

Southern Association
of Student Financial
Aid Administrators
February Board
Meeting

Agenda and
Board Report



Prepared by Secretary Tarik J. Boyd

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AGENDA
SASFAA February Board Meeting
Hilton the Main, Norfolk, VA
February 8, 2020
Meeting Room – Ghent

“A leader says, “I will go; follow me!” *Robert Greenleaf*

Friday, February 7, 2020

4:00 PM	State Presidents Meeting - Ghent	Nathan
6:00 PM	Dinner on Own	All
9:00 PM	Hospitality	

Saturday, February 8, 2020

7:30 AM	Breakfast Vouchers	Varia
8:30 AM	Call to Order	Bill
	Establish a Quorum	

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

	Welcome to Virginia	Brad
9:00 AM	Approval of Prior Minutes	Tarik
	<ul style="list-style-type: none"> • October Board Meeting minutes sent for posting with corrections on 1/24/20 	
	Motion/Action items	
	<ul style="list-style-type: none"> • Auditors Recommendations • NASFAA leadership award (executive session) • Conference budget increase • Social Media Policy • Calendar/Schedule discussion 	Marian Bryan Joan Z Chad Celena
10: 15 AM	Break	
10:30 AM	New Business	
	<ul style="list-style-type: none"> • Discuss NAOW instructors 	Joan B
	Old Business	
	<ul style="list-style-type: none"> • 	

12:00 PM	Lunch	Granby D	Buffet
1:00 PM	Round of Successes (2-3 minutes)		
5:30 PM	President Appreciation Reception		Energy
9:00 PM	Hospitality -		



Southern Association of Student Financial Aid Administrators

Bill Spiers, President

Executive Board Report/February 2020

Committee Members

Executive Board

Committee Goals for 2019-2020:

SASFAA President's Goals 2019/2020

- Have all By-laws and Policies and Procedures reviewed for accuracy, completeness, clarity, and compliance with current laws.
- Provide each member of the Board with SASFAA legal documents, inclusive of all documents pertaining to their specific position. Provide a time for discussion at the Transition meeting.
- Establish a task force to develop policies and procedures on sexual harassment and review policies and procedures for legal compliance.
- Establish a board that is representative of the diversity of SASFAA.
- Have all members who volunteer assigned to a committee.
- Have an organized membership drive to increase membership.
- Provide training for all sectors.
- Provide timely and pertinent information to the membership
- Write a blog after each Board meeting.
- Develop and social media policy.
- Provide Board members with dates they are responsible to write for the blog.
- Provide outstanding training events throughout the year, inclusive of in person and online training opportunities.
- Provide a legal issues workshop.
- Provide adequate budget for training events for the membership.
- Work with the VP for Training to ensure all sectors are being served through SASFAA training events.
- Provide fiscal training to all Board members to make sure they understand SASFAA policy and procedures on spending and budget creation.
- Continue exploring the possibility of a part-time bookkeeper.
- Review all investments to see if we are maximizing earnings while being fiscally conservative.

- Keep SASFAA fiscally prudent.
- Educate the membership on the cost of conferences and training events.
- Continue keeping the membership apprised of legislative activities.
- Review the SASFAA Legislative Guide to make sure it is up to date.
- Review hill visits to ensure they are fully reflective of the membership
- Communicate with Congress and the US Department of Education on issues where consensus exists and inform the membership when and if such communication occurs.
- Encourage the membership to participate in legislative advocacy.

LRP and GAP Goal Activity to date:

Reviewed all committee appointments for inclusiveness

Reviewed investments with NASFAA to determine earnings after fees

Held regular phone calls with the Past-President and President-Elect to ensure continuity

Legal Issues Symposium being held after this Board Meeting

Worked with Membership Chair on membership drive

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:

The President worked with the membership chair in a special effort to encourage clock-hour schools to join SASFAA and participate in the conference.

The President participated in multiple call on the conference.

In November the President attended the NASFAA Board meeting as an observer in Las Vegas.

After the last Board Meeting, the President contact multiple schools encouraging their membership in SASFAA.

Over the last few months the President participated in a call with NASFAA on investments.

We are excited about the excellent numbers participating in the conference. The Conference Chair has an outstanding program ready for the membership, and conference support from vendors is strong due to the work of our Vendor/Sponsor Chair.

The spring will be very active for the President with the NASAA Board and attendance at multiple state conferences.



Southern Association of Student Financial Aid Administrators

Celena Tulloss/President Elect

Executive Board Report/February 2020

Committee Members: N/A

Goals for 2019-2020:

Review all SASFAA By-Laws, Policies and Procedures, and governing documents.

Review the Long Range Plan to ensure all issues are being or have been addressed.

Represent the President as requested, including state conference travel.

Establish all committees and have chairs in place by February 2020.

Conduct the President Elect Workshop in conjunction with the annual conference in Norfolk.

Participate in the Inter-Regional Exchange Program. (if applicable)

Establish goals for 2019-2020 year by January 1, 2020.

Participate in the NASFAA Leadership Conference.

LRP and GAP Goal Activity to date: N/A

Motion/ Action Item(s): N/A

Policy & Procedure: Changes/ Recommendations: N/A

Activity Summary:

Attended the NCASFAA Fall Conference as the SASFAA representative

Worked with the Budget and Finance Committee to review the policies surrounding meeting travel and compare to other similar associations.

Planned the President Elect Workshop for the incoming 2020-2021 State Presidents.

Attended the 2020 NASFAA Leadership and Legislative Expo, coordinating a dinner with the incoming State Presidents.

Began scheduling a regional exchange with SWASFAA President Elect Amy Cable.

Attended the 2020-2021 NASFAA Board Orientation dinner



Southern Association of Student Financial Aid Administrators

Bryan Erslan/ Immediate Past President

Executive Board Report/February 2020

Committee Members/State Executive Board:

- Stephanie Miller (AL)
- David Alexander (FL)
- Amber Sumner (GA)
- April Tretter (KY)
- Stacy Walker (MS)
- Jamie Pendergrass (NC)
- Nikisha Howze (SC)
- Tiffany Summers (TN)
- Joan Zanders (VA)

Committee/State Goals for 2019-2020:

Goal 1: Solicit nominations for President-Elect, Treasurer Elect and Secretary with a dual slate of candidates

Goal 2: Solicit nominations for SASFAA and NASFAA Awards

Goal 3: GAP - Conduct Annual Assessment

Goal 4: Develop a Value Statement for SASFAA

Motion/ Action Item(s):

The SASFAA Board will vote on an awardee for the NASFAA's Regional Leadership Award for 2020 during executive session at this board meeting.

Policy & Procedure:

Changes/ Recommendations:

General Updates:

Goal # 1 - Nominations and Election:

Call for Nominations email was sent to the listserv in early September with a deadline of September 30, 2019. The ballot was presented and accepted by the Executive Board during the October, 2019 board meeting for candidates for President-Elect, Treasurer Elect and Secretary. Candidates were notified in October 2019 to provide candidacy statement, resume, cell phone number and photo to me. Candidates were notified of the election process and timelines. An election announcement was released to the membership on December 29, 2019 presenting the candidates. Election website information for each candidate was posted to SASFAA's website in January and a notification was sent to the membership to review the statements of candidacy, professional involvement and other pertinent information regarding the candidates.

Nominations from the floor opened early January 23, 2020 and closed on January 24, 2020. There were no nominations from the floor. Election polls opened for active, paid, and qualified SASFAA members on January 30, 2020 at 3:00 p.m. EST and will close on February 11, 2020 at 3:00 p.m. EST. In accordance with the SASFAA Policies and Procedures Manual, the election process will be conducted as follows:

1. Election polls opened on January 30, 2020 at 3:00 p.m. EST. Voting is open to current active, paid, and qualified SASFAA members until poll closing on February 11, 2020 at 3:00 p.m. EST.
2. 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, Electionbuddy.
3. Candidates will be introduced at the opening business session at the 2020 Annual Conference in Norfolk, Virginia. Election results will be announced during the business meeting held on Wednesday morning, February 12, 2020. The Nominations and Elections Committee sincerely appreciates each candidate's willingness to run and commitment to serve if elected.

Special thanks to Jonah Miller, Celena Tulloss, Chad Sartini and especially Ken Cole for their work on getting the Election Buddy system up and running.

Goal #2 SASFAA & NASFAA Awards – SASFAA Award nominations were requested through November and due by December 15, 2019. The Awards Committee submitted names to the SASFAA Executive Board in early January for all SASFAA awards. The SASFAA Board met in executive session in January and approved those awards, which will be presented at the SASFAA Annual Conference this coming week. As mentioned above, the NASFAA Regional Award will be discussed during Executive Session during this board meeting and submitted to NASFAA by February 10, 2020.

GAP- Conduct Annual Assessment: The Governance and Planning committee will meet in May 2020. Goals accomplished for 2019-20 are due to the GAP committee by April 15, 2020.

