

South Carolina Association of Student
Financial Aid Administrators



2014-15 Transitional Board Meeting
Thursday, June 19th-Friday, June 20th 2014
Embassy Suites Golf Resort and Conference Center
Greenville, SC

SCASFAA 2013-2014 FINAL EXECUTIVE BOARD MEETING AND TRANSITIONAL MEETING

June 19th, 2014

Embassy Suites Golf Resort and Conference Center

DAY 1

Present

Katie Harrison
Kenneth Cole
Kevin Delp
Ellen Chiles
Deborah Williams

Kevin Perry
Allison Keck
Donna Quick
Missy Perry
Nancy Garmroth

Traci Singleton
Melanie Gillespie
Elizabeth Milam
Nikki Merritt

Absent

Josephine Brown
Ken Bernard
Violette Hunter

Carolyn Sparks
Michelle Upchurch

Sarah Dowd

Guests (members of the 14-15 Board)

Reed Allison
Jennifer Williams

Jenny Beakley
April Baur

Chuck Sanders

President Harrison called the 2013-14 Executive Board meeting to order at 10:35 am. A quorum was established with a 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. Ken Cole motioned to approve the agenda and Deborah Williams seconded the motion, which carried.

Secretary Ellen Chiles stated that the meeting minutes from the spring 2014 Board meeting were sent to the Board mid-April for review. Two weeks were then allowed for review and corrections were made during that time. The minutes now stand approved as corrected.

President Harrison presented the recorded results of the May 30, 2014 electronic vote concerning Long Range Plan. The plan was approved and votes will be archived. President Harrison thanked Elizabeth Milam for her hard work and dedication to this task.

Report of Officers

President

Katie Harrison

President Harrison reported that since the last Board meeting she visited NCASFAA as a guest and also served as a voting member at the SASFAA board meeting in Tampa, Florida. President Harrison presented several recommendations gleaned from the NCASFAA Conference, one being that SCASFAA look to hold a post-conference meeting directly after the conference ends as the events would be remembered easily and recommendations for the upcoming year could be recorded. Elizabeth Milam stated that SCASFAA did this in the past and recommended that it be reinstated as it was effective and beneficial. President Harrison stated that at NCASFAA there was a high level of support for the chosen charity by implementing a call for donations well before the conference which also involved students from various schools across the state. Additionally President Harrison approved of holding a raffle and silent auction simultaneously to generate more funding for the charity while involving more members. President Harrison then presented her recommendations gathered from SASFAA. First, President Harrison presented an idea to the board related to student scholarship fund. A few states within our region consistently raise funds for their student scholarship by appointing the scholarship fund to be the conference charity. In addition, several states allot funds which would allow for an association member(s) to attend the SASFAA new aid officers workshop. An application process would be in place and the Board would then determine the recipient(s) of the stipend. President Harrison plans to send her annual

report to the SCASFAA membership at the end of the month, which will highlight the successes of each committee. President Harrison thanked the Board for their support during her term as SCASFAA President.

President-Elect (Special Projects)

Kenneth Cole

Ken Cole let the Board know that he went to the SASFAA transitional board meeting and will be going to Memphis, TN for the first official SASFAA board meeting. Additionally, Ken will be traveling the NASFAA Annual Conference later in the month. Ken then took the time to speak about the task assigned to him as President-Elect regarding improvement of the transition between officers and chairs. Ken went over a form made called the Committee Chair Transitional Report, which could be used to allow for all budget information, calendars, etc. to be submitted and then included for the archives. Kevin Delp suggested that the Board review the form before moving to approve it and look to implement it for the next year. Nancy Garmroth suggested officers and chairs run reports on quick books to assist with budget planning. ***Recommendation from the Board is that the 13-14 Board will not adopt this new form but that it be used during the coming year in order to allow the incoming board members to use it and make suggestions. Kevin Delp motioned to postpone approval of the form and Deborah Williams seconded the motion, which carried.***

As per report, Ken recommended that for the future the Board look to assign a chair-elect for certain committees such as site selection, global issues, etc. The chair-elect would be chosen by the current chair and then must be approved by both the President and the President-Elect. Suggestions were made to look to assign a chair elect for committees such as Electronic Services and Program. See report attached.

Vice President (Professional Development)

Kevin Delp

Kevin Delp stated that the Leadership Symposium was held before the annual conference in April and was a success although the number of attendees was lower than expected. Kevin recommended that the Leadership Symposium be held at a different time than the conference. Allison Keck suggested that more of an effort be made to include everyone in a financial aid office, rather than to specify it to a certain group. President Harrison agreed and stated that the Leadership Symposium needed to have something related to customer service on all levels, perhaps change the focus of the meeting. See report attached.

Past President (Nominations and Elections)

Sarah Dowd (Absent)

Absent, see report attached.

Secretary (By Laws)

Ellen Chiles

See report attached.

Treasurer (Budget)

Deborah Williams

Deborah Williams presented her budget report and reviewed budget adjustments made as well as a assessment of the year-end standing projection. Deborah took the time to thank Nancy Garmroth and Melanie Gillespie for all of their assistance throughout the year. See revised budget attached.

Treasurer-Elect

Melanie Gillespie

No report attached.

Member-at-Large (Membership)

Michelle Upchurch (Absent)

Absent, see report attached. President Harrison discussed the method by which Wild Apricot has membership set up and stated that members who do not pay should probably not be listed as active.

Reports by Committee Chairs

Annual Conference/Program (Standing)

Kevin Perry

President Harrison recommended that the Program Chair be approved to use the SCASFAA credit card. 2014-2015 President Ken Cole will look to determine if such an action will need to go through a By Laws change and will add this as an action item for the Fall meeting. Kevin Perry recommended having a program co-chair to alleviate the stress of one person having to carry such an enormous task. Kevin reported that the conference brought in 122 attendees for a total revenue of \$23,770. Kevin stated that costs were saved when a banquet dinner was cut and was substituted for lunches each day. ***Discussion was held on***

not asking the conference chair to pay a conference fee, this would have to be a policy and procedures change and will be presented at another time for vote.

CHE Advisory (Non-Standing)
Absent, no report provided.

Violette Hunter

Communications (Non-Standing)

Allison Keck

Allison began a discussion pertaining to how to encourage members to read the blog. Suggestions were made to encourage schools to present items for the blog, such as hiring of new employees, etc. This could be initiated by members of the board who would each take a month of the year in order to encourage various schools from all over the state to submit information. Allison encouraged assigning the Communications Chair and the Membership Chair to work together to disseminate more information to the organization as a whole. Donna Quick recommended that trivia be reinstated and the Communications budget be used to purchase prizes. Jennifer Williams recommended that the Communications Chair send out a reminder of a call for items, monthly or quarterly.

Consumer Relations (Non-Standing)
Absent, report provided.

Josephine Brown

President Harrison called for a short recess at 12:15pm in order for the Board to break and pick up their lunches. The meeting reconvened at 12:26pm.

Counselor Relations (Non-Standing)

Donna Quick

Donna Quick informed the Board that there are two counselor associations in South Carolina and not all guidance counselors are on each list serve. Most states offer supplementary training in correlation to other training that the counselors are receiving. Donna found that there is an online option completing with in person training for certification. Donna stated that the incoming chair will look to partner with both counselor associations and will look to attend both conferences in order to present a session or a pre-conference workshop. See report attached.

Electronic Services (Non-Standing)

Missy Perry

Missy Perry stated that she is prepared to make year-end changes to Wild Apricot. Missy also stated for communication purposes, Wild Apricot has a built in blog that can be used by the Communications Chair instead of blogspot separately. See report attached.

Financial Planning (Ad-Hoc, Non-Standing)

Nancy Garmroth

Nancy Garmroth began by stating that with Quick Books, reports can easily be emailed out to Board members, a simple email would need to be sent to the Treasurer. Quarterly financial reviews have been extremely helpful throughout the year. Nancy addressed SCASFAA's short and long term investments. ***As outlined in her report, Nancy recommended a change to the guide to financial planning. The change would state to reduce the amount of money in the checking account with Wells Fargo to \$15,000, as it does not earn interest. The overage which is in the account currently would be divided between long and short term investments. As a recommendation from the Financial Planning committee, there was no need for a motion or a second. The Board unanimously voted to have these changes made, motion carried and updates will be made.*** See report attached.

