

**MINUTES**  
**SCASFAA Transitional Board Meeting, Day 2**  
**SC Student Loan Corporation**  
**June 10, 2011**

Present:

Allison Sullivan	Katie Harrison	Kenneth Cole
Sarah Dowd	Kevin Perry	Missy Lutz
Tamy Garofano	Donna Quick	Sandra Rhyne
Janet Sain	Violette Hunter	Carol Parker
Vickie Sutton	Rosalind Stevenson	Ken Bernard
Kevin Delp	Ellen Chiles	Jennifer Williams
James Smith		

Absent:

Carolyn Sparks	Jeff Holliday
----------------	---------------

**CALL TO ORDER**

President Allison Sullivan called the meeting to order at 9:29 am. A quorum was established with the majority of voting members present.

President Sullivan 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 Board members introduced themselves to the group, and time was provided for transition between committee chairs.

**REPORT OF OFFICERS**

***President (Allison Sullivan)***

President Sullivan provided a SASFAA update to the Board, reporting on the recent transitional board meeting with SASFAA. SASFAA is in the process of transitioning from ATAC to Wild Apricot for website hosting and maintenance, and is also considering moving to a blog format to replace the newsletter. President Sullivan also reported on SASFAA's potential investment strategies with NASFAA, which are currently not open to state associations.

President Sullivan indicated that her theme for SCASFAA this year is "A Full Court Press to Excellence," and the conference will build on that theme.

President Sullivan then outlined her goals and expectations for the 2011-2012 Executive Board. She expects Board members to attend all meetings if possible or send a person from their committee in their place. She indicated that a calendar of Board meetings would be sent to the Board after the meeting, and that calendar includes due dates for submitting Officer/Committee reports to Katie prior to each meeting. President Sullivan hopes the Board will be open to potential changes in SCASFAA policies and will remain flexible throughout the year.

President Sullivan reviewed the SCASFAA mission statement. In addition, the group reviewed the SCASFAA website with the new Board members.

President Sullivan and Katie Harrison reviewed the non-standing committees with the Board, and President Sullivan asked for a motion to approve the committees for the 2011-2012 year.

***Action Item: Ken Cole moved to approve all non-standing committees. Missy Lutz seconded the motion, and it carried unanimously.***

***President-Elect (Sarah Dowd)***

As the President-Elect's special project for the year, President Sullivan charged Sarah with working in conjunction with Missy on researching additional investment opportunities for the association's financial resources.

***Vice President (Carolyn Sparks)***

Absent; no written report provided prior to Board meeting.

***Secretary (Katie Harrison)***

Katie reviewed how and when minutes from each Board meeting are distributed. She also reported that SCASF AA letterhead is available and will be emailed to all Board members for use during the 2011-2012 year.

In addition, Katie reported that the administrative area of the SCASF AA Facebook page has been updated to include all Board members as administrators. She reminded the Board of the appropriate posting guidelines and encouraged them to review the official SCASF AA Facebook policy in the Policies & Procedures Manual.

***Treasurer (Missy Lutz)***

Missy provided a copy of the working budget and indicated that the budget committee will meet in July to propose the new budget for 2011-2012.

***Note: All officers and committee chairs should review their line item and submit an annual budget request to Missy no later than June 30<sup>th</sup>.***

***Treasurer-Elect (Violette Hunter)***

Violette reported that during her year as Treasurer-Elect, she hopes to pick up the duty of receipting and depositing membership dues and begin working with the Accounts Receivable functions of the association.

Ken Cole reviewed a list of potential changes to the Treasurer and Treasurer-Elect duties that have been discussed in the past year. These include splitting the duties between Accounts Receivable and Accounts Payable. Additionally, he reminded the Board that the Policies & Procedures will need to be updated to reflect the most current duties and responsibilities of the Treasurer, including responsibilities after the official term has ended (helping with taxes, audit, etc.). ***These changes will be discussed during the upcoming budget committee meeting.***

***Member at Large (Kevin Perry)***

Kevin's goal for the year is to increase membership, and he would like to utilize the Facebook page to remind members to renew, as well as a tool to recruit new members. Kevin also plans to reach out to former members who have not renewed in recent years.

***Past President (Jeff Holliday)***

Jeff was absent, but President Sullivan reported on his behalf. The Board discussed the importance of providing the candidates' information and making the video speeches available on the website prior to the voting being made open.

**REPORT OF COMMITTEE CHAIRS**

***Consumer Relations (Carol Parker)***

Carol reported that she would like to follow Violette's recommendation and conduct College Goal SC earlier during the year. President Sullivan stated that SCASF AA should have written guidelines for the giveaway drawings to alleviate potential issues during the CGSC workshop, and to allow for consistency between sites for drawings. Carol indicated that she and her committee would work on this during the planning stages.