Respectfully submitted:

Bryan Erslan
February 3, 2020



Southern Association of Student Financial Aid Administrators

Joan Bailey/Vice President

Executive Board Report/February 2020

Committee Members:

Felicia Ailster, GA
Bretta Carithers, GA
Amy Berrier, NC
Jonah Miller NC
April Tretter, KY
Runan Evans, KY
Jenny Cun, FL
Brenda Brown, FL
Kim Phillips, FL
Chad Sartini, VA
Lane Smith, AL
James Kellam, SC
Stacy Walker, MS

Committee Goals for 2019-2020:

1. Conduct a minimum of 4 webinars, Amy Berrier will coordinate the webinar Series
2. Host the “SASFAA 2019 Symposium: Legal Issues in Higher Education” Brenda Brown will coordinate this workshop (in conjunction with fall board meeting)
3. Offer 2 pre-conference workshops:
 - NASFAA U – 2 session offering to choose one, \$75
 - Aria Simmonds & Stephanie Miller – SAP
 - Dana Kelly – Consumer Information
 - Mid-Level Leadership workshop, \$250
 - a. COORDINATORS: Billie Jo Hamilton and Ron Day
4. Offer at least one NASFAA Credentialing option during the annual conference
5. Hold the New Aid Officer Workshop with a goal of 90 attendees:
 - Runan Evans will be the curriculum Coordinator
 - Location - Tusculum University
 - Dates – Sunday May 31 – Friday June 5, 2020
 - Site Visit – Thursday March 19- Saturday March 21, 2020

LRP and GAP Goal Activity to date:

In progress:

- In conjunction with Brenda and her committee, fall workshop held and was a successful venture based on participant feedback.
 - 31 Attendees
- Planning for all other training activities are in progress
 - Preconference Mid-Level- 15 registrants
 - NASFAA U Preconference: SAP – 19; Consumer Information – 14
 - Clock Hour session offering as concurrent sessions – total 5 sessions

Motion/ Action Item(s):

- No Motion just discuss the NAOW instructors.

Policy & Procedure: Changes/ Recommendations:

NONE AT THIS TIME

Activity Summary:

Three webinars held – Legal Issues – Scholarship Administration, Embracing economic Diversity in Higher Education and Ally training, Understanding and supporting LGBTQ+ community.

In conjunction with the committee it has been decided that we will offer half day pre-con workshops for NASFAA credentials. Participants will choose to attend either session. Topics are, Consumer Information and SAP. Another credentialing session at no additional cost will be offered during the conference that topic will be student eligibility.

Mid-Level Workshop – Robust session offerings from a group of diverse well rounded professionals.

I am in the process of finalizing the change in location for NAOW from UWF to Tusculum. Currently working on preparations for the planning meeting, securing hotel rooms etc. Received over 20 applications for the NAOW Scholarship. 2 winners will be selected, a panel of 4 will be reviewing and ranking the applications. Top 2 will be selected and announced at the conference.

NAOW Faculty- Confirmed

Curriculum Coordinator – Runan Evans – KY

Site Coordinator – Ashley Edens – TN

April K. Tretter – KY

Felicia Ailster - GA

Chad Sartini - VA

Lane Smith - AL

Kamesia House - NC

Karen Hauser – TN

Lashanda Chamberlin – MS

Kylie Gross – FL

Bretta Carithers – GA

Marie Guerra Rosado – FL

Robert Mohamed – NC

TBD – South Carolina

Business Partner – Glen Chance, College Ave

Business Partner – Teala Smith – ProED

NAOW Theme: ***NAOW 2020 - CRUISING UNCHARTERED WATERS***



Southern Association of Student Financial Aid Administrators

Tarik Boyd/Secretary

Executive Board Report/February 2020

Committee Members/State Executive Board:

By-Laws committee, chaired by secretary, annually reviews By-Laws governing the Association. The By-Laws committee recommends necessary changes to the Board.

Committee members:

TBA

Committee/State Goals for 2019-2020:

Ensure that deadlines are met and the P&P is updated as needed timely.

Motion/ Action Item(s):

n/a

Policy & Procedure: Changes/ Recommendations:

n/a

General Updates: P&P has been reformatted and updated with effective date 1/24/20. All minutes have been posted to website.



Southern Association of Student Financial Aid Administrators

Leah Louallen / Treasurer

Executive Board Report/February 2020

Committee Members

Committee Goals for 2019-2020:

- Expense claims, travel claims and other reimbursements paid upon receipt
- All bills paid upon receipt
- Deposits posted bi-weekly
- Records and accounts maintained weekly in BB&T, QuickBooks and Wild Apricot
- Payments for registrations, membership dues and sponsorships will be posted and receipted weekly
- Financial reports submitted to each Board member
- Bank accounts reconciled monthly and emailed to the Budget and Finance Chair
- Credit card reconciled and outstanding balance paid monthly
- AffiniPay deposited two times each month and reconciled at the end of the month
- Develop procedures for each Treasurer task

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:

- Transferred all banking account information from Jenelle and forwarded President Spiers the documents to complete his transition.
- Opened new checking account specifically to allow vendors to pay for sponsorship through an ACH payment.
- Continue to communicate with management at AffiniPay regarding the correction of online payment processing fees.
- Actively working with the Budget and Finance Chair to prepare the documents for the SASFAA Accountant and Auditor.
- Completed SASFAA audit and tax preparation with the Blankenship group.
- Prepared financial documents for Budget & Finance meeting.

Prepared financial reports for membership at annual conference



Southern Association of Student Financial Aid Administrators

Marian Dill/ Budget and Finance Chair

Executive Board Report/February 2020

Committee Members

- Amy Berrier (NC), University of North Carolina – Greensboro
- Heather Boutell (TN), Vanderbilt University
- Ron Day (GA), Kennesaw State University
- Nikisha Howze (SC), York Technical College
- Heidi Hunter-Goldworthy (NC), Hunter Consulting, Inc.
- Wayne Kruger (FL), St. Petersburg College
- Lianne Masterson (NC), Blue Ridge Community College
- Brent Tener (TN), Vanderbilt University – Vice Chair

Committee Goals for 2019-2020:

- Assist with the external audit which will be conducted by Blankenship CPA Group, PLLC
- Conduct the first quarter review of the 2019-2020 financial records
- Assist the president and treasurer with financial oversight
- Continue the consideration of various job duties of treasurer, treasurer-elect and budget & finance chair.
- Continue to review the feasibility of hiring a third-party bookkeeper
- Consider options for institutional & individual memberships
- Consider feasibility of using per diem at the federal per city rate

LRP and GAP Goal Activity to date:

See Below

Motion/ Action Item(s):

GFM Update –

According to the external auditor, new accounting guidance requires non for profits to disclose their liquidity policy. SASFAA’s policy is contained in the GFM Section 3.4

3.4 Reserve Funds - The Association shall maintain a reserve fund balance of no less than the most recent operating budget plus contractual obligations. This amount is considered the Mandatory Protected Reserve. Such funds may be comprised of both short and long term

investments, provided the funds are not intermingled with the Association's checking account. Refer to Policies and Procedures 10.8. Total Assets less the Mandatory Protected Reserve is considered the Limited Discretionary Reserve.

In order to comply with this new accounting policy, The B&F committee proposes the following language to be added to the end of section 3.4

Liquidity policy - In accordance with accounting guidance and consistent with SASFAA's policy on reserve funds, SASFAA's liquidity policy is to maintain a reserve fund balance of no less than the most recent operating budget plus contractual obligations. This amount is considered the Mandatory Protected Reserve. Such funds may be comprised of both short- and long-term investments, provided the funds are not intermingled with the Association's checking account. SASFAA has no long-term debt and its assets are not pledged as collateral or compensating balances to secure any financial obligations.

Policy & Procedure: Changes/ Recommendations:

See the above.

Activity Summary:

- 2018-2019 year-end close out was completed and the final budget was submitted to be added to the website. Also, an article was provided to for SASFAA Nine News in October to update the membership.
- External audit – was completed by Blankenship CPA Group for fiscal year ending 6/30/2019. The following is the resulting opinion, "The financial statements referred to above present fairly, in all material respects, the financial position of Southern Association of Student Financial Aid Administrators, Inc. as of June 30, 2019, and the results of its operations and its cash flows for the year then ended in accordance with the accounting principles generally accepted in the United States of America."
- An extension was filed for the 990-tax return to allow the audit to be completed prior to finalizing the 990-tax return. The timing was not within the prescribed timeframe but was at the recommendation of Mike Dunn, SASFAA's accountant.
- The treasurer is sending timely monthly reconciliation reports and requests for approval of the treasurer credit card payments to the Budget and Finance Chair.
- Budget vs Actuals Reports are being sent on a monthly basis to the Board of Directors and Committee Chairs. Individuals who oversee a particular line-item also receive a detailed listing of expenditures on a monthly basis.
- November 14, 2019 – The Budget and Finance Chair met in Nashville along with Brent Tener and Celena Tullos. This meeting was originally scheduled to be the 1st quarterly review as prescribed for the first year of a new treasurer). However, due to a family emergency, we were not able to complete the review. Since the hotel cost were not refundable, the group met and discussed reviewed budget considerations for the 20-21 year.
- **First quarter financial review** of the 19-20 financial records will occur on Sunday prior to the conference as approved during the last conference call. Friendly reminder: This is not within the expected timeframe and should not be considered a basis for changing the timeframe moving

forward. Rather this timing was necessary due to an extenuating circumstance that occurred just prior to the original review date. Also, the external auditor reviewed some of the 19-20 transactions during the audit, and no findings or concerns were found. The following individuals have agreed to assist with the official first quarter review: Amy Berrier, Heather Boutell, Lisanne Masterson, Brent Tener and Marian Dill.

The Budget and Financial Committee meet by conference call on 11/2019 and 12/17/2019. The following is a summary from those meetings. The committee will hold a face to face meeting on Tuesday of the annual conference.

Continued discussion on the feasibility of hiring a third-party bookkeeper –

Much discussion took place on this topic. Some general ideas that emerged were:

- The committee believes that SASFAA should move toward hiring a third-party bookkeeper. There are many benefits for having a third-party bookkeeper such as: consistency of address with financial institutions, consistency of processes and maximizing the time of volunteers/officers.
- Process and transparency matters.
 - The Bylaws, P&P and GFM need to be followed, and potential modifications to these governing documents should be considered and addressed as part of this discussion/decision.
 - Both the Board of Directors as well as the membership should be made aware of such a change if a decision is made to move in that direction.
 - Order of this decision-making process matters. Based on current Bylaws, are we legally able to hire a bookkeeper? How can feasibility be determined without a potential job description and codifying a reasonable payrate?
- If a decision is made to hire a bookkeeper, a general announcement should be made to SASFAA and the nine states to solicit resumes – (open position announcement).
 - The day to day responsibilities /job description would be needed
- Distribution of duties: bookkeeper, treasurer-elect, treasurer and B&F Chair are secondary to the outsourcing discussion. This discussion should be deferred until a decision is made to outsource or not outsource some of the day to day duties.
- The treasurer-elect position may or may not be a viable board position. Other considerations for this position: should it be a voting member of the board or should this person attend all board meetings?

