

**SCASFAA 2012-2013 SPRING BOARD MEETING MINUTES**

**Greenville Marriott**

**Sunday, April 7, 2013**

Present:

Sarah Dowd	Violette Hunter	Rosalind Elliott
Katie Harrison	Deborah Williams	Kenneth Cole
Allison Sullivan	Carol Parker	Kevin Delp
Kevin Perry	Donna Quick	Ellen Green
Ellen Chiles	Alicia Hugee	Tamy Garofano

Absent:

Heather Swaminathan	Kimberly White-Grimes	Chris Dooley
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**Call to Order**

President Dowd called the meeting to order at 9:42am, and a quorum was established with the majority of voting members present.

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

Katie Harrison moved for such an approval. Ken Cole seconded the motion, which passed.

**Action Item: Approval of February Meeting Minutes**

The minutes of the February 18, 2013 meeting were presented. There were no changes, corrections, or additions. The minutes stand approved and will be noted as public record.

**Report of Officers**

***President (Sarah Dowd)***

President Dowd reported that she has been busy and productive working diligently with other officers and committee chairs to bring the 2013 conference together. President Dowd has also been working with President-Elect Katie Harrison towards future endeavors. The budget issue discussed at the Winter Board meeting concerning NASFAA has been resolved as Katie will report. President Dowd has been asked to serve on SASFAA board, as a committee chair. This endeavor has been approved and she is honored to represent SCASFAA next year in this capacity.

***President-Elect (Katie Harrison)***

Katie began her report by thanking the Board for allowing her and Deborah Williams to take the opportunity to attend the NASFAA Leadership Conference in Washington, DC. She felt that it was well worth the time and money. This provided a great learning experience as well as networking opportunity. Together Katie and Deborah were able to meet with staff members who work closely with three of South Carolina's elected representatives (Lindsey Graham, Joe Wilson, and Trey Gowdy) and were able to advocate on behalf of South Carolina students and families. Additionally, at the request of President Dowd, Katie had the opportunity to speak with NASFAA President Justin Draeger and expressed a concern that attendees who are not NASFAA members are charged an additional \$100 to attend NASFAA events, like the annual conference and the leadership conference. After follow-up conversations, it was decided that beginning in 2014, any leadership conference attendee being sponsored by his or her state or regional association will be charged the

lower registration fee, regardless of whether the individual is a NASFAA member or not. In addition, NASFAA is planning to refund \$100 back to SCASFAA for the fees incurred for Katie's registration for 2013. Katie thanked President Dowd for initiating this conversation.

With the reimbursement from the NASFAA Leadership conference, Katie will be right at or under budget for year. Katie is prepared to have the scholarship drawing during Tuesday night's award banquet and has everyone's list of active committee members. Additionally she has two thank you letters to present to SCASFAA from last year's scholarship recipients.

Katie plans to attend the GASFAA conference in May at no cost to SCASFAA and will join their conference as a guest for their HOPE Celebration Luncheon, which celebrates 20 years of the HOPE scholarship.

Katie reminded the Board of the Transitional Meeting set for June 24-25 and will provide more details closer to the date.

***Katie asked that in preparation for the transitional meeting, officers and committee chairs review their 2012-2013 expenditures and be prepared to share information concerning their budgetary needs with the person with whom they will be transitioning. During that time, it will be important to share any pertinent information that person will need to know as he or she requests budget for the upcoming year (i.e., the host site providing meals for New Aid Officers Workshop). This information will need to be provided in addition to other transitional information (duties, recommended calendar/timeline, relevant contacts, etc.)***

#### ***Past President (Allison Sullivan)***

Allison thanked Kevin Perry for setting up Election Buddy as the online voting option for this year. Ballot Bin, a free site, was tried but due to several issues with the site, Election Buddy was found to work out better. SCASFAA paid \$49 to use this tool and to date it has been wonderful and is very secure. ***President Dowd asked for details on how to set up for next year as will most likely be used again.*** Allison thanked Kevin Delp and Rosalind Elliot for setting up candidate information prior to the election beginning and said that voting is going well. Kevin Perry said that another email will go out to the members who have not yet voted on Tuesday morning. The Board held discussion about working on encouraging members to vote.

#### ***Vice President (Kevin Perry)***

Kevin did not have a formal report as not much has changed since the Winter Board Meeting. He did report that the SCASFAA Leadership Symposium will be in May at Coastal Carolina University in Myrtle Beach. This workshop will be geared towards Office Support Staff. Client services will be the focus and two trainers have agreed to present. This workshop is being announced to encourage any and all departments to send those in customer service. CACRAO and NACUBAO are also to be invited which involves one of Kevin's 2012-2013 initiatives of starting a relationship with other organizations in the state.

#### ***Secretary (Ellen Chiles)***

Ellen reported that she has been working with Katie Harrison on the Policies and Procedures manual to make all changes and updates current through the February Board Meeting. ***Additional updates will be made after this Spring Board meeting and the membership will be notified once these are online.*** Ellen Green reported that the membership will be receiving flash drives when they register at the conference, which have the Policies and Procedures Manual and a copy of the By Laws already uploaded.

