

Southern Association  
of Student Financial  
Aid Administrators  
February 2023



Agenda and  
Board Reports

Prepared by Secretary Nicole Patrick

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**AGENDA  
SASFAA Board Meeting  
February 2023  
Chattanooga, Tennessee**

*Friday, February 10*

<i>6:00 PM</i>	<i>Dinner</i>	<i>Meet in the lobby</i>
<i>6:30 PM</i>		<i>The FEED Co. Table &amp; Tavern</i>

*Saturday, February 11*

<i>8:00 AM</i>	<i>Continental Breakfast</i>	<i>Plaza A</i>
	<i>Board Picture</i>	
<i>9:00 AM</i>	<i>Board Meeting</i>	<i>Plaza A</i>
	Call to Order	Michael Morgan
	Roll Call / Establish a Quorum	Nicole Patrick

*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 Items* Michael Morgan

*Action Item: Approval of minutes of October meeting of the board.*  
*Action Item: Approval of minutes of November nominations meeting of the board.*  
*Action Item: Approval of minutes of December e-meeting of the board.*  
*Action Item: Approval of minutes of January e-meeting of the board.*

*Action Item:* Board position descriptions Celena Tulloss

*Action Item:* Approval of 2023 NAOW Staff Leigh Ann Hussey

- Instructors – Beth Armstrong, Daniel Barkowitz, LaShanda Chamberlain, Rockey Christenson, Charlotte Cole, Michael Gantt, Zilma Lopes, Jaime Missimer, Megan Smith (alternate), Michelle Standridge, Angela Tate
- \*Business Partners – Chansone Durden (Earnest), Holly Johnson (Discover)
- Approval of 2023 NAOW Registration Fee

*Action Item:* RECOMMENDATION: Based on the current registrations of 377 and 31 business partners, this should be considered when choosing the location of next year’s conference. Stephanie Miller  
 RECOMMENDATION: Add to the P&P and/or Conference Manual – The last date to cancel a registration should coincide with the last day to register online for the annual conference.

*Action Item:* Discussion of SASFAA Diversity Leadership Program Jacquelyn LeSueur

- Applicants who submitted for both the NASFAA DLP and SASFAA DLP
  - (a) Adding a question on the SASFAA DLP application for the applicant to select if they are planning to apply for the NASFAA DLP.
- NASFAA announces their DLP participants in December/January. SASFAA names our DLP participants in July/August

*Action Item:* Site Proposal for 2024/2025 Joan Bailey

*Action Item:* The P&P changes in board report. Sandy Neel

Round of Successes (2-3 minutes each) All

**12:00 PM**

**Lunch Plaza A**

New Business Michael Morgan

Old Business Michael Morgan

Adjournment Michael Morgan



Southern Association of Student Financial Aid Administrators

Michael D. Morgan / SASFAA President

Executive Board Report/February 2023

### **Executive Board**

#### **Goals for 2022-2023:**

The goals for this year were birthed out of the discussion and interaction during the transition meeting and the recognition of the importance of reflection and to move forward boldly. Organizations such as SASFAA must ask what value we provide that we might...

- Increased attendance at annual conference
- Increase membership and volunteerism
- Increase sponsorship
- Increase collaboration opportunities between states and region

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

None at this time

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

None at this time

#### **Activity Summary:**

Attended NASFAA Board in Scottsdale, AZ as an observer. Submitted a report highlighting the accomplishments of the association which included the initiatives and goals of each of the states as provided from the October SASFAA reports.

Attended the NASFAA Board e-meeting on Feb. 1 in which hear are som highlights of the topics discussed;

- College Price Transparency
- Course Program of Study
- How NASFAA can best support the state and regional FAAs
- Taskforce updates:
  - Examining FWS
  - Leadership Task Force
  - Advancing the Profession
  - Supporting Under resourced schools

Thank you to all of the hard work of the committees for putting together an incredible pre-conference and conference events. Thank you to all the states who have donated their time expertise and the talent of their membership to support SASFAA this year.



Southern Association of Student Financial Aid Administrators

Daniel T. Barkowitz, President-Elect

Executive Board Report / February 2023

### **Committee Members**

- Conference Co-Chairs for 2024: Melanie Gillespie (SC) and Gail Muse-Beggs (AL)
- Working on names for other roles for 2023-24 year

### **Committee Goals for 2022-2023:**

- My main goal this year is to support President Morgan in realizing his vision for the association.
- I will also work to create a sense of community among the Presidents-Elect for the SASFAA states to ensure a speedy transition in July 2023.
- I will begin planning for 2023-24 year, including setting theme, working on conference planning and event planning and logistics.
- I will be involved in the Association Governance and Strategic Planning Committee.
- I will represent SASFAA at various events throughout the year including several state conferences, NASFAA Leadership Conference, and the NASFAA Conference.
- I will work on establishing a draft budget for 2023-24 for review by the Board and Budget Chair.
- In consultation with the President and Past President, I will complete any other tasks as assigned.
- Complete a thorough review of the Policy and Procedures Manual to ensure that current practices are reflected in the document.

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

- Under Goal 4 (The SASFAA Board of Directors (elected and appointed) should be reflective of the diversity of the organization, be knowledgeable financial aid practitioners, Involved, engaged and committed to the success of the organization):
  - Established the SASFAA President-Elect State Swap schedule
  - Reached out to all 9 state presidents-elect to encourage community building among the group.
  - Built schedule for State President-elect training at SASFAA Conference

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

None

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

None

**Activity Summary:**

- Selected Conference Co-Chairs for 2024 Conference.
- Worked with Site Coordinator to begin focusing on site locations for 2024 conference.
- Reached out to 9 state presidents-elect to determine conference schedule for 2022-23 and to establish state swap schedule.
- Shared state swap schedule with the current state presidents
- Will be attending CNAR (College Needs Analysis Roundtable) in October, and serving on College Board's Higher Ed Colloquium Planning Committee from 2022-25.
- Serving as instructor for SASFAA's Management Institute with a presentation with Phillip Hawkins on Work/Life Balance
- Worked on identifying all possible membership institutions for our 9 states and the CFOs, DFAs, and Presidents of each school for possible outreach to all.
- Assisting with changes to Website as needed
- Serving as member of FASFAA's Fiscal Affairs Committee
- Presented on upcoming FAFSA changes to all Florida High School guidance officers (two virtual presentations co-sponsored by Florida College Access Network, FASFAA, and Florida High School Counselor Association) and to Florida Philanthropic Network (FPN) Innovation Scholarship Working Group.
- \*NEW – Made final arrangements and built schedule for SASFAA State Presidents Elect Workshop at the SASFAA Conference
- \*NEW – Serving as faculty member for SASFAA's New Aid Officer Workshop and part of planning group
- \*NEW – Making arrangements with VASFAA and MASFAA to join them for their state conferences
- \*NEW – Offering several sessions at the SASFAA Conference as well as speaking as part of the Directors Summit pre-conference
- \*NEW – Offering remarks as part of passing the gavel at the SASFAA Conference
- \*NEW – Working with Conference Chair for 2024 conference and Site Selection Chair to determine site for 2024 Conference
- \*NEW – Working on committee assignments and roles for 2023-24 SASFAA Board
- \*NEW – Attending NASFAA Leadership Conference pathway on Association Governance as incoming SASFAA President

**Submitted with gratitude,**

DANIEL T. BARKOWITZ



Southern Association of Student Financial Aid Administrators

Celena Tulloss / Past President

Executive Board Report/February 2023

**Committee Members:** Nominations and Elections/Awards- Dr. Jim Theeuwes  
Katie Conrad  
Angela Tate  
Rhonda Bryant  
Megan Smith  
Zilma Lopes  
Carolyn Sparks  
Jeff Norrod  
Beth Armstrong

**Committee Goals for 2022-2023:**

- Solicit nominations and present a full slate of candidates for the SASFAA election
- Solicit award nominations and present to the Board
- Continue work on position descriptions for Board approval

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

- Continued work on position descriptions
- Created a SASFAA Past President Facebook group
- Sent the Call for Nominations and Awards to the SASFAA membership
- Presented a full slate of election candidates and award nominees to the Board for consideration
- Announced the election to the SASFAA membership
- Provided the selected name to NASFAA for the Regional Leadership Award
- Opened the SASFAA election

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



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

Position descriptions: Attached is a sample position description from 2022. All elected positions and committee chairs should provide a position description for review no later than the June 2023 board meeting.

**P&P 9.2.3 Officer Plaques**

“The current president distributes awards. The president typically receives recognition following the conclusion of the term of office. The president may designate when to receive the president’s plaque.”

Current practice has been that a President receives their plaque at the conclusion of the Past-President year (year 3). Because of this, the Past-President is tasked with procuring their own award. The current plaque only reflects the one year of service as President. To mirror the SASFAA states, the committee recommends that the plaque be presented at the end of the Presidential year, when the gavel is passed to the new President. The board should consider whether the plaque should reflect the 3 years of a Presidential term, as Vice-President, Treasurer and Secretary reflect multiple years of service.