Global Issues (Non-Standing)

Traci Singleton

Traci Singleton stated that she submitted blog postings throughout the year. Traci also stated that the global issues session held during the annual conference was not as well attended as the committee would have liked to see but the information was excellent. See report attached.

Legislative Relations (Standing)
Absent, see report attached.

Ken Bernard

Long-Range Planning (Standing)

Elizabeth Milam

Elizabeth Milam went over the Long Range Plan which has been updated and voted upon. Elizabeth stated that the primary role of reviewing the long range plan and reviewing deadlines, etc will fall upon the President-Elect as well as the Long Range Plan Chair. The long range plan will not need to be revised until 2018-19. President Harrison thanked Elizabeth for her hard work and dedication. See report attached.

Peer Support (Non-Standing)

Michelle Upchurch

Absent, no report provided.

Site Selection (Non-Standing)

Carolyn Sparks

Absent, no report provided.

Sponsorship (Non-Standing)

Nikki Merritt

Nikki stated that she is looking forward to working as the Sponsorship Committee Chair for 2014-15 and wants to increase the number of sponsors. See report provided.

Unfinished Business

President Harrison stated that because this was the final meeting of the 2013-2014 year, there would be no New Business to address and the Board did not have any further Old Business to discuss.

President Harrison then adjourned the 2013-2014 Board meeting at 12:59 pm. From 1:30-3:30 a Transitional Period was held in which the 2013-2014 Board transitions with 2014-2015 Board, which would be followed by team building activities. The 2014-2015 Board meeting will commence at 8:30 am on June 20th.

Officer & Committee Chair Reports



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Special Projects
Committee Chair	Kenneth T. Cole

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Kenneth T. Cole	New	University of South Carolina Lancaster	Two Year Public	M	C

2. Goals and/or Objectives 2013 - 2014.

I. Goal: Transition Task Lists

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.

II. Goal: Chair-Elect

To analyze the effectiveness of the chair-elect/vice-chair concept for certain committees and make a recommendation going forwards.

III. Goal: Additional Duties as Assigned

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 a Policy and Procedure designated as "Additional Duties to be assigned annually".

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.

3. Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals.

Mission Statement:

SCASFAA is a community of professionals promoting the advancement of financial assistance programs as an essential part of student access to post-secondary education. In a collaborative effort, SCASFAA provides personal and professional development opportunities that embrace sound principles, practices, and ethics of aid administration. SCASFAA develops future leaders by actively involving all members in an environment of mutual respect, cooperation, and support.

Goal 1: Specifically the development of better transition procedures would allow for a smoother transition improving collaborative efforts and cooperation.

Goal 2: The development of Chair-Elect positions allows a greater involvement of members

in the committees, and the development of future leaders.

Goal 3: The tracking of other duties not specifically assigned would allow for a historical record of all activities the association is taking and when proven to be sound practices they can be carried forward from year to year.

4 State the committee's activities and accomplishments during the past year which were significant.

Goal 1: Task Lists

I have met with many of the committees, both the previous chair and the incoming chair, to get a list of activities they have performed throughout the year. I've discussed with them the actions they have taken thus far and evaluated my notes to determine the best document I can develop to assist with transitioning in the future. I have attached these recommended transitional documents. The Committee Calendar and Budget should be maintained by the Committee Chairs throughout the year, and should be uploaded to the SCASFAA.org reports database and passed to the incoming chair during transition. I have also drafted a SCASFAA Committee Chair Annual Transition Report that I am presenting for consideration of the Executive Board to replace our current Year End Board report. As this would not take effect until next June, I believe no action needs to be taken presently on changing the Year End report but we should begin discussing the new document and a decision should be made in the next fiscal year.

Goal 2: Chair-Elect

The Counselor Relations Committee was assigned a Chair-Elect position for the 2013-2014 year. This individual was approved by the President-Elect and will be taking the position as Counselor Relations Committee Chair for 2014-2015. I have met with both the Chair and Chair-Elect and discussed at length the advantages and disadvantages of the position. Both individuals felt the process was beneficial. The Chair takes responsibility for the actions of the Committee, and the Chair-Elect is kept informed of all activities and often attends important meetings with the Chair. This greatly increases the amount of time the Chair-Elect has to learn the position, reduces transition time towards the end of the year, and creates a legacy of knowledge and activities that can be passed through the years. As such, I recommended the continuation of the Chair-Elect position in the Counselor Relations Committee and the establishment of a Chair-Elect in both the Site Selection and Global Issues committees. I recommend that each Chair select their Chair-Elect and present their recommendation to the President-Elect who should be given authority to approve the Chair-Elect. The President may also wish to be involved in the decision. Finally, it is recommended that the decision to have Chair-Elects remains an annual decision made by each incoming President for their year. For more details, please see the President-Elect/Special Projects Report submitted on 03/28/2014.

Goal 3: Additional Duties as Assigned

To meet this goal I requested at each Board Meeting that Committee Chairs either keep a list of duties they were assigned that weren't in their committee descriptions, or forward those to me. At this time I have received only two such duties, and found both to fall into the description of duties of existing committees.

Note: In my transitional meetings with Committee Chairs, out-going and in-coming, I did find that there was some inconsistencies in what the expectations of each committee chair would be. The P&P is sometimes vague, and when left to interpretation some activities can become questionable. Without a clear record of who has regularly been responsible for

what duties those duties may sometimes be lost (assumed to be the responsibility of another committee or just simply never passed forwards to the next Chair). As such, I do believe the task lists developed in Goal 1 are the most appropriate means to record duties. All tasks and duties that repeat annually should be assigned to a particular committee or Executive Board Member based on the description of that position.

- 5. What might this committee do differently next year? What did the committee find its greatest successes?**

It is the intention of the President-Elect to continue with the development of these transitional documents moving forwards. We will use the 2014-2015 year to fully develop these task lists and other transitional documents so that by the end of 2014-2015 the next incoming committee chairs will have the necessary information they need.

- 6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?**

Yes. The only resource needed to accomplish these goals was time. The project required the Committee Chair to communicate regularly with the Committee Chairs and this wasn't always able to be accomplished due to other time constraints. As such, more specific responsibility to record activities should be placed on each committee chair and reported back for final evaluation and preparation for the transitional meeting.

- 7. Was the level of support from the Executive Board appropriate? If not, please explain.**

Yes.

- 8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?**

Telephone and e-mail.

- 9. Please provide your recommendations and suggestions for next year's committee.**

I do not recommend this as a Special Project for next year, but rather that we implement the planning documents I have created for the committees and consider the use of the new Transition Report or some variation of that. Maintaining accurate and detailed records of activities is important for the success of the association.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Professional Development
Committee Chair	Kevin Delp

1. Committee Membership and Institutional Affiliation.

Member	School/Agency
Kevin Delp	Bob Jones University
Katie Harrison	SC TGC
Jennifer Williams	Clemson
Donna Quick	Columbia College
Aryn Thompkins	Wesleyan College
Sylvia Jones	Wells Fargo
Susan Young	Bob Jones University
Ted Cheadle	Bob Jones University
Melanie Gillespie	Southern Wesleyan
Allison Keck	Greenville Tech
Jessica Bagwell	SC TGC
Gena Miles	SC TGC
Bonnie Carson	USC Upstate

2. Goals and/or Objectives 2013 - 2014.

The Goals for the Professional Development Committee are:

- to carry out responsibilities delegated by the SCASFAA Executive Board.
 - to have a successful New/Intermediate Aid Officers Workshop in the Fall
 - to have a successful Leadership Symposium in the Spring
- Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals.
 - State the committee's activities and accomplishments during the past year which were significant. Two significant activities were the New/Intermediate Aid Officers Workshop and Leadership Symposium.
 - What might this committee do differently next year? What did the committee find its greatest successes? I would recommend holding the Leadership Symposium at a different time than the Spring Conference. Greatest success was the great unity as an organization in order to have the events to offer professional development.
 - Were resources available to the committee adequate to accomplish its goals and

objectives? YES If not, what additional support was needed?

