

**MINUTES**  
**SCASFAA Transitional Board Meeting, Day 1**  
**SC Student Loan Corporation**  
**June 9, 2011**

Present:

Jeff Holliday	Katie Harrison	Hank Fuller
Missy Lutz	Nikisha Dawkins	Kenneth Cole
Jennifer Williams	Sarah Dowd	Ken Bernard
Vickie Sutton	Aria Simmons	Rosalind Stevenson
Violette Hunter		

Absent:

Emily Staggs	Forrest Stuart	Chuck Sanders
Ellen Green	Jeni Rone	Kimberly White-Grimes

**CALL TO ORDER**

President Jeff Holliday called the meeting to order at 1:20 pm. 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 April 10, 2011 Board meeting were reviewed and accepted as public record.

**REPORT OF OFFICERS**

***President (Jeff Holliday)***

Jeff provided a SASFAA update, based on information obtained at the recent SASFAA Transitional Board meeting. The 2012 SASFAA Conference will be held February 26 – 29 in Greensboro, NC. During the meeting, all state presidents attended a presentation regarding Wild Apricot and previewed the upcoming Wild Apricot-hosted SASFAA website. The ATAC and Wild Apricot websites will run parallel during the transition. SASFAA indicated that the primary work will be throughout the start-up process, and the expansion of Electronic Services committee was discussed. It has been recommended that committee chairs be a part of the Electronic Services committee, especially those who would be posting information on the website. Wild Apricot does not host online voting, but there are other options readily available.

In addition to moving to Wild Apricot, SASFAA is also planning to transition from a newsletter to a blog, based on success of other regional associations. This idea allows the association to provide updates and news in a timelier manner.

Lastly, Jeff reported that RMASFAA has partnered with NASFAA for investment opportunities, and NASFAA has encouraged other regional associations to join in their investment portfolio as well. The offer is only available to regional associations, and SASFAA may be in a position to move forward with this opportunity.

Jeff concluded by thanking the Board and stated that he had learned a lot during his year as President. He concluded by stating that all current Board members played a significant role in making 2010-2011 a successful year for the association. He encouraged the Board to continue serving and volunteering, including running for elected office.

***President-Elect (Allison Sullivan)***

Allison's year consisted of familiarizing herself with the roles of the President, and she thanked Jeff for his leadership. Allison has many goals and objectives for the upcoming year and is looking forward to working with the new Board members.

***Vice President (Kenneth Cole)***

Kenneth provided a summary of the yearly activities of the Professional Development committee. The New Aid Officers Workshop was over budget by \$35, and all other activities came in under budget.

***Secretary (Katie Harrison)***

Katie reported that the website has been updated with pertinent historical information, such as updated lists of award recipients, honorary members, and Past Presidents. She also reported that the other duties of Secretary had been completed in accordance with P&P guidelines throughout the year. The 2010-2011 association archives will be coordinated with Cheryl Hughes. Katie thanked the Board for their support and indicated that she is looking forward to serving a second year.

***Treasurer (Nikisha Dawkins)***

Nikisha presented an updated budget and reported that the annual conference came in under budget by over \$1000. She reported that the Treasurers budget is over the originally approved amount because she had to order checks and pay banking fees of \$248. The line item is over 10% of the original budget and must be voted on by the Board.

***Action Item: Katie Harrison moved that the Treasurers line item budget overage be approved, and Missy Lutz seconded. The motion carried unanimously.***

Nikisha also reported that all CDs have been renewed, and the upcoming maturity dates are July , Nov. , and a final maturity date in December. There is currently \$92,059 in checking.

Nikisha indicated that she has completed paperwork for online banking and will transition the account to Missy on July .

President Holliday reported he is cautiously optimistic that membership numbers increased this year. He also discussed improvements to the transition between Treasurer-Elect and Treasurer. He hopes to see the lines of communication remain open between new Treasurer and former Treasurers and wants to make sure the Treasurer is sharing information on a continual basis with the Treasurer-Elect. There are also plans in the works to have the Treasurer-Elect take care of Accounts Receivable, while the Treasurer focuses on Accounts Payable.

Nikisha reported that invoices have been sent to those who have not yet paid membership dues for 10-11. In addition, one conference fee still has to be paid. She has followed up with several people who have indicated that payment is in process. President Holliday encouraged the new Board to be diligent about people paying membership who are benefitting from professional development activities. The Board discussed the possibility of deactivating members who do not pay membership fee within a certain amount of time.