**Activity Summary:**

- Attended the NASFAA Board Meeting via Zoom, October 26, 2022
- Attended the NASFAA State and Regional Investors Call via Zoom, December 2, 2022
- Attended the NASFAA Board Meeting, Scottsdale, AZ, December 5, 2022
- Attended the NASFAA Board Meeting via Zoom, February 1, 2023
- Call for Nominations email was sent to the listserv in September 30, 2022 with a deadline of October 21,2022. The ballot was presented and accepted by the Executive Board during the October 24, 2022 board meeting for candidates for President-Elect, Vice President and Treasurer.
- An election announcement was released to the membership on January 5, 2023 presenting the candidates. Election website information for each candidate was posted to SASFAA’s website in January.
- Election polls opened for active, paid, and qualified SASFAA members on February 4, 2023 and will close on February 14, 2023 at 3:00 p.m. EST. In accordance with the SASFAA Policies and Procedures Manual, the election process will be conducted as follows:
  - Election polls opened on February 4, 2023. Voting is open to current active, paid, and qualified SASFAA members until poll closing on February 14, 2023 at 3:00 p.m. EST.
  - Eligible members should look for a link to vote arriving via email at poll opening. This emailed ballot will contain a unique voter key link directing voters to the election host site, Election Buddy.
  - Candidates will be introduced at the opening business session at the 2023 Annual Conference in Chattanooga, TN. Election results will be announced during the business meeting held on Wednesday morning, February 15, 2023. The Nominations and Elections Committee sincerely appreciates each candidate’s willingness to run and commitment to serve if elected.

Special thanks to Jennifer Davis and Zach Christian for their work on the Election Buddy system.

## **President Job Description and Expectations**

**Purpose:** The President serves as the chief executive officer of the association and presides at all Board and business meetings.

### **Major responsibilities:**

- Provides leadership and direction to all activities of the Association, the Board and all standing and ad hoc committees
- Represents SASFAA as an observer in the Board meetings of the National Association of Student Financial Aid Administrators, Inc. (NASFAA), serves as an alternate voting member in the absence of the SASFAA Past President if approved by the NASFAA Chair, provides reports of NASFAA activities to the SASFAA Board and publishes reports in the SASFAA Nine News or on the website as appropriate
- Selects all committee chair and liaisons. Works with committee chairs on finalizing committee members
- Serves as ex-officio member of all committees except Nominations & Elections.
- Approves expenditures and has authority to pay bills
- Submits a written annual report on the year's activities to Association members by June 30th
- Represents SASFAA at selected SASFAA affiliated state meetings
- Use the Long-Range Plan and the Governance and Planning Committee's recommendations in establishing the goals and objectives for the year, while adding personal goals that are approved by the Board. The goals should be given to each Board member no later than two weeks prior to the first Board meeting following the transition meeting.
- In coordination with the President-Elect and Past President, conduct an annual evaluation of the Bookkeeper to be presented to the SASFAA Board of Directors.

### **Length of term:**

Three years, one year as President-Elect, one year as President, one year as Past- President

### **Meetings and time commitment:**

**SASFAA Board Meetings-** Customarily, four meetings of the Board are conducted each fiscal year.

- An initial meeting may be held in late summer or early fall (Generally July/August).
- A late fall meeting may be held generally at the site of the coming annual conference (Generally October).
- A meeting may be held in conjunction with the annual conference (February).
- A final, transitional Board meeting may be held in the late spring or early summer (Generally June).

**NASFAA Board Meetings-**

- National Conference (June/July)

- November board meeting
- Regional Association Presidents Caucus (January)
- February/March board meeting

**State Conferences-**

The SASFAA President-Elect, President and Past-President generally split the 9 state conferences so there is representation at each state.

**SASFAA Conference-**

The SASFAA President chairs the full membership meeting in conjunction with the annual conference (February)

**Other-**

- New Aid Officer Workshop- President attends to give welcome or for graduation
- SASFAA Financial Review
- Site selection visits (as needed)



Southern Association of Student Financial Aid Administrators

Leigh Ann Hussey / Vice President

Executive Board Report/February 2023

### **Committee Members**

Management Institute – Sandy Neel (Chair), Kathy Bialk, Heather Boutell, Michael Gantt  
New Aid Officer Workshop – Katie Conrad (Curriculum Coordinator), Carolyn Sparks (Site Coordinator)  
Director’s Summit – David Alexander (Chair)  
Webinar – Zilma Lopes (Chair)

### **Committee Goals for 2022-2023:**

Host a Management Institute in October  
Host 2 pre-conference workshops (Director’s Summit and a NASFAA credential)  
Host the New Aid Officer Workshop in June  
Host 4 to 6 webinars

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

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

- Approval of 2023 NAOW Staff
  - Instructors – Beth Armstrong, Daniel Barkowitz, LaShanda Chamberlain, Rockey Christenson, Charlotte Cole, Michael Gantt, Zilma Lopes, Jaime Missimer, Megan Smith (alternate), Michelle Standridge, Angela Tate
  - Business Partners – Chansone Durden (Earnest), Holly Johnson (Discover)
- Approval of 2023 NAOW Registration Fee

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

None at this time

#### **Activity Summary:**

NAOW Planning is in full swing. The staff has a retreat planned for March 17-19 in Spartanburg, and we will also have a planning meeting on Monday at lunch during the conference. We will also have a table set up in the vendor

area at the conference to promote NAOW attendance. The webpage is live, and registration will open once the board approves the registration fee.

While we were disappointed to cancel the SASFAA Pre-Con DEI session, we have great registration numbers for the remaining workshops.

Pre-Conference Registration (as of 2/1/23)

Director's Summit – 16 attendees, 8 sponsors)

Pell Credential – 11 attendees

NASFAA FAAC – 20 attendees



Southern Association of Student Financial Aid Administrators

Nicole Patrick / Secretary

Executive Board Report/February 2023

**Committee Members**

Sarah Dowd

Nancy Ferguson

**Committee Goals for 2022-2023:**

- \*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
- \*Set up rules of engagement, confidentiality agreement, and conflict of interest forms for electronic submission

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

n/a

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

n/a

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

n/a

**Activity Summary:**

- \*Completed minutes for October 22 meeting
- \*Completed minutes for November virtual meeting
- \*Completed minutes for December e-meeting
- \*Completed minutes for January virtual meeting



Southern Association of Student Financial Aid Administrators

Sarah Baumhoff/Treasurer

Executive Board Report/January 2023

**Committee Members**

**Committee Goals for 2022-2023:**

- Ensure that the Guide To Financial Management has been updated in all sections for the Treasurer and Bookkeeper
- Ensure that the roles have been clearly defined for the Treasurer and Bookkeeper
- Ensure the website is updated with all needed information
- Work closely with Budget and Finance

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

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

None

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

None

**Activity Summary:**

1. After our taxes were filed in November, and we received the invoice, I noticed that what we're paying to have our taxes completed seems high. I asked the other regions and states within SASFAA what they are paying. I will be taking this information to Budget and Finance with a recommendation that we bring to the Board in June the possibility of using a new accounting firm. EASF AA has highly recommended the firm they work with. As some of you may remember, we are not having reviews completed each year

because of the expense to the association, however, we may be able to revisit that topic if we were using a different firm.

<b>Association</b>	<b>Amount Paid for Taxes</b>	<b>Notes</b>
SASF AA	\$4,143.75	Taxes Only
MASF AA	\$750.00	
EASF AA	\$4,150	Included Compilations for pandemic years. Full review highest price \$6500
WASF AA	\$1,260	
SWASF AA	Completed by Treasurer	
AASF AA	\$760	
FASF AA	\$1,800	

2. We need to ensure that when we are establishing registration fees and dates, that we also include the last date for a refund and cancellations and that these dates are published.
3. Banking Situation – We will need to ensure that there is a branch of our banking institution in the location where the transition meeting is held. While I am still researching, based on feedback from state treasurers, many banks are requiring everyone to appear in person, together, to update the signature cards on accounts. Truist requires all signers to be present. Jeff Dennis will be coming to Chattanooga so we can get this information updated with the bank, in person. Truist required all signatories to be present at the same time. Truist also requires anyone who will need a credit card to also be a signer on the account. I will work with Budget and Finance to bring a recommendation to the Board if we need to review changing our banking institution.





Southern Association of Student Financial Aid Administrators

Jenelle L. Handcox/ Budget and Finance Committee Chair

Executive Board Report/February 2023

**Committee Members**

- Proposed Committee Members

Ayers, Bill	Lender	Florida
Buchanan, Amanda	4 Year Public	North Carolina
Dill, Marian	4 Year Private non-profit	Tennessee
Walton, Arlisha	4 Year Private non-profit	Mississippi
Woodous, Keisha	4 Year Public	Virginia

**Committee Goals for 2022-2023:**

- Assist President in preparing and monitoring zero-based budget
- Assist President and Treasurer with financial oversight
- Refine/define the duties and responsibilities between the Treasurer and Bookkeeper to ensure that both positions remain relevant to the Association in terms of workload and service to SASFAA

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

- Initial 2223 operating budget has been approved
- 2223 operating budget posted to website

**Allocation of Assets:** See balance sheet below

Operating Funds (15-25% target) – Bank Accounts	\$ 278,749.17	Currently 24%
Short Term (30-45% target) – Advisory Solutions	\$ 475,112.61	Currently 41%
Long Term (30-45% target) – Charles Schwab	\$ 406,445.11	Currently 35%

Fund allocations currently meet the established guidelines. Based on the existing market conditions and current limited cash flow needs, no funds will be transferred at this time.

