

**MINUTES**  
**SCASFAA 2013-14 Transitional Board Meeting**  
**Bishop Gravatt Camp and Conference Center**  
**Aiken, South Carolina**  
**June 24 - 25, 2013**

Present:

Katie Harrison	Ellen Chiles	Deborah Williams
Sarah Dowd	Donna Quick	Carolyn Sparks
Allison Keck	Kevin Perry	Missy Perry
Michelle Upchurch	Ken Cole	Kevin Delp
Traci Singleton	Nikki Merritt	Melanie Gillespie
Josephine Brown	Nancy Garmroth	Elizabeth Milam

Absent:

Ken Bernard	Violette Hunter
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**CALL TO ORDER**

President Katie Harrison called the meeting of the 2013-2014 SCASFAA Executive Board to order at 1:45 pm. A quorum was established with the majority of voting members present. Sarah Dowd made a motion to approve the agenda and Deborah Williams seconded the motion.

***The Executive Board took a short break for a group activity.***

After the activity, the 2013-2014 Board made introductions. President Harrison began the Board Orientation by reviewing the SCASFAA Board structure and provided documentation for review.

President-Elect Ken Cole then went over Parliamentary Procedures. A handout was provided as a summary related to Roberts Rules of Order.

President Harrison reviewed the roles and expectations of 2013-2014 Board members. All board members were provided with several documents including the Articles of Incorporation, By-laws, Long Range Plan, and Committee information. President Harrison showed the Board where to find the Policies and Procedures document on the SCASFAA website. Sarah Dowd recommended that the Board save the P & P to their desktop for quick reference. President Harrison went over the Legal Duties of Board Members which was provided to SCASFAA by NASFAA and relates to the legal responsibilities and duties assigned to them.

**Action Item:** *After a review of the standing and non-standing committees, President Harrison called for the approval of non-standing committees, including Consumer Relations, Counselor Relations, Global Issues, Communications, Peer Support, SCASFAA Advisory to CHE, Site Selection, Sponsorship, Electronic Services, Ad-Hoc Financial Planning, and Special Projects. Ellen Chiles moved to approve non-standing committees for 2013-2014 year. Deborah Williams seconded the motion, which was then approved by the voting members.*

President Harrison went over the volunteer list for each Officer/Committee Chair as she hopes to encourage volunteerism. The members listed should be contacted to determine interest and to be informed of what the committee does. The Chair should also explain their goals for 2013-2014 as well as inform them of expectations including their level of participation for this committee.

Vice President Kevin Delp reviewed the SCASFAA website and went over the procedures for Wild Apricot including how to search for members interested in volunteering for each committee and how to then email those in the committee. Kevin then went over the membership directory and various ways to search the directory.

Secretary Ellen Chiles reviewed the reporting timeframe and procedures for meeting minutes. Because an official vote is not needed to approve previous meeting minutes, Ellen would like to send out minutes within 2 weeks after the meeting, then within another 2 weeks of sending out those minutes, corrections or updates can be made. Once that timeframe has passed, those minutes will stand approved as submitted (or amended if changes or corrections are received) and put on record. Ellen also reiterated the responsibility of the Board members to review any parts of the Policies and Procedures Manual specific to their areas and present any changes either to Ellen or, for a substantial change, to the Board that may need to be brought about for discussion and approval before changes are made.

President Harrison reviewed the travel reimbursement requirements and procedures including the forms related to mileage, expenditure, and travel expenses.

President Harrison reviewed the Board meeting calendar and the Board as a whole decided that meeting at the conference site was a good idea. Discussion was held regarding the January Board meeting, where the slate of candidates will be reviewed and also awards will be voted upon. President Harrison suggested the SC Student Loan Corporation Office as a possible site and January 31<sup>st</sup> was tentatively planned as a meeting date.

## **REPORT OF OFFICERS**

### ***Past President-Nominations and Elections (Sarah Dowd)***

Sarah shared her timeline for the Nominations and Elections Committee for the year. She plans to have the slate of candidates finalized in December in order to present to Executive Board in January for vote.

