

MINUTES
SCASFAA Spring 2012 Pre-Conference Board Meeting
Embassy Suites, North Charleston
April 1, 2012

Present:

Allison Sullivan	Donna Quick	Katie Harrison
Missy Lutz	Violette Hunter	Tamy Garofano
Ken Bernard	Jennifer Williams	Ellen Chiles
Kenneth Cole	Kevin Perry	Kevin Delp
Rosalind Elliott	Sarah Dowd	Carol Parker

CALL TO ORDER

President Allison Sullivan called the meeting to order at 10:20 am. A quorum was established with the majority of voting members present.

The Board reviewed the minutes of the January 20, 2012 meeting. The minutes were approved as submitted as public record.

President Sullivan asked if there were any adjustments or additions to the agenda, to which there were none. The agenda was approved as presented, with the allowance that the President could modify as needed throughout the meeting.

REPORT OF OFFICERS

President (Allison Sullivan)

President Sullivan reported that Ken Cole and Ken Player had completed the Association's audit for the previous year. She asked Ken Cole to review the findings of the audit. Ken indicated the following issues: Monthly reconciliations were not being completed, travel vouchers were not always completed with travel expenses, the assets reported for the 2010 tax year were inaccurate, the Association's insurance liability policy had not been updated to \$300,000, and quarterly financial reviews had not been completed by the Treasurer-Elect. Ken explained the steps that have been taken to resolve these findings in the future.

President Sullivan asked Jennifer Williams and Ellen Chiles to provide the report of the Conference Committee. They reported that there are 32 new members registered for the conference. Ellen explained that a candidate activity would be conducted on Sunday evening and encouraged active participation of the Board members. She also indicated that silent auction items would be collected today in the vendor room, which is where the members would have the opportunity to bid.

Ellen reported that the committee is currently under budget and that final numbers will be presented at the transitional board meeting.

President Sullivan indicated that several potential sponsors had contacted the Association to ask if they could be allowed to present concurrent sessions during our conference, as a way to increase exposure and further justify their sponsorship and travel costs. Tamy Garofano suggested that in the future, the Conference Chair(s) should consider including vendors in a call for sessions when planning for the conference.

President-Elect (Sarah Dowd)

Sarah reported on the NASFAA leadership conference and thanked the Board for the opportunity to represent SCASFAA.

Past President (Fred Hardin)

President Sullivan thanked Fred for stepping in to assist the Board as appointed Past President this year. Fred reported that as of March 30th, 142 members had voted for elected officers for 2012-2013. Fred shared that voting would be open until 2 pm on Tuesday, April 3rd. There was additional discussion concerning voting at the conference, and the fact that future Executive Boards should counter the costs charged by the hotel for wireless access with the number of people who vote at the conference. Thought should be given to whether we should make voting available throughout the conference or just for a small window of time at the conference, whether to encourage the use of the business center or personal wireless devices, or whether to pre-negotiate wireless availability for this purpose. Based on the decisions made by future Nominations and

Elections Committees, the Policies & Procedures manual would need to be updated to reflect any changes, and a suggestion was made to keep the P&P verbiage as generic as possible to cover a wide range of options.

Vice President (Donna Quick)

Donna shared that she had sent out a request for information and feedback to the membership regarding leadership symposium, which is scheduled to target upper management and directors-level professionals. The feedback she received indicated that the March timeframe may not be the most appropriate for upper management and that they preferred a later workshop. The Professional Development Committee met and decided to hold the leadership symposium in May. Donna said that she plans to attend and assess the directors roundtable session at the conference and will follow up with them after the conference to determine what type of training will best suit their needs.

Secretary (Katie Harrison)

Katie reviewed all recent changes to the Policies & Procedures manual, as outlined in her written report. The Board discussed whether to maintain the requirement that candidates for office submit a video statement for online distribution since there have been issues regarding technological limitations over the past few years. The Board agreed to bring the discussion to the table during the transitional board meeting in June.

Treasurer (Missy Lutz)

Missy presented the current budget as her report.

Treasurer-Elect (Violette Hunter)

Violette reported that she appreciated the opportunity to attend the NASAA leadership training and hopes to use some of the best practices she learned. She will be meeting with Missy prior to the transitional board meeting for additional training, and she indicated that she plans to instruct next year's Treasurer-Elect to perform a quarterly financial review, based on the findings of the recent audit.

Member at Large (Kevin Perry)

Kevin indicated that current membership is close to 400, and he hopes to report the final number at the next Board meeting.

REPORT OF COMMITTEE CHAIRS

Sponsorship (Allison Sullivan)

President Sullivan reported that the sponsorship chair position was currently vacant, but despite that, SCASF AA was able to secure ten vendors for the current year. Those vendors are SC Student Loan (full sponsor), Discover, CMD Outsourcing, Great Lakes, First Marblehead, Wells Fargo, Sallie Mae, NSLP, National Education, Interpretype, and PNC Bank.

After discussion, several Board members suggested that more specific information be made available on the sponsorship form regarding what is available at each sponsorship level.

Diversity (Tamy Garofano)

Tamy reported that the Diversity Committee has secured Greg Peoples to present a general session from the Officer of Inspector General, and that David Bartnicki's concurrent session presentation about student eligibility was prompted by the suggestions from the Diversity Committee as well.

Legislative Relations (Ken Cole)

Ken briefed the Board on a current federal budget proposal in the House of Representatives which would have detrimental effects on student financial aid programs like Pell grant and subsidized loans. At this time, he does not believe the budget will be passed as written, but he indicated that it is an important issue to follow.

Ken also reported that the US Senate has introduced a bill which would require loan counseling for private student loans.

Electronic Services (Ken Bernard and Kevin Delp)

Ken and Kevin are still getting the Wild Apricot website up and running, in addition to working on updates for the Policies & Procedures Manual. They plan to unveil the current version of the new website during the conference. Ken reminded the Board that ATAC requires a 60-day cancellation notice in order to terminate the contract.

SCASFAA Advisory Council to CHE (Donna Quick)

Donna has spoken with CHE and offered the recommendation to discuss SAP as it relates to state funds. CHE indicated that they do not have many updates to present during the state update at the conference because there have been no drastic changes at the state level. Donna reported that accessibility to key CHE staff members has not been an issue. She recommended having a future “ask-a-rep” day for federal trainer, CHE, and Tuition Grants instead of having a general state session; another option would be to offer the state update as a concurrent session instead of general in the future.

The Board also suggested the possibility of changing this position to that of a liaison for all state programs, including CHE programs, Tuition Grants, National Guard, and other higher education issues regulated by state agencies.

Consumer Relations (Carol Parker)

Carol referenced her written report, indicating that there was strong attendance throughout the state at the College Goal South Carolina workshops in February. She also reported that, during the conference, CHE will be presenting recognition awards for the participating sites.

Counselor Relations (Rosalind Elliott)

Rosalind reported that she received positive feedback on the FACE the Facts newsletter this year, and that she has been trying to utilize the guidance counselor listserv to a greater extent.

UNFINISHED BUSINESS

President Sullivan called for a vote to submit the 60-day cancellation notice to ATAC, since this would need to be completed prior to the next Board meeting. ***Missy Lutz moved to allow the cancellation notice to be submitted, and Katie Harrison seconded. The motion passed unanimously.***

NEW BUSINESS

There was no new business at this time.

After hearing no further business, Katie Harrison moved to adjourn the meeting at 12:20 p.m. Kevin Perry seconded it. The motion passed, and the meeting was adjourned.

Respectfully Submitted,

Katie Harrison

SCASFAA Secretary, 2011-2012