7. Was the level of support from the Executive Board appropriate? YES If not, please explain.
8. What was the major means of communication between your committee members? Phone and email



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Nominations and Elections
Committee Chair	Sarah Dowd

1. Committee Membership and Institutional Affiliation

Member	New/ Continue	School/Agency	Type of Institution	Gender	Ethnic Origin
Katie Harrison	Continue	SC Tuition Grants Comm.	State	F	C
Ken Cole	New	USC Lancaster	Public 2 year	M	C
Tabatha McAlister	New	USC Palmetto College	Public 4 year	F	B
Jennifer Williams	Continue	Clemson Univ	Public 4 year	F	C
Kellie Savoie	New	Sallie Mae		F	C
Sul Black	New	Benedict College	Private 4 year	F	B
Kevin Perry*	New	Coastal Carolina Univ	Public 4 year	M	C

*Kevin Perry began the year as a committee member, but left after agreeing to serve the association as a candidate.

2. Goals and/or Objectives 2013 – 2014

Prepare a balanced, dual slate of qualified candidates for office
 Present the slate to the membership
 Conduct the annual election
 Notify the membership of the election results

3. Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals

The committee's goal of a balanced, dual slate supports collaboration among the members as stated in SCASFAA's mission, "In a collaborative effort, SCASFAA provides personal and professional development opportunities that embrace sound principles, practices, and ethics of aid administration." This goal also supports the development of leadership as stated in SCASFAA's mission, "SCASFAA develops future leaders by actively involving all members . . ."

4. State the committee's activities and accomplishments during the past year which were significant.

The committee was unable to fulfill its goal of a dual slate for each office open to election.

As a standing committee with a narrowly defined function, there was no significant activity or accomplishment.

5. What might this committee do differently next year?

This committee might explore alternate means of securing nominations from the membership. The committee faced many challenges in locating and bringing to nomination members who are willing to serve as candidates and, if elected, officers of the association.

What did the committee find its greatest successes?

Each member who agreed to run was considered a great success, as the committee felt that the slate of candidates represented the highest quality and commitment available to SCASFAA this year.

6. Were resources available to the committee adequate to accomplish its goals and objectives?

Yes.

7. Was the level of support from the Executive Board appropriate?

Yes.

8. What was the major means of communication between your committee members?

E-mail.

Were these means adequate?

Yes.

9. Please provide your recommendations and suggestions for next year's committee

Begin seeking candidates immediately after the transitional board meeting.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	By Laws
Committee Chair	Ellen Chiles

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Katie Harrison	Continuing	SC Tuition Grants		F	C

- Goals and/or Objectives 2013 – 2014: To ensure the accuracy of the By Laws and Policies and procedures governing SCASFAA's operating procedures and to update as need; To finalize and distribute official meeting minutes in a timely fashion; To bring up to date the SCASFAA history document
- Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals. The By Laws Committee's goals and objectives are directly related to the mission statement and goals of SCASFAA since the two primary documents maintained by the committee, govern and provide guidance for the Association's business decisions and activities
- State the committee's activities and accomplishments during the past year which were significant. Assisted the President and other Executive Board members with the decision-making process as it relates to appropriate and allowable actions based on the P&P manual and distributed meeting minutes out in a timely fashion.
- What might this committee do differently next year? What did the committee find its greatest successes? Perhaps the committee could work with the Legislative Relations Committee as far as asking for assistance in reviewing the P&P for updates. The archives need to be reviewed and organized, perhaps that could be done after a Board meeting held in Columbia. Greatest success: See #4 above.
- Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed? Yes
- Was the level of support from the Executive Board appropriate? If not, please explain. SCASFAA's Executive Board is very supportive of its Secretary.
- What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective? Email and phone calls are most effective.
- Please provide your recommendations and suggestions for next year's committee. One suggestion is to look into an external drive to store SCASFAA's documentation on. Currently the Secretary has a disk to store all information on which could easily be damaged or lost. (The documentation is also stored on Wild Apricot)



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Treasurer
Committee Chair	Deborah H Williams

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Melanie Gillespie	New	Southern Wesleyan	Public/4 year	F	Caucasian
Nancy Garmroth	New	Spartanburg Comm College	Public/2 year	F	Caucasian
Deborah Williams	New	Piedmont Technical College	Public/2 year	F	African/American

2. Goals and/or Objectives 2013__ - 2014__.

1. Set-up online banking for automatic credit card payments
2. Work with Treasurer-Elect and Financial Planning Committee to Utilize Quick Books to maintain accurate records.
3. Maintain accurate financial records, make timely payments, prepare and submit tax documents on time and other required reports.

3. Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals.

4. State the committee's activities and accomplishments during the past year which were significant.

Automatic credit card payment set-up
 Renewed insurance policies and paid premiums on time
 Worked with financial planning committee to close out CDs to transfer into investment accounts.
 Obtained ASCAP and BMI licenses
 Posted all transactions in QuickBooks Online
 Reconciled monthly using QuickBooks
 Set up online access to Credit Card account to view transactions.

5. What might this committee do differently next year? What did the committee find its greatest successes?

6. Were resources available to the committee adequate to accomplish its goals and objectives? Yes, resources were available. If not, what additional support was needed?

7. Was the level of support from the Executive Board appropriate? yes If not, please explain.

8. What was the major means of communication between your committee members?
Meetings, e-mail, memo, fax, telephone, etc. Email, Meetings, telephone. Were these means adequate? Yes...Which did you find to be most effective? Email
- 9 Please provide your recommendations and suggestions for next year's committee.
Work closely with Financial Planning Committee and Electronics chair to set up electronic payments for membership.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Budget
Committee Chair	Deborah H Williams

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Melanie Gillespie	New	Southern Wesleyan	Public/4 year	F	Caucasian
Nancy Garmroth	New	Spartanburg Comm College	Public/2 year	F	Caucasian
Kevin Perry	New	Coastal Carolina University	Public/4 year	M	Caucasian
Violette Hunter	Continuing	USC Columbia	Public/4 year	F	African American
Katie Harrison	Continuing	SC Tuition and Grants Commission	Private	F	Caucasian
Deborah Williams	Continuing	Piedmont Technical College	Public/2 year	F	African American

2. Goals and/or Objectives 2013__ - 2014__.

Compile and present budget to executive board

Ensure that committee chairs and executive board are updated monthly of budget status.

Implement a plan to promote financial sustainability.

3. Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals.

4. State the committee's activities and accomplishments during the past year which were significant. Prepared and presented tentative budget to Board in a timely manner.

5. What might this committee do differently next year? What did the committee find its greatest successes? Accessible and timely budget presentation

6. Were resources available to the committee adequate to accomplish its goals and objectives? Yes, resources were available. If not, what additional support was needed?

7. Was the level of support from the Executive Board appropriate? yes If not, please explain.

8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Email, Meetings, telephone. Were these means adequate? Yes...Which did you find to be most effective? Email

9. Please provide your recommendations and suggestions for next year's committee. Set-up separate charity budget line item instead of posting to President's Contingency

