

MINUTES
SCASFAA 2012 Transitional Board Meeting
Camp Kinard & Conference Center; Batesburg-Leesville, South Carolina
June 4 - 5, 2012

Present:

Allison Sullivan	Katie Harrison	Violette Hunter	Alicia Hugee
Tamy Garofano	Ellen Chiles	Kevin Perry	Chris Dooley
Kevin Delp	Rosalind Elliott	Sarah Dowd	Deborah Williams
Carol Parker	Donna Quick	Michelle Upchurch	Heather Swaminathan

Absent:

Kenneth Cole Kimberly White-Grimes

CALL TO ORDER

President Sarah Dowd called the meeting to order at 2:01pm. A quorum was established with the majority of voting members present.

The 2012-2013 Board members made introductions.

Action Item: *President Dowd called for the approval of non-standing committees, including Consumer Relations, Counselor Relations, Diversity, Communications, Peer Support, SCASFAA Advisory to CHE, Site Selection and Sponsorship. Katie Harrison moved to approve non-standing committees for 2012-2013 year. Ellen Chiles seconded the motion which carried unanimously.*

Action Item: *President Dowd then moved to make a terminology change to Site Selection Chair to Coordinator instead of Chair in order to meet terms of employment for Tamy Garofano by TG. Donna Quick asked if such a change for future changes as such would need to be in the Policies and Procedures. It was determined that this was not something that needed to be an update, only that it be reflected in the minutes. Katie Harrison moved to approve the terminology change. Ellen Chiles seconded the motion which carried unanimously.*

Action Item: *President Dowd recommended the appointment of Kevin Perry to the office of Vice President, as Missy Lutz would be unable to serve due to commitments with a new job. Deborah Williams motioned to approve the appointment, Katie Harrison then seconded the motion which carried unanimously.*

President Dowd passed out and reviewed Legal Duties of Board Members, Board Effectiveness, Support Functions, Group Life, Structures and Value of the Board as presented at NASFAA Leadership Seminar. President Dowd would like to set up a manual for the Executive Board to use in the future.

The transition of the 2011-2012 Board Members to 2012-2013 Board Members then took place from 2:33pm to 3:09pm.

REPORT OF OFFICERS

President (Sarah Dowd)

President Dowd passed out the SCASFAA Mission Statement and Organizational Structure and implored the Board to stay on task with their committees. President Dowd would like to bring more people in to SCASFAA and to get them increasingly involved. President Dowd would like for the Board to review the Long Range Plan as it is very specific and relates to every committee. She also plans to send out updated contact information to the 2012-2013 Board.

President Dowd is traveling to St. Petersburg, FL for the SASFAA Transitional Board meeting and then to Chicago, Ill for the NASFAA Conference in July.

President Dowd reminded the Board of her theme for the year, SCASFAA OASIS-“Why wander alone in the desert when you can get refreshment (support) from your peers?” She would like to start a year long campaign to raise money for the 2012-2013 charity so would like to determine charity by August.

President-Elect (Katie Harrison)

Katie went over her goals for the year as President-Elect. These goals include participating as a member of the following committees: Budget, Long Range Planning, Nominations & Elections, Annual Conference/Program, as such involvement will better prepare her for her role as President. Katie plans to attend and represent SCASFAA at both the SASFAA Presidents-Elect Workshop in February 2013 and at the NASFAA Leadership Conference in March 2013. Katie will oversee the SCASFAA Student Success Scholarship drawing and will also look for those to fulfill roles as committee chairs for the 2013-2014 year in April, will plan the 2013 Transitional Board Meeting, and will assist President Dowd as needed.

Katie has been notified by President Dowd that she will serve as the 2012-2013 Sponsorship Chair as her Special Project. For this role Katie plans to review other state sponsorship policies and compare them to SCASFAA's while soliciting input from the Executive Board as far as recommendations and options for sponsorship packages. Katie will work closely with the Electronics Chair, Kevin Delp, as well as the Communications Chair, Rosalind Elliott for accuracy and advertising purposes. Katie would like to contact potential sponsors in August and follow up throughout the year while also looking to assist sponsors with conference arrangements and recognition.