**Discretionary Funds:**

Current Assets (including bank accounts)	\$ 1,160,307
Prior Year Ending Budget	\$ 297,046
Outstanding Contractual Agreements	\$ 287,438
Balance	\$ 575,823
20% maximum transfer from assets	\$ 115,165

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

- None

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

- None to report

**Activity Summary:**

- Officer names, contact information and signatures updated with Edward Jones and Charles Schwab.
- Monthly detailed expense reports are scheduled on the 20<sup>th</sup> of each month. Elected Officers and Committee Chairs will receive this information via email throughout the fiscal year. The emails are auto-generated with SASFAA as the sender. Officers and Chairs should review the reports monthly and inform me of any discrepancies.
- Monthly Budget vs. Actuals reports are scheduled on the 16<sup>th</sup> of each month. All Executive Board members will receive this information via email throughout the fiscal year. Board members should review the report in order to serve as diligent stewards of the dollars entrusted to you.

**Outstanding Contractual Obligations:**

- **Chattanooga Marriott Downtown**, Annual Conference, 2/10/2023 – 2/15/2023, \$208,058
  - Room rate is \$169 plus 17.25%
  - 1050 contracted room nights
  - \$0 banquet food and beverage minimum
  - \$10 rebate per room, per night will be credited to the master account
  - 1/40 complimentary room ratio
  - Meeting room rental fees waived
  - Complimentary Presidential Suite during contract dates
  - Complimentary Governor’s Suite during contract dates
  - M Club upgrade & VIP amenities to 10 guests
  - Complimentary access to fitness center & pool deck with room key
  - Complimentary basic Wi-Fi in guest rooms & meeting space
  - Allowed to bring our own AV equipment with no additional fee
  - Group rate available 3 days pre/post subject to availability
  - Self-parking discounted to \$10 per night
  - Attrition at 80%
  - Marriott Reward points for designated official

**Total liability: \$208,058**

- **Chattanooga Convention Center**, Annual Conference, 2/12/2023 – 2/15/2023
  - Complimentary Wi-Fi
  - \$40,000 food and beverage minimum
  - If food and beverage revenue is at least \$60,000, space rental discounted by 50%
  - \$1500 non-refundable deposit paid in July 2022

**Total liability: \$14,535**

- **Levy Premium Foodservice**, Annual Conference, 2/12/2023 – 2/15/2023
  - Exclusive food and beverage provider for the Chattanooga Convention Center
  - \$40,000 food and beverage minimum

**Total liability: \$40,000**

- **Embassy Suites by Hilton Orlando – Lake Buena Vista Resort, 2023 Transition Meeting, 6/16/2023 – 6/19/2023, \$17,105**
  - Room rate is \$159 plus 12.5%
  - 85 contracted room nights
  - \$1900 food and beverage minimum
  - Resort fee waived; includes Wi-Fi, Disney World shuttle
  - 1/40 complimentary room ratio
  - Complimentary meeting space
  - Group rates available 2 days pre and post meeting dates, based on availability
  - Discounted self-parking rate of \$12.00 (reduced from \$17.00)
  - \$1500 non-refundable deposit paid in November 2022

**Total liability: \$17,105**

- **SCHED, Conference Mobile App, \$1,600**
  - Annual subscription
  - 3 events
  - 1000 attendees per event
  - Paid in November 2022

**Total liability: \$1,600**

- **AC Hotels by Marriott Spartanburg, NAOW Retreat, 3/17/2023 – 3/18/2023 (Pending Presidential Signature), \$6,140**
  - Room rate is \$209 plus 13%
  - 26 contracted room nights
  - Complimentary Wi-Fi
  - Complimentary parking

**Potential liability: \$6,140**

**Balance Sheet:**

- The Balance Sheet as of January 26, 2023 is provided below:

# Southern Association of Student Financial Aid Administrators

Balance Sheet  
As of January 26, 2023

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
2 BB&T Checking-ACH Only	100.00
BB&T Checking	227,886.24
BB&T Savings	47,919.58
Edward Jones-Money Market	2,843.35
<b>Total Bank Accounts</b>	<b>\$278,749.17</b>
Accounts Receivable	
Accounts Receivable	0.00
<b>Total Accounts Receivable</b>	<b>\$0.00</b>
Other Current Assets	
Advisory Solutions 20/80 @ Edward Jones	475,112.61
Charles Schwab (NASFAA)	406,445.11
Undeposited Funds	0.00
<b>Total Other Current Assets</b>	<b>\$881,557.72</b>
<b>Total Current Assets</b>	<b>\$1,160,306.89</b>
<b>TOTAL ASSETS</b>	<b>\$1,160,306.89</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	757,980.87
Retained Earnings	246,090.64
Net Income	156,235.38
<b>Total Equity</b>	<b>\$1,160,306.89</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,160,306.89</b>

Cash Basis Thursday, January 26, 2023 03:55 PM GMT-05:00



Southern Association of Student Financial Aid Administrators

Stephanie Miller – Conference Committee Chair

Executive Board Report/February 2023

### **Committee Members**

- AL: Gail Beggs, Coastal Alabama Community College (2-year, public) - 2024 Conference Co-Chair
- AL: Audrey White, University of Alabama Birmingham (4-year, graduate, public)
- FL: Dameion Lovett, University South Florida (4-year, graduate, public)
- GA: Aria Simmons, Georgia State University (4-year, graduate, public)
- KY: Michelle Standridge, Spalding University (4-year, private)
- MS: Jacquelyn LeSueur, Mississippi State University (4-year, public) - SASFAA Global Issues Chair
- NC: Zilma Lopes, Robeson Community College (2-year, public) New
- SC: Melanie Gillespie, Tri-County Technical College (2-year, public) - 2024 Conference Co-Chair
- TN: Reed Allison, Chattanooga State Community College (2-year, public) - 2023 Conference Local Arrangements
- TN: Amy Wood, Tennessee State University (4-year, public, HBCU)
- VA: Chad Sartini, Virginia Tech (4-year, graduate, public)
- Conference Chair: Stephanie Miller, Central Alabama Community College (2-year, public)
- Ex-officio Committee Members (Conference Handbook Section 3 & Policy & Procedure 11.1.4):
  - Treasurer: Sarah Baumhoff (Policy & Procedure: 5.5.7)
  - Business Partner/Sponsorship Chair: Geoffrey Stam
  - Membership Chair: Zachary Christian
- Ad Hoc Committee Members (Conference Handbook Section 3):
  - President: Michael Morgan (Policy & Procedure: 5.2.4)
  - Vice President: Leigh Ann Hussey (Policy & Procedure: 5.4.4)
  - Equity, Inclusion, and Global issues Chair: Jacquelyn LeSueur
  - Electronic Services Chair: Jennifer Davis (Policy & Procedure: 6.5.3)
  - Site Selection Chair: Joan Bailey
  - Conference Chair-Elect: Gail Beggs & Melanie Gillespie
  - Local Arrangements: Reed Allison
  - Business Partner Liaison: Brenda Brown

### **Committee Goals for 2022-2023:**

#### **Policy & Procedure: 6.6**

The Conference Committee plans the Association's annual conference that includes training, professional development and networking activities. To achieve these goals, the committee will:

- coordinate conference activities with the professional advancement, Budget and Finance, Membership and Local Arrangements Committees;

- This will be ongoing throughout the end of the conference and final billing
- solicit proposals to develop general and interest sessions and secure speakers that appeal to the various sectors and experience levels of the membership;
  - Conference call for sessions was solicited via email and google form
  - Conference sessions were reviewed to ensure appeal to various sectors and experience.
    - While not advertised, the conference does have a director track with a director level session in every concurrent session block.
- review evaluations from the prior year conference to assess interest and need for appropriate adjustments for current conference plans;
  - This was completed during conference planning.
- plan pre-conference workshops and seminars that address the needs of different segments of the membership;
  - Leigh Ann, SASFAA VP, chose pre-conference workshops for certification of members. NASFAA offered SASFAA to host the inaugural NASFAA FAAC ® Training Session.
- assist in developing the conference budget and adhere to the approved budget;
  - The budget was developed based on last year's expenses. This year we have increased expenses with the 60<sup>th</sup> anniversary, the 'big game', and the Valentine's Day in addition to an increase in the number of attendees and business partners.
- secure volunteers to help perform the duties of the committees;
  - The Conference Committee has solicited assistance from the membership.
- maintain all related correspondence and materials; (8) prepare a conference evaluation for use by the next conference chair;
  - Our mobile app, SCHED, will allow a brief 'real time' session evaluation that will be provided to the 2024 Conference Co-Chairs.
- provide conference announcements, news articles and promotional materials to the Communications and Outreach committee for publication to the membership;
  - Announcements have been distributed by email and social media.
- report on activities and present reports to the Board
  - Ongoing

#### **Policy & Procedure: 5.3 President Elect**

- (3) conducts an orientation session at the annual conference for state Presidents-elect
  - The State President-Elect Workshop will be hosted as a pre-conference session on Sunday, February 12, 2023.

