

Southern Association
of Student Financial
Aid Administrators
June 2022



Agenda and
Board Reports

Prepared by Secretary Sarah Dowd

Table of Contents:

Agenda:2
President Board Report:4
President Elect Board Report:5
Past President Board Report:7
Vice President Board Report:8
Secretary Board Report:9
Treasurer Board Report: 12
Budget & Finance Chair Board Report:14
Conference Committee Chair Board Report: 19
Sponsorship Chair Board Report: 21
Communications and Outreach Chair Board Report: 22
Electronic Services Chair Board Report: 23
Legislative Relations Committee Chair Board Report:25
Membership Chair Board Report: 26
Site Selection Chair Board Report: 29
Equity Inclusion & Global Issues Chair Board Report:31
Alabama State Report:32
Florida State Report:33
Georgia State Report:35
Kentucky State Report:36
Mississippi State Report:37
North Carolina State Report:38
South Carolina State Report: 39
Tennessee State Report: 40
Virginia State Report: 42
Association Governance:43
Partner Advisory Board Report:46
Addendum A47

AGENDA
SASFAA Transitional Board Meeting
June 10 - 12, 2022
Embassy Suites Orlando-Buena Vista Resort
Orlando, FL

Life shrinks or expands in proportion to one's courage.

Anais Nin

Friday, June 10

Board Dinner

6:10 PM

Lobby

6:30 PM

El Patron

Saturday, June 11

7:00 AM

Breakfast

Atrium (included w/room)

9:00 AM

Board Meeting

Buena Vista 1

Call to Order / Proxy

Celena Tulloss

Roll Call / Establish a Quorum

Sarah Dowd

Welcome to Florida

Daniel Barkowitz

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

Action Item: ***Approval of minutes of February 19, 2022 meeting of the board.***

Motion/Action Items

Celena Tulloss

Action Item: ***2023 Conference Site Proposals Addendum A***

Joan Bailey

Action Item: ***P&P Updates for 6.13.10, 6.13.12, 6.13.13, and 5.7***

Sarah Dowd

Action Item: ***P&P Updates for 4.4.1***

Sarah Baumhoff

Action Item: ***P&P Addition 10.6.8***

Marian Dill

Action Item: ***GFM Addition 9.3***

Marian Dill

Action Item: ***P&P Revisions / Updates for 6.7 and 6.10***

Sandy Neel

Round of Successes (2-3 minutes each)

All

12:00 PM	Lunch	Atrium
1:00 PM	New Business	Celena Tulloss
	Old Business	Celena Tulloss
5:00 PM	Adjournment	Celena Tulloss

**Sunday, June 12
2022-23 Board Meeting**

7:00AM	Breakfast	Atrium (included w/room)
9:00 AM	Board Meeting	Buena Vista 1
	Mission and Obligations	Michael Morgan
	Signing of Documents; Reaffirmation of Commitment	
10:30AM	Group Dynamic Exercise (20-22 in retroreflection)	
12:00 PM	Lunch	Atrium
1:05 PM	Group Dynamic Exercise (Looking to the Future)	
2:00 PM	2223 Charge and Adjournment	Michael Morgan



Southern Association of Student Financial Aid Administrators

Celena Tulloss/President

Executive Board Report/June 2022

Committee Members:

Past SASFAA Presidents will be utilized as an advisory group

Committee Goals for 2021-2022:

- Review Bylaws and Policies and Procedures for accuracy, completeness and compliance
- Strengthen Business Partner relations and opportunities for input
- Begin to transition the Executive Board to an Association Governance model
- Create Board position description documents with estimated time commitment and responsibilities
- Review and update the volunteer form process
- Review the member statuses and online renewal process
- To provide effective financial stewardship to ensure the sustainability of the organization
- To provide opportunities for leadership development for the growth and longevity of the association, through the inaugural year of the SASFAA Diversity Leadership Program

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:



Southern Association of Student Financial Aid Administrators

Michael D. Morgan / President-Elect

Executive Board Report/June 2022

Committee Members

Budget and Finance	Janelle Handcox	University of Georgia
Conference Chair	Stephanie Miller	Central Alabama Community College
Equity, Inclusion and Global	Jacquelyn LeSueur	Mississippi State
Communication and Outreach	April Tretter	Bellarmino University
Electronic Services Chair	Jennifer Davis	Trident Technical College
Legislative Relations Chair	Wayne Kruger	St. Petersburg College
Membership Chair	Zachary Christian	SC Higher Education
Site Selection	Joan Bailey	USF Health
Sponsorship Committee Chair	TBA???	
Association Governance	Sandra Neel	Spalding University
Partner Advisory Board	Brenda Brown	College Aid Services

Committee Goals for 2021-2022:

Thank you so much those of you who have agreed to serve the 2223 SASFAA Board. For many of us, the SASFAA business feels different. But why shouldn't it be, every other aspect of our lives has been altered over the past two plus years. As we navigate, through this next year I just want us to remember we do this because we believe what we do makes a difference. It is not easy, but it is important. Your time this next year, should be a celebration of our associations and the members who work each and every day to make a difference. My goal is to make this year enjoyable, and to reignite the excitement of the SASFAA. Just remember to breathe.

We hope to begin some transition activities on Saturday afternoon, the meeting on Sunday will be done no later than 2:00; if you need to make travel arrangements prior to that to return home. That is OK, just let me know and we can work around it.

The first board meeting in 22-23 will be virtual the end of July. The plan is to coordinate two days; no more than three and three quarter hours each day depending on the business needed. Please mark your calendar for July 27, 28 and 29th that we may select the time we need two of those three days that best meets with the most schedules. The 2nd board meeting and first in person meeting will occur in October (preferably at the site of our conference). More information to come.

Attended two virtual orientation meetings for NASFAA as we look forward to working with our national association closely the next year as we transition through the complexity of FAFSA simplification.

Will be attending NASFAA Board meeting as an observer in Austin on June 25-26th. Will be attending first official NASFAA Board Meeting as a participant in December 5 and 6th in Scottsdale, Arizona.

LRP and GAP Goal Activity to date:

- The elected board and committee chairs shall continuously review P&P.

- Board and Committees chairs shall document their review of the P&P
- President-Elect shall send job responsibilities/time commitment to each potential committee chair prior to committee chair selection.
- Use transition meeting to develop committee goals and objectives and publish the goals on the website.
- All efforts should be made to fully vet members who are considered for committees.
- The volunteer form should be redesigned to include detailed qualifications, state affiliation and interests of the volunteers.

Motion/ Action Item(s):

None at this time

Policy & Procedure: Changes/ Recommendations:

None at this time

Activity Summary:



Southern Association of Student Financial Aid Administrators

Bill Spiers / Past President

Executive Board Report / February 2022

Committee Members

Committee Goals for 2021-2022:

Provide assistance to the President as is needed.
Provide a dual slate of candidates to the membership for open positions.
Provide the board recommendations for awards.
Recommend one person for the NASFAA award.
Complete the GAP report.
Finish the SASFAA Civility Policy

LRP and GAP Goal Activity to date:

Attended multiple SASFAA Board Meeting
Attended multiple NASFAA Meetings, including a Board meeting
Will attend the NASFAA Board Meeting in Austin, TX
Worked on the GAP Report
Made the announcement about the election to the membership
Destroyed the ballots
Attended the VA conferences representing the President

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:

As I finish my term of service to SASFAA, I want to thank everyone for the support, encouragement, and help. SASFAA is a phenomenal association because of its members and leadership. I look forward to serving the association in new roles in the future. To those coming into new leadership positions, know you have my support, and where needed, my help.



