updates, information, and jobs as submitted; the blog has been posted in November, December, and January with information submitted by members of the board.

**GOAL 11** – The schedule published on page 50 of the P&P has been followed, with several substitutions

**GOAL 20** – Published Legislative Updates as submitted by the Legislative Relations chair as emails

**Motion/ Action Item(s):**

None at this time

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

None at this time



Southern Association of Student Financial Aid Administrators

Chad Sartini/Electronic Services

Executive Board Report – February 2018

**Committee Members:** Robert Smith, Ken Cole, Celena Tulloss, Angie Black, Derek Ball, Jeremiah McMahon, Antionette Crawford, Arminta Johnson, Jonah Miller

**Committee Goals for 2017-2018:** Accurately, effectively, and efficiently maintain and update SASFAA's electronic applications.

**LRP and GAP Goal Activity to date:** Opened conference registration and updated conference webpages with updated agenda and charity information. Scheduled two webinars and assisted committees with scheduling conference calls. Posted "Making a Difference" Scholarship information. Group of committee members worked together on Guidebook app for conference agenda and information.

Made a change to the membership application by updating the state field from a text field to a dropdown. In doing so, all membership state information disappeared. Worked with Wild Apricot and all member state information has been restored.

**Motion/ Action Item(s):** None

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

**New Ideas/Suggestions/ Personal Thoughts and Recommendations:**



Southern Association of Student Financial Aid Administrators

Bill Spiers

Legislative Affairs

Executive Board Report/February 2018

**Committee Members**

Alabama:	Jennifer Marcus, Samford University
Georgia:	Trevor Addison, Georgia Military College Ron Day, Kennesaw State University
Florida:	Cherly Philippeaux, Broward College
Kentucky:	Erin Klarer, Kentucky Higher Ed.
North Carolina:	Joey Trogdon, Randolph Community College Rachelle Feldman, University of North Carolina Chapel Hill
Mississippi:	Jennifer Rogers, Mississippi Institutions of Higher Learning
South Carolina:	Joey Derrick, University of South Carolina
Tennessee:	Ron Gambill, EdSouth Phyllis Faulkner, University of Tennessee Health Science Center
Virginia:	Beth Armstrong, Virginia Tech Sherika Charity, Rappahannock Community College Barry Simmons, Retired, VT
At Large:	Mike O'Grady

**Committee Goals for 2017-2018:**

- Review, update and repost the SASFAA Legislative Guide.
- Create a SASFAA Alert for legislative issues.
- Present a webinar on legislative advocacy.
- Provide a session on legislative advocacy at the annual conference along with an opportunity for hill visits.
- As is appropriate, participate in hill visits with the NASFAA effort.
- Provide written communication from the Board to legislators when consensus exists on issues.
- Have monthly phone calls with the committee.

**LRP and GAP Goal Activity to date:**

The Legislative Guide is fully revised and published on the SASFAA website. While we had hope to accomplish this fairly quickly when we conducted the full review we found that there were several major changes which resulted in a complete rewrite. Thank you to Ron Gambill, Jan Lassiter, and Dennis Makins for an outstanding job of getting it ready for publication. I have provided several copies for the Boards Review.

The Legislative Webinar was conducted on November 16, 2017. Over sixty people registered for the event, but as a result of technical difficulties only 38 were able to login. It is archived for those who want to view. Bret Lief and Ron Gambill did an outstanding job and provide tremendous insight on what we should expect and on the most effective ways to advocate.

We have had conference calls almost every month. We did miss September as a result of the hurricane that hit Tallahassee.

A survey of interest in legislative visits during SASFAA was conducted and 20 people responded with 19 interested. At the writing of this report final plans are being made for the visits.

A survey of the membership was conducted to determine the areas of concerns and area that were favorable in the Prosper Act. That survey is currently underway at the writing of this report. Once the membership identifies key areas, a white paper will be developed that can be used during legislative visits.

While we haven't had an alert at this point, we did work with Amy Barrier who provided us with a interest survey from NASFAA. It was provided to the membership. We also posted a very well written article by Mike Bennett.

Each week, when available, we have posted the legislative calendar to keep the membership apprizes on activity in DC.

**Motion/ Action Item(s):**

None

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

None



Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox

Executive Board Report – 02/10/2018

**Committee Members – Membership Chairperson from each state**

AL	Taylor Hilyer	<a href="mailto:taylor.hilyer@accs.edu">taylor.hilyer@accs.edu</a>
FL	Rabecca Hall	<a href="mailto:rabecca.hall@sfcollge.edu">rabecca.hall@sfcollge.edu</a>
GA	Sarah Baumhoff	<a href="mailto:sbaumhof@kennesaw.edu">sbaumhof@kennesaw.edu</a>
KY	Jennifer Priest	<a href="mailto:jpriest@transy.edu">jpriest@transy.edu</a>
MS	Allison Coker	<a href="mailto:acoker@umc.edu">acoker@umc.edu</a>
NC	JD Gibbs	<a href="mailto:Jdgibbs27@lenoircc.edu">Jdgibbs27@lenoircc.edu</a>
SC	Samantha Hicks	<a href="mailto:shicks@coastal.edu">shicks@coastal.edu</a>
TN	Melissa Smith	<a href="mailto:m.smith@vanderbilt.edu">m.smith@vanderbilt.edu</a>
VA		

**Committee Goals for 2017-2018:**

- Launch the 2017-2018 membership application.
- Generate/setup communications to encourage the timely submission of membership applications.
- Monitor and update SASFAA’s membership database/records.
- Increase engagement with membership.
- Enhance the mentorship program, including the incorporation of activities during the annual conference.
- Review the P&P periodically and submit recommendations for updates to the board as needed.
- Complete reporting for board meetings, the GAP assessment, and the President’s annual report.

**LRP and GAP Goal Activity to date:**

LRP 8.1: Encourage each state president to establish increased membership goals for SASFAA

Activity: An email outlining the benefits of SASFAA membership will be sent to state presidents for distribution on state email lists to market SASFAA at the state level.

Completed. Email was sent to state presidents on 10/3/2017.

LRP 8.3: Establish a membership drive

Activity: A communication plan will be implemented in conjunction with the 17-18 membership launch to encourage new and renewal applications. System settings and automated emails will be utilized for renewal reminders. An email outlining the benefits of SASFAA membership will be sent to state presidents for distribution on state lists in an effort to reach out to potential new members. Membership application information will be placed on the home page of the website. The membership services page will be updated in consultation with the president emphasizing the benefits of membership and the updated membership categories.