***The Board discussed using the contingency fund to cover the \$8950.76 budget deficit, plus any transitional board meeting expenses. An email vote will need to take place at the end of the fiscal year to move funds from the contingency fund to cover the negative bottom line amount in order to create a zero balanced budget.***

***Treasurer-Elect (Missy Lutz)***

Missy reported that during her upcoming year as Treasurer, she plans to distribute duties with Violette, and she also hopes to work with Ken Cole to get ideas on how to most effectively split duties.

***Member at Large (Emily Staggs)***

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

***Past President (Hank Fuller)***

Hank thanked his committee members for their help and suggested that we get started earlier and finalize slate of candidates prior to the end of the calendar year. He also suggested making contingency plans for candidates if videos are not available online for any reason.

## **REPORT OF COMMITTEE CHAIRS**

### ***Consumer Relations (Violette Hunter)***

Violette thanked the Board for allowing her to serve in this capacity this year. She plans to work with Carol Parker to transition the planning and coordination of College Goal SC. Violette recommended that we conduct the workshop earlier in 2012, noting that both the annual TRIO meeting and SASFAA conference will be held during the last week of February. Violette suggested that we have the workshop in mid-February if possible.

### ***Counselor Relations (Vickie Sutton)***

Vickie thanked Jeff for the opportunity to serve as the committee chair. Vickie suggested that the committee should meet in person at least once during the year. She plans to pass on the National Training for Counselors and Mentors (NT4CM) information to Rosalind for the upcoming year.

### ***Diversity (Rosalind Stevenson)***

Rosalind thanked the Board for the opportunity to serve and expressed appreciation to her committee for their work throughout the year. This year, the committee provided diversity tidbits, a mid-year diversity workshop, and a conference presentation on ethics. Rosalind recommended trying to schedule the workshop around other competing activities to encourage additional attendees. President Holliday recommended the possibility of a pre-conference workshop for diversity.

### ***Electronic Services (Ken Bernard)***

Ken indicated that he is looking forward to continuing his service for the upcoming year and involving additional committee members. He will continue to work on comparisons between ATAC and Wild Apricot. Ken stated that Wild Apricot is more cost-effective, and he will work with the new Board to make recommendations.

### ***Legislative Relations (Forrest Stuart)***

Absent; no written report for the Board at this time

### ***Newsletter (Jennifer Williams)***

Jennifer reported that the summer newsletter is expected to be published at the end of June. She likes the idea of moving to a blog atmosphere, and expressed that efficient timing is always a challenge for the Newsletter editor. She looks forward to working with Janet to transition the newsletter duties.

### ***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)***

Aria reported that conference came in under budget, and that positive feedback was received on the evaluations. She will be sharing the evaluations with the new committee chairs. Aria suggested the following recommendations for upcoming year: meet with the committee early, select strong committee members, and work closely with the Treasurer regarding the registration process and invoices/payments. She also recommended continuation of the silent auction for charity since it was so successful this year. She thanked her committee members and the Board for the support throughout the year.

### ***Site Selection (Jeni Rone)***

Absent; written report provided prior to the Board meeting

### ***SCASFAA Advisory Council to CHE (Ellen Green)***

Absent; written report provided prior to the Board meeting

***Sponsorship (Sarah Dowd)***

Sarah thanked the Board for the support throughout the year and for agreeing to create the new Exhibitor level. She recommended that the 2011-2012 Board consider additional options and possible a la carte sponsorship options. Sponsor level could still receive all benefits, but other vendors could pay for services that are of interest to them (i.e. banner ads, list of conference attendees, vendor table at conference). President Holliday thanked Sarah for her work throughout the year and her creative ideas during this difficult time.

**UNFINISHED BUSINESS**

President Holliday indicated that there are some items in the Long Range Plan's timeframe which have passed without the recommendation being completed. He suggested we roll discussions into 2011-2012 Board.

**NEW BUSINESS**

Katie and Hank shared a thank you card from the past year's scholarship recipient from The Citadel. The Board discussed the appropriate section of the Policies & Procedures manual (section 102.2 number 4), which outlines the timeline of payment for scholarship. The Board recommended that the P&P be changed to read "prior to the close of the current fiscal year" instead of "within 30 days of the close of the annual conference."

***Action Item: Allison Sullivan moved that the Policies & Procedures Manual be updated to reflect the above change. Nikisha Dawkins seconded the motion and it carried unanimously.***

***Note: Katie will update Section 102.2, number 4, in the Policies & Procedures Manual accordingly.***

***After hearing no further business, Katie Harrison moved to adjourn the meeting at 2:46 p.m. Ken Cole seconded it. The motion passed, and the meeting was adjourned.***

Respectfully Submitted,

***Katie Harrison***

SCASFAA Secretary, 2010-2011