#### ***Treasurer (Violette Hunter)***

Violette provided a current budget for Board. She pointed out that line 105.1 was added for Prior Year Expenses such as ATAC charges and Past President Charges. There was discussion between Ken Cole and Kevin Perry to add a buffer amount in budget line for next year to better prepare for any unexpected expenses that may occur. After Violette stated that she will be sending the check to Navy Seals from last year's conference, Tamy added that the conference chair should follow up on the charity each year to ensure that funds are sent if a representative does not come to conference to obtain a check. Violette had the opportunity to go to BB&T and now has authority for the SCASFAA CD, she is also planning a visit to all banks SCASFAA has business with. Violette wanted the Board to know that she thanked Cindy Peachey, Earl Mayo and Ken Cole for their extensive help provided during this time. President Dowd asked if

Violette if she had contacted a financial advisor, as previously discussed. ***Violette had not yet had opportunity to contact the financial advisor, but plans to do that in the coming weeks.***

#### ***Treasurer-Elect (Deborah Williams)***

Violette announced Deborah would be coming to the meeting late. In her absence, Violette reported from the budget that SCASFAA currently have 324 paid members. Discussion took place regarding those who paid SCASFAA membership at the same time they paid conference fees, this could increase the membership number. A voting key will also need to be sent to these people. President Dowd asked that this information and resolution be included at the transition.

#### ***Member at Large (Alicia Hugee)***

Alicia had no official report at this time. She has sent out an email reminder encouraging everyone to renew membership. She has responded to several emails about changes in membership and also to a question from Deborah about checks received related to conference registration

#### **Report of Committee Chairs**

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

Carol provided a report which will be archived with the minutes showing those schools which assisted to make this year's College Goal South Carolina event a success. Carol hoped that the incoming Consumer Relations Chair, Josephine Brown could join her in speaking with CHE for next year's event.

##### ***Counselor Relations (Donna Quick)***

Donna stated that she has had very little change to report since the last meeting. She has taken recommendations and has looked potentially having a third party entity to be in contact with counselors. Donna stated that it appears some states are spending money on advertising while SCASFAA has been trying to conserve funds by simply contacting counselors via email. ***Donna plans to call the College Board in the coming weeks.*** She believes that currently we will need to use the partial list we have or put together a budget to allow SCASFAA to have a presence at conferences and fairs. ***President Dowd asked that Donna compile this into a report to provide at transitional board to incoming Counselor Relations Chair.*** Ellen Green encouraged Donna to talk to Marshall Connor during the conference as he is a part of CACRAO. President Dowd then encouraged Katie to research the option of having at least one SCASFAA member join CACRAO, preferably the Counselor Relations Chair. Donna finished by saying that this year has been devoted to much research and little action and that while there was training going on, it was not through SCASFAA.

##### ***Global Issues (Heather Swaminathan)***

Absent, no report prior to meeting. President Dowd stated that Heather has been working with Ellen Green and has arranged for two sessions for the conference. The opening motivational speaker, Matt Jones has been paid a flat rate to come and speak and he understands SCASFAA's goals. Greenville Yoga has been retained to conduct a concurrent session based on relaxation techniques to do in the office.

##### ***Electronic Services (Kevin Delp)***

Kevin had no official report, however did provide guidance related to emails being sent out in Wild Apricot. When emails are sent out no subject is showing, recipients only see SCASFAA. Kevin stated that when publishing to the blog, there is a section stating a need to "post title" before sending the email out. Katie stated that she would like to have a tutorial set up during the transitional meeting to let administrators know how to perform specific functions in Wild Apricot (ex: send out emails to organization, etc.).

##### ***Communications/List Serve (Rosalind Elliott)***

Rosalind reported that setting up a Twitter account for SCASFAA was discussed, however the Communications Committee feels that Twitter is not best thing to do at this time. Rosalind would prefer to stay focused on the blog and obtaining more followers while getting items posted in a more timely matter. Page views to the blog have increased-during the month of March, the blog received over 1400 page views. It was discussed that some members think that SCASFAA is still writing a newsletter. ***An announcement will be sent out to the association reminding them that the newsletter is extinct and that the blog will contain the most current information to be reviewed.*** Several Board members encouraged having a one page note sent out monthly to let the membership know when the blog has been

updated and a short statement showing what new is being included, such as a New Member Spotlight, etc. **President Dowd plans to remind the membership about the blog during the business meeting.**

**Legislative Relations (Michelle Upchurch)**

Absent, no report provided prior to meeting.

**Long Range Planning (Kimberly White-Grimes)**

Absent, no report provided prior to meeting.

**Peer Support (Kenneth Cole)**

Ken had no new report to present although he does want to continue to find new and better ways to promote peer support. Kevin Perry asked about bringing the peer support icon to the very top of the website to make it one of the first things seen. Donna suggested having a print out for new members related to peer support network and contacts. Discussion was brought about to encourage involvement and membership. **President Dowd asked that Ken provide brief information about Peer Support during the Business meeting at the conference.**

**Annual Conference/Program (Ellen Green)**

Ellen reported last minute changes to Conference program. SIG was a consultant group at Piedmont Tech, and have agreed to come out for the Banner sessions. The PowerAIDS session time has been changed and will be conducted as a webinar. Kevin Perry will facilitate discussion during the two Datatel sessions and Datatel has agreed to respond to questions that the association has. **Ellen will make and provide a handout at the registration table and will also make an announcement at the conference.**

**SCASFAA Advisory to CHE (Chris Dooley)**

Absent, no report provided prior to meeting. President Dowd stated that a request was sent for this Committee to review and determine if SCASFAA would endorse a recent request from USC regarding LIFE scholarship students, in addition to one from Clemson concerning Palmetto Fellows. Donna said that CHE has started sending out residency workshop information.