#### **Policy & Procedure: 5.5 Treasurer**

- (7) serves as ex-officio member to the Annual Conference Committee, the Budget and Finance Committee, and all other committees associated with professional development training;
  - The Treasurer is an ex-officio member for the Annual Conference

#### **5.6 Secretary**

- (8) prepares and submits meeting minutes with supporting documents and publications, including annual conference programs, special reports, and membership directories to archives;
  - The Conference Committee Chair will ensure the Secretary receives a copy of the annual conference program for the minutes and archives.

#### **6.8 Legislative Relations**

- (6) Assist conference committee in planning interest sessions for the annual conference on legislative or regulatory issues including those affecting state grant or support agencies;
  - The Conference Committee worked with the Legislative Relations Chair to host a session during the annual conference; however, the Legislative Chair decided a webinar would best suit the goals of the Legislative Relations Committee.

### **6.11 Membership**

- (1) work with the treasurer and electronic services chair in developing membership forms and provide input to the conference chair to develop conference forms.
  - The Conference Committee worked with the Membership Chair to assist with the name badges and numbers for the silent auction.

### **6.16 Business Partner**

- (4) serve as the liaison to the conference committee for sponsorship needs and effective use of Sponsor or spaces;
  - The Conference Committee has worked hand in hand with the Business Partner/Sponsorship Chair

#### **6.16.1 Business Partner**

- The conference chair will attempt, provided adequate space is available, to ensure that conference breaks and/or continental breakfasts will be held in the sponsorship area.
  - The Conference Committee has worked hand in hand with the Business Partner/Sponsorship Chair to provide space and breaks in the sponsorship area

### **6.19 Equity, Inclusion, and Global Issues**

- Provide recommendations to the Conference Committee for pertinent subject matter and training for conferences regarding diversity. Provide pertinent information via the SASFAA website, e-mail, and SASFAA Nine News regarding multicultural matters.
  - The Equity, Inclusion, and Global Issues Chair is a member of the Conference Committee and provided sessions for the conference.

### **8.1.3 Annual Conference Program**

- The annual conference program will be distributed to each person who attends the annual conference and should include the following information:
  - a. letter from the President;
    - Included
  - b. letter from the Conference Chair;
    - Included
  - c. names of members of the current elected officers, state association presidents, committee chairs, liaisons, members of the conference committee, and members of the local arrangements committee;
    - Included
  - d. daily schedule of sessions, events and activities;
    - Included
  - e. brief description of each of the sessions, events and activities;
    - Included
  - f. names and titles of speakers, moderators and presenters;
    - Included
  - g. locations of sessions, events and activities;
    - Included
  - h. diagrams showing the locations of the sessions, events and activities;
    - Included

- i. brief biographical sketches of persons providing major addresses or presentations;
  - Included
- j. announcement of the dates and location of the subsequent year's conference.
  - The upcoming location has not been voted on by the board at the time of program publication.

## 10.2 Conference, Events and Workshop Fees

- The Annual Conference Fees
  - The Budget and Finance Chair will consult with the Conference Committee to propose the annual conference budget. The annual conference budget will consider the annual conference fee, anticipated participant and sponsorship revenues, hotel and event contractual obligations, and other related income and expense items.
    - The Executive Board discussed the fees, obligations, and income and expenses to determine the fee structure for the annual conference.

## 11.1 Conferences and Conference Planning

- 11.1.1 Training at the Annual Conference The conference committee will coordinate all training activities held in conjunction with the annual conference.
  - Complete
- 11.1.4 Ex-Officio Members Ex-officio members to the conference committee are the treasurer, Business Partner Chair, and membership chair.
  - All of the above were included as ex-officio members of the Conference Committee.

## 11.6 Honoraria

- 11.6.1 Annual Conference Honoraria shall be paid by SASFAA and charged to the annual meeting account for speakers and presenters, upon recommendation of the conference chair and approved by the president and treasurer.
  - Several honoraria will be paid for presenters at the annual conference.

## LRP and GAP Goal Activity to date:

- **Section 1:**
  - **The elected board and committee chairs shall continuously review P&P.**
  - **Board and Committees chairs shall document their review of the P&P**
    - Reviewed the P&P – Completed 06/15/2022
  - **All efforts should be made to fully vet members who are considered for committees.**
  - **Provide for the needs of all sectors.**
    - Selected committee members from a variety of sectors to provide to the Executive Board for voting and approved at the July Board Meeting 07/27/2022-07/28/2022
    - Conference sessions consider public, private, 2-year, 4- year, public, private and graduate/professional schools. Sessions also include clock to credit hour calculation, ‘Ask A Colleague’ with multiple SIS software and regulations. General and concurrent sessions will be given by FSA, NASFAA and the membership that will cover hot topics such as new COA regulations, and FAFSA Simplification.
  - **Provide services and resources that meet the needs of all sectors.**
    - Conference sessions consider public, private, 2-year, 4- year, public, private and graduate/professional schools. Sessions also include clock to credit hour calculation, ‘Ask A Colleague’ with multiple SIS software and regulations. General and concurrent



sessions will be given by FSA, NASFAA and the membership that will cover hot topics such as new COA regulations, and FAFSA Simplification.

- **Section III:**
  - **Continue to use evaluation feedback, membership surveys and national trends to develop training topics and programs.**
    - With the use of the SCHED mobile app, sessions will be evaluated in ‘real time’ by a brief choice of session usefulness and a section for comments.

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

- RECOMMENDATION: Based on the current registrations of 377 and 31 business partners, this should be considered when choosing the location of next year’s conference.
- RECOMMENDATION: Add to the P&P and/or Conference Manual – The last date to cancel a registration should coincide with the last day to register online for the annual conference.

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

- P&P Section 12: Association History should be updated in the P&P to reflect the Conference location.
- The Conference Committee would like to recommend that the Conference Handbook reflect that the President chooses the charity keeping in mind the location of the conference.
  - This will be added to the Conference Handbook (October Board Meeting Report)
  - The as reasonable expense for the hospitality suite alcohol will also be added. (New item)

**Activity Summary:**

- The committee has met each month on the last Monday of the Month since August and meetings each Monday starting January 23, 2023.
- As of today, we have 377 people registered with 12 past presidents planning to attend. In addition, we have 31 Business Partners.
- Special guests include:
  - Arva Thomas, FSA,
  - Heidi Carl, Regional President Swap
  - Brad Barnett, NASFA National Chair
  - Justin Draeger, NASFAA
  - Dana Kelly, NASFAA
  - Helen Faith, NASFAA National Chair Elect (session presenter)
  - Mainstream, Jazz Band
  - Singers of Lee
  - UTC ROTC
- We have informative sessions and evening celebrations planned to promote learning, relaxation, and our 60<sup>th</sup> anniversary.
- Upon conclusion of the conference, attendee names and emails will be sent to FSA (per their request) for session evaluation.



Southern Association of Student Financial Aid Administrators

Geoff Stam / Sponsorship Chair

Executive Board Report/January 2023

### **Committee Members**

The selection process in progress

### **Committee Goals for 2022-2023:**

In collaboration with the Special Projects Chair (Business Partner Liaison), will contribute to meeting our 2022-23 goals:

- Increase attendance at the annual conference
  - Support the Conference Committee with the 60<sup>th</sup> Anniversary celebration.
  - Cultivate business partners to contribute to the annual conference's success.
- Increase Membership and Volunteerism
  - Provide Value of Membership – Growing the “WE” culture! Business Partner members are valued as members and can volunteer and contribute in the same manner as institutions.
  - Collaborating with the other SASFAA Committees to cultivate connections to SASFAA Legacy – former leaders and members that have retired or are not as active in the association.
  - Creation of Business Partner presence on the SASFAA website
- Increase Sponsorship
  - Develop partnerships for repeat and new sponsorships to support SASFAA professional development opportunities and events
  - Redesign of the Business Partner Services Directory
- Increase collaboration opportunities between state and region
  - Utilize state sponsorship or business partner liaisons in committee

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

In the progress of creating goals and objectives and keep in mind the most recent SASFAA’s Strategic Long-Range Plan and assessment by the 2021-22 GAP Committee.

#### ***SLP I: Organizational Structure***

*GOAL 1: By-Laws* – As an appointed member of the Board of Directors, the Sponsorship Chair will complete the annual review of by-laws.

*GOAL 3: Policies and Procedures (P & P)* – As an appointed member of the Executive Board, as the Sponsorship Chair will support the review of the P & P and contribute to the documentation of review and updates or revisions to the P & P.

*GOAL 4: Board of Directors* – As an appointed member of the Board of Directors, as the Sponsorship Chair will incorporate the President and SASFAA’s vision in developing the committee's goals and objectives for the year and recommendations for subsequent years.

*GOAL 5: Committees*– As the Sponsorship Chair will:

- provide the composition of the committee members for Board approval and to be included in the President's annual report.
- Provide any updates to committees making updates to By-Laws and P & P.

