



## SCASFAA 2012-2013 BOARD MEETING MINUTES

Coastal Carolina University Student Recreation and Convocation Center

Friday, September 21, 2012

Present:

Sarah Dowd  
Katie Harrison  
Kevin Perry  
Violette Hunter

Deborah Williams  
Heather Swaminathan  
Kenneth Cole  
Kevin Delp

Rosalind Elliott  
Tamy Garofano

Absent:

Allison Sullivan  
Donna Quick  
Ellen Green

Alicia Hugee  
Carol Parker  
Michelle Upchurch

Ellen Chiles  
Chris Dooley  
Kimberly White-Grimes

### **Call to Order**

President Dowd called the meeting to order at 10:55 am. A quorum was established with the majority of the 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.***

*The Executive Board members in attendance reviewed the agenda and approved the agenda as presented.*

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

*Katie Harrison moved to approve the minutes as presented, and Kevin Perry seconded the motion. A vote was called and the minutes were approved as submitted.*

***Action Item: Record the results of the e-mail vote on the 12-13 Sponsorship options***

*On August 24, 2012, the 2012-2013 sponsorship options were submitted to the Executive Board via e-mail for discussion and approval. At that time, it was requested that the sponsorship form be amended to include Deborah Williams as the contact person for remittance purposes and that the sponsorship options and form be approved as amended with that change. The amended sponsorship options and form were then approved unanimously by voting members of the Executive Board via e-mail.*

***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. Section 112.1 is currently blank.***

*Due to timing conflicts, the proposed changes were not submitted to the Executive Board prior to the Board meeting, although Rosalind Elliott submitted them to Secretary Ellen Chiles as part of her report before the requested due date. Therefore, the proposed changes will be sent to the Executive Board via e-mail for review, discussion, and approval.*

### **Report of Officers**

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

President Dowd reported on the NASFAA Conference and stated that SCASFAA was well-represented at the national conference. She has begun work with this year's committee chairs to initiate committee work for the year. President Dowd also stated that Jeff Dennis, SASFAA President, will be attending the NASFAA Board meeting in November and has requested information from each SASFAA State President for inclusion in his report.

Please send information regarding your committee's progress and events to Sarah for inclusion in Jeff's report.

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

Katie announced that the dates for the 2013 Transitional Board Meeting have been set June 24<sup>th</sup> and 25<sup>th</sup> and asked all Board members to mark their calendars. The meeting will be held at the Bishop Gravatt Camp and Conference Center in Aiken.

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

Allison was absent from the meeting, but she asked Katie to report that she is hoping to have slate of candidates proposed by the end of October. She asked that the Executive Board contact her with potential nominees for office. Sarah requested that Allison send the nominations request and form out to the membership as soon as possible in order to meet the reported end of October projection.

#### ***Secretary (Katie Harrison – Acting Secretary)***

On behalf of Ellen Chiles, Katie reported that the changes to the SCASFAA Policies & Procedures Manual approved in June have been made and are included in the current manual located on the website. Committee chairs should review their section of the P&P and contact Ellen regarding any changes that need to be made. Any substantial changes need to be brought to the Executive Board for approval.

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

Kevin reported that he is planning to offer a New Aid/Mid Level Officers Workshop in November in the Charleston area. There was discussion involving NASFAA's CORE software to be used for the training. Kevin also indicated that he is looking at a late February / early March timeframe for the leadership symposium, and that he will also look into the possibility of offering a pre-conference session to be held

on April 7, 2013 (the first day of the Annual Conference). There has also been discussion regarding a possible cross-training effort with the state's bursar group. Kevin will keep the Board informed of all training activities throughout the year.

***Treasurer (Violette Hunter)***

Violette has held several meetings and training sessions with Missy Lutz (Past Treasurer) and continues to learn the procedures of the office. Violette reported that Deborah Williams (Treasurer Elect) is handling all accounts receivables. She also announced that Ken Cole and Nikisha Dawkins will be handling the 11-12 audit, which has been initiated. In addition, the Contingency Fund has decreased by \$5000 due to reduced expenses resulting from our recent change to Wild Apricot for the website.

The Board members discussed the anticipated number of conference attendees and anticipated number of members for the year. There are currently 165 paid members, and a total of 214 members (some honorary/lifetime, some unpaid). There was also a discussion regarding budgeted income for workshops.