Steps moving forward- The B&F Committee believes the first step is for the Bylaws Committee to review this possibility based on the current Bylaws regarding outsourcing some of the treasurer duties. Lisanne Masterson currently chairs that committee. She will bring back possible options based on the current Bylaws.

Feasibility of using an actual per diem at the federal rates (by city) – Celena presented research of various cities that SASFAA commonly or has recently visited. The cities in the sample have a rate equal or less than SASFAA's \$50 maximum daily reimbursement rate. To determine the potential impact on

the SASFAA budget, the committee acknowledges additional research would be required to determine the actual (average) amount currently being reimbursed rather than using the maximum allowable rate. The pros & cons of a per diem were discussed. The committee considered the cost and workload associated with tracking a per diem vs reimbursement. After research, discussion, and consideration, the committee voted not to move forward with the proposal of changing to a per diem. Instead, the committee thinks SASFAA should stay with the current reimbursement practice. Further, the committee believes the workload associated with tracking recipients can be mitigated with hiring a third-party bookkeeper.

SASFAA, Inc.

BALANCE SHEET As of February 1, 2020

	TOTAL
▼ ASSETS	
▼ Current Assets	
▼ Bank Accounts	
BB&T Checking	112,097.89
BB&T Savings	47,903.63
Edward Jones-Money Market	2,806.56
Total Bank Accounts	\$162,808.08
▼ Other Current Assets	
Advisory Solutions 20/80 @ Edward Jones	435,971.94
Charles Schwab (NASFAA)	344,773.70
Total Other Current Assets	\$780,745.64
Total Current Assets	\$943,553.72
TOTAL ASSETS	\$943,553.72
▼ LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
▼ Equity	
Opening Balance Equity	757,980.87
Retained Earnings	76,899.99
Net Income	108,672.86
Total Equity	\$943,553.72
TOTAL LIABILITIES AND EQUITY	\$943,553.72

Outstanding Contractual Obligations

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

- Room rate is \$159 single or double occupancy. For triple and quadruple occupancy there is a \$20 additional charge per adult per room per night with maximum occupancy of four persons per room
- Attrition @ 85% of the total room nights. Attrition amounts will be offset by revenue received for no-shows and individual cancellation fees. All rooms booked outside of the block will be credited to the group block and applied to any attrition performance.
- Cut-off date is January 8, 2020.
- Guestroom cancellation – no penalty will result if notice is received at least 72 hours prior to arrival and a cancellation number is obtained. If the reservation is not cancelled by this time, one night's room and tax deposit is forfeited.
- Check-in time is 4:00 PM. Check-out time is 11:00 AM. Rooms vacated prior to reservation will result in early departure fee of one night's room and tax.
- A minimum of \$50,000 in food and beverage revenue from group-sponsored functions at Hotel is required in connection with the event.
- Must notify Hotel of the exact number of attendees for each outlined function by noon three business days prior to the event.
- Hotel requires that only food and beverage purchased from Hotel be served on Hotel property. In addition, no food or beverage, including alcoholic beverages, can leave the property if it has been prepared specifically for on-property, private functions. Under no circumstances may liquor be brought in from outside Hotel or served by anyone other than a designated Hotel representative.
- Hotel will provide, at no charge, a reasonable amount of meeting equipment (chairs, tables, cloths, podiums, etc.)
- A Master Account will be created for billing purposes.
- If direct bill is not approved, the Hotel required 50% of the entire estimated amount of guestroom and catering charges 30 days prior to arrival. The remaining balance will be due 3 business days prior to arrival.
- There is a parking deck attached to the Hotel. Self-parking for overnight guests is \$16 per car per night. Valet parking for overnight guests is available at the rate of \$26 per car.
- Banners, posters, props and similar decorations may not be adhered to walls, ceilings, windows, doors or floors, without the express written consent of Hotel and supervision of Hotel's staff. There is a \$50 labor charge for hanging each banner or sign.
- A non-refundable deposit of \$500 is due within 60 days of execution of this agreement. This will be provided with the following concessions:
 - 1-40 comp on a cumulative basis
 - 3 suite upgrades at the group rate
 - 1 comp Presidential Suite
 - 1 comp hospitality suite
 - \$10 rebate that can be credited toward the master account
 - 10 rooms at prevailing per diem
 - 10% off AV pricing
 - 8 deluxe kings at the group rate
 - Complimentary meeting space
 - Complimentary six foot exhibit tables up to 30
 - There is a one-time fee of \$25 for power per table if needed
 - Complimentary wireless internet in the guestrooms and meeting space
 - Discounted self-parking for in and out privileges – was \$20, charging \$16
 - Complimentary room rental for pre-planning board meeting. Sleeping rooms to be offered at the conference rate.
- Hilton Honors Meeting Planning Points will be awarded at the conclusion of the event for room revenue and Food and Beverage
 - 75,000 Point Signing Bonus
 - 3 round trip VIP airport transfers
 - One hour complimentary beer and wine reception hosted by the Hotel
 - 5% off banquet menus

Total liability February 6-August 6, 2019: \$99,332

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

- 330 room nights
- Rate is \$159 and includes a \$10 rebate to the master account for each paid room night
- Cut-off date is January 19, 2020
- Attrition is 75%

Total liability February 8-June 8, 2019: \$30,237.90

Spirit Cruises Norfolk – Norfolk, VA – February 11, 2020 – Dinner Cruise

- \$47 per person for 250 people

Total liability until November 13, 2019: \$2,937.33.

Renaissance Montgomery Hotel & Spa at the Convention Center – Montgomery, AL – February 19-24, 2021 – Conference

- Room rate is \$159 plus 15% plus \$2.25
- 1,095 contracted room nights
- \$10 rebate per room, per night will be credited to the master account
- \$65,000 F&B minimum
- Waived room rental for all hotel space with \$65,000 F&B minimum
- Complimentary Presidential Suite over conference dates
- Complimentary Governor's Suite over conference dates
- 10 Executive Suite upgrades for VIPs
- 10 Concierge Level passes for VIPs
- 1/40 comp room ratio
- Complimentary Wifi in guest rooms
- Waived fees for shipping/receiving of packages (up to 25)
- Hotel will sponsor the Saturday morning board breakfast (30 max)
- VIP amenities will be delivered to 10 designated VIPs
- Double Marriott Reward Points for planner
- 21 day cut off
- Attrition at 75%
- Group rate available 3 days pre/post based on availability
- 10% discount on spa services for all attendees
- \$3.00 discount off self-parking
- Cut-Off date is January 25, 2021

Total liability until February 17, 2020: \$71,731.50

Hilton Myrtle Beach Resort – Myrtle Beach, SC – June 7 – 10, 2020

- Room rate is \$149 plus 12%
- 31 contracted room nights
- Complimentary parking
- 1 complimentary upgrade to Executive King Suite, at group rate
- 2 comp rooms if blocked filled
- Complimentary meeting room Wifi
- Event Planner – Celena Tullos will qualify for Hilton Honors Points
- Cut-off date is May 8, 2020
- Attrition at 90%
- \$3,500 F&B minimum

Total liability: \$8,678.50

2020 NAOW Tusculum University – pending final signatures

2019-2020 Operating Budget

The following budget was approved during the July Board meeting.

	2019-2020 DRAFT	2018-2019 Approved Budget	2017-2018 Final-10/6/18
INCOME			
01 Membership Dues	\$40,250	\$42,000	\$37,905.00
02 Professional Development	\$91,050	\$74,625	\$89,860.00
03 Annual Meeting	\$88,250	\$103,125	\$80,450.00
04 Sponsorship	\$100,000	\$100,000	\$102,750.00
07 Interest Earned	\$0	\$0	\$54.11
08 Miscellaneous Income	\$500	\$100	\$5,602.84
09 Transfer from Assets	\$44,995	\$44,998	
11 Dividends Earned	\$20,000	\$20,000	\$19,196.16
Tax Refund			
12 Capital Gains/Losses	\$0	\$0	\$447.94
13 Charity Income	\$0	\$0	\$0.00
Total Income	\$385,045.00	\$384,848.00	\$336,266.05
EXPENSES			
101 President	\$12,320	\$8,413	\$10,997.09
State Conference Travel	\$4,800	\$4,800	\$0.00
102 President-Elect	\$9,800	\$9,813	\$8,270.07
103 Vice President	\$4,000	\$4,588	\$3,144.27
104 Secretary	\$3,850	\$4,638	\$2,092.78
105 Treasurer	\$4,700	\$4,991	\$4,569.24
106 Past President	\$6,500	\$6,963	\$6,054.12
107 Treasurer - Elect	\$0	\$4,588	\$0.00
201 Membership	\$3,800	\$2,963	\$2,806.99
202 Electronic Services	\$7,400	\$7,425	\$5,605.10
203 Professional Advancement	\$72,500	\$70,480	\$62,328.48
204 Communications and Outreach	\$3,900	\$3,391	\$2,403.99
205 Budget and Finance	\$4,800	\$6,891	\$6,160.37
206 Annual Meeting Program	\$140,000	\$145,000	\$105,234.51
207 Site Selection	\$5,000	\$6,668	\$4,624.73
210 Executive Board	\$41,000	\$41,000	\$39,961.21
211 President's Contingency	\$2,000	\$2,000	\$2,000.00
213 Advance Program Planning	\$500	\$500	\$500.00
214 Global Issues	\$4,000	\$3,291	\$1,539.57
Prior Administration Bills			
216 Legislative Relations	\$7,200	\$8,791	\$2,564.27
217 Long Range Planning & GAP	\$6,825	\$4,500	\$6,091.58
218 Vendor/Sponsor	\$5,000	\$5,278	\$1,454.81
219 Special Projects	\$4,500	\$3,376	
Resource Partner Liaison	\$0	\$0	
221 Computer Hardware/Software	\$0	\$0	
224 Accounting & Legal Fees	\$16,250	\$11,000	\$15,250.60
225 Online Payment Processing Fees	\$6,000	\$6,000	\$5,677.12
228 Inter-State Travel	\$5,400	\$4,500	\$3,221.05
229 Awards	\$3,000	\$3,000	\$2,502.85
230 NASFAA Thought Force	\$0	\$0	\$621.31
Sub-total Expense	\$385,045.00	\$384,848.00	\$305,676.11