*GOAL 7 & 8: Membership* – As the Sponsorship Chair will support the goals of increasing membership and expanding the benefits, services, and resources to all members. We will emphasize growing a “WE” culture so that business partners are seen as valued members.

### ***SLP II: Communication/Collaboration***

*GOAL 9: Communication* – As the Sponsorship Chair, in collaboration with the Special Projects Chair (Business Partner Liaison) will establish communication with Business Partners/Sponsors to disseminate:

- our goal and objectives for the year
- “Value” of business partners – value as SASFAA members (volunteer, trainer, advocacy, etc.), and the value of products and services to our institutional members.
- Share Sponsorship Opportunities
- Share SASFAA Events Calendar
- Share SASFAA 60<sup>th</sup> Anniversary Celebrations (i.e. conference, etc.)
- Share Committee Members with Business Partners/Sponsors
- Share special projects and how they can contribute

### ***SLP III: Professional Development***

Collaborate with SASFAA Committees (i.e. Professional Development, Conference, etc.) to utilize Business Partners/Sponsors and resources to support professional and leadership development. Consider incorporating a special project to complement SASFAA training events. It is imperative to bring more business partners into the fold and allow them to share their talents, expertise, resources, and volunteerism with SASFAA.

*GOAL 10: Professional Development* – Support both SASFAA and collaborative training opportunities amongst member states, sister regional organizations, and NASFAA. This may include and is not limited to business partner sponsorship, volunteers, presenters, moderators, and instructors, to support SASFAA training events.

*GOAL 11: Leadership Development* – Support leadership development opportunities. This may include and is not limited to business partner sponsorship, volunteers, presenters, moderators, instructors, etc. to support SASFAA leadership events.

### ***SLP V: Policy Advocacy***

*GOAL 17: Educate membership on legislative advocacy.*

*GOAL 18: Provide opportunities for legislative advocacy.*

*GOAL 20: Provide for congressional visits when needed and included in the budget.*

Collaborate with Business Partners to volunteer to serve on committees or support (i.e. production of annual legislative guide, communications, training, resources, congressional visits, etc.) SASFAA advocacy efforts.

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

N/A

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

None currently

**Activity Summary:**

- Distributed the board approved Sponsorship Opportunities menu for 2022/2023 to last year's Business Partners (BPs), and with the assistance of the Special Projects chair, identified potential new BPs for the current year.
  - Utilizing prior year information, reached all BPs, from the prior conference.
  - Special Projects compiled information from the NASFAA sponsorships, and the sponsorship opportunities menu was distributed to each.
    - As of January, there are currently 32 sponsors committed for the SASFAA Annual Conference.
    - Seven (7) new BP's/Sponsors registered, with several inquiries from new BP opportunities that did not register.
    - Secured \$86,300 in sponsorship, to date.
- Worked with the Conference Chair and Conference Committee on the planning and execution of the upcoming conference in February 2023.
  - Established multiple floor-plan options based on suggestions of the Conference Center and potential space constraints. Will work with the Conference Chair/Committee to adjust and accommodate as needed.
  - Maintained regular communications with the BPs to secure sponsorships, registrations, logos, advertisements, commitments to additional items related to the charity auction and additional conference activities.
- Participated in the Business Partner Advisory Group Committee (BPAGC) meetings with the Special Projects Chair to reinforce the "We" culture and support for SASFAA's BPs. Brenda (Special Projects).
  - Initiated the review of the SASFAA P/Ps for Sponsorship Chair.
  - Discussed upcoming conference initiatives and received suggestions from the BPAGC for conference related items.
  - Provided information to BPAGC for construction of a SASFAA BP Services Directory.
- Upcoming Plans & Activities
  - Work with the Conference Chair and committee to execute the SASFAA 60<sup>th</sup> Conference in Chattanooga, TN in February 2023.
  - Provide any updates of new BPs to the BPAGC team working on the SASFAA Services Directory for addition to the document.
  - Continue to meet regularly with Special Projects Chair (Business Partner Chair) to:
    - Plan the redesign of the Business Partner presence on the website
    - Brainstorm on collaboration opportunities with states and regions.
    - Participate in the scheduled BPAGC meetings.
  - Collaborate and support Special Projects Committee Planning
  - Other activities as requested by the Executive Board



**Southern Association of Student Financial Aid Administrators**  
**April Tretter/ Communications and Outreach Committee Chair**  
**Executive Board Report / February 2023**

No report submitted.



Southern Association of Student Financial Aid Administrators

Jennifer Davis / Electronic Service

Executive Board Report/February 2023

**Committee Members**

Jennifer Davis, Chair

Loretta Jones, Missy Perry, Chad Sartini

**Committee Goals for 2022-2023:**

- 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:**

- Working to include step-by-step instructions for general areas of the website (to include screenshots)

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

- None

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

- None

**Activity Summary:**

- Created and maintained 2023 SASFAA Registration
  - Sent emails regarding registration, the conference charity and
- Created 2023 Election page on the SASFAA website and Election Buddy



Southern Association of Student Financial Aid Administrators

Wayne Kruger Legislative Relations Committee

Executive Board Report/February 2023

**Committee Members**

Chair: Wayne Kruger, St. Petersburg College  
Alabama: Stephanie Miller, CACC  
Florida: Johnathan Reynolds, Ultimate Medical Academy  
Georgia: Joe Buckholz, Campus Logic  
Kentucky: Erin Klarer, Kentucky Higher Education Loan Commission  
Mississippi: Nicole Patrick, Mississippi University for Women  
North Carolina: Valerie Clem-Brown, William Peace University  
South Carolina: Joey Derrick, University of South Carolina  
Tennessee: Ron Gambill, ELFI  
Virginia: Laurie Owens, Virginia Community College System

**Committee Goals for 2022-2023:** Subject to change/addition after committee meets

1. Continue to update and keep the membership informed as to legislative actions
2. Produce a webinar session on how to navigate legislative actions and how to get involved including responding to NPRM's, contacting members of congress, and more.
3. Plan a potential small hill visit to target congressional members from SAFAA states
4. Work with states to do an outreach at the state level for congressional member
5. Continue to push members to respond to NPRM's that are being released.
6. Create a quick reference/ how to document navigating NPRM's, contacting congressional members, and more.
7. Create SASFAA position papers on upcoming changes

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

GOAL: Committees should represent the mosaic abilities of the membership.  
GOAL: Disseminate information to the membership and appropriate constituencies.  
GOAL: Foster collaborative training opportunities among member states, sister regional organizations and NASFAA.  
GOAL: Educate membership on legislative advocacy.  
GOAL: Provide opportunities for legislative advocacy.  
GOAL: SASFAA should be an influencer in the legislative and regulatory process.  
GOAL: Provide for Congressional visits when needed and included in the budget.

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

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

**Activity Summary:**

1. Continue to update and keep the membership informed as to legislative actions.
  - a. Continued weekly legislative update emails to the membership.
  - b. Continued to have monthly meetings with the committee and sharing state bills so they can compare and prepare if its introduced in their state.
2. Work with states to compile a list of recent election results and gather contact information for the members of the house and senate.
3. Finalizing proposed letter for SASFAA and other states to send to the members introducing the association(s) and offering our expertise.
4. Beginning work on a webinar for spring to education members on the NPRM.





**Southern Association of Student Financial Aid Administrators  
Zachary Christian/ Membership Chair  
Executive Board Report / February 2023**

**Committee Members:**

**Committee Goals for 2022-2023:** 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; complete all recommendations from GAP

**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:** Cleaning up backend of membership database – ONGOING; Working with SASFAA Bookkeeper to accurately adjust accounts for those who pay Non-Member fees to attend SASFAA Events – ONGOING; Assisted members with the renewal process, ensuring invoices and membership certificates are providing as requested – ONGOING; Working closely with Book Keeper to ensure payments are being applied to the correct Membership Year for members that did not renew last year (a wild apricot quirk applies payment first to past years that someone was lapsed in, before applying to the current active membership year) -ONGOING; Provided each committee chair with the results of the volunteer survey – COMPLETED; working on soliciting volunteers for Membership Committee to assist with increasing membership between now and early spring – understanding the majority of new members and renewals come in around Conference time, but wishing to increase membership and express value of SASFAA membership beyond the ability to register for and attend Annual conference – ONGOING.