SCASFAA
BUDGET VS. ACTUALS: 2013-2014 BUDGET - FY14 P&L
 July 2013 - June 2014

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
003 Contingency/Transfer of Assets		4,875.00	-4,875.00	
005 Other Income	766.48		766.48	
020 Membership Dues		11,250.00	-11,250.00	
020.1 CY Membership	11,010.00		11,010.00	
Total 020 Membership Dues	11,010.00	11,250.00	-240.00	97.87 %
040 Spring Conference		23,750.00	-23,750.00	
040.1 CY Conference	23,770.00		23,770.00	
Total 040 Spring Conference	23,770.00	23,750.00	20.00	100.08 %
050 Professional Development Income		2,275.00	-2,275.00	
050.1 New Aid Officers' Workshop	2,535.00		2,535.00	
050.7 Other Workshops	220.00	750.00	-530.00	29.33 %
Total 050 Professional Development Income	2,755.00	3,025.00	-270.00	91.07 %
070 Sponsorships		12,000.00	-12,000.00	
070.1 Conference	13,100.00		13,100.00	
Total 070 Sponsorships	13,100.00	12,000.00	1,100.00	109.17 %
080 Interest				
080.2 CD	14.63		14.63	
Total 080 Interest	14.63	0.00	14.63	0.00
083 Dividends Earned				
083.1 Edward Jones-ST 35/65	2,512.52		2,512.52	
083.2 Edward Jones-LT 50/50	1,795.41		1,795.41	
Total 083 Dividends Earned	4,307.93	0.00	4,307.93	0.00
Total Income	\$55,724.04	\$54,900.00	\$824.04	101.50 %
Expenses				
101 President		2,500.00	-2,500.00	
101A Travel	1,545.99		1,545.99	
101D Supplies	55.58		55.58	
101F Miscellaneous	1,060.86		1,060.86	
Total 101 President	2,662.43	2,500.00	162.43	106.50 %
102 President-Elect		2,500.00	-2,500.00	
102A Travel	1,018.47		1,018.47	
102F Miscellaneous	880.06		880.06	
Total 102 President-Elect	1,898.53	2,500.00	-601.47	75.94 %
103 Vice-President		100.00	-100.00	
104 Secretary		100.00	-100.00	
104D Supplies	55.47		55.47	
Total 104 Secretary	55.47	100.00	-44.53	55.47 %
105 Treasurer		850.00	-850.00	
105D Supplies	80.69		80.69	
105F Miscellaneous	819.06		819.06	
Total 105 Treasurer	899.75	850.00	49.75	105.85 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
106 Member at Large		100.00	-100.00	
107 Treasurer-Elect		100.00	-100.00	
201 Membership Committee		200.00	-200.00	
201F Miscellaneous	76.82		76.82	
Total 201 Membership Committee	76.82	200.00	-123.18	38.41 %
202 Communications		100.00	-100.00	
204 Program-Spring Conference		32,200.00	-32,200.00	
204A Travel	293.31		293.31	
204D Supplies	140.62		140.62	
204F Miscellaneous	2,209.51		2,209.51	
204H Meeting	23,683.07		23,683.07	
Total 204 Program-Spring Conference	26,326.51	32,200.00	-5,873.49	81.76 %
205 Nominations & Elections	49.00	150.00	-101.00	32.67 %
206 Legislative Relations		100.00	-100.00	
207 Consumer Relations		100.00	-100.00	
208 President's Contingency		800.00	-800.00	
208F Miscellaneous	1,241.82		1,241.82	
Total 208 President's Contingency	1,241.82	800.00	441.82	155.23 %
209 Miscellaneous		1,000.00	-1,000.00	
209F Miscellaneous	90.00		90.00	
Total 209 Miscellaneous	90.00	1,000.00	-910.00	9.00 %
213 Professional Development		1,000.00	-1,000.00	
213.1 New Aid Officers' Workshop		2,000.00	-2,000.00	
213.1D Supplies	400.00		400.00	
213.1F Miscellaneous	1,015.61		1,015.61	
213.1H Meeting	268.70		268.70	
Total 213.1 New Aid Officers' Workshop	1,684.31	2,000.00	-315.69	84.22 %
213.7 Other Workshops		2,000.00	-2,000.00	
213.7H Meeting	253.48		253.48	
Total 213.7 Other Workshops	253.48	2,000.00	-1,746.52	12.67 %
Total 213 Professional Development	1,937.79	5,000.00	-3,062.21	38.76 %
215 Counselor Relations		100.00	-100.00	
218 Global Issues		1,000.00	-1,000.00	
221 Long Range Planning		100.00	-100.00	
222 Sponsorship		100.00	-100.00	
222F Miscellaneous	89.76		89.76	
Total 222 Sponsorship	89.76	100.00	-10.24	89.76 %
224 Site Selection		300.00	-300.00	
225 Special Projects		100.00	-100.00	
226 Executive Board				
226.1 Transitional Board Meeting		2,000.00	-2,000.00	
226.2 Board Meetings		1,500.00	-1,500.00	
226.2A Travel	555.46		555.46	
226.2D Supplies	23.50		23.50	
226.2H Meeting	1,032.18		1,032.18	
Total 226.2 Board Meetings	1,611.14	1,500.00	111.14	107.41 %
Total 226 Executive Board	1,611.14	3,500.00	-1,888.86	46.03 %

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
227 Insurance & Bonding		800.00	-800.00	
227F Miscellaneous	799.00		799.00	
Total 227 Insurance & Bonding	799.00	800.00	-1.00	99.88 %
228 Electronic Services		800.00	-800.00	
228F Miscellaneous	540.00		540.00	
Total 228 Electronic Services	540.00	800.00	-260.00	67.50 %
229 Scholarship Awards	2,000.00	2,000.00	0.00	100.00 %
230 Advisory Committee to CHE		100.00	-100.00	
231 Peer Support		100.00	-100.00	
232 Prior Administration Expenses				
232A Travel	198.20		198.20	
232D Supplies	47.50		47.50	
232F Miscellaneous	476.00		476.00	
232H Meeting	1,174.49		1,174.49	
Total 232 Prior Administration Expenses	1,896.19	0.00	1,896.19	0.00
233 Fees				
233.1 Banking/Investment Fees	1,172.67		1,172.67	
Total 233 Fees	1,172.67	0.00	1,172.67	0.00
Total Expenses	\$43,346.88	\$54,900.00	\$ -11,553.12	78.96 %
Net Operating Income	\$12,377.16	\$0.00	\$12,377.16	0.00%
Net Income	\$12,377.16	\$0.00	\$12,377.16	0.00%

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SCASFAA Committee Chair Annual Transition Report

Name of Committee	Membership
Committee Chair	Michelle Upchurch

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Joe Sample	New	Big State University	Four Year Public	M	C
Jessica Bagwell		SCTG Commission	State agency	F	
Melanie Gillespie		Southern Wesleyan	4 yr private	F	
Kimberly White-Grimes		Trident Tech	2 yr public	F	

2. Goals and/or Objectives 2013__ - 2014__.

- Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals. The goal of the Membership Committee was reach as many members as possible. E-mails were sent to all new members upon completion of the membership application. The e-mail was used to welcome each new member. The e-mail included dates to remember for upcoming events.
- What might this committee do differently next year? What did the committee find its greatest successes? We tried to reach out to all new members at the conference. We had a simple questionnaire for them to complete. To complete the questionnaire they were required to reach out to the SCASFAA membership to answer the questions. Once the questionnaires were turned in they were put into a drawing to win a Starbucks gift card. We did not have a good response from the new members. We had a total of 3 questionnaires turned in. We also handed out sand buckets with a SCASFAA first aid kit inside. We only had a handful of those that were not picked up by new members. We thought we had a good activity that would appeal to all new members but it was not a success.
- Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed? yes
- Was the level of support from the Executive Board appropriate? If not, please explain. We had full support of the board.
- What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective? All contact was via e-mail and phone.
- Please provide your recommendations and suggestions for next year's committee.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Program Committee
Committee Chair	Kevin Perry

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Joe Sample	New	Big State University	Four Year Public	M	C

Carol	Parker	Anderson University
Chrissie	Miller	Charleston Southern University
DEBORAH	WILLIAMS	PIEDMONT TECHNICAL COLLEGE
Diana	O'Bryan	Bob Jones University
Elizabeth	Daniel	Great Lakes Educational Loan Services, Inc.
Ellen	Chiles	Clemson
Ellen	Green	Trident Technical College
Gena	Miles	SC Tuition Grants Commission
Jan	Price	Edward Via College of Osteopathic Medicine - Carolinas Campus
Jennifer	Williams	Clemson University

Jessica	Bagwell	South Carolina Tuition Grants
JOSEPHINE	BROWN	TRIDENT TECHNICAL COLLEGE
Katie	Harrison	SC Tuition Grants Commission
Kelly	Savoie	Sallie Mae
Ken	Bernard	Central Carolina Technical College
Kimberly	White-Grimes	Trident Technical College
Melanie	Gillespie	Southern Wesleyan University
Michelle	Upchurch	Limestone College
Missy	Perry	Piedmont Technical College
Nikki	Merritt	Coastal Carolina University
Noel	Brock	Discover Student Loans
Sylvia	Jones	Wells Fargo Bank, EFS
Tamy	Garofano	TG
Traci	Singleton	The Citadel
Tracy	Brown	Bob Jones University
Wanda	Pickens	Tri-County Technical College

2. Goals and/or Objectives 2013 - 2014.
 - Increase the diversity in sessions
 - Start taking steps to make the conference more self-sustaining
3. Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals.
 - More diversity in sessions encourages more attendance/participation
 - Bringing the conference closer to being completely self-sustaining is more fiscally responsible
4. State the committee's activities and accomplishments during the past year which were significant.
 - Increased attendance
 - Increased number of sessions
 - Under budget
5. What might this committee do differently next year? What did the committee find its greatest successes?
 - Chair should make use of committee members. I tended to "just do it myself" when things weren't done instead of checking in on people and asking them to do it.
 - I did not have an evaluation prepared before the conference and then it never happened. Have it ready before the conference, even if you are only offering it electronically AFTER the conference is complete.
 - Print a limited number of agendas to be available at check-in. I was planning to have it available ONLY electronically and this was an issue for some.
 - Through beginning concurrent sessions on Sunday, attendance was higher on Sunday.
 - We utilized ALL possible trainer options, including FED, NASFAA, SASFAA, NCASFAA, CHE and Sponsors.
 - Increased registration rate and changed a dinner to a lunch. This helped us to come in under budget and be close to self-sustaining. We brought in \$23770 vs a budgeted income of \$23750. Our budget was \$32200 and we spent \$26326.51, ending 18.24% under budget. We ended up \$2556.51 away from being 100% self-sustaining. Part of this was possible from the number of concessions we arranged due to last minute changes made by the hotel.
6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?
 - For the most part, yes. I would recommend looking into the possibility of giving the program chair a SCASFAA credit card. I needed to put a lot of money up out of pocket, which is not always an option.
7. Was the level of support from the Executive Board appropriate? If not, please explain.
 - Support was exceptional, especially President Harrison's role in securing outside trainers
8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?
 - We had 1 in-person meeting, 1 conference call and many email exchanges. I should have done 1 more conference call closer to the conference.