**At 11:15am President Dowd called for a short recess and the meeting resumed at 11:26am.**

**Site Selection (Tamy Garofano)**

**Action Item: Approval of Policy Section 108.1 Revision**

The Site Selection Committee thoroughly reviewed and made extensive updates to the Policies and Procedures Manual. The updates are included in the Officer and Committee Reports following the minutes. After the Board reviewed the updates again, there was unanimous consent that these updates will be extremely useful for future site selection chairs. This is a way to ensure that each site is given a fair way as you are asking the same questions of each. The Board approved the revisions to Section 108.1 as presented from the committee with no revisions.

**Action Item: Selection of site for 2015 conference**

The Site Selection Committee has visited and reviewed five sites in the upstate area for the 2015 Annual Conference. From those choices the Embassy Suites is the top recommendation from Tamy and the Site Selection Committee. Tamy stated that this hotel has great accommodations and is willing to adjust the contract for various needs such as room blocks, hotel contact person, etc. Discussion was given to date and the Board unanimously agreed to select the Embassy Suites in Greenville, SC on April 12-15, 2015. Details related to the hotel selection such as room rate are included in the Officer and Committee Reports following the minutes.

**Sponsorship (Katie Harrison)**

Katie reported that SCASFAA has twelve sponsors this year, three of which are new sponsors since the February meeting. The total revenue from these sponsors is \$11,750. Katie plans to thank sponsors at the conference during the luncheon on Monday. Katie also reminded the Board about the drop-in reception for sponsors and Board members in the President's Suite.

Katie has been working with Rosalind and the Communications Committee in relation to how sponsors can make announcements, etc. through the blog. Further discussion will be held to differentiate between sponsor articles and general discussion published on the blog. ***Katie will continue to compare SCASFAA to other organizations and will make a recommendation for 2013-2014.*** Katie recommends that the incoming Sponsorship Chair can work to offer at least one complimentary registration for those at Level One sponsorship level.

### **Old Business**

No old business was reported

### **New Business**

President Dowd plans to prepare a summary of events to submit to SASFAA from South Carolina, including the decision to change the name of the Diversity Committee to Global Issues Committee. ***President Dowd would like for Officers and Committee Chairs to provide one or two highlights from the year.*** President Dowd went over specifics as to information to be disseminated during the Opening Business Meeting and also during the Awards Ceremony at the Conference.

Katie reminded the Board that the Transitional Board Meeting will be held June 24-25, 2013, at Bishop Gravatt Camp and Conference Center in Aiken.

The meeting was then adjourned and lunch began at 12:21pm

Respectfully Submitted,

*Ellen Chiles*

SCASFAA Secretary 2012-2013

## OFFICER AND COMMITTEE REPORTS

## **President-Elect/Special Projects**

Katie Harrison, President-Elect

*Board Report*

*Spring Board Meeting; April 7, 2013*

### ***NASFAA Updates***

Deborah Williams and I attended the NASFAA Leadership Conference in Washington, DC, March 10<sup>th</sup> through March 12<sup>th</sup>. I can honestly say that this was one of the most relevant, well-planned, and meaningful professional development experiences I have had, and I would like to thank the Executive Board for continuing to support this trip. In addition to developing Board-specific skills and networking heavily with elected officers from other states and regions, we were given the opportunity to meet with staff members who work closely with three of South Carolina's elected representatives (Lindsey Graham, Joe Wilson, and Trey Gowdy). During these meetings, we advocated on behalf of South Carolina students and families, discussing the importance of the Pell grant and campus-based programs, the burden of consumer disclosure requirements, and the need for a long-term fix to federal student loan interest rates.

During the leadership conference, I had the opportunity to speak with NASFAA President Justin Draeger and expressed a concern that attendees who are not NASFAA members are charged an additional \$100 to attend NASFAA events, like the annual conference and the leadership conference. Justin followed up with a phone call a few weeks later and indicated that there was agreement among the professional development committee (who sets the registration fee for the leadership conference) that states or regions should not be burdened with this extra expense when sending their elected leaders. Beginning in 2014, any leadership conference attendee being sponsored by his or her state or regional association will be charged the lower registration fee, regardless of whether the individual is a NASFAA member or not. In addition, NASFAA is planning to refund \$100 back to SCASFAA for the fees incurred for my registration for 2013. Thank you to President Dowd for her idea to initiate this conversation and make the case to the NASFAA leadership. Their decision not only benefits SCASFAA, but will benefit other associations in the future. Registration fees for the annual NASFAA conference, on the other hand, are set by the NASFAA Board and are unable to be reduced or changed by Justin or the conference committee. He indicated that he would present the concern to the Board but he did not imagine the differential fee for the annual conference would change since a portion of NASFAA membership dues is used to offset the cost of that conference each year.

