



**SCASFAA 2012-2013 BOARD MEETING MINUTES**

**Greenville Marriott**

**Monday, February 18, 2013**

Present:

Sarah Dowd  
Katie Harrison  
Allison Sullivan  
Kevin Perry  
Violette Hunter

Deborah Williams  
Carol Parker  
Donna Quick  
Heather Swaminathan  
Chris Dooley

Kenneth Cole  
Kevin Delp  
Tamy Garofano  
Ellen Green  
Kimberly White-Grimes

Absent:

Ellen Chiles

Michelle Upchurch

Alicia Hugee

Rosalind Elliott

Kimberly White-Grimes

**Call to Order**

Meeting called to order at 9:14 am

Quorum established with 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 moved, Deborah second; motion passed

*Action Item: Approval of September Meeting Minutes*

No changes, corrections, additions – Allison moved, Deborah second; motion passed

*Action Item: Review recommended P&P changes concerning Treasurer and Treasurer-Elect Responsibilities.*

*Action Item: Review proposed P&P changes for Communications, 112.1 The verbiage we agreed to change at the transitional board meeting was for Section 114.2(H), which lists the committee functions, goals, etc. Rosalind and Kevin are to be working on Section 112.1, currently blank.*

*On (Date), these changes were approved via email. Recorded.*

### **Report of Officers**

#### ***President (Sarah Dowd)***

*Award nominations received and will be discussed in new business. Has attended two SASFAA board meeting since last Exec Board meeting. Reported on SASFAA's investment strategy and positive results since the change had been made. SCASFAA has fiduciary responsibility to association. Recommends prior to April meeting, prior research is reviewed and a recommendation is made. Has a possible lead on investment consultant via Nancy G and Jeff D. The Board agreed to this recommendation.*

*Sarah has been asked to head an ad-hoc committee with SASFAA for 13-14 year dealing with a global approach to Communications. No financial obligation to the association. The Board agreed Sarah should accept this responsibility, and she will approach her supervisor at work.*

*SASFAA encountering issue with lack of participation due to financial support of institutions. SASFAA has decided that the importance of participation is worth the expense of paying transportation. This will impact future planning needs for SCASFAA.*

*Reported on charity CHRIS Kids from SASFAA – SCASFAA provided a SC basket, which helped raise \$2000 for the charity. Will be providing an item for upcoming NASFAA Board meeting to represent South Carolina.*

*Would like to provide a hospitality suite for Board and invited guests at the conference. Would like all Board members to donate at least one item (drinks, water, baked goods). Please contact Sarah to let her know what you plan to bring. Will also ask program committee to participate in donating items.*

*Update on Long Range Plan – Asked Allison to provide a report of items that were completed last year.*

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

*Reported on president elect workshop at SASFAA. Has already filled several committee chairs for next year. Discussion regarding whether to continue sending President to NASFAA and whether it is financially feasible to continue sending the President. Ken Cole – importance of President representing the state at the national level. Sarah reported that her experience was not as relevant as a state president. Board decided to table a decision until April meeting and directed Katie to reserve room with the option to cancel.*

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

*Current candidates are Ken Cole and Donna Quick for President-Elect, Melanie Gillespie and April Baur for Treasurer-Elect, and Michelle Upchurch and Johnathan Tufts for Member at Large. At this time, there is no candidate for Vice President, although Allison is actively looking for a candidate.*

*Voting – plans to use Ballot Bin (no fee) and will work with Kevin to test functionality. Will report to the Board for approval of this service.*

*Read letter from Elizabeth Milam in gratitude of Fearless Nine award received.*

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

*\$2210 revenue for NAOW, expenditures so far \$600 and will be under budget. Charleston Southern (host site) provided meeting space and food free of charge to the association. Biggest challenge was confirming and finalizing teachers for the workshop. Mostly positive reviews – one session (social networking) recommended to be added to annual conference based on popularity of the topic. Planning to do pre-conference session for a condensed training as NAOW workshop add-on. CORE materials were provided on a flash-drive instead of providing handouts.*

*Leadership Symposium – will be sending out a brief survey to the association regarding time and location and will plan based on the responses to that. Working with a training company in Myrtle Beach to possibly present this training.*

*Sarah shared information that she and Rosalind discussed regarding membership and involvement. Need to offer services that aren't available through other associations. Having a pre-conference workshop is a step in the right direction. Discussion regarding collaborative meetings with CACRAO and possible interactions with state representatives with NACUBO. Sarah will provide information to Kevin regarding recordkeeping group for possible training session. Possibility of regional training opportunities through NASFAA's train the trainer credentialing program. Ken Cole will do further research into costs and feasibility of this option.*

*Communications is key to keeping members informed and involved. All Board members need to know how to post information to the membership. SCASFAA Blog should be publicized to a broader range of people. Discussion regarding opening up author access to blog to Member at Large. Kevin Delp will look into possibility of having blog titles updated to be more specific, rather than just stating SCASFAA.*

***Secretary (Ellen Chiles)***

*P&P changes from September will be made as soon as possible and updated on the website.*