9. Please provide your recommendations and suggestions for next year's committee.
- I would recommend keeping the meals schedule to 2 lunches and no dinners. This saves money and allows for attendees to have time at night on their own.
 - If you can secure enough sessions start the first group of concurrent sessions on Sunday. This helps with your hotel room block commitment as well as can bring more people to your President's Reception, causing less waste.
 - The sponsors are VERY appreciative of having activities/breaks in the exhibit hall. It helps the sponsorship chair when "selling" tiers when they can guarantee that people will be drawn into the exhibit hall at the conference.
 - If the hotel changes anything, make sure to ask for huge concessions and go back and forth with them until you are happy with the final concession. I learned they will try to lowball you in hopes you will accept their first offer.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Communications Committee
Committee Chair	Allison Keck

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
NA	NA	NA	NA	NA	NA

2. Goals and/or Objectives 2013 – 2014

Keep members update with upcoming events through Facebook and Blog

3. Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals.

SCASFAA's mission is to provide personal and professional development opportunities to members. The Communications Chair keeps members informed with the upcoming events.

4. State the committee's activities and accomplishments during the past year which were significant.

Sent out emails to try to make sure members knew about the blog. Made sure members knew about the email account they could send information to be posted to blog and facebook.

5. What might this committee do differently next year? What did the committee find its greatest successes?

I would have the Communications work closely with the Membership Chair to get a notice of when we have new members. This way we can post of Blog and Facebook of our new members.

Maybe feature different schools each month on Facebook and Blog. Have every two weeks something that is new or tips from a technical/university. Just to make sure all schools are going out to the blog and seeing what is going on.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

yes

7. Was the level of support from the Executive Board appropriate? If not, please explain.

yes

8. What was the major means of communication between your committee members?

Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective? NA

9. Please provide your recommendations and suggestions for next year's committee.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Counselor Relations
Committee Chair	Donna C. Quick

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
April Baur	New	Wofford College	Private	F	
Daphne Dawson	New	USC Upstate	Public	F	
Ed Miller	Continuing	USC	Public	M	
Gena Miles	Continuing	SCTG Commission	Agency	F	
Joseph Durant	Continuing	MUSC	Public	M	
Karen Woodfaulk	Continuing	SC CHE	Agency	F	
Kevin Delp	New	Bob Jones University	Private	M	
Linda Aubrey-Higgins	New	USC Aiken	Public	F	
Rosalind Elliott	Continuing	USC	Public	F	
Sharetta Bufford	New	TriCounty Tech	Proprietary	F	
Sue Sims	New	Aiken Tech	Proprietary	F	
Tara Gibbs	New	USC	Public	F	
Vanessa Childs	New	USC Salkehatchie	Public	F	

2. Goals and/or Objectives 2013 – 2014.

- a. Provide assistance, as appropriate, to secondary schools in scheduling, coordinating, and conducting financial aid workshops for parents and students.
- b. Seek input from secondary school counselors and personnel concerning financial aid information and training needs.
- c. Provide financial aid information and training to secondary school counselors and personnel.
- d. 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.
- e. Actively solicit involvement by members of the financial aid community.
- f. Develop specific annual objectives to be undertaken by the committee as appropriate.

- g. 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.
3. Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals.

The counselor relations committee is intended to help educate high school guidance counselors with regard to avenues for college funding. Counselors receive training on federal and state legislative changes that may impact college funding levels and are given training on filing requirements for the current year. This training is designed to educate Counselors so that they may help high schools students secure funding for higher education opportunities...a task that is directly related to the stated SCASFAA goals.

4. State the committee's activities and accomplishments during the past year which were significant.
- a. Communications were sent to the high school counselors via the SC Department of Education listserv. Counselor's received the complete financial aid toolkit designed by NT4CM.
 - b. A "vice-chair" was appointed in order to familiarize her with the NT4CM process and try to eliminate the learning curve necessary to for this committee.
 - c. Outreach was made to CHE regarding their Counselor continuing education program to ascertain its effectiveness.
 - d. A survey of Counselor opinions on training needs was conducted after no Counselor's responded to the training invitation.
 - e. Conversations with SCCA and Palmetto Counselors Association were initiated to explore the option of conducting concurrent sessions in the future.
5. What might this committee do differently next year? What did the committee find its greatest successes?

This committee continues to struggle with the most effective method by which to offer training. As shared in previous reports, many of the states utilizing NT4CM training have begun to do so in conjunction with state training agendas or began offering the training in a different format. Very few states have a dedicated NT4CM training any longer due to declining participation, scheduling issues with Counselors, and budgetary concerns. I continue to recommend that a partnership with SCCA and/or Palmetto Counselor's Association in order to provide this material to Counselors in a venue they will already be attending.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

Resources from the SCASFAA side were readily available. Continued low signup for the SC DOE listserv and a split in the Counselor's Association has prolonged the communication problems we've had in the last two years connecting with Counselors.

7. Was the level of support from the Executive Board appropriate? If not, please explain.
Yes. The Board has offered continued support as I tried to navigate through the Association split and the creation of a competing program.
8. What was the major means of communication between your committee members?

Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?

The major means of communication with most of the committee was via e-mail. April Baur, as the chair for the 14-15 year, I contacted by phone on several occasions. Since most of the work this year was research this method was sufficient. If we are able to forge successful partnerships with SCCA or PCA I would recommend face to face meetings with the trainers.

9. Please provide your recommendations and suggestions for next year's committee.
 - a. This committee has to find a viable option for presenting the material to the high school Counselor population.
 - b. Partnership avenues with SC Counselor Associations must be explored.
 - c. Consider expanding or shifting the primary role of the committee from NT4CM training to other Counselor outreach initiatives.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Electronic Services
Committee Chair	Missy Perry

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Kevin Delp	Continuing	Bob Jones	4 Year Private	M	
Noel Brock	New	Discover Student Loans	Lender	F	
Kevin Perry	Continuing	Coastal Carolina	4 Year Public	M	

- Goals and/or Objectives 2013 – 2014: Review website for accurate information; increase user friendliness.
- Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals. The website allows members to register for training, receive information, and network amongst the organization. It should be easy to use.
- State the committee's activities and accomplishments during the past year which were significant. Other than general maintenance of the website, the whole site was reviewed and a list of recommendations are attached. No action was taken to the site revamp due to pending site upgrades.
- What might this committee do differently next year? What did the committee find its greatest successes? See attached recommendations.
- Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed? Assistance from previous chair was available.
- Was the level of support from the Executive Board appropriate? If not, please explain. Executive Board was supportive.
- What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective? Email, phone calls.

9. Please provide your recommendations and suggestions for next year's committee. See attached.

- Website template change
 - Consider changing the website template to one with a horizontal menu bar vs. a vertical menu bar to provide more space on each page.
 - The testing phase of converting to a new template updates the live page with an option to revert – suggested that this be performed during non-peak hours.
 - The menu items will need to be determined due to limited space (you can put more down than across).
 - Reduce the number of pages – some info can be combined on to 1 page vs multiple pages.
- Provide a larger space for banners – they are really small right now. A new template would allow for this.
- Work with the executive board to implement online payments, if approved.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Financial Planning
Committee Chair	Nancy T. Garmroth

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Nancy Garmroth	New	Spartanburg Community College	Two Year Public	F	C
Earl Mayo	New	S.C. Tuition Grants Commission	Government Agency	M	C
Jeff Dennis	New	Southern Wesleyan University	Four Year Private	M	C

2. Goals and/or Objectives 2013 - 2014.

- A. To perform financial reviews, and
- B. To monitor reconciliations, and
- C. To make recommendations for investments, and
- D. To review the Policies and Procedures manual and the Guide to Financial Management.

3. Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals.

4. State the committee's activities and accomplishments during the past year which were significant.

- Quickbooks online implemented. Income and expenditures for 2012-2013 have been entered and reconciled.
- Memorized reports set up in Quickbooks for the Budget, Balance Sheet, Executive Board reports and Committee Chair reports.
- Updates to the Policies and Procedures manual.
- Rewrite of the Guide to Financial Management.
- Investments at Edward Jones setup-- short term and long term advisory solutions accounts - and a procedure developed for tracking and reporting.
- Quarterly financial reviews conducted.

- Events and membership in Wild Apricot and Quickbooks reconciled.
 - ASCAP and BMI licenses have been reviewed and reported.
 - Insurance policies – Employee Theft and General Liability – have been reviewed.
 - Outstanding contracts and direct billing applications have been reviewed.
 - Aging Receivables monitored.
 - Began investigation of online payments with PayPal.
5. What might this committee do differently next year? What did the committee find its greatest successes?
- Continue to assist with procedures for using Wild Apricot and Quickbooks.
 - Quickbooks online and investments being made.
6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?
- Yes – resources were adequate.
7. Was the level of support from the Executive Board appropriate? If not, please explain.
- Support was excellent.
8. What was the major means of communication between your committee members? Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?
- The major means of communication was email. To set up 2012-13 in Quickbooks and to do the financial review required a face to face meeting. The quarterly financial review can be done via email and/or telephone. The year-end financial review will require face to face.
9. Please provide your recommendations and suggestions for next year's committee.
- I am continuing as Chair.

Investments through May 30, 2014:

Edward Jones-ST 35/65

Month/Year	Ending Value	Change In Value	Investment or Withdrawal	Income	Advisory Solutions Program Fee	Cumulative Income (Income-Fees)	Cumulative Change in Value	Cumulative Investment	Balance Sheet
Tax Year 2013									
Opening Balance	\$50,000.00	\$0.00	\$50,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
October 2013	\$51,025.64	\$970.50	\$0.00	\$56.98	\$1.84	\$55.14	\$970.50	\$50,000.00	\$50,055.14
November 2013	\$88,364.77	\$71.76	\$37,258.00	\$64.40	\$55.03	\$64.51	\$1,042.26	\$87,258.00	\$87,322.51
December 2013	\$88,782.72	-\$1,301.05	\$0.00	\$1,779.19	\$60.19	\$1,783.51	-\$258.79	\$87,258.00	\$89,041.51
Tax Year 2014									
January 2014	\$88,269.92	-\$482.33	\$0.00	\$65.78	\$96.25	\$1,753.04	-\$741.12	\$87,258.00	\$89,011.04
February 2014	\$90,025.20	\$1,733.93	\$0.00	\$118.34	\$96.99	\$1,774.39	\$992.81	\$87,258.00	\$89,032.39
March 2014	\$89,611.53	-\$495.20	\$0.00	\$168.65	\$87.12	\$1,855.92	\$497.61	\$87,258.00	\$89,113.92
April 2014	\$89,879.25	\$223.60	\$0.00	\$142.52	\$98.40	\$1,900.04	\$721.21	\$87,258.00	\$89,158.04
May 2014	\$91,337.40	\$1,436.60	\$0.00	\$116.66	\$95.11	\$1,921.59	\$2,157.81	\$87,258.00	\$89,179.59
TOTALS				\$2,512.52	\$590.93				

Edward Jones-LT 50/50

Month/Year	Ending Value	Change In Value	Investment or Withdrawal	Income	Advisory Solutions Program Fee	Cumulative Income (Income-Fees)	Cumulative Change in Value	Cumulative Investment	Balance Sheet
Tax Year 2013									
Opening Balance	\$63,884.73	\$0.00	\$63,884.73	\$0.00	\$0.00	\$0.00	\$0.00	\$63,884.73	\$63,884.73
October 2013	\$65,576.74	\$1,663.72	\$0.00	\$30.65	\$2.36	\$28.29	\$1,663.72	\$63,884.73	\$63,913.02
November 2013	\$80,128.29	\$385.65	\$14,174.36	\$62.92	\$71.38	\$19.83	\$2,049.37	\$78,059.09	\$78,078.92
December 2013	\$80,711.41	-\$428.29	\$0.00	\$1,083.92	\$72.51	\$1,031.24	\$1,621.08	\$78,059.09	\$79,090.33
Tax Year 2014									
January 2014	\$79,668.27	-\$1,166.56	\$0.00	\$211.90	\$88.48	\$1,154.66	\$454.52	\$78,059.09	\$79,213.75
February 2014	\$81,854.42	\$2,191.47	\$0.00	\$83.85	\$89.17	\$1,149.34	\$2,645.99	\$78,059.09	\$79,208.43
March 2014	\$81,389.23	-\$536.45	\$0.00	\$151.16	\$79.90	\$1,220.60	\$2,109.54	\$78,059.09	\$79,279.69
April 2014	\$81,452.36	\$61.21	\$0.00	\$92.46	\$90.54	\$1,222.52	\$2,170.75	\$78,059.09	\$79,281.61
May 2014	\$83,088.44	\$1,644.93	\$0.00	\$78.55	\$87.40	\$1,213.67	\$3,815.68	\$78,059.09	\$79,272.76
TOTALS				\$1,795.41	\$581.74				

SCASFAA
BALANCE SHEET
As of June 30, 2014

	TOTAL
<hr/>	
ASSETS	
Current Assets	
Bank Accounts	
Edward Jones-Money Market	3,330.00
Wells Fargo Checking	57,026.68
Total Bank Accounts	<u>\$60,356.68</u>
Other current assets	
CD-BB&T #1 0.20% 12/1/14	0.00
CD-BB&T #2 0.05% 11/3/13	0.00
CD-First Citizens 0.05% 11/20/13	0.00
Edward Jones-LT 50/50	79,272.76
Edward Jones-ST 35/65	89,179.59
Total Other current assets	<u>\$168,452.35</u>
Total Current Assets	<u>\$228,809.03</u>
TOTAL ASSETS	<u><u>\$228,809.03</u></u>
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	220,442.14
Retained Earnings	-5,106.68
Net Income	13,473.57
Total Equity	<u>\$228,809.03</u>
TOTAL LIABILITIES AND EQUITY	<u><u>\$228,809.03</u></u>

Recommendation for the Guide to Financial Management

3. Guide to Investments

Given the limited resources of the Association, proper selection of investments is important to ensure that funds are not placed unnecessarily at risk.

3.1 Operating Fund

The Operating Fund is defined as the funds necessary to meet anticipated program and general operating expenses in a timely manner. The investment objectives of the Operating Fund are, in order of priority, daily liquidity, preservation of principal, and investment returns, if any, associated with accounts that provide daily liquidity. (The size of the Operating Fund is approximately 15%—25% 5% - 15% of total assets but not less than \$50,000 \$15,000.)

The type of accounts includes FDIC insured checking accounts, FDIC insured savings accounts and money market accounts insured by FDIC, SIPC, NCUA and/or the investment firm.

3.2 Short-Term Investments

The Short-Term Investments are defined as the funds in excess of the Operating Fund per 3.1 above. The operating purposes of Short-Term Investments are to replenish the Operating Fund as needed and to provide additional liquidity. The investment objectives of Short-Term Investments are, in order of priority, preservation of principal, monthly liquidity, and improved investment returns over those of the Operating Fund. (The size of the Short-Term Investments is approximately 30%—45% 45% - 55% of total assets and should be a minimum of two year's operating expenses).

The type of accounts includes Certificates of Deposit (CD) and Short Duration Bond or Income Funds and Advisory Solutions accounts. These types of investments should be insured by FDIC, SIPC, NCUA and/or the investment firm.

CDs are typically selected bearing a 6 to 36 month maturity.