Since the Board meeting in February, President Dowd and I have continued to discuss the annual NASFAA conference and the benefit of SCASFAA sending an elected official. After presenting a synopsis of information I had gathered from previous SCASFAA presidents and selected individuals from the NASFAA professional development committee, along with a tentative session attendance schedule, the decision was made to allow me to go ahead and continue with plans to attend the conference this year. Airfare recently fell, and I was able to purchase a round-trip ticket from Columbia cheaper than I would have been able to fly from Charlotte or Greenville and am currently under budget for the year. The only possible remaining expense will be travel expenses to the SASFAA Transitional Board meeting in June (SASFAA covers lodging and meals). Travel plans have not yet been finalized for that trip yet.

### ***Scholarship Drawing***

Thank you to all committee chairs who provided their list of active committee members for the SCASFAA Student Success Scholarship drawing. All names have been compiled, and we will draw for two scholarships during Tuesday evening's banquet. I have two short thank-you notes from last year's recipients that can be shared with the membership during that part of the program.

***GASFAA Trip***

GASFAA President, Philip Hawkins, has asked me to attend a portion of the GASFAA conference on May 22<sup>nd</sup> and May 23<sup>rd</sup> in Athens. In addition to attending sessions, I will be there to share with GASFAA members my experience as a first-year recipient of Georgia's HOPE Scholarship in 1993. GASFAA is commemorating the 20<sup>th</sup> anniversary of the HOPE Scholarship this year, and I am honored and delighted to have been asked to share in this celebration. There will be no cost to SCASFAA for my participation in this event

***Transitional Meeting***

As a reminder, the location and dates for the June 2013 Transitional Board meeting have been set. We will meet at the Bishop Gravatt Camp and Conference Center near Aiken on June 24-25, 2013. More details will be provided closer to that date, but please mark your calendars now.

In preparation for the transitional meeting, please review your 2012-2013 expenditures and be prepared to share information concerning your budgetary needs with the person with whom you will be transitioning. Please plan to share any pertinent information that person will need to know as he or she requests budget for the upcoming year (i.e., the host site providing meals for New Aid Officers Workshop). This information will need to be provided in addition to other transitional information (duties, recommended calendar/timeline, relevant contacts, etc.)



## Consumer Relations Committee

Carol Parker, Chair

*Board Report*

*Spring Board Meeting; April 7, 2013*

The 2013 College Goal South Carolina event was held on Saturday, February 23. Reports from site coordinators were overwhelmingly positive.

Site	Volunteers	Attendees
Aiken Technical College	7	18
Bob Jones University	19	14
Central Carolina Technical College	20	30
Clafin University	13	15
Columbia International University	5	7
Florence-Darlington Technical College	13	64
Francis Marion University	0	10
Horry-Georgetown Technical College	16	81
Midlands Technical College	18	71
Piedmont Technical College - Newberry	7	20
Piedmont Technical College - Lex Walters	8	8
Spartanburg Technical College - Cherokee	19	35
Technical College of the Lowcountry	9	19
Tri-County Technical College	18	62
Trident Technical College	35	158
USC Lancaster		
USC Salkehatchie	7	14
USC TRiO	22	54
USC Union	8	61
USC Upstate	16	76
Williamsburg Technical College	22	72
York Technical College	19	55

**A total of 944 attendees benefitted from the efforts of SCASFAA volunteers.**

Site coordinators will be recognized and presented awards during the SCASFAA Conference.

Thanks to the following individuals for their assistance in hosting College Goal sites for 2013.

Aiken Technical College	Sue Sims
Bob Jones University	Kevin Delp
Central Carolina Technical College	Lisa Jeffords
Claflin University	Terria Williams
Columbia International University	Patty Hix
Florence-Darlington Technical College	Joe Durant
Francis Marion University	Kimberly Ellisor
Horry-Georgetown Technical College	Deborah Stevens
Midlands Technical College	Whitney McWhorter; Marti Weaver
Piedmont Technical College - Newberry	Missy Lutz Perry
Piedmont Technical College	Deborah Williams
Richland County Library	Violette Hunter
Spartanburg Community College – Cherokee	Cindy Evans
Technical College of the Low Country	Ashley Faubion
Tri-County Technical College	Kevin Woods
Trident Technical College	Josephine Brown
USC Lancaster	Ken Cole
USC Salkehatchie	Julie Hadwin
USC Union	Bobby Holcombe
USC Upstate	Selena Blair
Williamsburg Technical College	Jean Boos
York Technical College	Caroline Canty; Nakisha Dawkins

Respectfully submitted,

Carol Parker

## **Communications Committee**

Rosalind Elliott, Chair

*Board Report*

*Spring Board Meeting; April 7, 2013*

At the last board meeting, it was asked that the committee generalize the statement to update the procedure concerning article and announcement submissions. After much discussion of this topic, we will delay the update and confer with the Sponsorship chair to determine the best course of action.

The committee has asked the general audience of SCASFAA about their feelings towards Twitter and we have not received any responses. While Twitter is definitely another great social media tool, it may not be the best move for the organization at this time since we are still transitioning and trying to encourage more members to use the blog. It was recommended that in the future, if the organization decides to use Twitter that the Communications Committee have sub chairs because it would be too much to handle.