Southern Association of Student Financial Aid Administrators

Joan A. Zanders/Conference 2020 Chair

Executive Board Report/February 2020

Committee Members:

Bill Spiers, Celina Tulloss, Joan Bailey, Leah Louallen, Michael Birchett, Nathan Basford, Jonah Miller, Tarik Boyd, Kathy Suarez, Kimberly Morris, Mark Anthony Messingschlager, Robert Muhammad, Scott Callahan, Reed W. Allison, Sarah Dowd, Kendra Allen, Nichele Inboden and Mike O’Grady

Committee Goals for 2019-2020:

- Provide conference sessions that meet the needs of SASFAA’s diverse school types and member responsibilities
- Provide sessions that:
 - Assist members in maintaining compliance,
 - Provide opportunities to share best practices and differing viewpoints,
 - Provide opportunities for personal and professional growth
- Provide time during the conference for networking, fellowship and relaxation
- No one leaves without a sense of impact and growth.
- Stay within budget
- Utilize as many room nights as possible to prevent penalties

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Budget increase to cover conference expenses

Policy & Procedure: Changes/ Recommendations:

Activity Summary: Your SASFAA Conference 2020 Committee met monthly through December and weekly in January. The conference theme is “Courage, Compassion, Collegiality: A Survivor’s Guide for Uncharted Waters”, and our charity selection is The Free Network, a 501(c)(3) coalition headquartered in Clearwater/Tampa Bay. Through education, awareness, advocacy, victim services, resource development, community action and prevention, The Free Network helps stop human trafficking and protects hundreds of human trafficking victims.

The conference agenda includes 3 preconference workshops, a Presidents-Elect workshop, six general sessions, 55 concurrent sessions, 7 Lunch & Learn sessions, state meetings, Birds of a Feather sessions by institution type, and our annual business meeting. As of 9:30 a.m. on 1/31/2020, 385 individuals had registered for the conference. Room nights are met at the Hilton. We are hopeful that we will meet the overflow commitment at the Marriott.

Thanks to the commitment of Chair Michael Birchett, Development Partner support has exceeded the goal. At the time of this report, \$109,800 has been raised.

Welcome to Virginia!



Southern Association of Student Financial Aid Administrators

Michael Birchett / Sponsorship Chair

Executive Board Report / February 2020



Southern Association of Student Financial Aid Administrators

Sarah Dowd / Communications and Outreach

Executive Board Report/January 2020

Committee Members

Jennifer Davis
Jill Towns
Zachary Christian

Committee Goals for 2019-2020:

Increase blog publications and member involvement

LRP and GAP Goal Activity to date:

Updated Executive Board information on website
Created Facebook Events for trainings and conference
Published sporadic blogs
Managed email blasts:
 Legislative (weekly)
 Events (Symposium, Webinar, Conference – all ongoing)
 Job Postings (as needed by member request)

Motion/ Action Item(s):

None at this time

Policy & Procedure: Changes/ Recommendations:

None at this time

Activity Summary:

Thank you to everyone who has submitted information and assisted in keeping the membership informed of the activities and opportunities made possible by the association.

Please send me your suggestions for improvements, and ideas for how we can use – or replace – the blog and stay in touch with the membership in ways other than email.



Southern Association of Student Financial Aid Administrators

Jonah Miller / Electronic Services Committee Chair

Executive Board Report/February 2020



Southern Association of Student Financial Aid Administrators

Ron Gambill, Chair, Legislative Relations Committee

Executive Board Report/February 2020

Committee Members/State Executive Board:

AL	Stephanie Miller	Financial Aid Solutions
FL	Kimberly Lent	University of South Florida (FCAN)
GA	Nancy Ferguson	University of Georgia
KY	Rhonda Bryant	University of Kentucky
MS	LaShanda Chamberlain	Mississippi Gulf Coast Community College
NC	Bridget Ellis	ECMC
SC	Joey Derrick	University of South Carolina
TN	Ron Gambill	Edsouth (Chair)
VA	Brad Barnett	James Madison University (State)
	Will Shaffner	MOHELA (Federal)

Volunteers:

Melinda Clark	St. Leo University	FL
Chesa Donovan	Global Financial Aid Services	MS
Heidi Hunter-Goldsworthy	Hunter Consulting	NC

Committee/State Goals for 2019-2020

- Provide weekly updates for Congress when in session and other D.C. related activities impacting higher education.
- Review relevant NPRMs and Congressional legislation as appropriate for comment.
- Conduct a DC Hill visit with appropriate proposals for the HEA Reauthorization in the Spring of 2020.
- Provide a legislative webinar on Reauthorization, or legislative advocacy.
- Develop a committee listserve and establish conference calls for committee communications.
- Have a committee member designated by the State President of each SASFAA state.

Motion/ Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

Previously submitted.

Activity Summary:

- Committee Chair, Ron Gambill, attended the National Association of State Student Grant and Aid Programs conference in Washington, DC October 22-25, 2019. The speakers included Robert Moran and Bryce McKibben from the Senate HELP Committee, Moira Lenahan-Razzuri serving Senator Jack Reed of Rhode Island, Justin Draeger of NASFAA, Scott Buchanan of SLSA, James Bergeron of NCHER, Erik Wolfson from the USDE Office of Inspector General, Dr. Martha Kanter from the College Promise Campaign, Carrie Warick

from NCAN and Mark Brown serving as the COO of FSA.

- Conference calls for the Legislative Relations Committee were held October 11, 2019 and December 19, 2019.
- The Weekly Legislative Activities notice as published by NCHER continues to be sent to the SASFAA membership weekly.
- A SASFAA Hill Day in DC is being planned for April 22, 2020 with President Spiers, President-Elect Tulloss, Legislative Chair Gambill and Legislative Relations Committee member Ellis attending.

General Updates:

- On November 21, 2019, the President signed another Continuing Resolution to fund the government through December 20, 2019, as the House and Senate continued to struggle with funding issues.
- The FUTURE Act passed both Houses of Congress and was signed by the President on December 19, 2019. The FUTURE Act permanently extends mandatory funding for Historically Black Colleges and Universities and other Minority Serving Institutions and requires the Internal Revenue Service to automatically share tax information with the U.S. Department of Education for the purpose of establishing financial aid eligibility, recertifying income-driven repayment, and verification related to the Free Application for Federal Student Aid.
- Congress passed the Budget Agreement and it was signed by the President on December 20, 2019. Following are some of the major financial aid provisions:
 - Provides \$24.5 billion for Federal Student Aid programs, which is \$75 million above the 2019 level. The funding supports a maximum Pell Grant award of \$6,345, an increase of \$150 over last year; \$865 million for FSEOG, an increase of \$25 million above the 2019 level; and \$1.2 billion for FWS, which is an increase of \$50 million.
 - Provides \$1.1 billion for the Federal TRIO programs, an increase of \$30 million; \$365 million for GEAR UP, an increase of \$5 million; and \$10 million for Career Pathways, a new initiative for postsecondary education and career success.
 - Provides \$1.77 billion for student aid administration, which includes funding levels for student loan servicing and implementation of Federal Student Aid's Next Generation Financial Services Environment.
 - Includes legislative language similar to the past allocating loan volume to federal student loan servicers based on performance and capacity; allows borrowers who are consolidating their federal student loans to choose their servicer; and requires the Department to ensure loan servicers manage the full life-cycle of loans from disbursement through pay-off.
 - Rescinds \$500 million from the unobligated Pell Grant program balances.
 - Provides \$2.3 million to conduct outreach to borrowers who may qualify for the Public Service Loan Forgiveness Program.
- CBO scored the College Affordability Act proposed by the House Committee on Education and Labor at \$331.9 billion over 10 years. H.R. 4674 has not been scheduled for the floor as of this time. The bill would:
 - Increase direct spending for federal student loan programs by \$169.9 billion over the 2020-2029 period;
 - Increase direct spending for the Federal Pell Grant Program by \$83.1 billion;
 - Increase direct spending for other higher education programs by \$78.8 billion; and,
 - Amend and permanently reauthorize the discretionary portion of the Pell Grant Program, which would increase spending subject to appropriation by \$85.4 billion over the 2020-2024 period.
 - Amend repayment options for federal student loan programs, eliminate loan origination fees, create a subsidized loan program for graduate students, expand eligibility for Public Service Loan Forgiveness, and appropriate funds for America's College Promise, the grant that would require participating states to eliminate tuition and fees at public two-year institutions.

Calendars

Congress returned January 6th and took up business on the 7th. The House passed a CRA resolution to overturn the USDE Borrower Defense to Repayment Rule on January 16, 2020, however it is not likely to come up in the Senate anytime soon due to the Impeachment Hearing process that began January 16 in the Senate and is expected to go into early February. The House went in recess January 17 until January 27, 2020.