Continual process. Further emails were sent to folks with a lapsed membership date of July 2017.

LRP 9.2: Provide mentor training and resources

Activity: 17-18 membership application provides the opportunity for new members to indicate interest in mentoring opportunities.

Completed. To date, 88 active members have requested a mentor and 75 active members have volunteered to serve as a mentor.

Completed. The mentees were contacted to gauge interest in serving as a moderator for the Annual Conference.

Continual process. The establishment of a Mentee Listserv is being investigated.

LRP 11: Begin tracking volunteers and their committee service

Activity: The membership chair and the electronic services chair will work to ensure that appropriate volunteer information is entered in Wild Apricot.

Completed. In Wild Apricot, 143 people completed the 2017-2018 Volunteer Registration form. Of these 143 volunteers, 126 are currently active members.

**Motion/ Action Item(s):**

State Membership Data as of 01/29/2018:

AL	FL	GA	KY	MS	NC	SC	TN	VA	Other
58	112	138	62	42	123	165	91	95	71

Active: 928    Associate: 29    Honorary: 40    Retired: 3    Total: 1000

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

**New Ideas/Suggestions/ Personal Thoughts and Recommendations:**



Southern Association of Student Financial Aid Administrators

Tarik Boyd/Site Selection

Executive Board Report/ February 2018

**Committee Members:** Felicia Ailster, LaTanja Banks, Katie Conrad, Theresa Lowder, Denise Mial, Chester Priest, Celena Tulloss, Terria Williams

**Committee Goals for 2017-2018:** The Site Selection Committee is charged with searching for sites to accommodate SASFAA while considering the efforts of the Cost Containment Taskforce. Currently researching sites for 2018 Fall Board Meeting and Management Institute, looking in FL and TN. Also sending out RFP's for SASFAA 2021 event, looking in FL.

A few other updates: with the slow pick up for the 2018 conference as it relates to rooms and registrations, it's a good idea to be proactive with outstanding agreements we have and see where we can make adjustments. I've reached out to 2019 and 2020 sites to see if a decrease in room block is possible. For the 2021 agreement I will add a clause that we will revisit the room block one year prior to the event.

**LRP and GAP Goal Activity to date:**

n/a

**Motion/ Action Item(s):**

n/a

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

n/a



Southern Association of Student Financial Aid Administrators

**Nathan Basford/Legacy-Long Range Planning**

Executive Board Report – February 9-11<sup>th</sup>, 2018

### **Committee Members**

Marian Dill, Immediate Past President/Tennessee

Amy Berrier, SASFAA Past President/North Carolina

Heather Boutell, SASFAA Past President/Kentucky

### **Objectives/Goals/Task for 2017-2018:**

#### **Objectives:**

- **Policy Section 1.3: Updating the Policy & Procedure manual:** As we all know it is the responsibility of all officers and committee chairs to identify areas in need of new or revised policy guidance or procedure change. These changes must be approved by the executive board, and upon approval, the secretary incorporates the changes.
- **Policy Section 2.4: Association Goals & Objectives:** The goals and objectives are reviewed annually by the Long-Range Planning Committee:

#### **Task:**

- In order to achieve the objectives assigned to our committee this year, I along with the committee members will work closely with each officer and committee chairs and the current secretary to ensure all changes submitted and approved by the board are updated into the Policy & Procedure manual by the end of the year, and posted to the SASFAA website to be available to all members.

### **Legacy-LRP and Activity to date:**

- Immediate Past President, Marian Dill contacted me to see if our committee would consider a task to present suggested Policy & Procedure guidelines to provide guidance on how to handle a situation when an elected officer is not or cannot perform their elected duties. We are excited to take this suggestion on as a current task and will begin meeting this week during the conference. I will provide updates after our meeting to all via email.

Amy Berrier, a Past President is taking the lead on gathering information so that we can tackle this task. Some of the questions we are looking to address are the following:

**What options can and should the board take?**

**What are the steps and things that should be considered?**

**In addressing these questions we will be cautious not to create a situation where the board could be sued for slander or any other legal liability.**

- Submission of the SASFAA State President's Guide and PowerPoint presentation for possible NASFAA Gold Star Award: The committee members were sent a copy of the revised guide for review and we will meet on February 9, 2018 at 3:30 in meeting Room Burch. There we will go over updates/recommendations/etc. We plan to have this finalized and the NASFAA application completed and ready to submit by **noon EST, February 23, 2018.**

**Completed Task:**

- Submitted articles for Newsletter as required!

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

At the last board meeting our committee was given the task of bringing back to the board recommendations updating our P&P to address assigning voting privileges for elected officers unable to attend board meeting. We have the following to present:

**Current:**

Section 4: Organizational Structure 4.1 Executive Board

The Board shall function as the Board of Directors of the Association and is responsible for the management of the business, property and assets of the Association. The Board shall be vested with all powers possessed by the Association itself. This shall include the power to appoint and remunerate agents and employees, insofar as such delegation of authority is not inconsistent with or repugnant to the laws of the State of Georgia, any other laws, the Articles of Incorporation of the Association and the bylaws. The Board shall consist of the following:

- SASFAA elected officers: president, president-elect, vice president, immediate past president, secretary, treasurer, and treasurer-elect.
- State presidents: the president, or the designated representatives, of the following state financial aid associations – Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

SASFAA elected officers and state presidents must be active members of the Association.

Both the elected officers and state presidents have voting privileges at Board meetings.

The chief executive of a state association may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president who must announce the substitute at the beginning of the meeting.

**Recommendation:**

The chief executive of a state association may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president who must announce the substitute at the beginning of the meeting. **Elected officers cannot appoint or request proxies voting privileges in their absence during a board meeting.**

Enjoy the conference!



Southern Association of Student Financial Aid Administrators

Joan Bailey – Chair Global Issues Committee

Executive Board Report – February 2018

**Committee Members**

There is representation from all states except North Carolina, was unable to get a volunteer from that state after many attempts. There is a variety in institution type, gender, ethnicity and years of service.