### **Committee Members**

Kevin Delp, Bob Jones University

Chris Davidson, USC Columbia

Michelle Upchurch, Limestone College

## Site Selection Committee

Tamy Garofano, Site Selection Coordinator

*Board Report*

*Spring Board Meeting; April 7, 2013*

### Committee Members:

Tamy Garofano, TG, Site Selection Coordinator

Sul Black, Benedict College

Elizabeth Daniel, Great Lakes

Lisa Jeffords, Central Carolina Technical College

Ear Mayo, SC Higher Education Tuition Grants Commission

Elizabeth Milan, Clemson University

Carolyn Sparks, Wofford College

Casey Wallen, ASA

**The committee would like to bring 2 recommendations to the board for review and action 1) Policy 108.1 Revision and 2) 2015 Conference Site Selection**

### 1) Site Selection Policy:

The committee met via teleconference to discuss the revisions to Policy 108.1. The committee felt it important to have a uniform way to evaluate potential conference sites in the future and therefore created three addendums to aid in collecting and reviewing sites. These addendums include a tentative agenda of the conference, a comprehensive checklist and a comparison chart. The committee recommends the following revisions and addendums to Policy 108.1:

#### 108.1 Site Selection Date last revised 4/7/13

The primary purpose for Site Selection is to ensure an acceptable and economical site for the annual conference either two years or three years in advance according to presidential direction. (Example: 2012-2013's Site Selection reviewed sites for 2014 and 2015 annual conferences).

1. The president shall appoint a site selection chair or coordinator to review potential sites.
2. The president shall indicate the time frame and the potential locations for the annual conference(s). The President, at his or her discretion, may direct the Site Selection Chairperson/coordinator to evaluate sites for either two years or three years in advance. (If site selection is choosing two conferences for review it is best to have information for the first conference for the fall board meeting and the second conference to be reviewed at the spring board meeting).
3. The chairperson/coordinator shall be a non-voting member of the Executive Board and will attempt to get representation from all sectors on the Site Selection committee.
4. The committee will review potential dates for the conference based on review of holidays, training events and other financial aid associations' conferences.
5. The committee will provide each site with a tentative conference agenda template so that each site can provide appropriate information for consideration. The template should be reviewed by the chair/coordinator and president for any adjustments prior to sending to the respective sites. **Addendum A** will contain the template.
6. The committee shall contact hotels in the cities that are possible locations for future annual conference(s). The committee will request information from each respective site and receive written communication for the sites considered. As appropriate, a site visit will be made to each site to determine feasibility of conference site. The site selection checklist should be used as a guide when communicating with the site and requesting information. **Addendum B** will contain the checklist.
7. Upon completion of the visitation process, the committee shall compare a site selection comparison chart for review by the Executive Board and a recommendation for a site. **Addendum C** will contain a sample comparison chart.
8. The chairperson/coordinator will bring recommendation(s) from the committee to the Executive Board.
9. The Executive Board will make the final decision. No written agreement or contract with a facility shall be signed on behalf of the Association until the Executive Board reaches a decision. The president will sign the official contract with the facility chosen.
10. It is imperative that any reward points from the facilities be granted to the Association, if possible. If not possible, the points should be granted to the president-elect and be able to be reassigned to another board/association member

as deemed necessary by SCASFAA. If this is not possible, the committee will request that no reward points be granted for the site chosen.

**Addendum A – Tentative Conference Agenda  
(Example of a Sunday – Wednesday format)**

**Sunday**

1. Opening Board Meeting – Sunday Morning/Afternoon (meeting space)
2. Lunch for conference committee and board
3. Vendor Set-up
4. Conference Committee meeting (meeting space) if desired
5. Registration tables
6. Possible room if having pre-conference session
7. Opening business meeting (general session)
8. President's reception of choice
9. Evening activity (if so desired)

**Monday**

1. Continental or other breakfast
2. Either general session or block of concurrent sessions (3 rooms)
3. Either general session or block of concurrent sessions (3 rooms)
4. Luncheon in meeting space
5. Either general session or block of concurrent sessions (3 rooms)
6. Either general session or block of concurrent sessions (3 rooms)
7. Possible dinner on your own
8. Evening activity

**Tuesday**

1. Continental or other breakfast
2. Either general session or block of concurrent sessions (3 rooms)
3. Either general session or block of concurrent sessions (3 rooms)
4. Lunch on your own (if desired)
5. Either general session or block of concurrent sessions (3 rooms)
6. Either general session or block of concurrent sessions (3 rooms)
7. President's reception
8. Awards Banquet
9. Entertainment

**Wednesday**

1. Plated Breakfast
2. General Session
3. Closing business meeting

**Hotel Room block –**

70 each night with 2 days prior and 2 days after counting in room block (adjust as needed and provide to hotel) be sure that rooms 2 days before and 2 days after count into the room block.