***Counselor Relations (Rosalind Stevenson)***

The Counselor Relations committee will again provide the *Face the Facts* newsletter for guidance counselors in the Fall and Spring. Rosalind also plans for the committee to offer the National Training for Counselors and Mentors (NT4CM) training. She also discussed the possibility of providing webinars throughout the year.

***Diversity (Tamy Garofano)***

Tamy provided a written board report to outline her goals for the Diversity committee for the year. These include attempting to represent all school sectors when choosing members for the committee, securing a general session speaker for the annual conference, conducting two webinars during the year, maintaining fiscal responsibility to the association, and providing at least one diversity-related article to the newsletter.

***Electronic Services (Ken Bernard and Kevin Delp)***

Ken reported that the electronic services committee will continue researching Wild Apricot. Ken and Kevin hope to present solid information on a potential transition from ATAC to Wild Apricot during the October Board meeting. After implementation and development, Wild Apricot would save at least \$4000 per year over our current contract with ATAC; however, additional research will be completed to determine whether customizations are available with Wild Apricot.

Ken and Kevin will also provide information regarding the possibility of creating a blog to replace the newsletter at the October Board meeting.

***Legislative Relations (Ken Cole)***

This year, Ken plans to keep up with relevant information and news from NASFAA, CHE, and FSA, and will ensure that announcements and news feeds are shared with the SCASFAA membership as appropriate. Ken has contacted Voc Rehab and TIA and hopes to keep communication open between SCASFAA and those agencies. He will continue to post legislative updates to the listserv throughout the year, and plans to encourage the membership to communicate individually with their elected representatives regarding financial aid programs. When needed, Ken will provide examples of verbiage for members to utilize in communications with their elected officials.

***Newsletter (Janet Sain)***

Janet's goal is to provide three newsletters to the association this year, and she will send scheduled due dates and publication dates to the Board as soon as they are determined.

**President Sullivan dismissed the group for lunch at 11:55 a.m., and the meeting reconvened at 12:35 pm.**

***Peer Support (Vickie Sutton)***

Vickie reported that she understands the need to review the purpose of the Peer Support Network and will work with committee members throughout the year to further develop the network. In addition, the Peer Support Network directory needs to be updated this year, and she will work to accomplish that task.

Donna Quick recommended that SCASFAA determine a way for the Peer Support committee and/or Membership committee to connect new members with each other. The Board discussed the possibility of sending an email out to all new members so they can identify as a group. Kevin plans to review the membership information as it comes in to identify those individuals.

***Program (Jennifer Williams and Ellen Chiles)***

Jennifer reported that she and Ellen have started brainstorming ideas for the conference in April. Their primary goal is to provide pertinent sessions of interest to all attendees, and for more members to stay onsite during the conference.

***SCASFAA Advisory Council to CHE (Donna Quick)***

Donna indicated that she anticipates another year in which it will be important to keep communication open with CHE and to advocate for all state financial aid programs. She plans to keep membership abreast of any potential changes throughout the year. In addition, she hopes to clarify the expectations and roles for CHE's presentations at conferences and workshops.

***Site Selection (Sandra Rhyne)***

Sandra's goal is to locate and secure a site for the 2013 conference. She plans to research sites throughout the state with the goal of presenting a recommendation to the Board at the January Board meeting.

President Sullivan asked Sandra to consider the possibility of securing a contract with no food/beverage minimum. Janet Sain cautioned Sandra and her committee to be careful with wording of contracts regarding any food/beverage commitments.

***Sponsorship (James Smith)***

James is in the process of reviewing what other states in the SASFAA region are offering for sponsorship and plans to present recommendations from his committee to the Board at the October meeting. He reported on a variety of options of potential tier packages and a la carte options for the sponsors. James also plans to update contact information for potential vendors (i.e., auditors, document imaging companies).

**UNFINISHED BUSINESS**

No unfinished business

**NEW BUSINESS**

President Sullivan informed the Board members that the 2012 SASFAA Conference will be held February 26<sup>th</sup> -29<sup>th</sup> in Greensboro, NC, and she encouraged attendance.

***President Sullivan will contact Jeff Dennis and Nancy Garmroth to determine a time to complete the financial review/audit for the 2010-2011 year.***

President Sullivan concluded the meeting by announcing the following dates:

Board Meeting - October 7, 2011; Officer/Committee reports due to Katie by September 30, 2011

Board Meeting - January 20, 2012; Officer/Committee reports due to Katie by January 13, 2012

Board Meeting - April 1, 2012; Officer/Committee reports due to Katie by March 23, 2012

***After hearing no further business, Kevin Perry moved to adjourn the meeting at 1:32 p.m. Violette Hunter seconded it. The motion passed, and the meeting was adjourned.***

Respectfully Submitted,

***Katie Harrison***

SCASFAA Secretary, 2011-2012