There is no anticipation of Reauthorization in 2020, however the College Affordability Act could be scheduled for hearing on the House floor. It could also be held pending the November elections.



Southern Association of Student Financial Aid Administrators

Wayne Kruger / Membership Chair

Executive Board Report/Feb 2020

Committee Members: None at this time.

Committee/State Goals for 2019-2020: clean up membership database, formalize membership tracking, have members update profiles, refine auto-renewal process, and perform a membership drive.

Motion/ Action Item(s): None at this time

LRP and GAP Goal Activity to date:

- 1) In order to ensure that the board is representative of the membership I have continued to track not just the states of our members. For the past two years, we have also tracked race, gender, and institutional type so that the data can be reviewed and used to ensure that the members are all represented.
- 2) Since the last board meeting I reached to as many past presidents and those that should be honorary members as I could. I invited them to create new accounts in Wild Apricot for those that took us up on this offer. With that, we have gone from 6 – 15 honorary members with updated profiles.
- 3) As a member of the fiscal concerns committee I researched and prepared a listing of other region and state membership costs and types so that a comparison could be made and determine if raising our membership rates or look into institutional membership.

Policy & Procedure: Changes/ Recommendations: None at this time

Activity Summary:

- 1) I have continued to work and clean up duplicate accounts and believe we have cleared all duplicate accounts.
- 2) We have cleared up all old invoices and will continue to do so at the end of each year.
- 3) Posted two articles for the BLOG in October and received several emails from members with thanks for them.
- 4) Created several groups in wild apricot for vendor/sponsors, account managers in wild apricot, and the conference committee.
- 5) Assisted the conference chair and treasurer with creating listings of members, cross-referencing those with conference registration or hotel registrations to get them to do the other option. I have

helped the vendor sponsor chair with ensuring that those that are sponsors were registered. Also in general helping members with issues with membership and conference registration.

2019-2020 Membership data:

We have 1110 active members for this year compared to 1044 for 2018-2019 and 1000 for 2017-2018. That means we have a 5.74% increase in membership since same time last year and a 15.09% increase since the same date two years ago. Below is the break down of our membership as of 09/20 for each year. I did not prepare data for 2017-2018 so I cannot account for any differences.

	<u>2017-2018</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>% Change</u>
Active	928	1010	1068	5.74%
Associate	29	25	26	4.00%
Honorary	40	6	15	150.00%
Retired	3	3	1	-66.67%
Total	1000	1044	1110	6.32%
-				
Alabama	58	67	54	-19.40%
Florida	112	124	143	15.32%
Georgia	138	149	158	6.04%
Kentucky	62	59	77	30.51%
Mississippi	42	42	34	-19.05%
North Carolina	123	136	142	4.41%
South Carolina	165	179	182	1.68%
Tennessee	91	104	105	0.96%
Virginia	95	91	126	38.46%
Other	71	59	89	50.85%
Total	957	1010	1110	9.90%
Public (4 Year)	n/a	334	393	17.66%
Private non-profit (4 Year)	n/a	276	293	6.16%

Public (2 Year)	n/a	175	185	5.71%
other	n/a	59	53	-10.17%
Graduate/Professional	n/a	35	29	-17.14%
Government Agency	n/a	31	22	-29.03%
Lender	n/a	23	34	47.83%
Consultant	n/a	12	22	83.33%
Guaranty Agency	n/a	12	12	0.00%
Servicer	n/a	12	16	33.33%
Private non-profit (2 Year)	n/a	12	9	-25.00%
Not Specified	n/a	10	11	10.00%
Private for profit (Business School)	n/a	7	6	-14.29%
Private for profit (Technical/Trade)	n/a	7	17	142.86%
Secondary Market	n/a	3	2	-33.33%
Retired Financial Aid Professional	n/a	2	3	50.00%
Health Related/Nursing	n/a	0	3	300.00%
<u>Total</u>	n/a	1010	1110	9.90%
Male	n/a	252	293	16.27%
Female	n/a	711	768	8.02%
Not Specified	n/a	47	49	4.26%
<u>Total</u>	n/a	1010	1110	9.90%
White/Caucasian	n/a	640	673	5.16%
Black/African American	n/a	249	279	12.05%
Not Specified	n/a	82	98	19.51%
Hispanic/Chicano/Mexican American	n/a	26	33	26.92%
Asian/Pacific Islander/Filipino	n/a	12	22	83.33%

Native American	n/a	1	5	400.00%
Total	n/a	1010	1110	9.90%
As of date:	1/29/2018	1/29/2019	1/29/2020	



Southern Association of Student Financial Aid Administrators

Nathan Basford/ Site Selection Chair

Executive Board Report/Feb 2020



Southern Association of Student Financial Aid Administrators

Stacy Walker/Global Issues

Executive Board Report/October 2019



Southern Association of Student Financial Aid Administrators

Keith Reeves/ LRP

Executive Board Report/July 2019

Committee Members/State Executive Board:

Bryan Erslan (more to come)

Committee/State Goals for 2019-2020:

- Undertake a survey of membership satisfaction
- 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
- Review and assess the Association's mission statement for change on a periodic basis

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activities:

The current long-range plan (LRP) runs through June 30, 2021. Typically, work begins on the next LRP 2 years prior to the expiration of the current plan. Due to uncontrollable circumstances, preparation for the next plan (July 1, 2021 through June 30, 2026) was delayed. Below are some of the activities that will occur over the next 18 months

- Complete selection of committee members following the 2020 conference
- Begin gathering relevant data and information
- Solicit member satisfactions/concerns via a survey
- Solicit membership input via a "listening" session at the 2021 conference
- Assimilate all gathered information for committee assessment
- Committee will meet to write a draft LRP for 2021-2026
- Final LRP approved by the committee

Committee approved LRP submitted to the Board at the 2021 transition meeting



Southern Association of Student Financial Aid Administrators

Steve Smith / President, AL

Executive Board Report/February 2020



Southern Association of Student Financial Aid Administrators

Daniel T. Barkowitz, Florida President

Executive Board Report/February 2020

FASFAA Goals for 2019-2020:

Mission Statement:

“When an association values differences and creates a welcoming environment – one that is comfortable, inclusive, and empowering – it **opens the door** for innovation, increased participation and an elevated sense of community and belonging for all.”

-- from <https://www.associationforum.org/browse/welcomingenvironment>

Activity Summary:

FASFAA has continued a very strong year for 2019-20 with many highlights through the late fall into winter. Highlights of our recent work include:

- FASFAA’s Clock Hour Workshop which was held from October 28-30, 2019 in Altamonte Springs, FL) had a record setting 153 attendees. Of these attendees, 53 were from out of state. This total attendee count was the highest on record. The attendees were thrilled with the material presented and the quality of the workshop.
- FASFAA held our New and Intermediate Aid Officer Workshop on January 22-24, 2020 in Boca Raton, FL. There were 46 attendees, which was a record high for recent years. 26 of our attendees registered for the New Aid Officer section of the workshop, while 20 registered for the Intermediate Aid Officer portion. Some sessions were held together as a group, while others were in breakout groups. We held a “graduation” at the end of the event, and celebrated those who attended.
- FASFAA will hold a statewide Directors of Financial Aid meeting at Valencia College on February 25, 2020 and we currently have more than 77 attendees registered. This historic event will bring together Directors (and/or their designee) from public, private not-for-profit and proprietary institutions for a historic convening. We have partnered with ICUF (Independent Colleges and Universities in Florida), the SUS (State University System) Directors of Financial Aid, and COFAD

(Council of Financial Aid Directors) from the State Colleges who all hold gatherings of Directors from their sectors; they will hold their Spring meetings in conjunction with the state gathering so many Directors who have not attended FAFSAA events will be there. In addition, we have decided not to charge attendees anything other than membership so we have gained new members as a result. Finally, we are offering our top tier sponsors / partners the opportunity to hold a table at the event.

- FASFAA held our 2nd and 3rd Webinars for the 2019-20 session which were focused on the topics of Legislative Affairs and Advocacy Opportunities (38 attendees, November 7) and a Clock Hour 101 (53 attendees, October 10). Our next webinar will be held on February 19 and is focused on How to Determine Academic Calendars with the Changes in the Federal Definition of a Standard Term (at present there are 51 attendees registered).
- We currently have 853 paid members for 2019-20, which puts us far ahead of membership recruitment at this point in the year. Our conference (which is held in late May) registration is not yet open and requires current membership, so we do have a large membership growth at the end of the year.
- We will completed our Memberclicks database upgrade in late January and while we are still working through some troubleshooting, we are already seeing a number of enhancements and benefits from the new version.
- Our partner package rates are published for 2019-20 and we are starting to receive commitments for the upcoming conference. We are offering a discount of 5% if paid by December. View <https://www.fasfaa.org/fasfaa-exhibitor-and-sponsorship> for more information.
- Our Fall Regional Workshops were very successful with between 16 and 84 attendees.
- We continue to work with our Partner Advisory Council to understand and respond to partner needs. Because of industry changes, we have a new chair (Bill Ayers from College Ave Student Loans) who will be holding our 2nd partner call in a few weeks.
- Our annual sponsorship is already in very good shape. We have 6 confirmed Platinum Sponsors (\$4000), 1 confirmed Gold Sponsor (\$3000) and 14 confirmed Silver Sponsors (\$2000). As an additional incentive for early commitment, we offered a discount for payment prior to December 31 which led to a number of early commitments. While we have not yet hit our total budget for sponsorship, we are close and the conference is still not until the end of May. Adding the benefit of participation as a sponsor at the Director's Workshop meant that several partners chose a higher level of sponsorship this year.