State	Name	Institution	Institution Type	Email
FL	Joan Bailey	University of South FL	4 yr public	joanbailey@health.usf.edu
FL	Sean Johnson	Hillsborough Community College	2 yr public	sjohnson192@hccfl.edu
GA	Donna Quick	Emmanuel College	4 yr Independent	dquick@ec.edu
KY	Christina Jones	University of Kentucky	4 yr Public	cnjone2@uky.edu
TN	Regina Gilbert	Watkins College of Arts and Design	4 yr Private	rgilbert@watkins.edu
SC	Vanessa Childs	University of South Carolina	4 yr public	CHILDSV@mailbox.sc.edu
MS	Lloyd Dixon	Mississippi Valley State University	HBCU	ldixon@mvsu.edu
VA	Christina Russell	Christopher Newport University	4 yr public	christina.russell@cnu.edu
AL	Laticia Dubose	Enterprise State	2 yr public	ldubose@escc.edu

**Committee Goals for 2017-2018:**

1. Seek representation and inclusion of each state on the Global Issues Committee.
2. Promote diversity and inclusiveness in the association.
3. Provide training and information for all sectors
4. Providing articles for the SASFAA Nine news – intention is to provide at least one article per month starting August 2017 addressing timely in the news matters.
5. Work with the membership committee to explore possible utilization of experience members as a means to support upcoming young professionals providing helpful resources and a support system.
6. Continue to bring attention to the available resources for DACA students.
7. Propose or seek members to propose at least 3 diversity related sessions for the conference.

**LRP and GAP Goal Activity to date:**

**LRP – Goal I:** Committees should represent the mosaic abilities of the membership.

- Ensure that committees, unless otherwise specified in the By-Laws or by policy, function with the fewest number of members sufficient to accomplish the goals of that committee.
- Ensure that the Committee chair, with approval of the Board of Directors/President, makes every effort to identify an appropriate mix of new and returning members to assure the continuity of committee business and development of future leaders.

**Update:** Members were submitted for approval at the board meeting in July.

**LRP Goal IV:** Be fiscally prudent - Pursue alternatives to on-site meetings whenever possible to keep costs at the most reasonable level. Such alternatives include conference calls, electronic mail, and arranging committee meetings in conjunction with other meetings where some committee members would normally be in attendance.

**Update:** Meetings are done by conference calls, email has been our primary source of communication.

**Other activities to date:**

- Each month a member of the committee will do an article for SASFAA Nine News. Months and time line has been established.
- There will be at least 5 global issue related sessions at the annual conference
- Actively involved in Conference preparation.
- Assisting Alabama with ideas/support for diversity sessions at their state conference.

**Motion/ Action Item(s):**

None - The committee is fully functional and on its way to achieving all goals.

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

None

**New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

Overall, I am very impressed with the level of work being done by the board members to carry out the business of the association. The board members and conference committee members have worked well together and are planning a very informative and action filled conference. It has been an honor to be part of this group and I look forward to a successful conference.



Southern Association of Student Financial Aid Administrators

Theresa Mays/AASFAA President

Executive Board Report/February 2018

**Committee Members**

Not applicable

**Committee Goals for 2017-2018:**

Not applicable

**LRP and GAP Goal Activity to date:**

Not applicable

**Motion/ Action Item(s):**

Not applicable

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

None

**Summary of State Activities**

AASFAA is turning 50!! Our Annual Spring Conference will be held March 26-29<sup>th</sup> in Orange Beach, AL. This year's conference will commemorate AASFAA's 50<sup>th</sup> anniversary and will focus on the various service the association has provided to Alabama students. David Bartiniki is scheduled to present as well as members and presidents past and present. Our conference and program committees have been working diligently to ensure this conference is one to remember.

The Long-Range Planning Committee continues to work with the Executive Board to ensure that the P&P is up to date and accurate. A revised manual should be ready by the end of the 2017-2018 year.

President Elect Stephanie Miller will participate in the leadership exchange in June visiting Mississippi for their annual conference.



Southern Association of Student Financial Aid Administrators

David Alexander/FASFAA President

Executive Board Report/February, 2018

**Committee Members**

Not Applicable

**Committee Goals for 2017-18:**

Not applicable

**LRP and GAP Goal Activity to date:**

N/A

**Motion/ Action Item(s):**

N/A

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

None

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

None

**Summary of State Activities:**

The Spring FASFAA Board Meeting is tentatively scheduled for 3/22 and 3/23 in Central Florida. At that board meeting we will vote on our slate of candidates for elected offices, we will also approve nominees for 2018 FASFAA Awards.

Thomas Vo has officially resigned as President as of 1/19/2018. David Alexander has assumed his roles and responsibilities.

The Executive Board has voted to hold a special election for an interim President-Elect, up until June 30, 2018.

The conference committee has met at the conference location, Naples Grande, to review the layout and plan accordingly. The Naples Grande location did have some damage caused by the

hurricane(s) in 2017, but it is now re-open to the general public. Conference registration is scheduled to be opened on 2/5/2018.

Program planning is being finalized to ensure we capture the most requested, relevant, and desired topics. The program agenda is scheduled to be uploaded to the FASFAA site by 2/9/2018.

The Leadership Program has been revised to include a preconference workshop.

President David Alexander will be attending the NASFAA Leadership Symposium in February 2018 and currently has 2 confirmed meetings for the Hill Visit.

Currently we have 14 Vendor/Sponsors who have committed support to our 2018 conference.

Our “Cruise Ship” themed annual conference will include informative workshops and sessions, fun nightly events, networking opportunities, and more.

The regional training events during the fall was well attended. Planning is currently in advance stages for our spring regional workshops.

The FASFAA executive board continues to work diligently to provide services and training to the members and the students we serve.

**David Alexander**  
**2/2/2018**



Southern Association of Student Financial Aid Administrators

Stephen Andersen/Georgia President

Executive Board Report – February 10, 2018

**Committee Members**

None

**Committee Goals for 2017-2018:**

Continue to update SASFAA on the training events occurring in Georgia and within GASFAA.

**LRP and GAP Goal Activity to date:**

None

**Motion/ Action Item(s):**

None

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

None

**New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

The GASFAA Conference Chair and committee are hard at work planning our spring conference. We are also getting ready to hold a 1 day Winter Workshop at Clayton State University. Over 100 members will receive training in NASFAA Core, State Aid, Technical track, and a Financial Aid Academy.





Southern Association of Student Financial Aid Administrators

Michael Birchett/KASFAA President

Executive Board Report/February 10, 2018

**Committee Members**

Not applicable

**Committee Goals for 2017-2018:**

Not applicable

**LRP and GAP Goal Activity to date:**

None

**Motion/Action Item(s):**

None

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

None

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

Summary of State Activities:

The 2018 KASFAA Spring Conference Committee met on Thursday, December 7<sup>th</sup> at the Crowne Plaza Louisville Airport Expo Center to continue planning and preparation for the 2018 KASFAA Spring Conference—Defying Gravity.