**2022-2023 Membership Data (As of February 9, 2023):**

	<b><u>2021-2022</u></b>	<b><u>2022-2023</u></b>	<b><u>%Change</u></b>	<b><u>Number Change</u></b>
Active	1246	1109	-11.00%	-137
Associate	10	21	110.00%	11
Honorary	19	21	10.53%	2
Retired	0	0	#DIV/0!	0
<b>Total</b>	<b>1275</b>	<b>1151</b>	<b>-9.73%</b>	<b>-124</b>
Alabama	128	78	-39.06%	-50
Florida	149	189	26.85%	40
Georgia	242	191	-21.07%	-51
Kentucky	62	55	-11.29%	-7

Mississippi	52	53	1.92%	1
North Carolina	132	102	-22.73%	-30
South Carolina	184	159	-13.59%	-25
Tennessee	120	138	15.00%	18
Virginia	136	127	-6.62%	-9
Other	70	59	-15.71%	-11
Total	1275	1151		
Public (4 Year)	403	376	-6.70%	-27
Private non-profit (4 Year)	326	316	-3.07%	-10
Public (2 Year)	303	224	-26.07%	-79
Other	50	43	-14.00%	-7
Graduate/Professional	31	29	-6.45%	-2
Government Agency	19	17	-10.53%	-2
Lender	30	27	-10.00%	-3
Consultant	18	28	55.56%	10
Guaranty Agency	10	11	10.00%	1
Servicer	13	14	7.69%	1
Private non-profit (2 Year)	21	23	9.52%	2
Not Specified	14	9	-35.71%	-5
Private for profit (Business School)	6	7	16.67%	1
Private for profit (Technical/Trade)	23	15	-34.78%	-8
Secondary Market	2	2	0.00%	0
Retired Financial Aid Professional	5	9	80.00%	4
Health Related/Nursing	1	1	0.00%	0
Total	1275	1151		
Male	289	261	-9.69%	-28
Female	926	829	-10.48%	-97
Not Specified	60	61	1.67%	1
Total	1275	1151		
White/Caucasian	754	678	-10.08%	-76
Black/African American	345	299	-13.33%	-46
Not Specified	108	95	-12.04%	-13
Hispanic/Chicano/Mexican American	44	56	27.27%	12
Asian/Pacific Islander/Filipino	22	20	-9.09%	-2
Native American	2	3	50.00%	1
Total	1275	1151		
As of date:	6/30/2022	2/9/2023		



Southern Association of Student Financial Aid Administrators  
Joan Bailey/ Site Selection Chair  
Executive Board Report/February 2023

**Committee Members**

- Terrell Robertson – 2yr public -male (black/African American) VA
- Ashley Lowe – 4yr public – female (white/Caucasian) – AL
- Katherine Stroup – 4yr public – female (white/Caucasian) – MS
- Irma Molinares – Business partner – Female (Hispanic) – FL
- Elizabeth Daniels – Business Partner – Female (white/Caucasian) - VA

**Committee Goals for 2022-2023:**

- 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
  - Conference Committee Meeting
  - Annual conference -2024
  - Board meetings 2022-2023
  - Transition meeting 2023
  - Annual Conference 2025

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

- Finalize and close out affairs with 2022 conference site.
- Secured proposal for fall training management institute - to be held in conjunction with board meeting.
- Secured and finalized location for Fall in person board meeting – Tennessee
- Coordinated all the activities necessary for hosting the October meetings and training events at Chattanooga Marriot Downtown
- Coordinated all activities required to facilitate the annual conference as the primary contact for the site.
- Conducted site visit to Knoxville for 2023 Conference (along with conference chair)
- Solicit proposals for 2023 conference - Chattanooga convention center and Chattanooga Downtown Marriot was selected.

- 2022 transition meeting proposal received from Embassy Suites Orlando and contract executed.
- Finalize all activities required to facilitate the annual conference as the primary contact for the sites

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

- To review site proposals for 2024 and possible 2025

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

**Activity Summary:**

- Finalized negotiation with Marriot, Levy food Services and Chattanooga convention center for 2023 conference. Contracts have been executed.
- Negotiated and Secured Chattanooga Marriot contract for the fall training, board meeting and conference committee meeting. Contract has been executed.
- Transition 2023 dates have been determined based on other scheduled events during June. The dates are: June 17 & 18 (travel days 6/16 & 6/19)
- Transition location will be Orlando – contract executed.
- Solicit proposals for 2024 & 25 conference.
- Review and approved all event orders for 2023 conference.



Southern Association of Student Financial Aid Administrators

Jacquelyn LeSueur/ Equity, Inclusion, & Global Issues Chair

Executive Board Report / February 2023

### **Committee Members**

Rhonda Bryant- University of Kentucky

Nancy Ferguson- University of Georgia

Karissa Lawson- University of Central Florida (**Former 21-22 SASFAA DLP participant**)

Kala Hudson- Converse University (**Former 21-22 SASFAA DLP participant**)

Zelotes Smith- University of Georgia

Lisa Davall- Georgia Military College

John Michael Scott- James Madison University

Stacy Baker- Georgia Northwestern Technical College

Zachary Christian- SC Higher Education Tuition Grants Commission

### **Committee Goals for 2022-2023**

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

N/A

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

Discussion of SASFAA Diversity Leadership Program

- Applicants who submitted for both the NASFAA DLP and SASFAA DLP
  - (b) Adding a question on the SASFAA DLP application for the applicant to select if they are planning to apply for the NASFAA DLP.
- NASFAA announces their DLP participants in December/January. SASFAA names our DLP participants in July/August

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

### **Activity Summary:**

#### **Equity, Inclusion & Global Issues Committee:**

- November: Information sent out to the SASFAA Community in celebration of Native American Heritage Month written by Nancy Ferguson FAAC® who is a member of the Equity, Inclusion & Global Issues Committee.
- **Held a meeting on January 23, 2023, to discuss things taking place this year.**
  - After discussion with Zach, we decided to create a **DEI page** under the Resources page under the Member Services Section. Will be a way to spotlight DEI resources (YouTube videos, other free resources, interviews that have taken place with institutions DEI offices/departments, along with other free resources for those wishing to learn more or expand their DEI knowledge). We will also use this section to spotlight SASFAA institutions DEI efforts. Anything we send out over Wild Apricot can be found here.
  - **Hosting a webinar:** The Equity, Inclusion & Global Issues Committee will be hosting a webinar with Mrs. Stacy Lightfoot who currently serves as the Vice Chancellor of Diversity and Engagement at the University of Chattanooga, along with Dr. Quincy Jenkins who serves as the Vice President of Organizational Culture and Engagement at Chattanooga State. Date and Time: TBD (March/April)
  - **Book Club:** Kick-off flyer goes out in March
    - (a) Will make announcements during the DEI Session of the SASFAA Conference and the Getting Involved Session.
    - (b) Speaking with Stephanie to see if we can place a flyer with a QR code for people to scan and sign up if interested at the Registration table of the SASFAA Conference
  - **Highlighting Organizations/Schools in SASFAA** (Monthly/Bi-Monthly)
  - **'I Belong Here Series':** Kicking off our 'I Belong Here' Series
    - (a) Will make announcements during the DEI Session of the SASFAA Conference and the Getting Involved Session.
  - **SASFAA Conference:**
    - (a) DEI Session on Monday, February 13<sup>th</sup>. Presented by Shannon Jones (Inceptia) and Jacquelyn LeSueur (MSU/ Equity, Inclusion & Global Issues Chair).

#### **SASFAA Diversity Leadership Program:**

- **November:** Spotlighted and introduced the 22-23 SASFAA DLP participants to the SASFAA Community.
- **22-23 SASFAA DLP Mentors:**
  - (a) Sandy Neel
  - (b) Dr. Sharon Oliver
  - (c) Michelle Hemmer
- Serving as Moderators for the 22-23 SASFAA Conference



Southern Association of Student Financial Aid Administrators

Angela Smith, Senior Director of Financial Aid AUM

Executive Board Report/February 2023

**Executive Board**

**Goals for 2022-2023:**

Business as usual.

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

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

**Activity Summary:**

Conference site selection committee meeting February 2023

Board meeting via Zoom tentatively scheduled March 2023

Annual Conference held September 19-22, 2022.

Transition meeting June 2023



Southern Association of Student Financial Aid Administrators

Nadine Bailey / FASFAA President

Executive Board Report/February 2023

### **Executive Board**

FASFAA 2022-2023 Executive Board

#### **Elected Positions:**

- President: Nadine Bailey (UMA)
- Past-President: Katie Conrad (FIU)
- President Elect: Kris Hatcher (Polk State)
- Treasurer: Tracy Moat (USF)
- Secretary: Susan Ambridge (Valencia College)
- VP Training: Jessica Ly (FIU)
- Treasurer-Elect: Arminta Johnson (Lake Sumter)
- Region I Representative: Angelica Coonts (Pensacola State)
- Region II Representative: Alisha Hunt (Santa Fe College)
- Region III Representative: Angelica Parrales (Valencia College)
- Region IV Representative: Jerry McMahon (Keiser University)
- Region V Representative: Chrissy Gass (FAU)

#### **Appointed positions:**

- Conference Co-Chair: Alicia Keaton (UCF)
- Conference Co-Chair: Sheia Pleasant-Doine (Flagler College)
- Federal and State Legislative Chair: Jonathan Reynolds (UMA)
- Business Partners Advisory Council Chair: Laura Dickerson (Sallie Mae)
- Vendor/Sponsorship Chair: Becky Davis (Asendium)
- Site Selection/Event Coordinator: Irma Molinares (ECMC)
- Electronic Services: Eddie Schworn (FIU)
- Early Awareness/Outreach/Financial Literacy Chair: Alex Yates (UNF)
- Membership Chair: Kylie Gross (UT)
- Scholarship/Charity Chair: Tracy Wiles (UT)
- Grad/Professional: Melissa Toohey (USF Health)
- Vocation-Technical/Clock Hour Chair: Kim Phillips (SPC)
- OSFA Outreach Liaison: Pete Hernandez (OSFA)
- Private Schools Liaison: Vandeen McKenzie (Embry-Riddle Aeronautical University)



- Global Issues: Egan Hanson (Schiller University)
- Social Media/Communications Coordinator: Lindsey Dickerson

**Goals for 2022-2023:**

- Find training alternatives to FSA training for workshops and conferences
- Increase Membership by offering various training opportunities.
- Expand our social media presence on Facebook, LinkedIn, Instagram, and Twitter.
- Ensure we are meeting the goals of the strategic plan.
- Honour the past, appreciate the present and prepare FASFAA for the future based on our diverse membership.