Respectfully submitted,

Daniel Barkowitz



Southern Association of Student Financial Aid Administrators

Lakisha Sanders, GASFAA President

Executive Board Report/February 2020

GASFAA Executive Board Members (V indicates voting member)

- President, Lakisha Sanders, Clayton State University (V)
- President-Elect, Maria Hammett, Mercer University (V)
- Past President, Amber Singletary, Universal Technical Institute (V)
- Vice President of Professional Development, Angela Tate, Lanier Technical College (V)
- Secretary, Syreeta Monroe, Savannah State University (V)
- Treasurer, Kristie Teasley, Chattahoochee Technical College (V)
- Treasurer-Elect, Jill Towns, Georgia Military College
- Program Chair, Wil Humphries, University of West Georgia
- Budget and Finance Chair, Pennie Strong, Georgia Student Finance Commission
- Technology Chair, David McMillion, Piedmont College
- Diversity Chair, Billy Evans, Clayton State University
- Legislative Affairs Chair, Nancy Ferguson, University of Georgia
- Communications and Community Action Chair, David Haygood, Sallie Mae
- Membership Development Chair, Susan Smith, University of North Georgia
- Leadership and Mentorship Chair, Felicia Ailster, Georgia State University
- Software Programs Chair, Dustin McDaniel, Athens Technical College

Committee/State Goals for 2019-2020:

Strategic Goal 1: Expand the GASFAA member's influence beyond their institution with the creation of the mentor and mentee program to develop talented leaders and foster an environment to encourage co-presenters to build their confidence. A mentor will establish a relationship to help someone know they are not alone. The GASFAA community can volunteer to be a mentee regardless of how many years of experience in financial aid.

Strategic Goal 2: Continue to address the GASFAA community training needs and providing best practices. This will be guided through the GASFAA community feedback.

Strategic Goal 3: Develop leaders to participate in the GASFAA Executive Board through the identification of committee members that show stewardship to others and a drive to participate and serve in meetings.

LRP and GAP Goal Activity to date:

None

Motion/ Action Item(s):

None

Policy & Procedure: Changes/ Recommendations:

None

Activity Summary:

We started our first every webinar series for GASFAA with the GASFAA Default Management webinar on Tuesday October 22, 2019 from 10:00 AM to 11:30 AM. Our presenter Larry Eadie is a Management and Program Analyst, PBI Cluster Lead, and Student Loan Default Management Coordinator with the U.S. Department of Education Federal Student Aid Customer Experience Division. We had 61 attendees logged in and up to or over 100 participants with one team member logged in as office staff participated in groups.

The GASFAA Fall Workshop was Tuesday and Wednesday October 29-30, 2019 and hosted by Clayton State University. We had sessions for NASFAA Core, Leadership and Mentorship, Diversity, Banner Technology, and Georgia Student Finance Commission State Aid. The event theme was Enhance Your Learning. Pass It Forward. Make A Difference. We had 154 registered for the event and 150 participants.

Our Fall Board meeting was Friday November 1, 2019 at the Georgia Student Finance Commission. We had our second webinar GASFAA Employee Retention, Development, and Transition Planning on Thursday November 21, 2019 from 10:00 AM to 11:00 AM. Our featured presenter was GASFAA Past President and Financial Aid Director, Doug Tanner. He is the Regional Director of Financial Aid of Valdosta State University and South Georgia State College with 25 years of Financial Aid and Management experience. 60 attendees logged in and up to or over 100 participants with one team member logged in as office staff participated in groups.

We used SurveyMonkey to get feedback for each event. We also used a survey poll feature on Facebook. Advertisement for all events were done via GASFAA listserv, Facebook, Instagram, and Twitter.

Our upcoming Winter board meeting is Friday February 21, 2020. Our upcoming one-day Winter training is on Thursday March 5, 2020 and will be hosted by Mercer University. The Spring Conference is May 27, 2020 to May 29, 2020 at the Hilton Atlanta Northeast.



Southern Association of Student Financial Aid Administrators

Bob Fultz / KASFAA President

Executive Board Report/February 2020

Committee Members: N/A

Goals for 2019-2020:

Review all SASFAA By-Laws, Policies and Procedures, and governing documents.

Review the Long Range Plan to ensure all issues are being or have been addressed.

Represent the President as requested, including state conference travel.

Establish all committees and have chairs in place by February 2020.

Conduct the President Elect Workshop in conjunction with the annual conference in Norfolk.

Participate in the Inter-Regional Exchange Program. (if applicable)

Establish goals for 2019-2020 year by January 1, 2020.

Participate in the NASFAA Leadership Conference.

LRP and GAP Goal Activity to date: N/A

Motion/ Action Item(s): N/A

Policy & Procedure: Changes/ Recommendations: N/A

Activity Summary:

Attended the NCASFAA Fall Conference as the SASFAA representative

Worked with the Budget and Finance Committee to review the policies surrounding meeting travel and compare to other similar associations.

Planned the President Elect Workshop for the incoming 2020-2021 State Presidents.

Attended the 2020 NASFAA Leadership and Legislative Expo, coordinating a dinner with the incoming State Presidents.

Began scheduling a regional exchange with SWASFAA President Elect Amy Cable.

Attended the 2020-2021 NASFAA Board Orientation dinner



Southern Association of Student Financial Aid Administrators

Gail Muse Beggs/MASFAA President

Executive Board Report/February 2020



Southern Association of Student Financial Aid Administrators

Robert Muhammad, North Carolina President

Executive Board Report/February 2020

Committee Members

** indicates new board members, replacing members who left since October 2019*

NCASFAA 2019-20 Executive Board				
<u>Position</u>	<u>First Name</u>	<u>Last Name</u>	<u>Organization</u>	<u>Voting Y/N</u>
President	Robert	Muhammad	Winston-Salem State University	Y
President-Elect	Kamesia	House	Fayetteville State University	Y
Past-President	Jamie	Pendergrass	North Carolina State University	Y
Vice-President	Kendra	Myers	Surry Community College	Y
Treasurer	Zilma	Lopes	Central Carolina Community College	Y
Treasurer Elect	Sharon	Oliver	North Carolina Central University	Y
Secretary	*Nadine	Ford	Durham Technical Community College	Y
Budget and Finance Chair	Ben	Carmichael	Winston-Salem State University	Y
Fall Program Chair	Amy	Berrier	UNC Greensboro	Y
Spring Program Chair	Sherlock	McDougald	Edgecombe Community College	Y
Diversity/Global Issues Co-Chair	Francisco	Parrilla	North Carolina State University	Y
Diversity/Global Issues Co-Chair	Fred	Holding	UNC Wilmington	Y
Legislative Advisory Chair	Bridget	Ellis	ECMC	Y

Membership Chair	Kyle	McMahan	North Carolina State University	Y
Professional Advancement-New Aid Officers Chair	Monty	Hickman	North Carolina Community Colleges System Office	Y
Professional Advancement - Intermediate Aid Officers Chair	Kali	Brown	Vance Granville Community College	Y
Professional Affiliates Chair	Biz	Daniel	Great Lakes Educational Loan Services	Y
Publicity and Publications Chair	Dan	Sanchez	UNC Wilmington	Y
Site Selection-Chair	Rod	Walton	PNC Bank	Y
State and High School Relations Chair	*Marcia	Weston	North Carolina State Education Assistance Authority	Y
State Agency Liaison Chair	Kevin	Lineberry	North Carolina State Education Assistance Authority	Y
Technology Task Force Chair	JD	Gibbs	Lenoir Community College	Y
Prof Advancement - North Carolina Training Webinars Chair	Michelle	Hemmer	William Peace University	Y
Ad-hoc Committees				
Council of Past Presidents	Bruce	Blackmon	UNC Charlotte	N
Minority Serving Institutions Conference	Sherri	Avent	North Carolina A&T Stat University	N
Analytics Committee	Wanda	White	North Carolina Community Colleges System	N
Committee to Include Training Tracks - Director and Strategic				
Enrollment Management	Mary	Otto	Campbell University	N

Theme for 2019-20

Our profession is one of access. We provide access to students – so that they may have an opportunity to attend college. Access to our campus colleagues – so that they may gain an understanding of the importance of financial aid. We help them to understand the “whys” of the “dos,” don’ts,” and umm...”no ways” of our alphabet soup, which is generously seasoned with regulations, policies, procedures. Access to our financial aid colleagues – so that we can share, learn, grow, and support one another. Access to our broader community – creating bonds with middle schools, high schools, civic, and religious organizations. With the aforementioned in mind regarding access – our theme for the upcoming year is ***“Ensuring Access to All...”***

Theme for 2019-20

We continue to promote the theme of “Ensuring Access to All...”

Committee Goals for 2019-2020:

I. Finance

As the costs of conferences continue to rise, NCASF AA should (and will) begin to review and assess:

- Trends of costs for conferences (e.g. hotel costs, meal costs, comparative costs of conferences in different areas of the state)
- Trends for annual budgets
- Broadening vendor sponsorship (i.e. how to help ensure that vendors receive at least nominal return on their investment – does not necessarily require purchasing products)

NCASF AA should (and will) strengthen processes to ensure that members understand the costs of the association doing business. These processes can include:

- Concurrent sessions on finance, budgeting and conference development and negotiation
- Webinars on finance, budgeting and conference development and negotiation
- Thorough review of conference (e.g. costs and balance sheet) during the conference

II. Leadership

Council of Past Presidents

Will provide guidance where precedent, rationale and intent of previous actions, and lessons learned from past events are important considerations in the decision-making process for current issues. Assist with performing studies, inquiries, or other actions. In the event that the Council becomes a standing committee, the aforementioned tasks can be self-initiated or at the request of NCASF AA Board or membership.

The Council will serve as a resource for historical information and to support the activities of the membership of NCASF AA, its Board and Committees as directed by the President. The Council will advise the Executive Board on issues of importance to NCASF AA.