Southern Association of Student Financial Aid Administrators

Leigh Ann Hussey / Vice President

Executive Board Report / June 2022

Committee Members

Committee Goals for 2020-2021:

SASFAA LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:



Southern Association of Student Financial Aid Administrators

Sarah Dowd / Secretary

Executive Board Report / June 2022

Committee Members

Nancy Ferguson, University of Georgia

Committee Goals for 2020-2021:

- Review, recommend, and update P&P as needed in a timely manner.
- Review, recommend, and update By-Laws as approved by the Executive Board in a timely manner
- Submit reports for blog according to established schedule for the year

SASFAA LRP and GAP Goal Activity to date:

- Distributed draft Annual Business Meeting minutes to the Board
- Updated award recipient information on association website
- Posted approved annual business meeting minutes on association website
- Updated and Posted P&P Manual on association website
- Posted approved minutes for all board meetings on association website
- Distributed draft minutes for all board meetings to the board members
- Compiled and distributed reports and agenda for all board meetings

Motion/ Action Item(s):

Policies and Procedures Updates 5.7, 6.13.10, 6.13.12, 6.13.13, 6.13.14

Policy & Procedure: Changes/ Recommendations:

See Association Governance Chair June Report, page 44.

5.7 Immediate Past President

The Immediate Past President assists the president and serves as chair of the nominations and Elections, Awards and the Governance and Planning Committees. In this capacity the Past President:

- (1) serves as parliamentarian to the Board
- (2) presents a slate of candidates in accordance with the election schedule or calendar for President-elect, Secretary, **Treasurer**, and Vice President to the Board;

Coming from appointed group (February Board Meeting)

6.13 Nominations and Elections

6.13.10 Special Elections

- a. A special election shall be called by the Board in the event of a vacancy in the office of president-elect.
- b. In the event a vacancy occurs in the office of the **President-elect** within sixty (60) days prior to the annual business meeting, the election will be held during the annual meeting.
- c. The nominations and elections committee shall solicit candidates, finalize the slate, present the slate to the Board, and announce the slate to the membership within thirty (30) calendar days of the beginning of the special election.
- d. Each paid active member will receive an electronic ballot.
- e. The election results shall be verified by the nominations and elections chair and the Secretary. If the Secretary is on the ballot, the election results shall be verified by the Nominations and Elections Chair and the Electronic Services Chair.
- f. Within ten (10) calendar days following the balloting deadline, the chair of the nominations and elections committee shall notify the President and the Board of the results of any special election before notifying the membership.

NEW Section 6.13.12 and 6.13.13

6.13.12 Vacancies on the Executive Board

In the event that a vacancy occurs in one of the Executive Board positions, SASFAA will do the following to ensure Board Continuity and success for our organization. If vacancy is due to termination of employment see section 6.13.13

President - A vacancy in the office of the President will be filled by the most recent Past-President of the Association eligible and willing to serve on the Executive Board and approved by a simple majority of the voting members of the Board.

President-Elect - The office of President-Elect shall be filled by a vote of the membership through a special election. (See section 6.13.10)

Immediate Past President - A vacancy in the office of the Past-President will be filled by the most recent Past-President of the Association eligible and willing to serve on the Executive Board.

Vice President, Secretary, and Treasurer Vacancies - shall be filled to complete the term as recommended by the President and approved by a simple majority of the voting members of the Board until the next regular election of officers.

6.13.13 Vacancies Due to Termination of Employment

When an elected Vice President, President-elect, President, or Immediate Past President has been terminated from employment with a post-secondary institution in the SASFAA Region or if the Secretary or Treasurer is no longer considered having Active Membership designation, the officer shall immediately notify the Board of Directors. Upon notification the Board must grant, if the

elected officer requests, a period of no more than 30 days from the last official day of employment for the officer to find eligible employment within the SASFAA Region.

- In the case of the President, the Vice President will assume all duties of the President for the 30-day period. If the President finds eligible employment within 30 days and submits proof of employment such as an official offer of employment from the Human Resources office of the college or university, the officer can resume the duties of the President. If the 30-day period expires without documented eligible employment, the Board must follow 6.13.12.
- In the case of Vice-President, Treasurer, or Secretary, an eligible member appointed by the President and approved by a simple majority of the voting members of the Board will assume the duties for the 30-day period. If the officer finds eligible employment within 30 days and submits proof of employment from the Human Resources office of the college or university, the officer can resume duties. If the 30-day period expires without eligible documented employment, the Board must follow 6.13.12.

6.13.14 Record of Members Voting

A record of the total votes cast in general and special elections and the number of eligible voters is included in Section 12.6

Activity Summary:

- Represented SASFAA at the NCASFAA Spring Conference at the request of President Tulloss
- Provided board meeting set up support to President as needed.
- Updated Guide to Financial Management and posted to the association website
- Sent report notices, reminders
- Distributed draft minutes of 2022 Business Meeting and February Board Meeting to board
- Compiled reports and agenda for June meeting of the board
- Began transition and transfer of documents with Nicole Patrick, SASFAA Secretary 2022-2024

Remarks:

As my term as Secretary ends, I am grateful for the opportunity to serve the association, and the priceless relationships and professional knowledge I have gained. I appreciate those who placed my name on the ballot, and those who placed their confidence in me when exercising their vote. I am excited to see the association continue to grow and serve the membership, and I remain committed to continue to serve.



Southern Association of Student Financial Aid Administrators

Sarah Baumhoff / Treasurer

Executive Board Report / June 2022

Committee Goals for 2021-2022:

- Ensure all documents for SASFAA are updated and reflect the hiring of a Bookkeeper
- Work with Jeff Dennis to ensure a smooth transition and that he has what he needs to be successful
- Ensure that the Bookkeeper role is successful and an asset to the organization.

LRP and GAP Goal Activity to date:

- Identified through the completion of the GAP report that the Guide to Financial Management had not been updated with changes that had been submitted. I will continue to work with the Secretary to ensure that this document is updated.

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Coming from Budget and Finance:

4.4.1 Membership Eligibility

Membership shall be individual rather than institutional and shall not be transferable. **Membership dues are non-refundable.**

Active membership shall be on an annual basis corresponding to the fiscal year as defined in Article V of these bylaws. Active membership shall terminate at the end of the membership year when a member no longer meets the criteria outlined in Article IV, Section 1(a) of this Article. Associate and Retired membership terminates at the end of the membership year.

Application for Active, Associate and Retired membership shall be made to the Treasurer.

Section 10.1 Membership Dues

The Budget and Finance Chair should make a recommendation regarding the cost of annual membership dues at the first Board meeting of each fiscal year, and as needed thereafter. The Board reviews all recommendations to determine if a change to the cost of annual membership dues is justified. Any alteration approved by the Board that results in a potential increase in the cost of annual membership dues should move forward for consideration by the members of the Association as prescribed by the Bylaws.

Membership dues are non-refundable.

Activity Summary:

We are still encountering issues with Truist and our bank accounts, signatories, etc. We may need to explore other banking options if we cannot get these resolved pretty quickly.

