

**MINUTES
SCASFAA Board Meeting
Clarion Town House Hotel
April 10, 2011**

Present:

Jeff Holliday	Katie Harrison	Allison Sullivan
Missy Lutz	Rosalind Stevenson	Violette Hunter
Ellen Green	Vickie Sutton	Kenneth Cole
Nikisha Dawkins	Aria Simmons	

Absent:

Emily Staggs	Hank Fuller	Ken Bernard
Forrest Stuart	Jennifer Williams	Kimberly White-Grimes
Chuck Sanders	Jeni Rone	Sarah Dowd

CALL TO ORDER

President Jeff Holliday called the meeting to order at 10:32 am. A quorum was established with the majority of voting members present.

President Holliday asked if there were any adjustments or additions to the agenda, to which there were none. The agenda was approved as presented, with the allowance that the President could modify as needed throughout the meeting.

The minutes of the January 28, 2011 Board meeting were reviewed and accepted as public record.

President Holliday asked Aria Simmons to present an update on the annual conference. Aria provided examples of the materials that will be provided in each attendee's registration packet, including thank you cards, informational brochures, volunteer cards, and charity brochures. She reported that the conference's first-time attendee reception will incorporate the buddy/mentor system. Aria reviewed the charity information, and reminded the Board that we are raising money for the Ronald McDonald House. There will be a silent auction, as well as a drawing for a free registration for next year's conference. The conference registration count is 142, which includes 27 first-time attendees.

REPORT OF OFFICERS

President (Jeff Holliday)

President Holliday reported that sponsorship is going better than anticipated with the recent approval of the exhibitor level. He encouraged the Board members to actively follow federal budget initiatives closely and to remain active in the legislative process. He also reported that he is excited about the sessions being offered during the conference and thanked Aria and her committee for their work. The President encouraged all Board members present during the conference to contact him if attention needs to be brought to anything.

President-Elect (Allison Sullivan)

Allison reported that she completed a conference call with Ken Cole, Nikisha Dawkins, and Missy Lutz to discuss the Policies & Procedures, By-Laws, etc. with respect to the Treasurer and Treasurer-Elect positions. Their discussions included implementing a quarterly budget review, a long-term investment plan, and a pre-audit review. They also discussed having a written financial contingency plan (i.e. accessing CD funds in the case of an emergency, strengthening policies and sharing those policies with our bank). The group also discussed the Treasurer-Elect having a more active role during the transitional year. The group suggested moving to an online banking platform as soon as possible.

Note: Ken Cole indicated that a discussion needs to be conducted at the transitional board meeting regarding purchasing any software that may be needed for online banking. President Holliday asked that Missy and Nikisha research the steps necessary to transition to online banking and for the association to go ahead and set it up for the upcoming year.

Jeff noted that future Executive Boards will need to discuss implementing a more strategic investment plan and that we should closely follow what SASFAA is doing along those lines because it may include working with them (SASFAA) on our portfolio. In addition,

Jeff also indicated it would be a good idea for the Treasurer Elect to be present during the audit each year, along with the Treasurer.

Allison reported on the NASFAA Leadership Conference that she and Missy attended. Their trip included visits to Congressional and Senate offices to discuss the importance of student financial aid programs. She thanked the Board for the opportunity to attend the conference.

Vice President (Kenneth Cole)

Ken Cole reported on the Professional Development committee's achievements during the year. The most recent event was the Leadership Symposium, which came in under budget. The revenue for the Leadership Symposium was \$900, and the committee did not end up using the additional \$500 that was approved at the January Board meeting. Ken reported that the Leadership Symposium was a success and shared some of the positive results and comments from the attendees. The Professional Development committee also endorsed and promoted a recent webinar, which was presented by NSLP. The topic was building a Cost of Attendance budget. Ken reported that the committee is looking at the possibility of presenting a webinar after the conference to address any additional topics that may not have been covered.

Secretary (Katie Harrison)

Katie reported that historical information on the SCASFAA website has been reviewed, and several areas have been identified as needing updates. A list of the updates will be provided to Ken Bernard after the 2011 Conference so that the newest awardees can be included. Katie will notify the Board once ATAC completes the updates to the website. The "Thirty Five Year History" document will also be updated after this year's transition meeting.

The Board discussed the possibility of electronic archiving in the future and decided to follow the recommendations set forth in the Long Range Plan to review Archives policies. The next time archiving policies are set to be discussed, the Secretary may recommend taking steps toward electronic archiving.