For 2019-20, the Committee’s charge is to consider the:

Feasibility it becoming a standing committee

- Composition and size of the committee
- Explore the creation of a Past-President Recognition Pin
- Explore the best manner to recognize past presidential leadership – e.g. banners, plaques that will be displayed during the fall and spring conferences
- Consider how to encourage retirees to continue to be engaged in NCASF AA

III. Strengthening the Association

a. **Host a NCASFAA Executive Board Meeting at a Non-Traditional Location**

Will host at least one Executive Board Meeting at a remote school, which we have not visited before (at least to my knowledge). This initiative coincides with the 2019-20 theme, "Ensuring Access to All..." We want to be servant leaders to our constituents - meet them where they are. The hope is by traveling to a school that is off the "beaten path," we will demonstrate to our members that we will go gladly to lengths to serve, do, support. The hope is also to assist our colleagues in gaining or strengthening support of the Financial Aid Office from its administration.

b. **Minority Serving Institutions Workshop(s)**

Will provide to HBCUs (public and private) and minority serving institution (approximately six community colleges) a one-day meeting/workshop. A committee will be convened as needed. 2019-20 President-Elect, Kamesia House will provide assistance. The workshop(s) will discuss items/issues, concerns, challenges that are germane to HBCUs and minority serving institutions.

Some topics that may be considered include:

- Perkins (Liquidation)
- Sharing tips on best practices
- Administrative Cost Allowance (its uses, how it's used. How to leverage it as part of a department's budget without losing other resources)
- Satisfactory Academic Progress
- Strategic campus partnerships
- Financial Aid Office's role in enrollment and retention (What can the Financial Aid Office do to assist?)
- Rethinking awarding financial aid (a recent CampusLogic report indicates that a number of low-income, first-generation students complete the FAFSA after March)
- Challenges and successes

c. **Data Analytics and Parsing Committee**

Will compile data to develop a report that provides details on the various schools throughout our state. Most of the data will be provided by entities that already have data to provide (e.g. NASFAA, the UNC System Office, North Carolina Community College System, and etc.). The data will be provided to schools to consider trends, challenges, roadblocks, and opportunities.

In the event that the Committee becomes a standing committee, the report would be developed into a database. The results will be used by NCASFAA to assist schools as needed with various projects.

Areas to consider include for the report:

- Institution:
 - Type
 - Size
 - Demographics
- Financial Aid Office
 - Construct and Staffing
 - Staffing Model
- Financial Aid Totals

- Federal
- State
- Institutional
- IT Challenges and Successes
- Appropriations (where applicable)
- Endowments
- Administrative Cost Allowance
- Awarding Philosophies
- Trends
 - FAFSA Submissions
 - Awardable FAFSA Completion
 - Enrollment
 - Retention
 - Graduation
 - Melt
 - Attrition

d. Site Selection Handbook Revision

Update the Site Selection Handbook to coincide with the newly updated Policies and Procedures Manual.

e. Training

i. Training Tracks

- Develop training tracks for members who wish to become upper level financial aid managers (e.g. associate directors or directors)
- Develop training tracks for members who wish to explore opportunities in the area of strategic enrollment management (e.g. enrollment management, enrollment analytics, associate vice-president or vice-chancellor for enrollment)
- Explore the feasibility/opportunity for the training tracks to be certified – perhaps through a continuing education program at a college or university

ii. Broaden Training /Development Opportunities

Offer training /development opportunities at schools that may not have the typical opportunity to receive training (at the fall or spring conferences or at drive-in opportunities)

IV. Community Involvement

Committee to Review Fraudulent Behavior by Unscrupulous Third Parties

Will review fraudulent behaviors of third parties and determine practices to employ to combat these practices. More details will be provided later.

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Activity Summary:

NCASF AA held out Fall Conference in Raliegh, North Carolina this past November. The Conference was very successful, well attended, and well received.

Highlights:

- Lon Hodge and Gander the Service Dog were keynote guests, Lon highlighted the need of our veteran population
- Raised \$2,000 for mental health awareness
- Showcased Winston-Salem State University's marching band as entertainment for our members

NCASF AA has hosted specialized training for the broaded NCASF AA community as well as HBCU's and Minority Serving Institutions – sessions were held at Lenior Community College and Bennett College

NCASF AA partnered with FSA/ Minority Serving and Under Resourced Schools Division (MSURD) – the one day conference was held at North Carolina A&T State University. The conference was well received a follow-up will be held later in the spring.

Robert Muhammad, President, attended the graduation for the North Carolina Community College System's FA Leadership Academy



Southern Association of Student Financial Aid Administrators

Melanie Gillespie-SCASFAA President

Executive Board Report/February 2020

Committee Members/State Executive Board:

President	Melanie Gillespie
Past President	Nikisha Howze
President-Elect	Traci Singleton
Vice President	Bridget Blackwell
Secretary	Zach Christian
Treasurer	Missy Perry
Treasurer-Elect	Samantha Hicks
Member At Large	Melissa Barnette
Advisory to CHE	Justin Pichey
-Vice Chair	Augusta Kitchen
Annual Conference*	Shannon Cross
-Vice Chair	Zach Christian
Budget*	Missy Perry
-Vice Chair	Samantha Hicks
By-Laws*	Michelle Ladato
-Vice Chair	advising from Secretary
Communications	Michelle Upchurch
-Vice Chair	Miracle Mosley
Counselor/Consumer Relations	Kellie Savoie
-Vice Chair	Danielle Rymer
Electronic Services	David Bachelder
Financial Planning	Earl Mayo
-Vice Chair	Tasha Morgan
Global Issues	Regina Hailey Smith
-Vice Chair	DJ Wetzel
Legislative Relations*	Joey Derrick

-Vice Chair	Adam Ghiloni
Lender Liaison	Ray Jones
Long Range Planning*	Michelle Jacobson
Membership*	Melissa Barnette
Nominations / Elections*	Nikisha Howze
Assoc. Volunteer and Leadership	Holly Gilliam
-Vice Chair	Samantha Hicks
Professional Dev.*	Bridget Blackwell
-Vice Chair	Stephanie McCarter
Site Selection	Elizabeth Milam
-Vice Chair	Jennifer Williams
Special Projects	N/A
Sponsorship	J.W. Kellam
-Vice Chair	Kim Chalmers

SASFAA Appointees:

Communications, Sarah Dowd
 Legislative Relations, Joey Derrick
 Site Selection, Jennifer Williams
 Electronic Services, Zach Christian
 Long Range Planning, Keith Reeves

Committee/State Goals for 2019-2020:

- We just completed our election for vacant offices and are pleased with the level of interest we had.
- We offered two webinars free to our membership this past fall: State Aid Tips & Tricks, and Intermediate Excel. These went so well we are offering two more in the spring: Difficult Conversations and Tips from NASFAA, SASFAA, and otherwise. In addition, we have Dave Bartknicki doing a federal update for us in March.
- We are still toying with the idea of hosting a workshop for the clock hour schools of SC, but we have not gotten enough feedback to determine if that will be well attended or not yet.
- The vice chairs we implemented on the SCASFAA Executive Board this year have been wonderful. It created a level of interest in running for office, gave folks new opportunities, and has helped committee chairs not to bear all of the burdens.
- The New Aid Officer Workshop as well as our Leadership Symposium has been scheduled and has presenters.
- We implemented change in our newsletter to give it more relevance. We have new member spotlights, as well as seasoned aid professional spotlights. We even included some of the best of the best from the Financial Aid Follies page. Following the lead of SASFAA, I have implemented a blog page in the newsletter.

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:



Southern Association of Student Financial Aid Administrators

Joe B. Myers, Jr., TASFAA President

Executive Board Report/February 2020

State Executive Board: TASFAA President's Report

Committee Members/State Executive Board:

TASFAA Executive Board & Committee Members (V indicates voting members)

- President – Joe Myers, Motlow State Community College (V)
- Past-President – Tiffany Summers, Lipscomb University (V)
- President-Elect – Danette Seale, Carson Newman University (V)
- Secretary – Amy Wood, Tennessee State University (V)
- Treasurer – Ashley Edens, Tusculum University (V)
- Community College Representative – Jennifer Byrd, Nashville State Community College (V)
- 4 Year Public Sector Representative – Bill McCord, Middle Tennessee University (V)
- Private Sector Representative – Tina Rich, Carson Newman University (V)
- TCAT Representative – Haley Greenway, TCAT Elizabethton (V)
- Member At Large – Eric Farmer, TN Student Assistance Corporation (V)
- Member At Large – Erin Johnson, Maryville College (V)
- Association Governance Chair/Long Range Planning – Jeff Gerkin, University of Tennessee Knoxville
- Awards Chair – Bill McCord, Middle Tennessee University
- Budget & Finance Chair – Melissa Smith, Vanderbilt University
- Conference Chair – Jeff Norrod, TN Tech University
- Diversity Chair – Regina Gilbert, Watkins College
- Electronic Services Chair – Isaac Jones, Middle Tennessee State University
- Governmental Relations Chair – Ron Gambill, Edsouth
- Historical Chair – Kacee Hardy, Dyersburg State Community College
- Membership Chair – Janette Overton, King College
- Public Relations/Blog Chair – Charles Harper, Belmont University
- Site Selection Chair – Leah Louallen, TN Student Assistance Corporation
- Sponsorship Chair – Lacey Weese, TN Wesleyan University
- State Programs Chair – Darolyn Porter, TN Student Assistance Corporation
- Training Chair – Samantha Sullivan, Vanderbilt University

Committee/State Goals for 2019-2020:

Goal #1: The core mission of TASFAA is training. Continue the review, assessment, and enhancement of the training needs of the Association membership.

Goal #2: Present a balanced budget for 2019-20 to insure efficient use of available Association funding while providing the necessary opportunities for the membership.

Goal #3: Promote volunteerism throughout the year to engage more members in the Association.

Goal #4: Enhance and expand communications efforts to the membership.