## **Addendum B - Site Selection Checklist**

### **A. Registration and Guest Rooms**

1. How many rooms are available?
2. What are the room rates and applicable taxes and service charges?
3. What is the policy on complimentary rooms?
4. Will the hotel provide room reservation form or on-line process?
5. Is an advance deposit required?
6. What is room block deadline and at what point are unreserved rooms released?
7. What are the charges for wireless internet access – in guest rooms and meeting space?
8. Will the hotel honor government rates in lieu of conference rates?
9. Do the rooms have flat rate charges or do the rates increase with a second, third, or fourth occupant? If so, what is per person cost?
10. What is the cancellation policy for rooms?
11. Dates available at facility (give at least 2 potential dates)

### **B. Meeting Rooms**

1. How many meeting rooms are available?
2. What is cost of meeting room space?
3. What are their maximum room capacities?
4. Are there pillars or obstructions in the room?
5. Is audio-visual equipment readily available? What is A/V policy for hotel?
6. Are there distractions (open windows, outside noise, etc.) in the meeting area?
7. Are there sufficient meeting rooms available to accommodate the number of expected concurrent sessions?

### **C. Exhibit Area**

1. How many square feet are available?
2. Is there easy access for loading/unloading?
3. Is the lighting adequate?
4. Is exhibit area near the meeting rooms and will breaks be held in vendor area?
5. What are the rates? Are there extra charges for tables, chairs, etc.
6. Does the exhibit area have high speed Internet? Wireless Internet? Associated charges?
7. Is a drayage company involved? If so, how are the charges calculated and billed?
8. If applicable, will electricity or Internet access be billed through the hotel or through a drayage company?
9. Is there adequate security? Can the exhibit area be locked when not in use?

### **D. Hotel Appearance**

1. How would you rate:
  - a. guest rooms?
  - b. meeting rooms?
  - c. lobby area?
2. How would you rate:
  - a. furnishings and decor?
  - b. housekeeping?
  - c. food service?
  - d. check-in and front-desk service

### **E. Hotel Services**

1. Is there adequate parking and what is the parking fee?
2. Will SCASFAA registration area be convenient?
3. What types of equipment, technical equipment, etc. are available?
4. What types of restaurants, entertainment, and sports facilities are available?
5. What types of shops, etc. are convenient?
6. What types of transportation are available?
7. Does the hotel have airport pick-up for special guests?
8. Does the hotel have a shuttle to/from surrounding areas?

### **F. Food Service**

1. Are the banquet and luncheon menu varied as to selection and price?
2. Will the hotel change specific items on a given menu?
3. When must a guarantee be given for a meal function?
4. What is food, beverage minimum and bar fees?
5. How many additional places, above the guarantee, will the hotel set?

**G. Accounting**

1. How does the hotel handle master billing?
2. Package pricing for audio-visual?
3. Credit requirements?

**H. Miscellaneous**

1. Are there special features that make the hotel unique?
2. Are there other major conventions booked for the same dates?
3. Are the hotel facilities available if we were to begin the convention one day earlier?
4. Anticipate that hotel and sales staff used through the site selection and planning process will change prior to the start of the conference. Keep copies of all written, e-mail, contractual, and verbal correspondence for association reference.



**Addendum C – Site Selection Comparison**  
**SCASFAA Site Selection Committee 20XX-20XX**  
**20XX Annual Conference**

Name/Address of site	Site A	Site B	Site C
<b>Hotel Contact Information</b>			
<b>Basic Site Information</b>			
<b>Meeting Room Dimensions</b>			
<b>Dates available (Easter is ?)</b>			
<b>Meeting Room Fee</b>			
<b>Food and Beverage Minimum</b>			
<b>Service Charges/Taxes/Fees</b>			
<b>Catering Menus</b>			
<b>Bartender Fees/Required Purchases</b>			
<b>Hotel Room Costs and Taxes</b>			
<b>Hotel Minimums/required</b>			
<b>Exchanges/ Complimentary rooms</b>			
<b>Internet</b>			
<b>Vendor</b>			
<b>Parking</b>			
<b>Audio Visual</b>			
<b>Other</b>			

**2) 2015 Site Selection Comparison and Recommendation:**

The committee has compared a site selection comparison chart for board review. There were five sites that were compared: The Westin Poinsett; Greenville, Hilton Greenville; Spartanburg Marriott; Embassy Suites Greenville Golf Resort and Convention Center; and, the Madren Center. Tamy reports that after a thorough review and discussion, the committee recommends the Embassy Suites Greenville Golf Resort and Convention Center. Please see the site selection comparison below for review and specifics on each specific site.