Met with incoming Budget and Finance Chair, Jenelle Handcox, outgoing Budget and Finance Chair, Marian Dill and President-Elect Michael Morgan to discuss transition and planning. We also met with President Celena Tulloss and Bookkeeper Jeff Dennis to continue to refine the process between the Treasurer and the Bookkeeper and ensure that both positions remain relevant to the organization in terms of workload and service to SASFAA.



Southern Association of Student Financial Aid Administrators

Marian Dill / Budget and Finance Chair

Executive Board Report / June 2022

Committee Members

- Sarah Baumhoff (GA), Kennesaw State University
- Amy Berrier (NC), University of North Carolina – Greensboro
- Kathy Bialk (KY), University of Kentucky
- Heather Boutell (TN), Vanderbilt University
- Katie Conrad (FL), Florida International University
- Janelle Handcox (GA), University of GA

Committee Goals for 2021-2022:

- Conduct the 1st quarter review for a new treasurer / bookkeeper
- Assist president in preparing and monitoring zero-based budget
- Assist with the external audit which was approved by the 20-21 Board

Assist the president and treasurer with financial oversight

LRP and GAP Goal Activity to date:

Allocation of Assets

Operating Funds (15-25% target) Bank Accounts -	\$207,264.70	Currently 19.4%
Short Term (30-45% target) – Advisory Solutions	\$467,056.81	Currently 43.8%
Long Term (30-45% target) – Charles Schwab	\$392,816.04	Currently 36.8%

Fund allocation currently meets the established guidelines. Based on the existing market conditions and current cash flows needs, no funds will be transferred at this time.

Budget Acknowledgements

The following budget line items have exceeded the approved allocations.

- 202 Electronic Services – overage due to payment of 2-year renewal (cost \$7,140), which provided an overall discount for SASFAA.
- 206 Annual Meeting – This was discussed during the February meeting. The cost (AV, food / beverage, etc.) at the conference hotel exceeded the budgeted amounts.
- 214 Equity, Inclusion & Global Issues – Originally, the actualized cost associated with the Diversity Leadership Program was going to be charged with the annual meeting. However, it was later determined this cost would more appropriately be included in line item 214. The overage for the conference was discussed during the February Board meeting.
- 224 Accounting and Legal Fees – This line item includes charges associated with the investment accounts. These fees fluctuate based on earnings and exceed the budgeted amount.

- 225 Online Payment Processing Fees – SASFAA uses AffiniPay as the electronic payment method. More institutions are using this option, thus driving the charges up. The actual expense exceeded the budgeted amount.
- 231 Insurance – The Travelers Insurance (liability policy) was renewed and paid for 3-years to secure a discounted rate for SASFAA. The option for the 3-year prepaid discount was not known at the time of budgeting. Unfortunately, I failed to secure Board approval prior to authorizing payment. For full transparency, the option to pay one year vs three was discussed by various board members, and it was agreed that saving the organization funds was the most fiscally sound decision. However, authorizing a payment that would exceed the approved budget is a violation of SASFAA policy. I apologize for the oversight on my part.

Motion/ Action Item(s):

None at this time.

Policy & Procedure: Changes/ Recommendations:

State Presidential Travel to State Conferences

Rationale: For years (restarted in 2014-2015 after a brief hiatus due to the financial downturn), SASFAA has sponsored state presidents or state presidents-elect to participate in a state conference/board meeting swap. This has been a shared collaboration. States are not required to participate (either in the form of traveling to or hosting another presidential guest). The purpose of this program has been to exchange ideas through shared experiences. For a period, the current state presidents typically participated, but for many states this has shifted to the presidents-elect, as they can gather ideas for their upcoming year while they still have time to plan and implement. The visiting president-elect provides value to the host state by presenting sessions during the conference. The ultimate goal is to provide an opportunity to strengthen all the FAAs within the SASFAA region and thus SASFAA.

The expense of this exchange has been shared in the following manner. SASFAA sponsors up to \$500 of travel expenses (to and from the conference). The host state waives conference registration and comps the cost of the hotel room when possible. The guest state covers other expenses as necessary. SASFAA’s role and goal has been to provide sponsorship for this exchange program. The intention is not to fully fund this exchange. Rather, this is an opportunity for SASFAA and the states to collaborate for the good of all.

Even though this has been the practice of SASFAA for several years, the P&P does not currently state how this will be handled. In order to formalize the process, the following P&P addition is being proposed.

Proposed Addition:

P&P 10.6.8 State Presidential Exchange (Travel to State Conferences)

The Association shall sponsor each traveling state president-elect (or presidential designee in the event the president-elect cannot travel) up to \$500 travel expenses. Travel expenses must be in accordance with the Travel Reimbursement Policy 10.6.1 and shall not exceed \$500. Expense forms will be submitted to the Treasurer for approval within the timeframe stated in the Travel Reimbursement Policy 10.6. The intended purpose of this sponsorship is to cover allowable travel expenses (travel and meals in route). In the event travel expenses exceed \$500, the visiting state shall cover any remaining expenses.

It is the responsibility of the states (host and visiting) to coordinate other expenses such as conference fees, room cost, etc. A suggestion based on historical practice would be for the host state to waive conference registration and comp hotel room costs. The guest state would cover other expenses as necessary (e.g., meals not included in conference, travel expenses beyond \$500).

Guide to Financial Management Proposed Addition

External Audit

Rationale: Beginning in the 2019-2020 year, SASFAA began conducting an external audit at the end of a treasurer's term. The audit has been conducted by Blankenship CPA Group, PLLC, which is the same company that provides accounting advice and prepares the annual IRS 990. The cost for the most recent audit was \$6,800, which was conducted during this fiscal year and reviewed the 2020-2021 fiscal year. The intention of the Budget and Finance Committee has been to formalize the intervals for conducting an external audit. It is their belief this is a necessary and worthy expense to ensure the fiscal integrity of the organization's records and can safeguard the existing tax exemption status. Further, it is the belief of the Budget and Finance Committee that the importance of this external audit is of such significance that any associated expense which cannot be absorbed through normal budgeting during a particular year should be covered by the organization's reserve funds. In the most recent history since the external audit has been utilized, SASFAA has secured a paid bookkeeper and digitized the financial records. Both enhancements provide opportunities for consistency, transparency, and an on-going review of the financial records, which is believed to protect everyone involved as well as protecting the organization's assets while maintaining the highest fiscal integrity.

For these reasons, the following proposal is being presented.

Proposal Addition:

GFM Section 9.3 External Audit

The Association shall conduct an external audit at least every five years or in the event of a change in the bookkeeper. This is a necessary and worthy expense to ensure the fiscal integrity of the organization's records. Due to the significant importance of conducting an external audit, any associated expense which cannot be absorbed through normal budgeting means during a particular year should be covered by the organization's reserve funds. It is the intention, if necessary, that the expense associated with the external audit would not be considered when calculating the maximum amount which can be transferred from assets as defined by the Guide to Financial Management 2.1.e (Limited Discretionary Reserve.)