The 2017-2018 KASFAA Board met on Friday, December 8<sup>th</sup>, at the same hotel mentioned above, and continued working toward its many goals and LRP items. From a fiscal perspective, the board is on track to meet, and potentially exceed income goals while holding down expenses. Plans are underway to initiate regional trainings in one or two regionally isolated areas of the state. A long-term funding proposal was approved by the board. Research is being conducted on the development of a scholarship account new logo submissions are being solicited.

Major changes to state funding models for education and state scholarship programs are being discussed in Frankfort and creating anxiety for many in the area of education.

Michael Birchett  
02-10-18



Southern Association of Student Financial Aid Administrators

Michael Birchett/KASFAA President

Executive Board Report/October 21, 2017

**Committee Members**

Not applicable

**Committee Goals for 2017-2018:**

Not applicable

**LRP and GAP Goal Activity to date:**

None

**Motion/Action Item(s):**

None

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

None

**Book Reflections/ New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

Summary of State Activities:

KASF AA hosted its annual Financial Aid Call-In Show on our publically assisted statewide television channel, KET. The event was hosted on September 11<sup>th</sup> with 4 on-air panelists including Michael Birchett (KASF AA President), Bryan Erslan (SASF AA President-Elect), Kate Ware (KHEAA), and Victoria Owen (Simmons College).

An email was sent to all state presidents on August 30<sup>th</sup>, 2017 to request suggestions for updating the SASF AA “Getting Involved” presentation. To date, I have received 1 response. A reminder was sent out on October 9<sup>th</sup>, 2017.

The 2017 KASF AA Fall Conference, Pure Imagination, was held October 11-13, 2017 at The Campbell House Lexington in Lexington, KY. The conference co-chairs were Sandra Neel and Bob Fultz. Guests included David Bartnicki (Federal Trainer with the Department of Education), Tiina Rodrigue (PTAC), Kate Miller (Kentucky ACLU), and Dr. Sharon Oliver (SASF AA). The conference hosted a New Aid Officers Workshop as well as two NASF AA U pre-con sessions and two NASF AA U post-con sessions. This conference reintroduced an evening meal on Thursday that had been previously removed for almost 10 years. This was the first conference where KASF AA supplied and operated its own A/V equipment.

The conference was preceded by our fall business meeting on October 10<sup>th</sup>, 2017. KASF AA is currently restructuring itself both fiscally and organizationally in an effort to ensure the association is most operationally suited to address current and future needs. We have eliminated some positions and created others. We have obtained new income sources and expanded others by reaching out to new sponsors and charging for NASF AA U credentialing opportunities. The conference was extremely well-received and the subject of very positive feedback.

Michael Birchett  
10-21-17



Southern Association of Student Financial Aid Administrators

Stacy Walker/MS President

Executive Board Report – February 9, 2018

**Committee Members**

N/A

**Committee Goals for 2017-2018:**

N/A

**LRP and GAP Goal Activity to date:**

None

**Motion/ Action Item(s):**

None

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

None

**New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

**Summary of State Activities**

MASFAA members have teamed up with our local Get2College center and offered their time to volunteer with FAFSA completion days over the state. We have had overwhelming increase in our numbers of FAFSA completion this year as a result.

FA 101 will be offered in the spring. Plans for this event have been finalized and registration window has now opened. We are excited to bring this event back to our members, as it will be the first in the last 4 years.

I meet with our Planning committee and we spent the day together gathering recommendations that will be brought to the board for needed changes to our P and P. The changes ranged from formatting issues to things that were just obsolete due to the current technology changes, such as mail outs and printed newsletters. We also created an application for our new Jane Lee Memorial Scholarship Fund that is to be used to assist in funding Professional Development. Our plan is to pay conference registration dues for professionals to attend the annual conference for schools who lack the resources to send deserving staff members.

Plans for our Annual Conference are well on the way. The theme for the 2018 MASFAA Conference is Uplifting Others. The chosen charity is known as the MS MACE (Metro Area Community Empowerment). This organization was created to assist individuals with Spinal cord injuries (SCI) and provide youth character building through mentorship, community involvement, and goal formation. They help people with (SCI) reach their maximum level of physical, mental, emotional, and spiritual function through fitness and sports. Antonio Wright, the CEO and Founder of MACE, will be a speaker at opening session at our Annual Conference in June at the beautiful Pearl River Resort, in Philadelphia, MS. We are planning a wheelchair basketball game where the board will start off playing against members of the MS MACE Basketball team. This will be one of the fundraising events offered to raise money for the charity.



Southern Association of Student Financial Aid Administrators

Jason J Johnson/NCASFAA State President

Executive Board Report – 10/16/17

**Committee Members**

N/A

**Goals for 2017-2018:**

- Serve NCASFAA in all areas needed as President
- Develop new methods of outreach with the help of NCASFAA Committee Chairs
- Increase involvement from all sectors
- Increase membership and volunteerism through consistent communications and begging

**State President Activities**

- Review expense vouchers submitted by board members and regular invoices and submit to Treasurer(Report any corrections that are needed)
- Begin spring conference planning
- Write & send personal notes and NCASFAA lapel pins to new NCASFAA members
- Preparing for February NCASFAA Board meeting.
- Preparing a NC state gift basket for SASFAA charity

**NCASFAA Sponsored Events**

- 10/5, 10/11, 10/17 Support Staff trainings completed
- 10/22– UNC-TV Focus on Financial Aid program aired
  - Reached students and families in rural areas that have difficulty getting to a local college to receive assistance submitting a FAFSA. Viewers were able to submit questions via telephone, as well as, online that could be answered by a panel of financial aid experts from a variety of NC schools.
- 11/6-11/8 – Fall Conference at Pinehurst

**LRP and GAP Goal Activity to date: None**

**Motion/ Action Item(s): None**

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

**New Ideas/Suggestions/ Personal Thoughts and Recommendations: None**



Southern Association of Student Financial Aid Administrators

Jennifer Williams/South Carolina State President

February 10, 2018

**Goals for 2017-2018:**

- Ensure that SCASFAA is represented at all SASFAA Board meetings
- Encourage SCASFAA participation in SASFAA events
- Participate in the SASFAA Presidents’ exchange
- Plan an outstanding annual conference and highlight the volunteer session
- Offer New Aid Officers’ Workshop, leadership training, 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.

**State President Activities:**

The Spring board meeting of the SC Student Financial Aid Administrators was held on January 25, 2018 at the South Carolina Student Loan Corporation in Columbia, SC.