### ***Member at Large (Michelle Upchurch)***

Michelle would like to formally introduce herself to the entire membership and provide more information regarding the Membership Directory on the SCASFAA Blog and Facebook. Donna Quick suggested the orientation packet for new members and Ken Cole encouraged Michelle to work closely with Vice President Kevin Delp on such aspects as New Aid Officers Workshop. Ken also encouraged Michelle to communicate with FA directors at schools around the state.

***President Harrison made announcements regarding the teambuilding activities for the evening. The meeting was recessed at 3:23 pm to reconvene in the morning.***

***The Executive Board reconvened the next morning on June 25 at 9:18 am.***

## **REPORT OF OFFICERS (cont.)**

### ***President (Katie Harrison)***

President Harrison began the morning meeting with the President's report. "Together We Serve" is the theme for the year and she is expecting a year of group cohesiveness. Goals for the year include: increased communication among the membership, to make the SCASFAA website more user friendly, to provide relevant training and provide information to the membership that is student focused. President Harrison will be attending the NASFAA conference in Las Vegas, NV, July 14th-17<sup>th</sup>. NASFAA has approved South Carolina for a training track, and SCASFAA will have Amanda Sharpe as a NASFAA trainer at the Annual Conference. President Harrison will attend the SASFAA Board meeting in Jacksonville, FL the first weekend in August. President Harrison is pleased that South Carolina will be so well represented in SASFAA this year as Sarah Dowd will be serving on an ad hoc communications committee, Tabatha McAllister is Vice President for 2013-2014, and Jeff Dennis will serve on the Board as Past President.

### ***President-Elect (Ken Cole)***

Ken provided a report and went over Special Projects for the year. Ken plans to implement a process for officers and committee members to keep track of their processes throughout the year in order to provide a better transition with the next person into their position. Certain committees will see the implementation of a chair-elect in order to have a person in-training. Ken reported that he will review certain "unclaimed" duties that may need to be assigned to a certain committee and possibly added to the Policies and Procedures Manual. Ken would like to ensure that the President-Elect has a detailed check-list for the coming year's transitional board meeting including site, and necessary information for the new board, etc.

***Vice President (Kevin Delp)***

Kevin stated that NASFAA CORE training materials may need to be purchased for the New Aid Officers Workshop. Discussion was held regarding the location, presentations and topics for this workshop. Kevin would like to plan the workshop for November and make it available for both New Aid and Intermediate Officers.

***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. President Harrison let the Board know that she and Ellen were planning to organize the archives for SCASFAA at some point throughout the year.

***Treasurer (Deborah Williams)***

Deborah plans to work with Nancy Garmroth to seek investment opportunities. Deborah will also be working with Past Treasurer Violette Hunter on reconciliation before the financial review and also with Treasurer-Elect Melanie Gillespie for checks and balances. Deborah would like to be accurate and timely with her budget. Deborah asked all officers and committee chairs to submit their budget requests to her no later than July 15<sup>th</sup>.

***Treasurer-Elect (Melanie Gillespie)***

Melanie stated that she is looking forward to the upcoming year as she works closely with Deborah Williams and Nancy Garmroth.

**REPORT OF COMMITTEE CHAIRS*****Annual Conference/Program (Kevin Perry)***

Kevin stated that the Annual Conference would be held at the Sheraton Convention Center in Myrtle Beach from March 30-April 2, 2014. Kevin would like to bring in as many attendees as possible and would really like to encourage new faces at the conference. Kevin is planning to provide the best possible training opportunities and would like to provide a tentative agenda to the association as early as possible. Kevin is looking to have at least one committee meeting at the conference site if possible.

***Communications (Allison Keck)***

Allison is looking forward to being Chair of this committee and would like to be closely involved with Member-at-Large to assist with reaching new members. Allison solicited information for the SCASFAA Blog and Facebook from the Executive Board and President Harrison provided a SCASFAA Blog posting schedule related to expectations for various committees and officers.

***President Harrison called for a short break at 10:10 am and reconvened the meeting at 10:21 am.***

***Consumer Relations (Josephine Brown)***

Josephine called for volunteers for College Goal Sunday. Josephine has already had a brainstorming session with contacts at CHE and is starting to work on locations. She will need to confirm a date in February for the event. She would like to have a list of potential sites by July 1<sup>st</sup>.