Goal #5: Work with SASFAA to promote leadership training and opportunities for TASFAA members.

Goal #6: Review and Update as needed TASFAA's Policies and Procedures to ensure compliance with TASFAA Bylaws.

Goal #7: Schedule and Participate in a visit to State Capitol.

Goal #8: Review, update, and submit a new TASFAA Long-Range Strategic Plan for consideration by the Executive Board.

Goal #9: Encourage TASFAA members to also participate in SASFAA.

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

General Update:

The TASFAA Executive Board met along with the Conference Committee at the Spring Hill Suites Nashville-Brentwood on October 17 - 19, 2019, and again at the Cool Springs Marriott in Franklin, TN, on January 9 - 10, 2020. The Conference Committee under the leadership of Jeff Norrod, Tennessee Tech University worked on finalizing plans and sessions for the 52nd TASFAA Annual Conference, April 5 – 8, 2020, in Murfreesboro, TN. The conference theme is “Find the HERO in You” and will feature a superhero concept. Plans are in place for our ever-popular federal presentations by David Bartnicki along with a pre-conference workshop for New Aid Officers, which will be held on April 5, 2020. The new aid officers will be our “Emerging Heroes.”

Under the leadership of Samantha Sullivan, TASFAA had a successful 2019 Fall Training series in early October 2019. The series was held in West Tennessee at Lane College - Jackson, TN; in Middle Tennessee at Trevecca University – Nashville, TN; and in East Tennessee at Johnson University – Knoxville, TN. One hundred and thirty-six (136) TASFAA members had the opportunity to spend the day learning together. A NASFAA Credentialing session on Needs Analysis was provided at each event along with presentations from the Tennessee Student Assistance Corporation and David Bartnicki. Mr. Bartnicki presented two sessions via web - Academic Calendars and a Federal Update with Q & A.

TASFAA President-Elect Danette Seale participated in the SASFAA President Exchange during the Kentucky Fall State Conference in October 2019. TASFAA will be hosting Stephen Adcock, Alabama's President-Elect, during the Tennessee Annual Conference in April 2020.

Elections for the 2020 – 2021 TASFAA Executive Board begin soon. The Nominations and Election Committee provided a slate of candidates at the last Executive Board Meeting. Election results will be provided at the TASFAA business meeting during the SASFAA conference on Monday, February 10, 2020.

The next TASFAA Executive Board meeting is scheduled for Sunday, April 5, 2020, prior to the 52st TASFAA Conference.

Activities:

- July 18 – 19, 2019 - The 2019 - 2020 TASFAA Executive Board held the transition and first board meeting at the Embassy Suites in Franklin, TN.
- September 20, 2019 - The TASFAA President participated in the SASFAA Site Selection committee conference call.
- October 1 – 3, 2019 – 2019 TASFAA Fall Training series.
- October 4 – 5, 2019 – SASFAA State Presidents Meeting and SASFAA Executive Board Meeting
- October 17 – 18, 2019 – TASFAA Conference Committee Meeting and Executive Board Meeting
- January 9 – 10, 2020 – TASFAA Conference Committee Meeting and Executive Board Meeting
- January 9, 2020 – Tennessee Student Assistance Corporation (TSAC) Board of Director’s Meeting
- January 21, 2020 – SASFAA Executive Board Conference Call
- January 24, 2020 – SASFAA Executive Board Conference Call
- February 7 – 8, 2020 - SASFAA State Presidents Meeting and SASFAA Executive Board Meeting
- February 9 – 12, 2020 – SASFAA Annual Conference
- April 5, 2020 - TASFAA Executive Board Meeting
- April 5, 2020 – New Aid Officers Workshop
- April 5 – 8, 2020 – TASFAA 52nd Annual Conference - Embassy Suites in Murfreesboro, TN

June 29 – July 2, 2020 – NASFAA Annual Conference



Southern Association of Student Financial Aid Administrators

Brad Scaggs, VASFAA President

Executive Board Report/February 2020

VASFAA Executive Board Members (asterisk denotes voting members)

President	Brad Scaggs*	Virginia Tech
President - Elect	Sherika Charity*	Reynolds Community College
Past President	Joan Zanders*	Northern Virginia Community College
Treasurer	Tawana French*	Virginia Tech
Treasurer - Elect	Ashley Reich*	Liberty University
Secretary	Tina Russell*	Christopher Newport University
Rep-At-Large	Marc Vernon*	Virginia Commonwealth University
Rep-At-Large	Elayne Peloquin*	University of Lynchburg
Rep-At-Large	Jackie Cottom*	Northern Virginia Community College
Rep-At-Large	Scott Morrison*	Bridgewater College
Funds Manager	Vern Fairchilds	Bridgewater College, Retired

VASFAA Theme for 2019-2020:

“Oh the places *we’ll* go!”

Update on VASFAA Priorities for 2019-2020:

- **Widening VASFAA’s reach by bringing events to different parts of the Commonwealth**
 - Our second in-person event of the year was hosted on October 11th, at Blue Ridge Community College in the Central-Western part of the Commonwealth. We again had good attendance for this event – 74 registrants and 70 attendees. Feedback was obtained from 30 attendees via a survey. All said that the location was good, the training met the purpose of the event, and they’d participate in future years based on their experience.
- **Increasing participation**
 - Each event we’ve hosted so far, including our two in-person events (Director’s Summit and Non-Conference training) and our two webinars have had outstanding participation and have outperformed the previous year’s registrations. I believe this is attributable to content, location, and advertisement that have all been priorities this year.
- **Finalizing outreach and high school guidance counselor resources**
 - Nothing to report
- **Exploring how VASFAA may increase its advocacy activity**

- VASFAA, through its Government Relations committee, and select members chosen by the committee, continue working to further our position set forth in an advocacy letter to SCHEV. Conversations with legislators and SCHEV have been ongoing. SCHEV hosted a simplification strategy meeting in Richmond on December 11th with representatives of the committee.
- Additionally, we will have a session at our annual conference that prepares individual members for advocacy.
- **Remaining financially sound to ensure VASFAA's long-term viability**
 - VASFAA continues to focus on the future. We will be discussing opportunities for our investments at our upcoming winter board meeting.
- **Continuing to provide quality and timely training**
 - As mentioned earlier, VASFAA has hosted some terrific training events this year. As our webinars have become more popular we may look to expand them. As such we will be exploring our own webinar hosting platform – one shared with me by FASFAA and Daniel Barkowitz. Until now, we have relied on individual institution's platforms.
- **Providing varying modes for member feedback**
 - VASFAA surveys membership after every event and has received some great comments that will help us plan the same events in the future, however, we continue to explore the option of an instant feedback mechanism on our website. As of now we rely on members to submit emails via the address listed on the website.

LRP and GAP Goal Activity to date:

N/A

Motion/ Action Item(s):

N/A

Policy & Procedure: Changes/ Recommendations:

N/A

Activity Summary:

See above information for VASFAA activity by priority. That said, I am pleased to welcome my fellow Board members to Virginia and look forward to a wonderful conference here in Norfolk.



Southern Association of Student Financial Aid Administrators

Sharon Oliver/President Guide Task Force

Executive Board Report/February 2020

Committee Members

Brad Barnett
Zita Barree
Nathan Basford
Amy Berrier
Ron Day
David Gelinis
Guy Gibbs
Susan Little
Lisanne Masterson
Janet Nowicki
Sharon Oliver, Chairperson
Keith Reeves

Committee Goals for 2019-2020:

- **Develop a comprehensive guide for the President-Elect, President, and Past President**
- **Develop a calendar of events that includes the start date and planning tips**

LRP and GAP Goal Activity to date:

Motion/ Action Item(s):

Policy & Procedure: Changes/ Recommendations:

Activity Summary:

The President's Guide Book Task Force members have developed a template for the role of President-Elect, President, and Past-President to develop a comprehensive guidebook. The task force has established April 1, 2020 as the deadline for completing the guidebook. Task force leaders and sub-committee members were selected for each role and are diligently working on each section.

President's Guide Book Task Force Timelines

Friday, January 17, 2020	Assign Tasks to Sub-Committee Members
Friday, February 28, 2020	Sub-Committee Members submit completed sessions to taskforce leaders
Saturday, Feb. 29-March 5, 2020	Taskforce leaders compile and consolidate report
Friday, March 6, 2020	Taskforce leaders share report with sub-committee members
Friday, March 15, 2020	Final subcommittee report is due to Taskforce Chairperson

President's Guide Book Taskforce Sub-Committee Members

President-Elect

Nathan Basford

Ron Day

Guy Gibbs

Lisanne Masterson - Chairperson

President

Amy Berrier

Janet Nowicki - Chairperson

David Gelinas

Keith Reeves

Past-President

Brad Barnett

Zita Barree - Chairperson

Susan Little

Sharon Oliver



Southern Association of Student Financial Aid Administrators

Chad Sartini/Social Media Taskforce

Executive Board Report/February 2020

Committee Members/State Executive Board: Sara Kaufman (FL), Felicia Ailster (GA), James Kellam (SC)

Committee/State Goals for 2019-2020: Develop and introduce a social media policy for SASFAA to be approved by the board.

Motion/ Action Item(s): Social media policy submitted to board for approval.

Policy & Procedure: Changes/ Recommendations:

General Updates:



Southern Association of Student Financial Aid Administrators

Brenda M. Brown / Legal Issues Task Force Chair

Executive Board Report/February 2020



Southern Association of Student Financial Aid Administrators

Sarah Baumhoff, Task Force Chair, Legal Issues

Executive Board Report/February 2020

Motion/Action Items:

Auditors Recommendations
NASFAA leadership award (executive session)
Conference budget increase
Social Media Policy
Calendar/Schedule discussion

Marian
Bryan
Joan Z
Chad
Celena

Policy and Procedure Updates