2017-18 SCASFAA Board

President	Jennifer Williams	Clemson University
President-Elect/Special Projects/Long-Range Plan	Nikisha Dawkins	York Technical College
Past-President/Nominations & Elections	Kevin Perry	Coastal Carolina University
Vice President/Professional Development	Missy Perry	Piedmont Technical College
Treasurer/Budget	Traci Singleton	The Citadel
Treasurer-Elect	Angela Fowler	Anderson University
Secretary/By-Laws	DJ Wetzel	Greenville Technical College
Member-at-Large/Membership	Samantha Hicks	Coastal Carolina University
Commission on Higher Education Advisory	Cindy Peachey	USC-Columbia
Communications	Carla Brewer	Anderson University
Conference	Elizabeth Milam	Clemson University
Consumer/Counselor Relations	Kelly Savoie	Sallie Mae
Electronic Services	Zach Christian	SC Tuition Grants Commission
Financial Planning	Earl Mayo	SC Tuition Grants Commission
Global Issues	Gerrick Hampton	SC Commission in Higher Ed
Legislative Issues	Joey Derrick	USC-Columbia
Lending Liaison	Ray Jones	SC Student Loan Corporation
Site Selection	Aria Simmons	Midlands Technical College
Sponsorship	Melanie Gillespie	Southern Wesleyan College

Long Range Plan  
Association Involvement Task Force

Kyle Phillips  
Katie Harrison

Clemson University  
SC Tuition Grants Commission

SCASFAA held a Federal Update webinar with our friendly fed, David Bartnicki on November 9, 2017. In addition, we have held two financial literacy webinars this year that were organized through the Consumer/Counselor Relations Committee.

As part of the SASFAA Presidents' Exchange, I will attend the VASFAA conference in late April and present a session on conflicting information. I look forward to sharing in the 50<sup>th</sup> Anniversary with my friends in Virginia.

Upcoming events:

- New Aid Officers' Workshop February 21-22, 2018
- Leadership Symposium TBD
- Annual Conference March 26-28, 2018

Submitted by:

**Jennifer A. Williams**  
**2017-18 SCASFAA President**





Southern Association of Student Financial Aid Administrators

Charles Harper / TASFAA President

Executive Board Report – February 10, 2018

**Committee Members**

N/A

**Committee Goals for 2017-2018:**

Goals for Tennessee Association of Student Aid Administrators

- Ensure that TASFAA is represented at all SASFAA Board meetings
- Encourage TASFAA members to join SASFAA, if not already a member
- Encourage TASFAA participation in SASFAA events
- TASFAA President-Elect will participate in the SASFAA Presidents' exchange
- Offer Fall training across the state's three regions
- Transition new board as TASFAA celebrates 50<sup>th</sup> anniversary
- Offer pre-conference events at the TASFAA annual conference
- Continue Professional Development/Credentialing for TASFAA members
- Work with TASFAA Governmental Relations on State Hill visits.
- Continue to strengthen relationship with THEC/TSAC for student advocacy

**LRP and GAP Goal Activity to date:**

N/A

**Motion/ Action Item(s):**

N/A

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

N/A

**New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

**Summary of State Activities and Events**

Tennessee held the annual FAFSA Frenzy on October 26<sup>th</sup> to help high school and college students with filing the FAFSA. TASFAA members across the state volunteered for the event and helping students on high school campuses as well as at local colleges/universities file the FAFSA.

TASFAA Regional Training was held on October 31 and November 1-2, 2017 in West, Middle, and East Tennessee. There were 175 financial aid administrators attending one of the three sessions. The one-day training were held at Union University in Jackson, Trevecca University in Nashville, and Johnson University in Knoxville. The agenda included a federal update, state update and NASFAA credentialing for Campus Based Programs in which one-fourth of the attendees received credentialing after the sessions concluded.

TASFAA Conference Committee and Executive Board met on January 11-12, 2018 at the Embassy Suites in Murfreesboro, TN. The conference committee is under the leadership of Leah Louallen. Our theme is *Honoring the Past, Building the Future* as TASFAA celebrates its 50<sup>th</sup> year as an association. The annual conference will be held April 22-25, 2018 in Murfreesboro, TN. We will host a pre-conference New Aid Officers Workshop on Sunday and kick off the conference later that afternoon. There are five general sessions and 25 concurrent sessions planned for our members.

### **Activities & Events:**

October/November 2017 TASFAA Fall Training Series

January 11-12, 2018 TASFAA Conference Committee Meeting and TASFAA Board Meeting

February 9-11, 2018 SASFAA Executive Board Meeting

February 11-14, 2018 SASFAA Conference

February/March: TBD TASFAA State Hill Visit

April 22 – 25, 2018 TASFAA annual Conference

May 29-June 1, 2018 FASFAA Conference: President's Exchange

June 2018 TBD TASFAA Executive Board Meeting and TASFAA Transition Meeting

June 24 – 27, 2018 NASFAA Conference



Southern Association of Student Financial Aid Administrators

Biz Daniel/Virginia President

Executive Board Report – October 2017

**Committee Goals for 2017-2018:**

Goal 1 – Increase member ship and participation within VASFAA.

Goal 2 – Develop improved communication within the association to promote transparency to the membership.

Goal 3 – Promote professional growth through workshops, webinars, and the annual conference.

**LRP and GAP Goal Activity to date:**

VASFAA Board

Biz Daniel, President	Great Lakes
Chad Sartini, Past President	Virginia Western Community College
Joan Zanders, President-Elect	Northern Virginia Community College
Ashley Reich, Secretary	Liberty University
Debra Johnson, Treasurer	Jefferson College of Health Sciences
Robin Gregory, Treasurer-Elect	Longwood University
Beth Armstrong, Representative-At-Large	Virginia Tech
Nanette White, Representative-At-Large	Sallie Mae
Sherika Charit y, Representative-At-Large	Rappahannock Community College
Brad Scaggs, Representative-At-Large	Virginia Community College System

VASFAA Committee Chairs:

Holly Rison, Archives	Randolph Macon College
Chad Sartini, Awards/Nominations/Elections	Virginia Western Community College
Joe Doborta, Budget & Finance	The College of William & Mary
Tarik Boyd, Co-Conference Chair	Norfolk State University
Brenda McCafferty, Co-Conference Chair	ECMC
Joan Zanders, Fall Training Chair	Northern Virginia Community College
Mike O’Grady, F.O.C.U.S	Financial Aid Services
Beth Armstrong, Government Relations	Virginia Tech
Daniel McClanahan, Membership	Liberty University
Nanette White, Newsletter	Sallie Mae
Heidi-Hunter Goldsworthy, Secondary School Relations	University of Mary Washington
Anne Michie, Secondary School Relations	G.R.A.S.P.
Tarik Boyd, Site Selection	Norfolk State University

Special Appointees:

Vern Fairchilds, Jr., Funds Manager	Retired
Nanette White, Lender Liaison	Sallie Mae

Activities To Date:

The annual Non-Conference workshop was held October 17, 2017, at the University of Virginia Campus and was attended by 114 members. Joan Zanders and her team have constructed an informative workshop that covered the topics of: NASFAA U Credential Preparation: Packaging and Notification of Awards, SCHEV Update on Standardized Award Letters, Identifying Fraudulent Documents-Detective Doug Comfort, 2018-19 Processing & Verification...The Latest News, and Review of Final VGAP Changes.