Activity Summary:

- Monthly reconciliation reports and expense approvals have been received from the treasurer and reviewed.
- Reviewed allocation of assets on a periodic basis as required by the GFM.
- Monthly expense reports are scheduled on the 15th of each month. Board members should receive this information throughout the fiscal year.
- Thank you to Bookkeeper Jeff Dennis for reporting potential overages before issuing payments.
- A financial transition meeting was held on Wednesday, June 1, in Buford, GA. The meeting was held in conjunction with the GASFAA state conference. This was to minimize expense for SASFAA and to minimize time out of the office. I am hopeful it also helped GASFAA meet their room block. Thank you to Sarah Baumhoff, Michael Morgan, and Jenelle Handcox for their work to ensure the fiscal integrity of SASFAA. As part of this transition, Ms. Baumhoff, Treasurer, will oversee the access to the various financial accounts including the cancellation of credit cards for individuals who are rolling off the board. Specifically, access for the prior B&F Chair, Ms. Dill, will be removed as of June 30, 2022.
- The B&F Committee reviewed various P&P/ GFM policies and developed proposals to be presented to the Board of Directors during the June transition meeting. Please see the recommendations in the above section.

Outstanding Contractual Obligations:

None to report at this time.

The balance sheet as of June 7, 2022, is provided below.

Southern Association of Student Financial Aid
Administrators

Balance Sheet
As of June 7, 2022

	TOTAL
▼ ASSETS	
▼ Current Assets	
▼ Bank Accounts	
2 BB&T Checking-ACH Only	100.00
BB&T Checking	156,435.93
BB&T Checking-closed Jan 2019	0.00
BB&T Savings	47,916.77
Edward Jones-Money Market	2,812.00
Total Bank Accounts	\$207,264.70
▼ Accounts Receivable	
Accounts Receivable	0.00
Total Accounts Receivable	\$0.00
▼ Other Current Assets	
Advisory Solutions 20/80 @ Edward Jones	467,056.81
Charles Schwab (NASFAA)	392,816.04
Undeposited Funds	0.00
Total Other Current Assets	\$859,872.85
Total Current Assets	\$1,067,137.55
TOTAL ASSETS	\$1,067,137.55
▼ LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
▼ Equity	
Opening Balance Equity	757,980.87
Retained Earnings	248,087.19
Net Income	61,069.49
Total Equity	\$1,067,137.55
TOTAL LIABILITIES AND EQUITY	\$1,067,137.55

Cash basis Tuesday, June 7, 2022 10:32 AM GMT-04:00

Investment Analysis

Thank you to Jeff Dennis, SASFAA Bookkeeper for providing the investment analysis below. As a friendly reminder, The Edward Jones account is strategically designed with a very conservative investment strategy. The Charles Schwab account is associated with NASFAA and has a moderately aggressive investment strategy. A benefit is SASFAA can leverage NASFAA's larger portfolio which results in lower fees.

The intention of prior Board of Directors (and the current B&F Committee agrees) that the two accounts complement one another. This strategy limits risk and produces a yield that exceeds standard banking returns (savings, CD, money market, etc.), and inflation.

	5/31/2022	7/1/2020- 6/30/2021	7/1/2019- 6/30/2020	7/1/2018- 6/30-2019	7/1/2017- 6/30/2018	7/1/2016- 6/30/2017	7/1/2015- 6/30/2016	7/1/2014- 6/30/2015
Edward Jones Advisory Solutions 20/80 on General Ledger (End of Year Cost Basis) (Not Current Market Value)	467,056.81	454,089.43	436,415.12	425,877.64	415,905.41	402,474.65	396,369.73	399,529.40
Gain/(Loss) Percentage over prior year - Cost Basis	2.87%	4.04%	2.47%	2.40%	3.34%	1.54%	-0.79%	
Edward Jones Advisory Solutions 20/80 Current Market Value per statements (End of Year)	464,487.88	506,324.56	459,878.32	443,481.76	420,281.00	413,929.41	393,907.03	394,044.31
Gain/(Loss) Percentage over prior year - Market Value	-8.26%	10.10%	3.70%	5.52%	1.53%	5.08%	-0.03%	
Charles Schwab (NASFAA) on General Ledger (End of Year Cost Basis) (Not Current Market Value)	392,789.56	375,230.66	346,711.69	339,415.26	325,915.30	320,132.89	314,786.56	316,715.53
Gain/(Loss) Percentage over prior year - Cost Basis	4.68%	8.23%	2.15%	4.14%	1.81%	1.70%	-0.61%	
Charles Schwab (NASFAA) Current Market Value per statements (End of Year)	434,275.73	479,912.61	401,646.42	389,371.23	372,270.43	348,353.76	314,608.23	316,617.05
Gain/(Loss) Percentage over prior year - Market Value	-9.51%	19.49%	3.15%	4.99%	6.87%	10.73%	-0.63%	
Edward Jones 20/80 Advisory Solutions - Dividends Earned (11-6)		16,812.78	13,290.26	12,486.63	10,819.32	11,598.57	15,376.10	10,956.75
Edward Jones 20/80 Advisory Solutions - Capital Gains (12-5)		7,302.00	811.70	3,364.73	8,740.80	985.29	(14,272.53)	
J/P Morgan @ Edward Jones (12-2)								5,796.84
Charles Schwab - Dividends Earned (11-1)		6,916.95	7,219.99	8,385.45	5,800.50	6,226.11	5,920.57	6,819.39
Charles Schwab - Capital Gains (12-1)		23,561.16	1,778.06	6,676.85	1,584.96	580.75	(6,468.93)	16,429.04

Personal Note:

Thank you for the opportunity to serve among such wonderful leaders and individuals dedicated to excellence, integrity, and success for our profession, students, and one another. My time with the SASFAA Board of Directors has broadened my ability to serve my campus, my students, and my colleagues. I am thankful for all those that believed in me, gave me the opportunity to serve, and mentored me. My life has been enriched because of the many friendships and memories made during our time together.

I once heard someone say, that new growth and development cannot occur unless the old moves over to allow space for and opportunity for new growth. While I am sad that my time with the SASFAA Board of Directors is coming to a close, I am looking forward to the new successes and opportunities that lay before us. I wish you all the best as I move over to make room for others to join this wonderful group.



Southern Association of Student Financial Aid Administrators

Felicia Ailster and Melissa Smith / Conference Co-Chairs

Executive Board Report / June 2022

Committee Members

Stephanie Miller – Central Alabama Community College (AL)
Jessica Alston – Georgia Piedmont Technical College (GA)
Alicia Keaton – University of Central Florida (FL)
Sheia Pleasant-Doine – Flagler College (FL)
Traci Singleton – Citadel (SC)
Keshia Woodus – Norfolk State University (VA)
Nicole Patrick – College for Women (MS)
Kimberly Morris – Higher Ed Consulting (GA)
Jo Wallace – TSAC (TN)
Michelle Standridge – Spalding University (KY)
Theresa Mays – Trenholm State (AL) – Local Arrangements

Committee Goals for 2020-2021:

- Plan the SASFAA annual conference, including coordinating the selection of presenters, moderators, speakers, and special guests, setting the conference agenda and scheduling entertainment/special activities.
- Work closely with the hotel staff and the conference committee to ensure our conference needs are met and stay within our budget.

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Activity Summary:

- There were 337 conference registrants.
- The hotel room block has been met.
- Our Federal Trainer and Dave Bartnicki provided a total of 7 sessions throughout the conference including an Ask a Fed session.
- Anthony Ray Hinton from the Equal Justice Initiative non-profit organization presented Sunday night for our charity introduction.

- The hotel staff made adjustments as requested or needed and were very accommodating.
- We want to praise our conference committee for their countless hours of work towards this successful conference.
- We were also fortunate to have Earnest and Lou Murray provide our music bingo entertainment.
- The conference budget was \$120,000 and the final expense total was \$123,915.58. The budget was exceeded by a minimal amount. Our recommendation would be to check on current audio/visual costs and food prices before setting the conference budget for next year, if possible.
- We sent an evaluation and did receive a few responses and all were positive.