***Violette plans to confirm numbers for the upcoming contract at Greenville Marriott and will recommend any budgetary adjustments for the conference expenses. In addition, Line Item 218 will be updated to reflect the Global Issues Committee's recent name change. The budget committee will reconvene to review an updated draft of budget, which will be sent out for an email approval.***

***President Dowd called for a break at 12:33 pm for lunch. The meeting reconvened at 1:40 pm.***

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

A Review of possible Policies & Procedures Manual changes to the Treasurer and Treasurer-Elect duties has been postponed until all Executive Board members are provided a copy to review. Deborah reported that she is continuing to work with Violette and that she is learning the procedures for entering receipts and payments into the Wild Apricot system.

***Deborah will provide all Executive Board members with a copy of possible Policies & Procedures Manual changes for review.***

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

Absent; No report provided prior to meeting

**Report of Committee Chairs**

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

Absent; Report provided prior to meeting. President Dowd reviewed the report and a timeline that has been established. Currently, everything is on track to have College Goal SC information to sites much earlier than in the past.

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

Absent; No report provided prior to meeting

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

Heather is hoping to coordinate an event in the Greenville area prior to the conference as a way for SCASFAA to give back to the community in which the conference is being held. As a possibility for future events, Heather indicated that the United Way can get associations in touch with non-profit organizations who may be holding events on specific days (i.e., during the conference, etc.)

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

Kevin reported on the progress with the new Wild Apricot website. Committee chairs and executive board members have been granted administrative access.

***Action Item: Kevin recommended an update to the current membership application process. Because of the manual nature of the Wild Apricot website, the Electronic Services Committee recommended that SCASFAA consider having the system default to allow members to be active immediately upon application (prior to payment). As a recommendation from the committee, the Executive Board discussed and approved this change, which Kevin made effective immediately.***

***Kevin will provide further information to the Executive Board regarding instructions for logging in and making updates.***

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

Rosalind reported that she has drafted verbiage for recommended changes to the Sections 112.1 and 114.2(H) of the Policies & Procedures manual. As discussed earlier in the meeting, she will send these to the Board via e-mail for review.

Rosalind indicated that she has recently updated the blog and that she plans to work with Kevin Delp to research possible listserv options.

Katie suggested notifying all members of the process for submitting news and information (job postings, etc.) to the Communications chair for posting, stating that since the Communications Chair is a new role, the listserv is no longer available, and the blog is a new tool, not all members know how to push information out to the membership.

***Kevin will send Executive Board members a “cheat sheet” with step-by-step guide to updates, and how to push information to the membership.***

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

Absent; Report provided prior to meeting

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

Absent; No written report provided prior to meeting

***Action Item: President Dowd discussed the need for Section 114.2(F) of the Policies & Procedures Manual to be updated so it no longer specifies that the Past President chairs the Long Range Planning Committee. This change is based on guidance from the 2012 NASFAA Leadership Conference. Removing that sentence will allow future Presidents to appoint a Chair for this committee, who could be the Past President or another member, based on the needs of the Association at that time. Kevin Perry moved to update the Policies & Procedures Manual with this change. Deborah Williams seconded the motion, which carried unanimously.***

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

Kenneth has been working with Kevin Delp to update the peer support section of the website, and plans to add new sections like Banner and Gainful Employment, and will also be cleaning up members who are no longer a part of SCASFAA. Kenneth and Kevin are also looking into capabilities for members to submit questions regarding a certain topic, which would go to the volunteers assigned to that topic.

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

Absent; No written report provided prior to meeting

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

Absent; No written report provided prior to meeting

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

Tamy presented a detailed comparison of potential sites and dates for the 2014 Annual Conference. Tamy highlighted all pertinent information for each location, as discussed by the Site Selection committee, and she presented the Committee's recommendation

***Action Item: After thorough discussion, the Executive Board chose to adopt the Committee's recommendation and sign a contract with the Sheraton in Myrtle Beach for the dates of March 30-April 3, 2014.***

***Sponsorship (Katie Harrison)***

***Action Item: On behalf of the Sponsorship Committee, Katie reviewed and moved to accept proposed changes to Policies & Procedures Manual, Section 107.9. Kevin Perry seconded the motion to approve the changes with the amendment to strike sub-section V(a) (Targeted, Specific Item, or Event Sponsorship). After discussion, the Executive Board unanimously approved the changes.***

**Old Business**

There was no old business to discuss.

**New Business**

President Dowd reminded all Executive Board members to review the current Long Range Plan and to always keep the mission statement in mind when planning activities.

President Dowd is attempting to secure the next Executive Board meeting at the Greenville Marriott and will provide details at a later date.

Alicia Hugee will be working on reminders for membership renewals.

There being no further business, the meeting adjourned at 3:50 pm.

*Respectfully Submitted on behalf of Ellen Chiles, SCASFAA Secretary 2012-2013*