Planning for the 50th Anniversary celebration for VASFAA is well under way. I met with Brenda McCafferty and a few of her committee members early this month at The Main Hilton Hotel where we will have our conference. This is a brand new facility and we were able see where our group would be, the layout of sessions, and options for outside meals and entertainment. This venue is fantastic with many attributes allowing for VASFAA to celebrate its 50th Anniversary in style

Events Attended Representing VASFAA:

October 16, 2017	Archive Review with intent to find central location for storage and imaging
November 4, 2017	VACRAO Conference
November 11, 2017	VCAN Conference

Upcoming Events:

February 1-2, 2018	VASFAA Winter Board Meeting
February 11-14, 2018	SASFAA Conference
March 26-28, 2018	SASFAA President's Exchange with SCASFAA
April 29-May2, 2018	VASFAA Annual Conference and 50 <sup>th</sup> Anniversary Celebration/Spring Board Meeting
June 2018 TBD	VASFAA Executive Board Meeting and Transition Retreat
June 24-27, 2018	NASFAA Annual Conference

Motion/ Action Item(s):

None at this time

Policy & Procedure: Changes/ Recommendations:

None at this time

New Ideas/Suggestions/ Personal Thoughts and Recommendations:

None at this time

# **Appendices: (Motions, action items, P&P updates)**

## **Past President**

### **Motion/ Action Item(s):**

In accordance with P&P 9.2.2 the following individuals are submitted as nominees for honorary membership.

Lisa Turner - After several decades of working in financial aid, Lisa Turner retired in July 2017 from James Madison University. At the time of her retirement, she was the Financial Aid Director at James Madison University. Lisa never sought the spotlight, but that didn't stop her from being heavily involved in the financial aid profession. She has served as VASFAA President, on the NASFAA Board, and on multiple association committees at all levels, including Conference Chair for SASFAA. Not only was she a tireless "behind the scenes" worker for the associations, but she was a master at empowering others and helping them to reach their full potential. Here are a few comments the JMU office staff had to offer about Lisa:

- "You make me feel valued as an employee because you listen to me when I'm speaking, you take the time for small talk, and you acknowledge me outside of the office. Thanks for that!!!"
- "Thanks for taking a chance with me. You've continually encouraged my growth, even when I didn't necessarily earn it."
- "Thank you for believing in me. Your ability to see the best in us, to let us shine, and to stand behind us is what makes you an amazing person. Thank you."
- "You are a special kind of leader. While your expectations are high, you never seem to forget that we have value even when we fall short. Thank you!"
- "Such a remarkable role model to me. Supports my ideas/plans and encourages the best out of people."

Lisa, and her contributions, will be missed, but we wish her the best on her well-deserved retirement.

Shelley Park – worked at Eastern Kentucky University for 36 years in the offices of Admissions, Scholarships, Financial Assistance and finally Retention and Graduation. For many of those years Shelley served Eastern Kentucky University as Director of Student Financial Assistance from 2001 -2015. Shelley has always been an active member of KASFAA, SASFAA and NASFAA. With regards to her work in SASFAA, Shelley has served on the SASFAA Board as the Kentucky (KASFAA) State President and one year as the SASFAA Conference Chair. She has served on numerous SASFAA Committees throughout the years and for several years she served on both SASFAA Legislative and Conference committees. For those of us who know Shelley, she is a wonderful person and is always finding ways to help someone in need. Thank you Shelley for your dedicated service to EKU, their students, KASFAA, SASFAA and NASFAA!

**Special Awards**-There are some special award nominations which will be considered in executive session.

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

Item 1: As requested in the October board meeting, the following suggested update is being presented to the board for consideration.

#### Section 5.1 - General Expectations of Board Members

This section does not currently address critical documents that should be signed at the beginning of a new fiscal year. It is for this reason the following addition to the existing language is suggested.

#### **Existing Language**

It is expected that Board members will:

- a. Attend all Board meetings and stay until the end of the meeting. All Board members unable to attend should notify the president as soon as possible;
- b. serve as leaders in the financial aid profession and set an example for other members of the Association and for external constituencies;
- c. Recognize and uphold all fiduciary responsibility vested in the Board.
- d. Provide a report at each Board meeting outlining the activities and/or issues of each Board member's area of responsibility. An electronic copy of the report should be provided to the SASFAA Secretary for inclusion in the written minutes.
- e. Adhere to the policies and procedures adopted by the Association and provide suggestions for change when appropriate.
- f. Be an active participant in decisions made by the Board on behalf of the members.

### **Proposed Additional Language**

#### Section 5.1

- g. Sign and comply with all critical board documents. Critical board documents are listed below and contained in Appendix D of the P&P manual:
  - Confidentially Acknowledgement
  - Conflict of Interest Form
  - Standing Rules of Engagement & Protocols

The purpose of these documents is to alert Board members of their duties, responsibilities and expectations associated with their service on the board.

The documents are provided as an addendum to this report.

#### Item 2: Nominations and Election P&P Section 6.13

During the 2017 transition meeting, extensive changes of section 6.13 were presented by the then Past-President, Amy Berrier. These updates were tabled at that time with the understanding that the 17-18 board would consider the presented changes. Because nominations and elections are important to the integrity of the organization, we want to ensure these have been properly vetted and considered. Also, the 2018 election will be in progress during the February meeting. It is for these reasons that the suggested changes will be presented to the board at a later date. My goal is to send the proposed changes shortly after the 2018 conference to provide adequate time for proper vetting. Then the proposed changes can be considered for vote during the June board meeting.