Southern Association of Student Financial Aid Administrators

Dr. Stephanie Watson / Sponsorship

Executive Board Report / February 2022

Committee Members

Shannon Jones
Felicia Ailster
Melissa Smith

Committee Goals for 2021-2022:

Secure \$50,000 in sponsorship for the 21-22 SASFAA Conference

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

- Vendors who register as conference attendees who frequent the vendor area communicating with registered members while wearing company apparel create friction with paid vendors.

Activity Summary:

- \$64,100 in total commitments (6-Leadership level, 8-Advocacy Level, 14-Support Level, 1 Advertising Combo and 1-President's Reception)
- Worked with Conference Chairs and Site Selection Chair to rearrange vendor area to provide more space and visibility for leadership level sponsors.
- Worked with hotel staff at conference to mitigate shipping issues
- Personally thanked vendors for their support
- Periodically checked with vendors to ensure their needs were being met
- Attended vendor reception
- Ensured that vendors had all of the information they needed for packing and return shipping
- Verified that all vendor materials were appropriately packed and in the correct shipping location
- Worked with Daniel and Shannon to send a list of all registered attendees to vendors after the conference



**Southern Association of Student Financial Aid Administrators
April Tretter / Communications and Outreach Committee Chair
Executive Board Report / February 2022**

Committee Members

Committee Goals for 2020-2021:

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:



Southern Association of Student Financial Aid Administrators

Daniel Barkowitz / Electronic Services

Executive Board Report / June 2022

Committee Members

Daniel Barkowitz, Chair
David Alexander
Zachary Christian
Jonah Miller

Committee Goals for 2020-2021:

- Support all aspects of SASFAA's website
 - Webinars
 - Website changes
 - Event registration
 - Conference registration
- Support conference and other in person events
 - Laptops and projectors
 - On site a/v liaison
- Support online events
 - Webinar moderator

LRP and GAP Goal Activity to date:

- P&P Updates have been coordinated with the Secretary and the most recent version is updated and online. In addition, we have added sections on Past Presidents and Award Winners as separate sections on the web.

Motion/ Action Item(s):

- None

Policy & Procedure: Changes/ Recommendations:

- None

Activity Summary:

- Supported Annual Conference A/V needs (special thanks to the members who loaned us laptops and projectors so we could minimize expenses for rental).
- Supported all event registrations, web updates, emails to members, sponsor banners, sponsorship directory, state pages, etc. throughout the year (thanks to all of the committee chairs and board members for their contributions throughout the year).
- Supported webinar events throughout the year.

- Negotiated Zoom Webinar / Meeting for SASFAA use. Ended GoToWebinar contract.
- Begun transition planning for new chair of Electronic Services for 2022-23.
- As listed above, added Past Presidents and Award Recipient pages (WE NEED YOUR HELP for photos)!



Southern Association of Student Financial Aid Administrators

Wayne Kruger / Legislative Relations Committee

Executive Board Report / June 2022

Committee Members:

Committee Goals for 2021-2022:

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:



Southern Association of Student Financial Aid Administrators

Zachary Christian / Membership Chair

Executive Board Report / February 2022

Committee Members:

Christina Bowen, Bluegrass Community and Technical College (KY)
 Jaime Missimer, Pearl River Community College (MS)
 Nicole Patrick, Mississippi University for Women (MS)
 Kyle Wade, Spartanburg Methodist College (SC)
 Janee Knippenberg, PNC Bank (NC)

Committee Goals: Continue to maintain the Membership database; create a how-to document to leave for future Membership Chairs in regard to account merging and how to perform basic maintenance on Membership database within Wild Apricot to ensure clean and concise data; Maintain Membership tracking documentation to monitor membership trends; work to increase membership to at least a pre-COVID-19

SASFAA LRP and GAP Goal Activity to date:

Section I, Membership (Increase Membership); Section 1, Committees (Ensured all committee members are active members of SASFAA).

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

None at this time.

Activity Summary:

Fixed the issue within Wild Apricot that caused auto-renewal of 2020-2021 Members before the start of the Membership year (July 15) - COMPLETED; began cleaning up membership database – using “State Old” to update “State New” to allow for consistency within the membership database; ongoing, but currently up-to-date; Updated the Volunteer Registration to go live June 1 and remain open until August 31st. This will allow for several email blasts to go out prior to and during membership renewal; Cleaned up the back-end of the Membership database – voided old pending invoices and changed status to “lapsed” for over 400 members that did not take action or log into SASFAA during the current membership year, which is the final step of the auto-renewal issue project. **Increased membership by 75 (6.25% increase) over last year and 91 over 2019-2020 (7.70% increase).**

2021-2022 Membership Data (As of May 27, 2022):

	<u>2020-2021</u>	<u>2021-2022</u>	<u>%Change</u>	<u>Number Change</u>
Active	1166	1246	6.86%	80
Associate	16	10	-37.50%	-6
Honorary	17	19	11.76%	2
Retired	1	0	-100.00%	-1
<u>Total</u>	1200	1275	6.25%	75

Alabama	99	128	29.29%	29
Florida	169	149	-11.83%	-20
Georgia	190	242	27.37%	52
Kentucky	79	62	-21.52%	-17
Mississippi	61	52	-14.75%	-9
North Carolina	122	132	8.20%	10
South Carolina	171	184	7.60%	13
Tennessee	137	120	-12.41%	-17
Virginia	114	136	19.30%	22
Other	58	70	20.69%	12
Total	1200	1275		75
Public (4 Year)	359	403	12.26%	44
Private non-profit (4 Year)	334	326	-2.40%	-8
Public (2 Year)	279	303	8.60%	24
Other	50	50	0.00%	0
Graduate/Professional	31	31	0.00%	0
Government Agency	12	19	58.33%	7
Lender	33	30	-9.09%	-3
Consultant	20	18	-10.00%	-2
Guaranty Agency	14	10	-28.57%	-4
Servicer	11	13	18.18%	2
Private non-profit (2 Year)	9	21	133.33%	12
Not Specified	11	14	27.27%	3
Private for profit (Business School)	12	6	-50.00%	-6
Private for profit (Technical/Trade)	20	23	15.00%	3
Secondary Market	2	2	0.00%	0
Retired Financial Aid Professional	3	5	66.67%	2
Health Related/Nursing	0	1	100.00%	1
Total	1200	1275		75
Male	266	289	8.65%	23
Female	882	926	4.99%	44
Not Specified	52	60	15.38%	8
Total	1200	1275		75
White/Caucasian	718	754	5.01%	36
Black/African American	296	345	16.55%	49
Not Specified	117	108	-7.69%	-9

Hispanic/Chicano/Mexican American	46	44	-4.35%	-2
Asian/Pacific Islander/Filipino	19	22	15.79%	3
Native American	4	2	-50.00%	-2
Total	1200	<u>1275</u>		<u>75</u>
As of date:	6/30/2021	5/27/2022		



Southern Association of Student Financial Aid Administrators

Joan Bailey / Site Selection Chair

Executive Board Report / June 2022

Committee Members

FL – Irma Molinares
GA – Tarik Boyd
AL – Stephanie Miller
VA – Chad Sartini
GA – Aria Simmonds