Vice President (Kevin Perry)

Kevin feels that during 2011-2012 there were missed opportunities for New Aid and Mid-Level workshops. He does not agree with one day rates and would like to see a Preconference Workshop due financial aid officer hiring new personnel throughout the year. Kevin would like for this workshop to be new aid intensive and to include leadership training, etc. as another way to get more members involved. Kevin is also interested in offering compliance cross training between the Registrar's Office, Bursar's Office, and Financial Aid. He will research some of the state's organizations for these offices, and would like to spread training over the state. Kevin plans to ask the entire association for ideas of what specific information is needed for training.

Secretary (Ellen Chiles)

Ellen stated that she wants to continue to maintain an organized and timely distribution of Board meeting minutes and also to make any Policy and Procedure changes as quickly as possible to remain up-to-date. Ellen asked that each Board member review their Policy and Procedures as related to their position and committee and to let her know of any recommended changes to discuss. Ellen would also like to follow the detailed timeline as set up by the previous Secretary as related to keeping SCASFAA's documents and meeting minutes timely and accurate.

Treasurer (Violette Hunter)

Violette stated that she would like to have a copy of the Treasurer's Guide as referenced in the Long Range Plan. She plans to meet with former Treasurer Missy Lutz for in depth training. Violette will maintain the fiscal responsibilities and will train and review the responsibilities of the position to better prepare Treasurer-Elect Deborah Williams. The Budget meeting will be held soon to develop and distribute the 2012-2013 budget.

Treasurer-Elect (Deborah Williams)

Deborah plans to work closely with Violette Hunter and Missy Lutz for training. She would like to perform quarterly reviews as duties assigned and review Long Range Plan Goals.

Member at Large (Alicia Hugee)

Alicia would like to continue to increase membership numbers and participation in events. Alicia will look for ways to offer incentives, prizes, etc. and will request a budget increase if needed. Alicia plans to complete SCASFAA Survey as tasked by the Long Range Plan. Katie offered the use of SCASFAA's previously-registered Survey Monkey tool to assist with this SCASFAA Survey. Alicia will look to hold new member campaigns in October 2012 and February 2013.

Past President (Allison Sullivan)

As Past President, Allison's goals include running nominations and elections for 2013-2014 SCASFAA Officers and also to finish reports for the Long Range Plan.

REPORT OF COMMITTEE CHAIRS

Legislative Relations (Michelle Upchurch)

Michelle requests a copy of the Policies and Procedures for this committee. She will research requirements for her role as Committee Chair and will develop a strategy.

President Dowd then called for a Recess to commence Team Building Activities at 3:52pm

The Executive Board Meeting reconvened on 6/5/12 at 9:00am

REPORT OF COMMITTEE CHAIRS

Consumer Relations (Carol Parker)

Carol provided a timeline for her committee. Her first meeting is planned and scheduled for June 20th with Karen Woodfaulk at CHE. In July, Carol will solicit the SCASFAA membership for interest in joining the committee. In September, Carol will develop a marketing plan for College Goal South Carolina and will then meet in October with her committee to review the plan of action. In November, the committee will begin a public campaign state-wide which will continue through December. Carol would like to have t-shirts, grants, and signs delivered during the January committee meeting. Carol then asked the Board for suggestions of dates for the event and eventually the Board agreed to ask CHE for February 23rd.

Counselor Relations (Donna Quick)

Donna recognizes that the biggest event is training for guidance counselors. Donna will organize the event for South Carolina, provide trainers and locations, and will use the provided curriculum. She would like to have 2-3 different locations this year and has already started conference calls on curriculum twice a month. Donna sees a challenge in that not all counselors are on the current list-serve so many are not getting the information. Donna would like to hold event late fall which is simultaneous with Face the Facts newsletter. She would like to get the newsletter out late Fall and then again in the Spring. Ellen Green suggested that Consumer and Counselor Relations Committees work closely together to get College Goal info to counselors. President Dowd recommended a "Senior PIN day" the Tuesday before College Goal to get students signed up for PINs. Katie Harrison offered any assistance that Tuition Grants may be able to provide in promoting the events during the CACRAO guidance counselor workshops in August.