#### Item 3: Record Retention

Also held over from the 2016-17 year was the enhancement and clarification of critical organization documents and the associated retention time frames. In collaboration with the Budget & Finance Chairperson, a proposed guidance will be provided to the board with adequate time for proper vetting. Then the proposed changes can be presented for vote during the June board meeting.

### **Vice President:**

#### **Motion/ Action Item(s):**

1. I move that Nathan Basford be approved to serve a third year as New Aid Officer Instructor.

### **Secretary:**

#### Motions:

- 1) Motion to accept the October Board Report submitted to Tarik Boyd who was the acting secretary at the October Board meeting
- 2) Motion to Accept the E-meeting minutes from the 11-17 e-meeting NOAW retreat site selection.

## **Budget & Finance Chair**

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

- Policy Language Recommendations in attached document.
- For Guide to Financial Management - Proposed Annual Financial Review Guide attached.
- For Guide to Financial Management - Proposed Quarterly Financial Review Guide attached.

## **Sponsorship Chair**

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

\* P&P needs to be updated to reflect the 2017-2018 Sponsorship Options under section 6.16.1 Sponsorship of SASFAA Conferences.

## **Long Range Planning:**

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

At the last board meeting our committee was given the task of bringing back to the board recommendations updating our P&P to address assigning voting privileges for elected officers unable to attend board meeting. We have the following to present:

#### **Current:**

Section 4: Organizational Structure 4.1 Executive Board

The Board shall function as the Board of Directors of the Association and is responsible for the management of the business, property and assets of the Association. The Board shall be vested with all powers possessed by the Association itself. This shall include the power to appoint and remunerate agents and employees, insofar as such delegation of authority is not inconsistent with or repugnant to the laws of the State of Georgia, any other laws, the Articles of Incorporation of the Association and the bylaws. The Board shall consist of the following:

- SASFAA elected officers: president, president-elect, vice president, immediate past president, secretary, treasurer, and treasurer-elect.
- State presidents: the president, or the designated representatives, of the following state financial aid associations – Alabama, Florida, Georgia, Kentucky, Mississippi, North Carolina, South Carolina, Tennessee, and Virginia.

SASFAA elected officers and state presidents must be active members of the Association.

Both the elected officers and state presidents have voting privileges at Board meetings.

The chief executive of a state association may designate a substitute-voting member for Board meetings. The name of the substitute-voting member must be communicated to the SASFAA president who must announce the substitute at the beginning of the meeting.

**Recommendation:** The chief executive of a state association may designate a substitute-voting member for Board meetings

Past President updated board report:



Southern Association of Student Financial Aid Administrators  
Marian Dill/ Past President  
Executive Board Report – January 29, 2018

### Committee Members

Nominations & Elections and Award Committee Members:

- Kelly D'Eath AL
- Felicia Ailster GA
- Nicole Patrick MS
- Kevin Perry SC
- Joan Baily FL
- Angie Black KY
- Karen Hauser TN
- Andrea Simpson NC
- Chad Sartini VA

GAP Committee Members:

- Sandy Neel (Returning)
- President-Elect -- Bryan Erslan
- President- Elect – Elect TBD
- Keith Reeves (New)
- Leighann Hussey (New)

### LRP and GAP Goal Activity to date:

**Awards Committee –**

- NASFAA Regional Leadership Award –  
Two emails were sent (1/12/18 and 1/23/18) soliciting nominations for this award. The awards committee meet by conference call on 1/29/18 to make a very difficult decision; there were numerous qualified and worthy candidates. The recommendation will be provided to the executive board at the February meeting. Thank you to everyone who submitted names. There are numerous individuals in SASFAA worthy of this award.
- Thank you to Amy Berrier, Past President, for working with the prior vendor to provide the service plaques which will be presented at the conference.
- Honorary Membership –  
An email was sent on 1/10/18 requesting names of individuals who have recently retired or who will be retiring in the near future. Based upon the information received, the following recommendations are being submitted for board consideration:
  - In accordance with P&P 9.2.2 **Don Rainer** is automatically awarded Honorary Membership due to his service as SASFAA President in 1990-91. He retired from The University of West Alabama on 1/1/2018 after 37 years in Financial Aid.
  - Lisa Turner and Shelley Park (as described in the motions/Action Items) are nominated for consideration to receive honorary membership.

### **Nominations and Election**

- Call for Nominations email sent to the list serve on 9/5/17 with a deadline of 9/25/17.

- Email sent on 9/4/17 to the past-state-presidents with a challenge to nominate someone from their respective state.
- Email sent on 9/7/17 to Legacy Think Tank (Past SASFAA presidents) requesting input regarding nominations.
- October Board Meeting the ballot was presented and accepted by the Executive Board.
- Since the current Electronic Services Chair is a candidate, Angie Black, committee member and former Electronic Services Chair, agreed to oversee the electronic election process.
- Email sent on 12/13/17 to candidates requesting candidacy statement, resume, and photo by 12/27/17.
- General Announcement of Candidates and Election process sent to membership on 1/12/18. This email included instructions for “nominations from the floor”. These nominations must be submitted by email to mdill@leeuniversity.edu no later than 3 PM EST on Thursday, 1/25/18.
- Last Call for Nominations email sent on 1/25/18. This reiterated instructions provided for the election process.
- Angie Black, Jenelle Handcox (Membership Chair), and Jody Darby (Treasurer) worked in conjunction to ensure that all paid memberships are posted before the elections open on February 1.

In accordance with the *SASFAA Policies and Procedures Manual*, the election process will be conducted as follows:

5. Nominations from qualified, active members may be sent to me via e-mail at [mdill@leeuniversity.edu](mailto:mdill@leeuniversity.edu) no later than **3:00 p.m. EST on Thursday, 01/25/2018**. This process serves as '**nominations from the floor**.' This will give any new candidates an opportunity to submit required candidacy information and a chance for the Nominations and Elections Committee/members to consider the new candidate(s).
6. Election polls will open on **February 1, 2018 at 3:00 p.m. EST**. Voting is open to current active, paid, and qualified SASFAA members until poll closing on February 13, 2018 at 3:00 p.m. EST.
7. Eligible members should look for a link to vote which will arrive via email at poll opening. This emailed ballot will contain a unique voter key link directing voters to the election host site, *Electionbuddy*.
8. Candidates will be introduced at the opening business session at the 2018 Annual Conference in Alexandria, Virginia. Election results will be announced during the business meeting held on Wednesday morning, February 14, 2018.