Treasurer (Nikisha Dawkins)

Nikisha reported that the association has raised \$12,680 in spring conference fees so far, but many members have not yet paid. SCASFAA currently has a total of 403 paid members, which is only ten less than our goal for the year. Sponsorship revenue for the year is \$9500, with three sponsors and seven exhibitors. Nikisha has sent out reminders to those who have registered as members but not yet paid.

At the February budget meeting, the committee discussed late conference fees, in addition to the daily rate for the conference. Nikisha reported that eight members took advantage of the daily rate this year. One person paid for a one-day attendance, then cancelled late, and the Board decided that the \$30 late fee will be assessed.

Nikisha stated that the association's Wachovia CD was closed out and the proceeds were put into checking account.

Note: Missy and Allison will decide whether to open another CD with those funds.

Note: Nikisha and Jeff will work together to review SCASFAA's financial standing after the final conference bills have been paid (by mid-May) to make recommendations to the budget committee regarding potential next steps for bank accounts.

Lastly, Nikisha reported that references have been provided to Embassy Suites North Charleston so that the association does not have to pay the \$1000 deposit for next year's conference.

Treasurer-Elect (Missy Lutz)

No report for the Board at this time.

Member at Large (Emily Staggs)

Absent; no written report for the Board at this time.

REPORT OF COMMITTEE CHAIRS

Consumer Relations (Violette Hunter)

The College Goal South Carolina workshops were successful, with 19 total locations throughout the state. As of today's date, Violette can report that there were 740 attendees; however, not all the sites have reported their numbers yet. Over 400 volunteers participated this year. Evaluations from participants were very positive, with attendees indicating the service was needed and appreciated. Violette plans to recommend an earlier date for the upcoming year.

Counselor Relations (Vickie Sutton)

Vickie and her committee are currently working on the spring edition of the *FACE the Facts* newsletter. Vickie thanked Mike Fox for his assistance. She also reported that she participated in NT4CM (National Training for Counselors and Mentors) conference calls. The training documents are online, and links will be provided on the counselors' website.

Diversity (Rosalind Stevenson)

No report for the Board at this time

Electronic Services (Ken Bernard)

Absent – written report submitted to Board prior to meeting

Legislative Relations (Forrest Stuart)

Absent; no written report for the Board at this time

Newsletter (Jennifer Williams)

Absent; no written report for the Board at this time

Peer Support (Kimberly White-Grimes)

Absent; no written report for the Board at this time

Lender Liaison (Chuck Sanders)

Absent; no written report for the Board at this time

Program (Aria Simmons)

Reported at the beginning of the meeting

Site Selection (Jeni Rone)

Absent – written report submitted to Board prior to meeting

SCASFAA Advisory Council to CHE (Ellen Green)

Ellen reported that by early June, previous updates brought forth by the Advisory Council should be approved through CHE. Although Ellen's committee has not been very active yet and has not initiated any new recommendations for CHE, she reported that Karen and Lorna have been very responsive and proactive in contacting Ellen for input prior to taking action on any items.

Sponsorship (Sarah Dowd)

Absent – written report submitted to Board prior to meeting

President Holliday dismissed the group for lunch at 12:00 p.m., and the meeting reconvened at 1:00 p.m.

UNFINISHED BUSINESS

No unfinished business reported

NEW BUSINESS

Long Range Plan – Allison Sullivan reviewed the fact that the Long Range Plan had been completed for 2009-2014 but had not been officially updated or put on the website. The 2009-2010 Executive Board had discussed the Plan, but there are no records of it having been officially passed or adopted last year.

President Holliday indicated that the voting members of the 2010-2011 Executive Board had completed an email vote to officially adopt the current Long Range Plan. With six affirmative votes, the plan was passed, and the updated LRP has been placed on the website.

Note: Allison and Jeff will review the LRP for areas that need to be updated and will update prior to transition board meeting, including additional notations that need to be made on the document for tasks that have been completed.

Quarter-century honorees – According to membership database, this year's quarter-century honorees are Peggy Collins, Meg Hurt, and Earl Mayo. These honorees will be recognized during the awards banquet.

President Holliday asked for general consensus from the Board for the Association to have the authority to supplement the charity earnings, up to \$250. The Board agreed. If necessary, Jeff will submit the final number to the voting members via email.

After hearing no further business, Ken Cole moved to adjourn the meeting at 1:14 p.m. Katie Harrison seconded it. The motion passed, and the meeting was adjourned.

Respectfully Submitted,

Katie Harrison

SCASFAA Secretary, 2010-2011