Committee Goals for 2021-2022:

- Ensure timely communication of pertinent travel related and site information to board members/committee chairs with responsibilities for hosting events, as well as provide travel related site information to the entire board for meetings etc.
- Coordinate with the President/Vice President/Conference Chairs/President Elect to solicit proposals for trainings and events as well as be the bridge with hotel staff and SASFAA, representing the association as the point of contact for all meetings and events.
- Coordinate with site location staff to ensure SASFAA funds are managed in a fiduciary and responsible manner.
- Submit rooming list meal selection etc. in a timely manner to ensure SASFAA meets all required deadlines.
- Negotiate/renegotiate and secure contracts for locations to host SASFAA meetings and events. These include but isn't limited to:
 - Fall training event
 - Annual conference
 - Board meetings
 - Transition meetings
 - Conference 2023 location
 - Transition 2022 location

SASFAA LRP and GAP Goal Activity to date:

- Secure proposal for fall training management institute – decision was made to cancel event and do pre-conference Director's summit
- Secure and finalize location for first in person board meeting – Nashville Tennessee
- Finalize arrangements and conducted 2021 conference hotel site visit.
- Finalize all activities required to facilitate the annual conference as the primary contact for the site
- Finalize and close out affairs with 2022 conference site
- Conducted site visit to Knoxville for 2023 Conference (along with conference chair)
- Solicit proposals for 2023 conference and 2022 transition meeting

Motion/ Action Item(s):

- Present 2023 conference proposals for selection

Policy & Procedure: Changes/ Recommendations:

NONE

Activity Summary:

- Selected Transition locations and board vote was to be held at Embassy Suites Lake Bueno Vista
- Will be able to speak on 2023 Conference, providing all site proposal updates.
 - Proposals for consideration will be provided prior to the meeting from:
 - Knoxville
 - Chattanooga
 - Charlotte
 - Atlanta



Southern Association of Student Financial Aid Administrators
Jacquelyn LeSueur / Equity, Inclusion, & Global Issues Chair
Executive Board Report / June 2022

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:



Southern Association of Student Financial Aid Administrators

Dr. James Theeuwes / Alabama President

Executive Board Report / June 2022

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:

AASFAA will have a Fall conference for 22-23. This will be held at the Marriott Resort Auburn-Opelika Grand National from Monday 09/19/22 to Thursday 09/22/22. Planning has already started. Come one come all!!

AASFAA transition meeting is scheduled for June 23rd.



Southern Association of Student Financial Aid Administrators

Katie Conrad / Florida President

Executive Board Report / June 2022

FASFAA Goals for 2021-2022:

The newly developed 5 year [Strategic Plan](#) will guide our efforts, as we will strive to accomplish as many goals and objectives as possible in the coming year.

1. Increase membership and member engagement by promoting the distinctiveness and differentiation of FASFAA to various association stakeholders.
2. Offer professional development opportunities to meet FASFAA members' needs.
3. Develop the leadership pipeline and infrastructure to grow and support future and current leaders within FASFAA.
4. Advocate for and promote student aid and postsecondary education's values and benefits to stakeholders in various communities and contexts while keeping diversity, equity, and inclusion at the core of FASFAA's efforts.
5. Create an infrastructure for sound financial stewardship to provide ample funding to support FASFAA's ongoing mission to be a best-in-class not-for-profit educational corporation.

Activity Summary:

Continue to represent FASFAA by attended meetings as part of the College Ready Florida Steering Committee. Presented a session of FAFSA Changes at the Florida College Access Network Summit on 5/10/22.

Our 5 Region Representatives held Spring Regional workshops during March and April. The workshop is free and open to all FASFAA members. The agendas included NASFAA Authorized Trainings and other timely topics.

The FASFAA Fiscal Concerns Committee conducted an internal audit of the 2020-2021 fiscal year. The audit found no material issues, but the committee had recommendations for improvements moving forward.

FASFAA Scholarship and Charity Committee elected the Youth Crisis Center of Jacksonville as the charity to support for this year. We collected monetary donations during our Annual Conference in May/June. We were able to provide \$2270 to the YCC on the final day of our conference.

We held our FASFAA Annual Conference from May 31 – June 3rd at the Sawgrass Marriott in Ponte Vedra Beach, FL. We had 217 members register and 212 members attend. The conference was very successful, and we were pleased with the attendance and quality of training. We had 27 sponsors totally \$58,000 in revenue.

On June 23, 2022, we will hold our first Legislative Summit via Zoom. The topic of the webinar will be Transcript Withholding for Balance Due to School. We have representatives from partner organizations attending and sharing differing viewpoints on the topic. This was a goal set in our strategic plan.

Our 2022-2023 election concluded on June 2, 2022. The following members were elected to the FAFSAA Board.

President-Elect: Kris Hatcher

Vice President for Training: Jessica Ly

Treasurer-Elect: Arminta Johnson

Region II Rep: Jacob Dirghalli
Region IV Rep: Jerry McMahon

The membership approved a \$5 increase to association dues. Our membership dues will increase to \$35 per year starting with the 2023-2024 membership cycle.

FASFAA is ending the year with 907 active members for 2021-2022.

It has been an honor and privilege to serve SASFAA alongside each of you this year. Best wishes for success as you continue your service in your state organizations and in SASFAA!



Southern Association of Student Financial Aid Administrators

Angela Tate / Georgia President

Executive Board Report / June 2022

SASFAA LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

Activity Summary:

GASFAA Executive Board Spring Meeting will be held on May 31st.

GASFAA Annual Conference is June 1st-3rd, 2022. The theme is *Together we Shine*. We are placing an emphasis on teamwork, networking, and collaboration. We have had some turn over and felt the team atmosphere was the way to go for our first in person conference.

We have been working on updating our P&P and getting the job posting to be less manual with Memberclicks. Since the February board meeting our state has had a Board meeting and Winter workshop. We had 75 attendees at the Winter Workshop and the agenda catered to members with less than 5 years financial aid experience. We currently have over 200 registered for the Annual Conference.



Southern Association of Student Financial Aid Administrators

Rhonda Bryant / Kentucky President

Executive Board Report / June 2022

Committee Goals for 2021-2022:

Increase membership in SASFAA
Provide funding to facilitate increased participation in the New Aid Officer's Workshop
Share relevant information with SASFAA colleagues.

LRP and GAP Goal Activity to date:

Provided KASFAA conference dates to be included on SASFAA's calendar.
Increased KASFAA LEADS scholarship funding to facilitate increased participation in the New Aid Officer's Workshop
Shared relevant information with SASFAA colleagues

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:

Delivered in-person spring conference in Lexington, April 13-15.
Hosted Florida President-Elect, Nadine Bailey, at spring KASFAA conference as part of SASFAA's State President's Exchange.
Hosted SASFAA President, Celena Tulloss, at spring KASFAA conference.
Posted communications to KASFAA listserv to encourage members to attend SASFAA New Officers' Workshop.
Posted communications to KASFAA listserv encouraging members to apply for SASFAA New Aid Officers' Workshop Scholarships given by SASFAA.
Posted communications to KASFAA listserv encouraging members to apply for SASFAA New Aid Officers' Workshop Scholarships given by KASFAA.