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

None at this time.

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

None at this time.

**Activity Summary:**

- Sent holiday message to FASFAA members via email and social media.
- Turning focus to annual conference to be held in Ft. Myers, FL
  - Confirmed minimal damage to hotel and able to hold conference, decided to keep conference in that area to help support that area's restoration efforts.
- With board approval, signed hotel contracts for NAIOW and 2024 conference.
- Worked with VP of Training and New/Intermediate Aid Chairperson on workshop – to date, 40 registrants on a budget of 30.
  - Held Feb. 1-3, 2023, Orlando, FL.
- Worked with Special Projects designees, Kristina Chavers and David Alexander on the following topics:
  - Alternative to memberclicks.
  - FASFAA's Strategic plan – do we start now?
  - Master Calendar
  - Job Descriptions for key board positions.
  - UBS alternative?
  - Bonnie Pirkle – contact Past Presidents to create a more robust info sheet to continue to build and maintain fund.



Southern Association of Student Financial Aid Administrators

David McMillion / GASFAA President

Executive Board Report/February 2023

### **Executive Board**

GASFAA 2022-2023 Executive Board

- Elected Positions:
  - President: David McMillion (GSFC)
  - Past-President: Angela Tate (TCSG)
  - President Elect: Kristie Teasley (Kennesaw State Univ)
  - Treasurer: Emmilee Mitchell (Mercer University)
  - Secretary: Wanda Pickens (University of Georgia)
  - VP Professional Development: Shannon Simmons (GA College and St.)
  - Treasurer-Elect: Audra Jimenez (North Georgia Technical College)
- Appointed positions:
  - Partner Member: Cathy Nix (Piedmont University)
  - Diversity, Equity and Inclusion Chair: Christina Campbell (Kennesaw State. Univ.)
  - Program Chair: Jessica Alston (Columbus Technical College)
  - Legislative Affairs Chair: Joe Bucholz (Campus Logic)
  - Membership/Newsletter Chair: Karli Greenfield (Truitt University)
  - Technology Chair: Melodie Pirone (Southern Crescent Technical College)
  - Budget and Finance Chair: Pennie Strong (GSFC)
  - Leadership Development Chair: Sarah Baumhoff (Kennesaw State Univ.)
  - Strategic Plan: Maria Hammett (Mercer University)

### **Goals for 2022-2023:**

- To continue to build on the successful return of in person conferences and workshops
- To maintain GASFAA strong fiscal footing
- To provide value feedback and advice to the SASFAA Executive board.
- To support SASFAA initiatives on the state level

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

- None at this time

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

- None at this time

**Activity Summary:**

GASFAA Fall workshop was held at Mercer University Macon campus. GASFAA had 116 members attend. Topics covered over the two-day period included:

- Financial Literacy
- NASFAA Credentials
- Georgia Programs Update
- Federal Update (Recorded Video)

Members did not enjoy the recorded Federal Update. We are actively brainstorming ideas to make the update more enjoyable and productive for our membership.

GASFAA held its fall board meeting. Finalized our pricing structure for the Spring conference. The technology chair rolled out the new job board for members. We also opened our job board so non-members can view job openings to help widen exposure for members schools and partner members looking to hire.

GASFAA next board meeting is 02/17/2023



Southern Association of Student Financial Aid Administrators

Mark Messingschlager / Kentucky President

Executive Board Report/February 2023

### **Executive Board**

#### **Activity Summary:**

KASFAA hosted their annual fall conference October 12-14 at the Holiday Inn – Louisville East in Louisville. The conference featured NASFAA past-chair Brent Tener, and several other special guests. Attendance was approximately 130. Once the fall conference was over, attention turned toward the spring conference, which will be held at the Campbell House Hotel in Lexington, April 19-21, 2023. This conference will feature Dana Kelly from NASFAA and other special guests who have not been announced yet.

The new website is progressing on schedule and will be debuted at the spring conference. It appears we will also be able to use the new website for conference registration, and then roll out the full site at the conference. The new website will include functionality for full-paid members, as well as non-paid associate members to access the database with restricted privileges. The goal is to invite more people to become associate members with the intent to showcase the benefits of full membership. KASFAA also acknowledges that some people in the financial aid community would not necessarily benefit from becoming a full member, but are still valuable members of our community, such as high school guidance counselors.

Contracts are currently being reviewed and signed for KASFAA's summer transition meeting and fall conference, which will be back in Louisville.



Southern Association of Student Financial Aid Administrators

Terry Bland / Mississippi President

Executive Board Report/February 2023

**Executive Board**

**Goals for 2022-2023:**

Business as usual

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

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

**Activity Summary:**

Board meeting via Zoom tentatively scheduled for March 2023

Conference planning mode for our April conference in Tupelo, MS



Southern Association of Student Financial Aid Administrators

Michelle Hemmer- North Carolina State President (NCASFAA)

Executive Board Report/February 2023

**Executive Board**

<b>Position</b>	<b>Name</b>
<b>President</b>	Michelle Hemmer
<b>President-Elect</b>	Ann Peacock
<b>Past-President</b>	Zilma Lopes
<b>Vice-President</b>	Tiffany Youngblood
<b>Treasurer</b>	Tamara "Nikki" Glaspie
<b>Secretary</b>	Lee Bray
<b>Budget &amp; Finance</b>	Sharon Oliver
<b>Conference-Fall</b>	Amanda Buchanan
<b>Conference-Spring</b>	Keats Ellis
<b>Diversity/Global Issues</b>	Ashlea Buntin
<b>Intermediate Aid Officers</b>	Lori Lewis
<b>Legislative Advisory</b>	Valerie Clem-Brown
<b>Membership</b>	Bruce Blackmon
<b>New Aid Officers</b>	Rachel Cavenaugh
<b>Professional Affiliates</b>	Shannon Jones
<b>Publicity &amp; Publications</b>	Madison Vance
<b>Site Selection</b>	Janee Knippenberg
<b>State Agency Liaison</b>	Shawn Henderson
<b>State &amp; HS Relations</b>	Kathy Hastings McDonald
<b>Technology Task Force</b>	Cedric Barksdale, Dave Deibel, Zilma Lopes, & Michelle Hemmer
<b>Training Webinars</b>	Shannon Harris
<b>2 Year Public Sector</b>	Amanda Buchanan
<b>4 Year Public Rep</b>	Frederick Holding
<b>Independent Rep</b>	Karen King
<b>Proprietary Rep</b>	Vacant

**Goals for 2022-2023:**

**NCASF AA Goals:**

We updated our strategic plan to 5-year plan vs 3 years. My hope is that it will guide us to accomplish as much as we can in a year.

- Increase membership at the 4-year institution level and increase membership engagement by being more active with membership and promoting various trainings being offered throughout the year.
- Offer in person and virtual professional development trainings to membership.
- Increase public awareness to who NCASF AA is and what NCASF AA does.
- Financial Stability for NCASF AA by increasing investment options vs CD's.

**SASF AA Goals:**

1. Gain an understanding of my role and the SASF AA association and operations.
2. Contribute in any capacity to the President's visions & goals and SASF AA's LRP & GAP goals.
3. Ensure that North Carolina is appropriately represented in all SASF AA 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 regions.

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

N/A

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

N/A

**Activity Summary:**

- We are planning our 2<sup>nd</sup> Director Summit-February 28<sup>th</sup> & March 1<sup>st</sup>
- Thanks to my Budget & Finance Chair, team, and Mark from KY we have moved one of our CD's to investments.
- Our fall conference went well, and it was well received by all
- Continuing to work on our website and cleaning out our membership database
- Looking into inst. Membership vs individual memberships



Southern Association of Student Financial Aid Administrators

Missy Perry/ South Carolina State President

Executive Board Report/February 2023

### **Executive Board**

#### **Goals for 2022-2023:**

- Gain an understanding of my role and the SASFAA association and operations.
- Contribute in any capacity to the President's visions & goals.
- Ensure that SCASFAA is appropriately represented in all SASFAA matters to include increasing our membership in the association.
- To observe and learn functions of other state associations to better equip SCASFAA in its mission.

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

N/A

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

**N/A**

#### **Activity Summary:**

- Hosted a very successful conference in Myrtle Beach in October (thanks to President Morgan for his attendance and presentations).
- Preparations underway for New and Intermediate Aid Office workshops in March; as well as Leadership Symposium in April.
- Monthly webinars continue: Financial Awareness, Exit Counseling, Gen Z, Membership and Volunteering
- President Elect, Zachary Christian will attend NASFAA Leadership preparing for his year.