***Treasurer (Violette Hunter)***

*Budget was approved via email and Violette presented budget to Board. Violette has research to complete regarding investments, there are issues with access to CDs with incorrect names on the account.*

*Sarah reported on the audit for the previous year. There have been issues with Board members not following the policies regarding documentation. Reimbursements will not be made to anyone without appropriate documentation. Reiterated seriousness of legal and fiduciary responsibilities.*

*Ken reported that there appears to be no record of payment to the charity from the previous conference. Allison will follow up with charity to confirm.*

*Action Item: Ken Cole moved to add a prior year expense line item and update the budget accordingly.*

*Allison Sullivan seconded the motion. Discussion. Motion approved unanimously.*

*Violette will review budget and recommend line item adjustments.*

*Ken passed tax information for the CDs and the bank account – will be meeting with Violette in Columbia to make contact changes at First Citizens Bank.*

*Signature Cards handled at transition board meeting – Violette recommendation to do so.*

*Board approved to update the Financial Management Guide to reflect a deadline for transition of contact and signature cards on all accounts.*

***Recessed for break at 10:59 am; reconvened at 11:05 am.***

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

*Membership applications 349, 33 registered for NAOW, 8 sponsors have currently paid; will be generating invoices for unpaid memberships.*

*Looking forward to NASFAA Leadership Symposium and has an appointment scheduled with Lindsey Graham's office. She and Violette will be reviewing budget and conducting an informal audit, which will be reported at April meeting.*

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

***Absent, no report***

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

***Global Issues (Heather Swaminathan)*** – *Heather has resigned from TCTC but is still a member of SCASFAA and has agreed to continue out as GI chair – Matt Jones, cancer survivor, will be keynote speaker at conference and has split cost with program committee. Will be about overcoming adversity and how to deal with students who are facing such difficulties. Possible community service and outreach projects benefitting cancer research. Will possibly provide a concurrent session regarding wellness and stress relief during the conference.*

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

*College Goal SC is being held this weekend – CHE has been cooperative thus far, but there have been some last minute issues with coordination of volunteer efforts. CHE must be informed in upcoming years that sites need access to volunteer and attendee lists. Carol recommends an exit meeting with CHE to discuss the issues that need to be improved upon and wants Josephine Brown (incoming Consumer Relations chair) to be involved in that meeting. Carol asks that all site coordinators communicate any*

*issues directly to her. Has continued to participate in NT4CM calls – has found a possible contact through SC School Educators Association (?), who has offered possible partnership training opportunities. NT4CM creating a state liaison to assist states in communicating with the guidance counselor community. Has learned that states with the most success have a more permanent presence with the guidance counselors and serves more than one term in this position. Possibilities to get access to possible participants include asking CHE or College Board for contact lists.*

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

*There has been a switch to the guidance counselor listserv, so there have been issues with communicating to the guidance counselor community.*

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

*Kevin has updated Wild Apricot with his contact information to avoid delays in. Shared statistics regarding the website and blog. Discussion regarding the possibility of creating a Twitter account for the association.*

*Kevin will communicate with Rosalind regarding the possibility of opening a Twitter account and will report to the Board at the April Board meeting.*

*Asked about timing for conference information being put on the web. Kevin Perry agreed to work with Ellen Green to get the registration created for the conference.*

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

***Absent, report provided via email prior to meeting***

*Articles or announcements that include sales information fall under the category of sponsorship. Not allowed to promote affiliation with/include offers – back to committee to generalize wording to include all potential sponsors or endorsements. Submit to Board via email for consideration.*

***Legislative Relations (Michelle Upchurch)***

***Absent, report provided via email prior to meeting***

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

***Absent, no report***

***Peer Support (Kenneth Cole)***

*Peer Support website has been updated to include the capability to submit a question concerning a certain topic. Ken shared the form with the Board, who reviewed the website functionality. The Board agreed that this tool needs to be publicized and promoted to the membership again. Ken asked the Board members to contact him with suggestions for additional topics as needed.*

*Broke for tour of hotel at 1:09 pm, reconvened at 1:32 pm*

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

In the process of expanding committee and finalizing sessions and presenters. Announced conference charity and asked for support of the Board in collecting old cell phones. Will be meeting with hotel staff to clarify and confirm certain areas of the contract.

Ellen is hoping to have registration and tentative agenda on the website by next week and will begin publicizing registration to the membership.

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

***Absent, no report***

***Site Selection (Tamy Garofano)***

***Absent, report provided via email prior to meeting***

***Sponsorship***

**Old Business**

No old business

**New Business**

Ken Cole presented a historical perspective on income and revenue. Total value 232,000 to 219,000 (5% loss) over the past five years. Most revenue lost from sponsorship, but association has also been able to cut expenses. Informational purposes only for future Boards to consider how to keep organization solvent.

Sarah excused potential awardees from the meeting and began discussions regarding nominees.

Discussion – Sarah reviewed all qualifications for each award. Board members voted to approve awardees, which will be announced at the conference.

The next Board Meeting will be held on April 7, 2013 at 9:30.

There being no further business, the meeting adjourned at 2:42 pm.

Respectfully Submitted,

On behalf of Ellen Chiles, SCASFAA Secretary 2012-2013