Southern Association of Student Financial Aid Administrators

Megan Smith / Mississippi President

Executive Board Report / June 2022

SASFAA LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Activity Summary:

- Annual conference is being held June 8-10 at Eagle Ridge Conference Center & Resort in Raymond, MS. Dr. Angela Smith, ASFAA President-Elect is attending. Leigh Ann Hussey, Vice-President of SASFAA is attending on behalf of SASFAA.
- I am attending NASFAA conference at end of June.
- Transitional Meeting will be held beginning of July.
- FinAid101 was held April 12-14 with 27 participants.
- Newsletter was distributed in March outlining upcoming events, new directors in the state, accomplishments or members, and etc.*



Southern Association of Student Financial Aid Administrators

Zilma Lopes / North Carolina President

Executive Board Report / June 2022

Committee Goals for 2021-2022:

1. Gain an understanding of my role and the SASFAA association and operations.
2. Contribute in any capacity to the President's visions & goals and SASFAA's LRP & GAP goals.
3. Ensure that North Carolina is appropriately represented in all SASFAA matters to include increasing our membership in the association.
4. Collaborate with other State Presidents to continue to foster great partnerships and relationships among the region.

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

n/a

Policy & Procedure: Changes/ Recommendations:

n/a

Activity Summary:

- Held a successful in-person Spring 2022 Conference this past April
 - Had a record-breaking number of attendees – slightly over 200
 - Raised \$2,108 in charity funds for a NCASFAA Scholarship Fund for an annual total of \$3,771.
 - Selected two students (one graduating HS senior and one returning college student) to receive a laptop (HS graduating senior) and a \$1000 scholarship (returning recipient)
 - Overwhelming positive feedback from the membership about the conference overall.
- Working with my board and committees on various matters:
 - Established a Refund Policy
 - Financial Investments Policy – still under discussions – making headway.
 - Future Conference Models – Voted to transition to one in-person conference and one virtual conference instead of two in-person conferences
- Updated the NCASFAA's *Strategic Long-Range Plan*
- Attended & participate in SASFAA meetings and requests.
- Working with President-Elect on various transition matters



Southern Association of Student Financial Aid Administrators

Carolyn Sparks / South Carolina President

Executive Board Report/June 2022

SASFAA LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:



Southern Association of Student Financial Aid Administrators

Jeff Norrod / Tennessee President

Executive Board Report / February 2022

Committee Members

Danette Seale, Carson Newman University (Past-President)
Charles Harper, Belmont University (President Elect)

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Activity Summary:

- Our TASFAA elections were held and the board for the 2022-2023 year will be as follows:
 - President – Charles Harper, Belmont University
 - President-Elect – Jennifer Byrd, Nashville State Community College
 - Secretary – Chanell Thomas, Vanderbilt University
 - Member at Large Rep – Isaac Jones, Middle Tennessee State University
 - 4-Year Public Sector Rep – Bill McCord, Middle Tennessee State University
 - Private School Rep – Erin Johnson, Maryville College
 - Proprietary Sector Rep – Randy Cotterell, Mind Body Institute, LLC
 - 2-Year Public Sector Rep – Jamie Hamby, Cleveland State Community College
 - TCAT Sector Rep – Make Voeltzke, TCAT – Nashville

- TASFAA held its first in-person conference since 2019, our Conference Chair Ashley Edens, her committee and I worked hard to make our return to an in-person conference something our members would never forget and we succeeded. Our theme was “Don’t Stop Believin’”. While this is a play on the song by the rock group Journey, it was a message we wanted to instill – this signified Don’t Stop Believin’ that our profession is always working to help the students we serve, Don’t Stop Believin’ that our professional growth is vital to ourselves, our institutions and all the constituents we serve and Don’t Stop Believin’ that the networking and relationships we build within TASFAA only help to make us stronger....our Journey continues!

Conference Details:

- We kept our conference registration fee the same (\$195.00)
- Goal of attendees was exceeded (we had 255 registrants)
- Goal for our annual charity, the Isaiah 117 house, was exceeded and for the first time ever for TASFAA – we raised over \$6,000.00 for our charity

- Goal for vendor sponsorships was exceeded
 - We held a New Aid Officers Workshop on the first day of our conference and had 27 that registered
- Our TASFAA Transition will be July 21 and 22 in Chattanooga, TN
 - TASFAA has one more year committed to the Cool Springs Marriott for our annual conference but we are beginning the process to look outside of the metro Nashville area due to the high cost in that area
 - TASFAA was extremely unhappy with the participation (or lack of) by our Federal Trainers



Southern Association of Student Financial Aid Administrators

Beth Armstrong / Virginia President

Executive Board Report / June 2022

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Activity Summary:

VASFAA did a great job continuing zoom training for its membership this year, and it was well received.

VASFAA voted to outsource part of its Treasurer duties to a bookkeeper. This required a bylaw change (passed) and the bookkeeper will go into full use during the 2022-2023 academic year.

VASFAA voted to updated its logo; we needed a refresh. This is the new logo:



VASFAA had an AMAZING conference. The conference committee did an incredible job. It was a wonderful time to get back in-person; the sessions were great; and, the networking was so much fun.



Southern Association of Student Financial Aid Administrators

Sandy Neel / Special Project – Association Governance

Executive Board Report / June 2022

Committee Members

All are active members of SASFAA

Stephanie Miller, Central Alabama Community College, AL
Runan Evans, Bluegrass Community and Technical College, KY
Brenda McCafferty, ECMC, VA
David Alexander, ECPI University, VA
Michael Morgan, Rhodes College, TN
Cindy May, University of Mississippi, MS

Committee Goals for 2020-2021:

Determine the function of the Association Governance Committee: Develop the committee, determine the combined duties/functions of the committee, determine who should chair the committee, and develop a name that aligns with the duties/functions.

SASFAA LRP and GAP Goal Activity to date:

The LRP/GAP Committee met at the Annual Conference to finalize the recommendation FOR THE Combined LRP/GAP Committee duties. The following is the final version of the recommendation:

The Association Governance Committee's purpose is to ensure for the long-term success of SASFAA. This is accomplished by:

1. Examining the Long-Range Plan Goals and informing the Board of the progress toward meeting the goals. This includes updating the Board throughout the year on successes and opportunities.
2. Evaluating each year the Board's goals to ensure they are in line with (or in support of) the Long Range Plan, the P&P, and the By-Laws of the Association.
3. The Committee will meet at least once a year to evaluate the Board's progress toward meeting goals and providing a helpful encouraging written report (referred to as the GAP Report) of the evaluation.
4. Reviewing the previous year's GAP report before the first Board meeting of the year for recommendations and met goals.
5. Writing/updating the Long Range Plan every 5-years.
6. Reviewing P&P and By-Laws and making recommendations for changes that meet current best practices, the mission and the vision of the Association.
7. Ensuring the Board is following the P&P and By-Laws.
8. Assessing the efforts being made to encourage Diversity (Race, gender, sector, etc.) involvement at all levels and making recommendations to assist in fulfilling the efforts.
9. Reviewing annually the financial stability of the association.
10. Assessing and recommending training opportunities.

Motion/ Action Item(s):

ACTION ITEM

The GAP/LRP Committee Recommends to replace
6.7 in the Policy and Procedure Manual

6.7 Governance and Strategic Planning The Governance and Planning Committee evaluates and monitors the progress of the Association toward meeting its long-range plan and makes recommendations to the Board regarding future goals and objectives. The Committee is chaired by the Past President, preference for two returning committee members and two new committee members, and inclusion of both current and incoming presidents-elect as observers. The committee will support efforts that encourage the integration of strategic planning into the broader perspective of the Association.