3.3 Long-Term Investments

Any investment that obligates Association funds for more than 36 months is considered a long-term investment. Long-term investments should be considered using the following guidelines:

- a. Long-term CDs bear maturities no less than 36 months or greater than 72 months.
- b. Long-term CD's may be rolled into short-term CDs to take advantage of higher rates, whether or not the CD is scheduled to mature before the transfer. If liquidating a CD prior to its maturity date, an evaluation of net gains must be made before the CD can be liquidated.

- c. No single CD shall be greater than \$250,000.
- d. Other types of long term investments that may be considered include, but are not limited to, Jumbo CDs, mutual funds and government or investment grade corporate bonds and Advisory Solutions accounts.

The size of the Long-Term Investments is approximately ~~30%—45%~~ 45% - 55% of total assets.

3.4 Reserve Funds

The Association shall maintain a reserve fund balance of no less than the most recent operating budget with a goal of having two year's operating expenses in short-term investments. Such funds may be comprised of both short and long term investments, provided the funds are not intermingled with the Association's checking account.

- a. The Treasurer should review the cash balances and investments at least quarterly to determine the need for investment changes or whether certain investments should be liquidated.
- b. Quarterly, the Treasurer shall evaluate the balance of the Association's operating funds, compare the balance to expected expenses and determine if excess funds are available to invest.
- c. Checking or savings account balances in excess of the FDIC depositor insurance coverage shall not be maintained in one or more accounts at a single financial institution except during the conference season which commences with the opening of conference registration and ends when the final conference facility bill is paid.
- d. Accounts for the operating and short-term investments require the approval of both the President and Treasurer. Long-term investments require the approval of the Executive Board.

Recommendation for Investments

Move a total of \$44,356.68 from the operating fund (bank accounts) to:

\$23,736.27 Edward Jones-LT 50/50

\$20,620.41 Edward Jones-ST 35/65

ASSETS

Current Assets

Bank Accounts

Edward Jones-Money Market

3,330.00 - 1000 = 2330

Wells Fargo Checking

57,026.68 - 15,000 = 42,026.68

Total Bank Accounts

\$60,356.68

44,356.68

Other current assets

CD-BB&T #1 0.20% 12/1/14

0.00

CD-BB&T #2 0.05% 11/3/13

0.00

CD-First Citizens 0.05% 11/20/13

0.00

Edward Jones-LT 50/50

79,272.76

✓ 23,736.27 = 103,009.03

Edward Jones-ST 35/65

89,179.59

✓ 20,620.41 = 109,800

Total Other current assets

\$168,452.35

44,356.68

Total Current Assets

\$228,809.03

TOTAL ASSETS

\$228,809.03

Global Issues Committee
March 28, 2014

The Global Issues committee has submitted a total of three blog post; one was in conjunction with The Legislative Relations Committee. The first blog post highlighted suicide prevention since September was Suicide Prevention Month. In February, we highlighted an article that discussed self-harm. The third blog post, in conjunction with the Legislative Relations Committee highlighted the article from CNN Politics: SC legislators to state universities: Assign gay material, see your money cut. The committee will post at least one more blog before the end of this administration.

The Global Issues Committee had a concurrent session for the conference. Ms. Laura Milling, Director of Student Development, Horry Georgetown Technical College was the presenter. The session's topic was Mental Health Trends in Higher Education: Information for the higher education practitioner. We looked at current mental health issues on college campuses and delve into how these issues may impact a student's financial aid eligibility.

Traci Singleton, Chair
Global Issues Committee



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Legislative Relations Chair
Committee Chair	Ken Bernard

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Ken Bernard	Continuing	Central Carolina Tech.	Two Year Public	M	H
Kenneth Cole	Continuing	USC Lancaster	Four Year Public	M	C

2. Goals and/or Objectives 2013 - 2014.

- ✓ Support the initiatives of the Officers, Committee Chairs, and membership.
- ✓ Provide updated news and information to the SCASFAA membership electronically as soon as possible.
- ✓ Respond to all requests from membership when seeking legislative updates or clarification.

3. Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals.

The objectives of the committee and board have always been to inform our members of current and future changes and how our organizations can be affected by state and federal legislation.

4. State the committee's activities and accomplishments during the past year which were significant.

There were no outstanding accomplishments.

5. What might this committee do differently next year? What did the committee find its greatest successes?

There should be greater involvement from the committee members. Specified duties such as certain members reporting on specific areas of state and federal legislation can be delegated.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

Yes.

7. Was the level of support from the Executive Board appropriate? If not, please explain.

Yes.

8. What was the major means of communication between your committee members?

Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?

Majority of communication was done through emails. Most effective although there can be some face to face meetings or conference calls when committee membership increases.

9. Please provide your recommendations and suggestions for next year's committee.

There should be more involvement and discussion among SCASFAA members. Incoming President has also suggested that the committee have some involvement and increased representation at Capitol Hill events.



SCASFAA Committee Chair Annual Transition Report

Name of Committee	Long-Range Planning
Committee Chair	Elizabeth Milam

1. Committee Membership and Institutional Affiliation.

Member	New/ Continuing	School/Agency	Type of Institution	Gender	Ethnic Origin
Elizabeth Milam	New	Clemson	Four Year Public	F	C
Dr. Ed Miller	New	USC - Columbia	Four Year Public	M	C

2. Goals and/or Objectives 2013 - 2014.

The committee's goals were to:

- Revise the content of the LRP to reduce subjectivity, decrease length, and incorporate changes related to today's technology and security issues.
- Revise the format to increase visibility of the timeline and actions taken.
- Improve accountability by assigning responsibility for items to a specific officer or committee chairperson.

3. Indicate how the committee's goals and/or objectives for this past year related to the SCASFAA Mission Statement and/or the current Executive Board's Goals.

The committee's goals were related to the expiration of the 2009-14 LRP and undertaken in support of the Association's mission regarding training, networking and advocacy.

4. State the committee's activities and accomplishments during the past year which were significant.

The Long-Range Plan was rewritten for 2014-19.

5. What might this committee do differently next year? What did the committee find its greatest successes?

The current LRP will remain in place until 2018-19. In the intervening years, the chair of the LRP will assist the President and the President-Elect in oversight of the LRP, monitoring Performance Indicators and deadlines.

6. Were resources available to the committee adequate to accomplish its goals and objectives? If not, what additional support was needed?

Yes.

7. Was the level of support from the Executive Board appropriate? If not, please explain.

Yes.

8. What was the major means of communication between your committee members?
Meetings, e-mail, memo, fax, telephone, etc. Were these means adequate? Which did you find to be most effective?
We held one face-to-face meeting with additional communication by phone and email.
9. Please provide your recommendations and suggestions for next year's committee.
The bulk of the responsibility for oversight of the LRP has been moved to the President-Elect, who has more "at stake" than a Past-President and more authority than an appointed committee chair. However, the LRP chair still has an important role of monitoring the Performance Indicators and deadlines. I see his/her role as keeping the LRP in the consciousness of the Board and serving as a compliance officer.

South Carolina Association of Student Financial Aid Administrators

Long-Range Plan 2014-19

Statement of Purpose

The Long-Range Plan will review the practices of the South Carolina Association of Student Financial Aid Administrators to determine if they are effectively meeting the mission of the Association. Goals will be established based on the mission statement regarding the advancement of financial aid programs and ethical standards; the training, collaboration and leadership development of members; as well as sound organizational and financial practices to maintain the viability of the Association. Performance indicators and reporting will ensure accountability.

The Long-Range Plan consists of four sections:

- I. Organizational Structure
 - A. By-Laws and Policies & Procedures
 - B. Board
 - C. Committees
 - D. Membership
 - E. Records
- II. Collaboration
 - A. Communication
 - B. Collaboration
 - C. Service
- III. Professional Development
 - A. Training
 - B. Networking
 - C. Leadership
 - D. Ethics
- IV. Finance
 - A. Integrity
 - B. Stability

The Long-Range Plan will be reviewed on an annual basis, with the President-Elect bearing primary responsibility. The Long-Range Plan will be updated every five years; the next evaluation will take place in 2018-19.