As a reminder, SASFAA polls for the February 2018 election will open on **Thursday, 02/01/2018 at 3:00 pm EST**. Votes must be cast before the polls close on **February 13th, 2018 at 3:00 PM EST**. To review the candidates' information prior to the election, please visit our website at <https://www.sasfaa.org/elections2018>

Thank you to the members willing to be nominated and for those who encouraged others to run for office. SASFAA is a strong organization due to our talented members being willing to serve.

#### **GAP –**

In accordance with the P&P, a mid-year review was conducted by email. This email reminder was sent on 1/18/18 to all elected officers and chairpersons of the 2017-2018 board. The email contained the list of 2017-2018 goals, a link to the LRP, and a request to respond to President Oliver or myself by COB, Friday 1/26/18 if anyone had a concern about being able to accomplish their assigned goals. At the time the report was written, no one requested help.

In collaboration with Site Selection Chair, Vice President, and President Oliver, the GAP committee meeting will be held at the Embassy Suites – Lake Buena Vista on May 17 and 18. This is the same location as the Enrollment Management Institute. The purpose is to minimize any penalties SASFAA would pay due to not meeting the prior contractual commitment.

Friendly Reminders:

4. Board members MUST make sure that board reports are up to date and contain all activity necessary for the GAP Committee to assess the 1718 year later this spring. These board reports must be uploaded via whiteboard for easy access.
5. Year-end report should be finalized by Friday, April 13, 2018 and uploaded to the whiteboard to give GAP committee members time for review and assessment
6. All documents needed for assessment should be provided to the GAP Chair no later than Friday, April 1, 2018:
  - a. Updated financials.
  - b. Any surveys issued and results thereof.
  - c. Reports should be uploaded to whiteboard.
  - d. Any updated guides should be provided.

**Motion/ Action Item(s):**

In accordance with P&P 9.2.2 the following individuals are submitted as nominees for honorary membership.

Lisa Turner - After several decades of working in financial aid, Lisa Turner retired in July 2017 from James Madison University. At the time of her retirement, she was the Financial Aid Director at James Madison University. Lisa never sought the spotlight, but that didn't stop her from being heavily involved in the financial aid profession. She has served as VASFAA President, on the NASFAA Board, and on multiple association committees at all levels, including Conference Chair for SASFAA. Not only was she a tireless "behind the scenes" worker for the associations, but she was a master at empowering others and helping them to reach their full potential. Here are a few comments the JMU office staff had to offer about Lisa:

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**Automatic Honorary Membership –**

**Don Rainer** – for his service as SASFAA President in 1990-91. He retired from The University of West Alabama on 1/1/2018.

**Nathan Basford - Honorary Membership with Special Honor**

To say that Nathan Basford exceeds the expectations of the FAFSAA & SASFAA membership would be an understatement. As a three-time state President, Nathan has performed well beyond expectation. During his third term of FASFAA president, he showed what he means by the term “Servant Leader.” Due to unforeseen circumstances, the president elect stepped down. Left without leadership at a time of transition, Nathan quickly jumped in when asked by the association and helped make that year one of the most successful yet.

During his years of service, FASFAA instituted some wonderfully successful programs such as our three day clock hour specific mini-conference, a full review and update of all association by-laws, policies & procedures, and taken back over the administration of College Goal Sunday. During his time with FASFAA, he has served as President three times, Vice President of Training, Conference Chair, and committees too numerous to name. On top of that, he has served as State President to SASFAA three times, New Aid Officer Trainer, and many committees.

**Special Awards-**There are some special award nominations, which will be considered in executive session.

**Katie Harrison** - Ms. Harrison obtained her Bachelor’s degree from Oglethorpe University, a private liberal arts institution in Atlanta, Georgia. She holds a Master’s degree in Higher Education Administration from the University of South Carolina. Katie has extensive experience and expertise in Tuition Grants administration, having worked as the Commission’s Deputy Director since 2009. Prior to joining the Tuition Grants Commission, she worked in the student financial aid field for 11 years, holding positions at Abraham Baldwin Agricultural College, Lander University, the University of South Carolina, and South Carolina Student Loan Corporation. In 2007, the National Resource Center for the First-Year Experience and Students in Transition published Ms. Harrison’s featured article entitled “Financial Literacy Initiatives on Today’s Campuses: Strategies for Student Success” in their newsletter, *E-Source for College Transitions*.

Ms. Harrison was recently hired as the fifth Executive Director of The South Carolina Higher Education Tuition Grants Commission and is the agency’s first female to hold the position.

**Jenelle Handcox** - Mrs. Handcox obtained her Bachelor’s degree from the University of Georgia, a public research institution in Athens. She holds a Master’s degree in Public Administration from Valdosta State University. Jenelle has extensive experience and expertise in Tuition Grants and Scholarships administration, having worked as the Director of Financial Aid and Scholarships since 2011 where she oversaw the fiscal stewardship and accountability of comprehensive and varied student aid programs in excess of \$54 million to over 6200 students among other various responsibilities. Prior to joining the University of North Carolina at Pembroke, she worked as the Director of Financial Aid in the student financial aid field for over 18 years at Abraham Baldwin Agricultural College and South Georgia College.

Jenelle goes above and beyond the call of duty in every position she holds with the associations she volunteer’s with. She has stood out within SASFAA as being the go to person for her duties as Treasurer, with exceptional service to the association. She has assisted the current sitting Treasurer and continues to be the person whom will assist with anything needed to ensure the association runs smoothly. Jenelle was displaced from her home and worked tirelessly to ensure SASFAA business was taken care of because she is a truly diligent, hardworking and caring individual.

**Michael Bennett** – Michael’s recent writings for NASFAA’s *Voices From the Aid Office* have been both humorous and spot on. He effectively conveys key concerns from the FA perspective and clearly has a global understanding regarding the impact on students and their potential for success.

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

Item 1: As requested in the October board meeting, the following suggested update is being presented to the board for consideration.

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This section does not currently address critical documents that should be signed at the beginning of a new fiscal year. It is for this reason the following addition to the existing language is suggested.

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Section 5.1

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Also held over from the 2016-17 year was the enhancement and clarification of critical organization documents and the associated retention time frames. In collaboration with the Budget & Finance Chairperson, a proposed guidance will be provided to the board with adequate time for proper vetting. Then the proposed changes can be presented for vote during the June board meeting.

### **New Ideas/Suggestions/ Personal Thoughts and Recommendations:**

Thank you for the opportunity to serve. I consider it a pleasure and am grateful for the privilege.