The committee will:

- (1) review, monitor and evaluate each committee's annual goals as they relate to the long-range plan and the goals and objectives as approved by the Board;
- (2) monitor progress toward the committee's objectives at the mid-year and the end of-year and report, as appropriate to the Board of Directors;
- (3) ensure that the incoming Board has addressed recommendations as written in the GAP report as part of the annual planning cycle;
- (4) undertake a survey of membership satisfaction two years prior to the completion of the Long-Range Plan;
- (5) provide recommendations for appointment of a Long-Range Planning Task Force two years in advance of the next long-range planning cycle;
- (6) annually update the regional profile for the membership;
- (7) establish a committee list serve, if necessary, and provide updates and evaluations of the long-range plan in the SASFAA Nine News and on the website; and make recommendations to the president and Board of Directors.

With this:

The Association Governance and Strategic Planning Committee's purpose is to ensure for the long-term success of SASFAA. This is accomplished by:

1. Examining the Long-Range Plan Goals and informing the Board of the progress toward meeting the goals. This includes updating the Board throughout the year on successes and opportunities.
2. Evaluating each year the Board's goals to ensure they are in line with (or in support of) the Long Range Plan, the P&P, and the By-Laws of the Association.
3. The Committee will meet at least once a year to evaluate the Board's progress toward meeting goals and providing a helpful encouraging written report (referred to as the GAP Report) of the evaluation.
4. Reviewing the previous year's GAP report before the first Board meeting of the year for recommendations and met goals.
5. Writing/updating the Long Range Plan every 5-years.
6. Reviewing P&P and By-Laws and making recommendations for changes that meet current best practices, the mission and the vision of the Association.
7. Ensuring the Board is following the P&P and By-Laws.
8. Assessing the efforts being made to encourage Diversity (Race, gender, sector, etc.) involvement at all levels and making recommendations to assist in fulfilling the efforts.
9. Reviewing annually the financial stability of the association.
10. Assessing and recommending training opportunities.
11. Establishing a committee list serve, if necessary, and provide updates and evaluations of the long-range plan in the SASFAA Nine News and on the website; and make recommendations to the president and Board of Directors.

ACTION ITEM

For 6.10 of the P&P

The Committee Recommends the following:

6.10 Long-Range Planning

On a five-year cycle, the Long-Range Planning **Governance and Strategic Planning** Committee assesses future goals and objectives to ensure continued viability and effectiveness of the Association in fulfilling its mission. Two years prior to the expiration of the current Long-Range Plan, the Long-Range Planning **Governance and Strategic Planning** Committee shall be formed **work to** develop a strategic plan for continued leadership and fiscal integrity. In developing the Long Range Plan the committee will:

- (1) make recommendations for changing or expanding services, activities and roles of the Association;
- (2) make observations regarding Association trends;
- (3) gather relevant data and information from the membership, Board, member state associations and other relevant organizations and associations to identify potential internal or external threats to the Association; and
- (4) review and assess the Association's mission statement for change on a periodic basis.

To ensure continued assessment the governance and strategic planning committee performs an annual review of the long-range plan. The Association's long-range plan was adopted in February 1996, revised in June 2006, revised in June 2011, revised June 2016, and revised again in Spring 2021. A new long-range plan was adopted in June 2021. **(This was updated to reflect the revisions and adoption of the New Plan)**

Policy & Procedure: Changes/ Recommendations:

The GAP Chair did a quick scan of the P&P and found the following:

SASFAA P&P update

5.7 Immediate Past President

presents a slate of candidates in accordance with the election schedule or calendar for President-elect, Secretary, and Vice President to the Board;

Where is Treasurer?

Activity Summary:

Sandy would like to publicly thank her committee for all the works they did this year and Celena for giving her the opportunity to work on this project.

It has been a pleasure serving on the SASFAA Board this year and to see so many young professionals taking an active role in our association.



**Southern Association of Student Financial Aid Administrators
Shannon Jones/Special Project – Partner Advisory Board
Executive Board Report / June 2022**

Committee Members:

Committee Goals for 2020-2021:

SASFAA LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:

Addendum A

Summary of Proposals for 2023 Annual Conference

Property – Dates Available	Key Concessions	Room Rates	Food & Beverage	Other Information – Concessions etc.
Chattanooga Marriot/Convention Center 2/10/23 -02/15-23	1/40 comp Comp presidential suite Comp hospitality suite 80% attrition 10 upgrades 1040 room nights total	\$169 - \$10 back Master account	\$60,000 DOES NOT INCLUDE ALCOHOL	Parking - \$10, reduced from \$15 Adjacent to convention center Meeting rooms at convention center Estimated meeting space rental \$7,300 Hotel AV minimum is \$1000.00 no outside equipment Designated AV for Convention Center
Marriot Atlanta Buckhead 2/10/23-2/15-23 2/17-2/22 (\$170)	1/45 Comp Comp presidential suite 2 suite upgrades 5 upgraded – M access rooms 3 staff rates \$119 Waived package handling – 10 boxes 80% attrition 1025 room nights total	\$165 - \$10 back to master	\$55,000	Complimentary meeting room with F&B minimum Parking - \$15 (discounted from \$38) 10% discount on AV MMP option at \$135 per person Internet included in meeting room 28 self-park 38 valet
Embassy Suites – Charlotte Concord Golf Resort 2/10/23-2/15-23	1/45 comp 10 staff rates at \$149 Presidential suite at group rate - \$170 10 upgrade guest suites Package handling waived for 20 boxes 6 chef VIP Welcome amenities 80% attrition 1025 room nights total	\$170 - \$10 back to master (Comp breakfast and reception for guests as part of normal stay – unable to facilitate all conference attendees)	\$65,000 Could be 60,000+ 1500 per day if we do not have breakfast (see comp breakfast and reception for guests)	Meeting room charges waived if F&B met 10% off AV Can bring in own AV \$3 parking 8 breakout rooms (up to 50 in each) + general
Knoxville Convention Center/Marriot/Hilton	Continued, p. 48			

Note: In general food has increased, “conference chicken” is running at approx. \$45

Knoxville convention center/Marriot/Hilton 2/3 to 2/8 2023	75% attrition Grande suite at group rate 1-40 comp 6 upgrades to M Club access 6 executive upgraded rooms Grand suite at group rate Connecting double king suite at staff rate	Marriott - \$177, 10 staff room \$157 \$10 rebate (except on staff room)		Parking Valet - \$28; self-parking \$16
	Hilton – 1/50 comp 2 upgrades to executive suites 80% attrition	\$169.00 \$10 back to master		15% discount on self-parking - \$22 Free Wi-Fi
	Convention Center	Meeting space cost - \$8,425	\$65,000	Free Wi-Fi

Sample Meal Cost:

Chattanooga CC - \$20 continental Breakfast, \$45 gallon coffee. Box lunch \$21, Plated Chicken \$28

Charlotte - \$20 continental Breakfast, \$72 gallon coffee. Box lunch \$29, Plated Chicken \$34

Atlanta - \$32 continental Breakfast, \$92 gallon coffee. Box lunch \$36, Plated Chicken \$45

Knoxville CC - \$13.50 continental Breakfast, \$50 gallon coffee. Box lunch \$19.50, Plated Chicken \$28.50