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

Donna sent out a report, stating that she feels there is more of a focus on training this year. Donna would like for the high school counselors to have a voice in the committee. President Harrison stated that unless the counselors were members of SCASFAA they could not serve on a committee but Donna could form her own subcommittee and invite counselors. Donna is looking for at least 3 sites for training workshops and would like to set these same sites up for 2 years in a row.

### ***Electronic Services (Missy Perry)***

Missy's goal is to look at website for consistency and she welcomes suggestions from the Board. Kevin Delp asked that Missy look into a search box specific to SCASFAA's website. President Harrison asked that Missy update the Executive Board members and Committee Chairs section of the site in July.

### ***Financial Planning (Nancy Garmroth)***

Nancy will rely on her SASFAA experience as Treasurer to assist as a financial planner for SCASFAA during 2013-2014. Nancy plans to monitor reconciliations on a monthly basis, perform financial reviews, and assess SCASFAA's investments. Nancy would like to look at past budgeting measures and assist with sponsorship opportunities. Nancy would like to update the Policies and Procedures Manual in various sections, improve the electronic budgeting aspects and ensure that contracts for future events are negotiable.

### ***Global Issues (Traci Singleton)***

Traci would like to focus on mental health and disabilities on college campuses this year. Traci is looking forward to working with her committee and would like to put out information through the SCASFAA Blog at least bi-monthly. Traci will be looking at obtaining a speaker for the opening session at the conference. Donna Quick recommended campus safety and awareness related to school shootings, protecting yourself, etc. President Harrison would like to find a way to work the Global Issues topic for the year with the Conference Charity.

### ***Legislative Relations (Ken Bernard)***

Absent, no report provided.

### ***Long Range Planning (Elizabeth Milam)***

Elizabeth understands that SCASFAA is wrapping up the previous 5 year plan and she is prepared to revise the long range plan for the next 5 years. Elizabeth plans to work with her committee via email, and already has several volunteers prepared to serve in preparing a roadmap to take SCASFAA through the next 5 years.

### ***SCASFAA Advisory to CHE (Violette Hunter)***

Absent, no report provided.

### ***Site Selection (Carolyn Sparks)***

Carolyn is prepared to select a site for SCASFAA's 50<sup>th</sup> anniversary in 2016. Carolyn is looking to "go back to SCASFAA's roots," and will follow the revised check-list in the Policies and Procedures Manual. Carolyn will communicate with the various hotels she contacts regarding insurance and cancellation clauses to determine requirements for signing a contract.

### ***Sponsorship (Nikki Merritt)***

Nikki solicited each member of the Board for a list of top five vendors as well as additional servicers that could be contacted. Nikki would like to increase the tiers by \$100 in order to generate additional funds. Discussion by the board was made regarding changes to the 2013-2014 sponsorship form where the main changes show that all tiers will be provided with a conference attendee contact list. Additional discussion was held regarding vendor membership in Wild Apricot and deadlines for submitting the form in terms of presenting at the conference. Recommendations were made for the exhibitor level to reduce advertising options and try to push for the Tier 2 option.

***Action Item: Approval of 2013-2014 sponsorship rates/options with amendments to the Exhibitor option were presented. After further discussion, Kevin Delp moved to approve the amended rates/options and Ellen Chiles seconded the motion, which was then passed unanimously..***

## **NEW BUSINESS**

Discussion was held related to increasing the membership and the possibility of another workshop for administrative professionals/front-line staff as it was a successful endeavor this year. Many support staff personnel at various campuses do not have the opportunity to join and/or participate in professional organizations. Having another such workshop could encourage those in such positions to look to join SCASFAA or move up to higher positions in their office.

Further discussion was held related to payments through credit cards or PayPal. Nancy Garmroth will look into this option as a possibility for future payments to SCASAA as part of her Financial Planning responsibilities.

There being no further business, President Harrison again thanked the 2013-2014 Executive Board for their participation and enthusiasm.