**Site Selection Committee 2012-2013**

**Comparison chart for  
2015 Annual Conference**

Name/Address of site	<b>Hilton Greenville</b> <b>45 West Orchard Park Drive</b> <b>Greenville, SC 29615</b>	<b>Spartanburg Marriott</b> <b>299 North Church St.</b> <b>Spartanburg, SC 29306</b>
<b>Hotel Contact Information</b>	Olympia Eddy, Sales Manager 864-298-6841 oeddy@portfoliohotels.com	Molly Nelson, Sales Account Manager 864-591-3113 Molly.Nelson@marriott.com
<b>Basic Site Information</b>	256 smoke-free newly renovated guest rooms (114 doubles and 142 kinds including 27 corner king, 8 junior suites, 20 executive kings, 4 suites and 2 hospitality parlors) ; coffee makers, hair dryers, iron and ironing boards, alarm clock	240 Oversized guest rooms and bathrooms; 7 suites including 2 premium suites; Completely renovating all event space completed by 2013; sleeping rooms undergoing renovations to be completed by mid-July 2013.
<b>Meeting Room Dimensions</b>	12,000 square feet of flexible meeting and banquet space for groups up to 500. Additional 2,000 more square feet with Blue Ridge Room.	30,000 square feet of pre-function, meeting and banquet rooms; largest ballroom offers 11,340 sq ft and seating capacity 1,200; 4200 ballroom features natural light, private outdoor terrace; 27 total meeting rooms; excellent room space
<b>Dates available (Easter is April 5th)</b>	Sunday, 4/19/2015 - Wednesday 4/22/2015	Sunday, 4/19/2015 - Wednesday, 4/22/2015
<b>Meeting Room Fee</b>	waived if 80% guest block achieved	Waived if food and beverage minimum met
<b>Food and Beverage Minimum</b>	\$12,000 - no outside f/b allowed	\$9,000 no outside f/b allowed
<b>Service Charges/Taxes/Fees</b>	21% service charge and 8% local tax charge (will adjust to current rate for 2015)	22% service charge and 8% local tax charge (will adjust to current rate for 2015)
<b>Catering Menus</b>	Reasonable prices and selections - subject to change to 2015 selections; have menus to review but subject to change	Reasonable prices and selections; menus provided on website but subject to change for 2015
<b>Bartender Fees/Required Purchases</b>	Included in food and beverage minimum	Included in food and beverage minimum
<b>Hotel Room Costs and Taxes</b>	\$115 plus current tax 10% and 3% destination fee (subject to change to 2015 rates)	\$122 rate extended 2 days prior and 2 days after 10% taxes will be subject to current 2015 rates)
<b>Hotel Minimums/ required</b>	70 Sunday/70 Monday/70 Tuesday	70 Sunday/70 Monday/70 Tuesday

<b>Exchanges/ Complimentary rooms</b>	1 complimentary room per 40 achieved, based on cumulative total; 1 complimentary guest room suite for President; 1 connecting king room to parlor for conference chair at 50% group rate	1 complimentary room per 50 booked (comp room can be for president and upgraded to a suite) or book regular room for president with free upgrade to VIP suite
<b>Internet</b>	Complimentary in guest rooms; and 1 complimentary internet connection in meeting room (additional meeting room would be \$250 each)	Complimentary in guest rooms and in meeting rooms
<b>Vendor</b>	secure vendor space with breaks in vendor area - \$25 per table plus Sales Taxes and Service Charges per day	secure vendor space with breaks in vendor area \$25 per table per day inclusive of taxes and service charges
<b>Parking</b>	Complimentary; 350 spaces available	Complimentary; plenty of parking available
<b>Audio Visual</b>	no penalty for bringing in outside equipment - have A/V from hotel	15% discount and no penalty for bringing in outside equipment
<b>Other</b>	3% discount off Master Bill	Happy Hour in Mesh Lounge for SCASFAA guests with discounted drinks and appetizers

<b>Name/Address of site</b>	<b>Embassy Suites Greenville Golf Resort and Conference Center 670 Verdae Blvd., Greenville, SC 29607</b>	<b>Madren Center Clemson University</b>
<b>Hotel Contact Information</b>	Stacey Dawkins, Director of Sales 864-678-7116 stacey.dawkins@jqh.com	Must be a Clemson University staff working with Madren Center and must have Clemson staff sign contract
<b>Basic Site Information</b>	268 spacious 2-room suites- private bedroom with one king size or 2 double beds, separate living room with sofa bed, well-lit work area, wet bar, microwave, coffee maker, refrigerator, two phones, two TVs and high speed internet; golf course, resort style setting, complimentary breakfast and manager's cocktail reception and snacks; comp transportation to/from airport and within 10 miles radius, complimentary parking	James F. Martin Inn 89 total rooms available - method. Clyde V. Madren Center for Meeting Space on-site restaurant "Seasons by the Lake". Located on Lake Hartwell, adjacent to the Walker Golf course and Clemson University
<b>Meeting Room Dimensions</b>	23,000 square feet of flexible meeting space; outside terrace pavilion and lawn for activities; excellent room space	The Grand Ballroom (General Sessions & Meal Room) will have 2 of each.) -there is no F&B minimum.
<b>Dates available (Easter is April 5th)</b>	Sunday, 4/12 - Wednesday 4/15 or Sunday, 4/26/2015 - Wednesday, 4/29/2015	4/19/2015 - Wednesday, 4/22/2015
<b>Meeting Room Fee</b>	Waived if food and beverage minimum met	\$1200 per day - rate includes tables, chairs, podium/mic, 2 LCD projectors, 2 screens; additional \$500 per day for the Auditorium (which can serve as a breakout room and also are for Registration to include additional space for vendor setups/displays); \$225 per breakout room per day including vendors, conference headquarters, board meeting room
<b>Food and Beverage Minimum</b>	\$12,000 - no outside f/b allowed	no minimum
<b>Service Charges/Taxes/Fees</b>	21% Service Charge and Applicable State Sales Tax which is currently 8% but subject to change by 2015	subject to change
<b>Catering Menus</b>	Reasonable prices and selections; menus provided but subject to change	Facility is part of Clemson University so all F&B is provided by Clemson Catering (ARA). I can email you a catering menu guide if you would like.
<b>Bartender Fees/Required Purchases</b>	included in food and beverage minimum	no minimums required
<b>Hotel Room Costs and Taxes</b>	\$124 run of the house single and double rate 10% sales tax and \$1.10 destination fee. (Taxes and fees are subject to change without notice) Group rates extended 2 days pre and 2 days post conference based on availability	\$99 standards (62 available) and \$119 suites (27 available). Could give us run of the house at \$109 depending on registration (all rates subject to change)
<b>Hotel Minimums/required</b>	70 Sunday/70 Monday/70 Tuesday	70 Sunday/70 Monday/70 Tuesday
<b>Exchanges/ Complimentary rooms</b>	2 king executive rooms upgraded at group rate for length of stay and 1 complimentary room per 50 cumulative and can be assigned to individual or credited back to master account bill.	1 complimentary room/20 rooms booked