Communications and List-Serve (Rosalind Elliott)

Rosalind wants to ensure that all references to Newsletter are removed from the Policies & Procedures- President Dowd recommended that Rosalind review the Policies & Procedures before the next Board meeting to ensure an entire clean-up of the roles and responsibilities of the Committee for clarification to the organization. Rosalind wants to communicate frequently with SCASFAA and stay current and organized in disseminating information to the association.

Electronic Services (Kevin Delp)

Kevin wants to transfer domain names (.com, .net, and .org) over by the end of June. The Board does not need to vote on which domain registrar Kevin decides to choose. Kevin would like to transfer all data from ATAC to Wild Apricot and is working on issues with the List-Serve. Kevin would like to ensure that each Chair/Coordinator has correct access to the site as needed. Kevin questioned adding audio/video responsibilities for the Annual Conference to the duties of the Electronic Services Committee. The SCASFAA ATAC contract should end in August 2012 but will still access information up to 90 days after the contract ends. Kevin would like to add the volunteer field to the membership application so that everyone renewing SCASFAA membership will have to see the volunteer form each year.

Annual Conference/Program (Ellen Green)

Ellen stated that the conference will be held April 7-10th in Greenville, South Carolina. There are many unknowns and confusions with the hotel contract. The hotel liaison will be back in late June and Ellen plans to meet with her soon. Ellen would like to provide proper training for the membership. Ellen is looking to get the President of Furman University to be opening speaker as she has heard he is quite a good speaker and will be of no cost to the organization. Ellen will work with

Kevin Perry on the possibility of a Pre-conference Workshop and would look to form a bond among any new aid officers. Ellen has also been talking to and is looking to bring David Bartniki as the Federal Trainer.

Site Selection (Tamy Garofano)

Tamy would like to review policy 114.2-N and will recommend any necessary changes. She also wants to maintain a fiscal responsibility to the association. Tamy will be working diligently with Katie Harrison to have a good contract in place for the 2013 conference site while ensuring that critical aspects are not overlooked. In order to have negotiating power with the hotel as SCASFAA used to do, Tamy plans to secure a contract for the 2014 conference as well.

CHE Advisory (Chris Dooley)

Chris stated that he has not been involved at this capacity would like to know from the Board what works as far as how to proceed in this role. Chris is willing and ready to expand the scope of the committee. Ellen Green and Donna assisted Chris by providing history and expectations of the committee. Donna encouraged Chris to find out if a full general session is needed at the conference as past experience has shown a lack of involvement. Chris plans to open the doors of communication with CHE to start the ball rolling for 2012-2013. Katie Harrison asked if a concurrent session was possible for residency or scholarship information. Donna suggested having an "Ask a CHE" table in the vendor room.

Diversity (Heather Swaminathan)

Heather plans to meet with President Dowd with regards to the selected Charity and also with Ellen Green on providing a session at the conference. Heather wants to hear "hot topics" from the Board on what issues need to be visited and would like to know if Diversity was going to head more towards community service type activities. Heather is looking at a weekend in January where the MLK Dream Weekend sets up a day of service in partnership with Hands on Greenville in order to see if there is participation interest from the association. The Board discussed various types of diverse student populations and how to deal with what is seen in our current offices. General consensus found that dealing with difficult students and having proper coping mechanisms were both major issues. Kevin Perry suggested changing the name of the Diversity committee to Global Issues. The Policies and Procedures Manual was reviewed and it was found that the Board can approve a committee name change/focus change without having to have a motion.

Action Item: The Board voted unanimously to change name as seen in 114.2-R from Diversity to Global Issues. (Change in Table of Contents as well)

NEW BUSINESS:

The Fall SCASFAA Board Meeting will be held on September 21st, the time and location are to be determined.

There being no further business, the meeting adjourned at 10:38am.

Respectfully Submitted,

Ellen Chiles

SCASFAA Secretary, 2012-2013