Southern Association of Student Financial Aid Administrators

Charles Harper / TASFAA President

Executive Board Report – February 2023

**Executive Board**

**2022-2023 TASFAA Executive Board**

President	Charles Harper	Belmont University
President-Elect	Jennifer Byrd	Nashville State CC
Past President	Jeff Norrod	Tennessee Tech
Secretary	Chanell Thomas	Vanderbilt University
Treasurer	Ashley Edens	College Raptor
4 yr. Public Rep.	Bill McCord	Middle Tennessee State University
4 yr. Private Rep.	Erin Johnson	Maryville College
2 yr. CC Rep.	Jamie Hamby	Cleveland State CC
TCAT Rep.	Mark Voeltzke	Tennessee College of Applied Technology Nashville
Proprietary Rep.	Randy Cotterell	Mind & Body Institute
Member at Large	Isaac Jones	Middle Tennessee State University

**2022-2023 Committee Chairs**

Awards	Lacey Weese	Tennessee Wesleyan
Association Governance	Jeff Gerkin	University of Tennessee
Budget/Finance	Melissa Smith	Vanderbilt University
Conference	April Woolford	University of Tennessee
Diversity	Eric Farmer	THEC/TSAC
Electronic Services	Ken Scanapiego	UT Chattanooga
Governmental Relations	Ron Gambill	ELFI
Historical	April Cross	Lee University
Long Range Planning	Marian Dill	Lee University
Membership	Samantha Sullivan	Vanderbilt University
Site Selection	Leah Louallen	THEC/TSAC
Sponsorship	Jonathan Looney	Sallie Mae
State Programs	Leah Louallen	THEC/TSAC
Training	Jo Wallace	THEC/TSAC

**Goals for 2022-2023:**

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 to continue Professional Development for TASFAA members
- Review and update Policy and Procedures to align with current processes and LRP
- Work with TASFAA Long Range Planning Chair on new 5 yr. LRP for TASFAA
- Continue to strengthen relationship with THEC/TSAC

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

N/A

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

N/A

**Activity & Events Summary:**

TASFAA Regional Training was held on October 19-20, October 31/November 1 and November 2-3 in East, Middle, and West Tennessee. There were 144 financial aid administrators attending one of the three sessions. The two-day training was held at Pellissippi State CC, Nashville State CC, and TN College of Applied Technology - Memphis/Bartlett campus. The agenda included a New Aid Officers training, state program training/update and Directors panel Q&A.

TASFAA Conference Committee and Executive Board met on January 26-27, 2023 at the Holiday Inn in Cookeville, TN. The conference committee is under the leadership of April Wolford. Our theme is *TASFAA: Better Together*. The annual conference will be held April 16-19, 2023 in Franklin, TN.

**Events:**

October 6-7, 2022: TASFAA Conference Committee Meeting and TASFAA Board Meeting

October/November 2022: TASFAA Fall Training Series

January 26-26, 2023: TASFAA Conference Committee Meeting and TASFAA Board Meeting

February 11, 2023: SASFAA Executive Board Meeting

February 12-15, 2023: SASFAA Conference

April 16-19, 2023: TASFAA annual Conference

June 29-July 2, 2023: NASFAA Conference



Southern Association of Student Financial Aid Administrators

Joe Dobrota / Virginia State President

Executive Board Report/January 2023

**Executive Board**

<b><u>Board Members</u></b>	<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>E-mail</u></b>
<b>President</b>	Joe Dobrota	William & Mary	<a href="mailto:jdobrota@wm.edu">jdobrota@wm.edu</a>
<b>President-Elect</b>	Ryan McNamara	Central VA Community	<a href="mailto:mcnamarar@centralvirginia.edu">mcnamarar@centralvirginia.edu</a>
<b>Past President</b>	Beth Armstrong	Virginia Tech	<a href="mailto:beth1@vt.edu">beth1@vt.edu</a>
<b>Secretary</b>	Dominique Maddux-Jackson	J. Sargeant Reynolds Community College	<a href="mailto:dmaddux-jackson@reynolds.edu">dmaddux-jackson@reynolds.edu</a>
<b>Treasurer</b>	Kelley Florian	Bon Secours Memorial College of Nursing	<a href="mailto:kelley_florian@bshsi.org">kelley_florian@bshsi.org</a>
<b>Treasurer-Elect</b>	Taniya LeGrand	Tidewater Community	<a href="mailto:tlegend@tcc.edu">tlegend@tcc.edu</a>
<b>Representative-at-Large</b>	Andrew Quinn (2 of 2 yr)	Brightpoint Comm College	<a href="mailto:jquinn@brightpoint.edu">jquinn@brightpoint.edu</a>
<b>Representative-at-Large</b>	Rosa Thomas (1yr appoint)	Hampden-Sydney College	<a href="mailto:rthomas@hsc.edu">rthomas@hsc.edu</a>
<b>Representative-at-Large</b>	Melissa Franks (1 of 2 yr)	William & Mary	<a href="mailto:mjfranks@wm.edu">mjfranks@wm.edu</a>
<b>Representative-at-Large</b>	Debra Johnson (1 of 2 yr)	Radford University	<a href="mailto:djohnson@radford.edu">djohnson@radford.edu</a>
<b>Special Appointee (P&amp;P Review)</b>	Elizabeth Daniel	ELM Resources	<a href="mailto:edaniel@elmresources.com">edaniel@elmresources.com</a>

**Goals for 2022-2023:**

- Provide a voice for Commonwealth of Virginia aid administrators on the SASFAA Board.
- In-Depth review of VASFAA’s P&P; with particular emphasis placed on ensuring correct integration of VASFAA’s interactions with SASFAA.

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

None

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

None

**Activity Summary:**

Held Directors Summit on October 18<sup>th</sup> at University of Richmond

Held Fall Training on October 28<sup>th</sup> at Virginia State University.

Virtual Training on Introduction to the 2021 Tax Forms and Tax Code Changes held December 8<sup>th</sup>

Virtual Training on Stress Management held January 26, 2023

Board Meetings held:

October 27<sup>th</sup> at Virginia State University

January 30<sup>th</sup> -31<sup>st</sup> at Renaissance Portsmouth-Norfolk Waterfront Hotel



Southern Association of Student Financial Aid Administrators

Sandy Neel, Chair Association Governance and Planning

Executive Board Report/February, 2023

### **Committee Members**

Sandy Neel- Chair- Spalding University

Runan Pendergrast- Bluegrass Community and Technical College

Brenda McCafferty- ECMC

David Alexander – ECPI University

Stephanie Miller- Central Alabama Community College

Cindy May- University of Mississippi

Daniel Barkowitz- University of Miami Observer

Michael Morgan- SASFAA President Ex-Officio

### **Committee Goals for 2022-2023:**

1. Examine 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. P&P
2. Evaluate 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. P&P
3. Hold an in-person meeting to evaluate the Board's progress toward meeting goals and write the GAP report. P&P
4. Review the previous year's GAP report before the first Board meeting of the year for recommendations and met goals. P&P
5. Review the LRP and make revisions a deemed necessary/ P&P
6. Review P&P and By-Laws and making recommendations for changes that meet current best practices, the mission and the vision of the Association. P&P
7. Ensure the Board is following the P&P and By-Laws. P&P
8. Assess the efforts being made to encourage Diversity (Race, gender, sector, etc.) involvement at all levels and making recommendations to assist in fulfilling the efforts. P&P
9. Review annually the financial stability of the association. P&P
10. Assess and recommend training opportunities. P&P
11. 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. P&P

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

Developed a new GAP report form for the Board to complete.  
Reviewed the P&P and made suggestions for updates.  
Chair started a GASP Chair position description with time commitment as prescribed in the Long-Range Plan.

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

Action Items are the P&P changes.

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

The Governance and Planning Committee recommends the following changes to the P&P  
The following needs to be removed from the Immediate Past President's duties as it now falls under GASP.  
5.7 Immediate Past President

**(6) conducts an annual review of the strategic long-range plan and presents a written report at the June board meeting; and**

6.7 Governance and Strategic Planning

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.

**Change to:** Meeting at least once a year to evaluate the Board's progress toward achieving goals and providing a helpful encouraging written report (referred to as the GAP Report) that may include recommendations for the President and Board to assist in meeting the goals of the organization.

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.

**Add a period at the end of Website. Strike through the rest of the sentence to become this:**

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.

**Activity Summary:**

The GASP Committee has had several email conversations regarding changes to the P&P that are being submitted for consideration at the Board Meeting. The Committee is meeting on Sunday February 12, 2023 at the Conference to discuss the process for the GAP report meeting and dates when we can meet to complete the report. It is imperative that all Board members provide their GAP activities for the year on April 1, 2023 so that the Committee can complete their work to present to the Board at the Transition meeting.



**Southern Association of Student Financial Aid Administrators**

**Brenda Brown/ Partner Advisory Board, Special Projects**

**Executive Board Report / February 2023**

No report submitted.