***Ken Cole moved to adjourn the meeting and Kevin Delp seconded the motion. The meeting adjourned at 11:52 am.***

The Fall SCASFAA Board Meeting will be held on September 16<sup>th</sup>, 10:00 am, Sheraton Myrtle Beach.

Respectfully Submitted,

*Ellen Chiles*

SCASFAA Secretary, 2013-2014

2013-2014  
OFFICER AND COMMITTEE CHAIR  
REPORTS



**President-Elect Special Projects**  
**Transition- Initial Board Report 2013-2014**  
**06/21/2013**  
**Kenneth T. Cole**

**The President-Elect's Special Project goals for 2013-2014 are:**

1. To develop a process by which current officers/committee chairs keep track of their SCASFAA-related tasks and expenses throughout the year, which would then be shared with the incoming officer/committee chairs prior to and during the transitional meeting. This will be a formally developed process with a procedural format. Each incoming Board member would be provided:
  - a. a list of the previous Board member's goals
  - b. a copy of the previous Board member's year-end report/assessment
  - c. a month-by-month calendar of what their predecessor did as it related to their SCASFAA duties, or at least a general idea of when and why each goal should get done
  - d. a listing of all expenditures incurred
2. To analyze the effectiveness of the chair-elect/vice-chair concept for certain committees and make a recommendation going forwards.
3. To identify duties that are not clearly assigned to a particular board member or committee chair and develop a recommendation to take before the Board that would assign these duties and/or add them to Policy and Procedure designated as "Additional Duties to be assigned annually".
4. To ensure there are clear expectations outlined for those recurring tasks for each board member/committee chair that are currently not specifically designated in the policies and procedures, and to assure that the new officer/committee chair is aware of these.
5. To develop a checklist for future Presidents-elect to use in planning/coordinating their transitional board meetings, to include information needed in finding a site and planning the meeting and information to be distributed to the upcoming board, such as:
  - a. detailing who is a voting member, who isn't and how voting works,
  - b. detailing the duties of each Board member,
  - c. detailing the procedures for Board Members to distribute information to the membership ( either by sending an email through the website or working with the Communications chair to post to the blog),
  - d. requesting agenda items and distributing the agenda,

**Respectfully,**  
**Kenneth T. Cole**  
**SCASFAA President Elect 2013-2014**

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## **Counselor Relations**

The Counselor Relations Committee is a Non-Standing Committee.

### **Current Goals as listed in the Policy and Procedure Manual, Code 114, section D.**

1. Provide assistance, as appropriate, to secondary schools in scheduling, coordinating, and conducting financial aid workshops for parents and students.
2. Seek input from secondary school counselors and personnel concerning financial aid information and training needs.
3. Provide financial aid information and training to secondary school counselors and personnel.
4. Recommend to the President and Executive Board ways in which the Association can better work to meet the needs of secondary counselors in the state.
5. Actively solicit involvement by members of the financial aid community.
6. Develop specific annual objectives to be undertaken by the committee as appropriate.
7. Upon completion of his/her term in office, the committee chairperson shall forward one set of all appropriate records and material to the incoming chairperson and one set to the Secretary of the Association for addition to the Association Archives

**June 23, 2013**

Chair: Donna Quick

- No recommendations for change are proposed to the current goals. The purpose of the committee, as reflected in the stated goals, is still accurate.
- Observations:
  - Committee emphasis focuses on goal #3.
  - Goal #2 supports recruiting high school counselors as members to the committee. Is that in any way a violation to the bylaws? Must committee members be SCASFAA members?
  - Articles via newsletter have been geared toward goal #3 when published. How can the committee work with the Electronics/Communications committee to expand offerings tied to financial aid nights
- Year specific goals: 13-14
  - Partner with SCACRAO to communicate with high school counselors are training opportunities and to education on SCASFAA resources.
  - Organize NT4CM training sites across the state (tentatively 3 sites are under consideration).
  - Work with chair-in-training (April Baur) to ensure seamless transition for coming year and in effort to plan a year in advance.
    - Ideally, this year's goal is to go ahead and secure training sites for next year as well and lock down dates a year in advance.