<b>Internet</b>	Complimentary in guest rooms; internet access waived in meeting room for general access; should group require secured, dedicated internet access in meeting space, additional charges will apply based upon requirements - example video conferencing streaming	complimentary
<b>Vendor</b>	Secure vendor space; \$40 per day includes clothed table, chair, power and general internet access plus a 21% service charge and applicable state sales tax	\$225 per day per secure room
<b>Parking</b>	complimentary over 600 spaces	complimentary
<b>Audio Visual</b>	Have A/V, very competitive and use of own equipment is permitted	rate includes tables, chairs, podium/mic, 2 LCD projectors, 2 screens
<b>Other</b>	Complimentary breakfast and manager's reception for all hotel customers; Hotel will provide breakfast tickets and manager's reception@ \$10/per person for commuters that wish to eat cooked to order breakfast at conference chair's discretion; shuttle to and from airport and within 10 miles of the hotel; discounted green tickets and priority reservation times for golf	

<b>Name/Address of site</b>	<b>The Westin Poinsett, Greenville 120 S. Main St., Greenville, SC 29601</b>
<b>Hotel Contact Information</b>	Susie Bayne, Senior Sales Manager 864-250-7928 susie.bayne@westingreenville.com
<b>Basic Site Information</b>	4-Diamond hotel (only one in Upstate); - Gorgeous property
<b>Meeting Room Dimensions</b>	meeting space is limited only 2 rooms big enough for concurrent sessions
<b>Dates available (Easter is April 5th)</b>	Sunday, 4/19/2105 - Wednesday, 4/22/2105
<b>Meeting Room Fee</b>	None
<b>Food and Beverage Minimum</b>	None
<b>Service Charges/Taxes/Fees</b>	21% service charge and applicable sales tax
<b>Catering Menus</b>	Provided but subject to change by 2015 Reasonable prices; limited selections
<b>Bartender Fees/Required Purchases</b>	None
<b>Hotel Room Costs and Taxes</b>	\$169/traditional king or double rooms and \$229 Executive of Junior King Suites plus 10% tax and \$1 destination fee
<b>Hotel Minimums/required</b>	10 Saturday/70 Sunday/70 Monday/70 Tuesday
<b>Exchanges/ Complimentary rooms</b>	4 suite upgrades at reduced \$169 group rate; 4 complimentary in-room guest amenities
<b>Internet</b>	complimentary
<b>Vendor</b>	No secure area - on mezzanine and open to whole hotel adequate space for breaks in vendor area \$50 charges per table
<b>Parking</b>	\$6/day or \$15/day for valet parking
<b>Audio Visual</b>	KVL services Westin
<b>Other</b>	

Respectfully submitted,

*Tamy Garofano*

Tamy Garofano, MSM  
Site Selection Coordinator

## **Sponsorship Committee**

Katie Harrison, Chair

*Board Report*

*Spring Board Meeting; April 7, 2013*

At the time of this report, SCASFAA has secured a total of twelve sponsors for the 2012-2013 year, representing \$11,750 in revenue to the association. This is \$1,750 over the targeted amount of \$10,000. Since the previous committee report in February, CMD Outsourcing, Higher One, and PNC Bank have become Exhibitor-level sponsors.

The sponsors will be recognized and thanked during the luncheon on Monday, April 8<sup>th</sup>. There will also be a reception in the President's suite Monday at 7 pm.

There continues to be confusion concerning the submission of information by organizations for the Association blog (i.e., what is considered an article for sponsorship purposes vs. a basic announcement benefitting the membership as a whole). After the conference, I will be in contact with the Sponsorship committee to discuss this issue and come up with any recommended changes for the 2013-2014 Sponsorship committee. I hope to communicate this information to the incoming Sponsorship chair well in advance of the transitional board meeting in June. Additional consideration may also be placed on whether SCASFAA should offer a complimentary registration fee for any organization sponsoring at the top \$2000 level and, if so, how to go about doing so in Wild Apricot.

Committee members include Sarah Dowd (ex-officio), Teri Karges, and Kevin Perry