I. Organizational Structure

Goal	Objective	Performance Indicator
A. By-Laws and Policies & Procedures		
1. Ensure that the By-Laws reflect the mission and support the viability of the Association.	Annually review the By-Laws to confirm they uphold the Association's mission and administrative responsibilities.	The Secretary and the President-Elect will review the By-Laws and report to the Executive Board by the winter Board Meeting.
2. Ensure that the Policies & Procedures, in compliance with the By-Laws, provide consistent direction to efficiently accomplish the business of the Association.	Annually review the Policies & Procedures for accuracy, best practices, and fiscal responsibility. Every five years, review the Policies & Procedures from regional and state associations for comparison.	<ul style="list-style-type: none"> a. The Secretary and the President-Elect will review the Policies & Procedures and report to the Executive Board by the winter Board Meeting. b. The Secretary will conduct a review of the previous year's minutes to ensure all approved policy changes have been incorporated. c. In the same year as the Long-Range Plan evaluation, the LRP committee will obtain the Policies & Procedures from SASFAA and at least three state associations of financial aid administrators for the President-Elect's review.
B. Board		
1. Ensure that the Board is structured appropriately to accomplish the goals of the Association.	Annually review the composition and terms of office of the Executive Board; the need for and function of the Standing and Non-Standing committees; and the frequency and structure of Board meetings; for administrative effectiveness, continuity, and leadership development.	The President-Elect and the Past-President will review the structure of the Executive Board, committees, and Board meetings. The President-Elect will incorporate this review into the composition of his/her Board and agenda, and will report to the Executive Board at the

		Transitional Board meeting.
2. Ensure a successful transition of leadership for officers and committee chairs.	Annually promote a successful transition of leadership by charging each out-going officer and committee chair to provide an annual written report, and each new officer and committee chair to acknowledge an understanding of the By-Laws, the Long-Range Plan, and the Policies & Procedures related to the budget and his/her office or committee.	The out-going President and President-Elect will oversee the completion of the activities described in the Objective during the Transitional Board Meeting. Each will provide a standardize format for his/her Board.
C. Committees		
1. Ensure that the selection of committee chairs supports the mission of the Association.	Select effective committee chairs while maintaining continuity, promoting the development of future leadership, and providing inclusive and diverse representation.	The President-Elect will select an appropriate mix of experienced and new committee chairs who, to the extent possible, represent the gender, ethnicity and sectors of the Association's members.
2. Ensure that committees support the mission of the Association, including the development of future leadership.	Form diverse committees of sufficient size to efficiently carry out their duties in a fiscally responsible manner.	<p>a. Committee chairs will select an appropriate mix of experienced and new committee members who, to the extent possible, represent the gender, ethnicity and sectors of the Association's members, while honoring, whenever possible, the preferences of the volunteers.</p> <p>b. Committee chairs will encourage volunteerism and fiscal responsibility by providing opportunities for service that do not require travel.</p>

D. Membership		
1. Ensure that the membership structure supports the mission of the Association and represents the composition of the financial aid administrators in the state.	Increase membership and extend participation to all Title IV-eligible schools in the state. Review membership structure, categories, and potential constituencies every five years.	<p>a. The Member-at-Large will aggressively and creatively seek to increase membership, particularly from under-represented institutions and sectors, and will report to the Executive Board at the spring Board Meeting.</p> <p>b. Every five years, in the same year as the Long-Range Plan evaluation, the Member-at-Large will coordinate the review listed in the Objective, and will report to the Executive Board at the spring Board Meeting.</p>
2. Ensure that the Association, to the best of its ability and resources, meets the needs of the membership.	Survey the membership at least every five years to measure satisfaction and solicit suggestions.	The Member-at-Large, with the approval or at the direction of the Executive Board, will survey the membership to measure satisfaction and solicit suggestions. The survey will be conducted at a minimum in the year of the Long-Range Plan evaluation.
E. Records		
1. Ensure that the records for the Association are securely maintained.	Annually review the maintenance of the Association's archives for safety, security and accessibility. Annually compile and archive a complete, concise and orderly set of records.	<p>a. The Secretary and the President will annually inspect the archives.</p> <p>b. The President will charge each out-going officer and committee chair to provide an annual written and electronic report at the Transitional Board Meeting.</p> <p>c. The Secretary will annually compile and archive a complete, concise and orderly set of records.</p>

II. Collaboration

Goal	Objective	Performance Indicator
A. Communications		
1. Ensure that information relevant to the mission of the Association and the advancement of student financial aid and its administration is efficiently disseminated to the membership.	Annually review the methods, frequency, quality, timeliness and cost effectiveness of communication. Explore the latest methods based on changes in technology and culture.	a. The appropriate committee chairs (as appointed, such as the Communications Chair and Electronic Services Chair) will annually review communication strategies and will report to the Board. b. The membership survey (<i>see I.D.2.</i>) will include a question regarding the effectiveness of communication.
2. Ensure that information relevant to the mission of the Association and the advancement of student financial and its administration aid is readily available to members and prospective members.	Annually review the content and accessibility of the website and the newsletter/weblog (currently the blog <i>The SCASFAA Scoop</i>) to ensure the availability of a complete events calendar, minutes and financial reports, links to resources and other information valuable to the membership.	a. The appropriate committee chairs (as appointed, such as the Communications Chair and Electronic Services Chair) will annually review the website and blog and will report to the Board. b. The membership survey (<i>see I.D.2.</i>) will include a question regarding the effectiveness of the website and blog.
B. Collaboration		
1. Ensure that the Association encourages collaboration between members, institutions, agencies and the government for the advancement of student financial aid and its administration.	On an ongoing basis, provide opportunities for collaboration through both informal interactions and formal activities such as inter-association exchanges, advisory committees, and legislative advocacy.	a. The President and appropriate Committee Chairs will improve and maintain collaborative relationships with CHE, SCTGC, CACRAO, and other state and regional associations and agencies. b. The Professional Development Chair and the Conference Program Chair will incorporate

		<p>collaborative activities in professional development programs.</p> <p>c. The appropriate committee chairs (as appointed, such as the Communications Chair and Electronic Services Chair) will provide opportunities for input from the membership in the form of social media commentary, blog submissions, and other platforms as developed.</p>
2. Ensure that the membership is apprised of legislative issues affecting student financial aid.	Continually apprise the membership of state and federal legislation and issues affecting higher education and student financial aid.	The Legislative Relations Chair will stay abreast of state and federal legislative issues and notify the membership in a timely and systematic manner.
C. Service		
1. Ensure that the Association advocates positions that benefit the advancement of student financial aid and its administration.	On an ongoing basis, advocate positions that advance student financial aid, when a reasonable consensus exists, and encourage responsible and appropriate involvement by the membership.	<p>a. The President and Legislative Relations Chair will coordinate legislative contacts and op-ed opinions, as warranted, with the approval of the Board.</p> <p>b. The Professional Development Chair and/or the Conference Program Chair will provide a professional development activity at least every five years (in years xxx5 and xxx0 if not offered otherwise) on understanding and influencing the legislative process.</p>

2. Ensure that the Association promotes awareness of and planning for postsecondary education.	Annually conduct outreach activities in schools and the community; enhance and supplement efforts by members and institutions; and actively cultivate a service-oriented culture promoting access to higher education.	The appropriate committee chairs (as appointed, such as the Consumer Relations Chair and Counselor Relations Chair) will coordinate and/or support outreach activities that benefit students and families.
3. Ensure that the Association is recognized as a leader in the advancement of student financial aid.	Annually identify contacts in government, organizations and agencies related to higher education; apprise them of the Association's mission; and offer to provide guidance on student financial aid issues.	The President-Elect will communicate with selected contacts prior to or near the beginning of his/her term as President.

III. Professional Development

Goal	Objective	Performance Indicator
A. Training		
1. Ensure that the Association provides quality training to enhance the knowledge and competency of the membership.	Provide relevant, engaging and cost-effective professional development opportunities that cover basic financial aid knowledge and framework, current issues, new technology, and advanced training.	The Professional Development Chair and the Conference Program Chair will provide high-quality training at annual workshops and conference sessions, integrating observations from evaluations and membership surveys (<i>see I.D.2.</i>).
2. Ensure that the Association's professional development program encourages participation by addressing the needs and interests of all members.	Provide a variety of training based on experience level, responsibility level, and institution type, as well as an appropriate mix of regulatory, technical, human relations, and personal development topics.	<p>a. The Professional Development Chair and the Conference Program Chair will solicit feedback from the membership by requesting evaluations at each professional development activity, and will report the results to the Executive Board by the end of the year.</p> <p>b. The membership survey (<i>see I.D.2.</i>) will include a</p>

		question regarding the training needs of the members.
B. Networking		
1. Ensure that the Association provides opportunities for networking to promote collaboration.	Provide opportunities for fellowship to encourage members to meet peers and mentors, share information, and seek mutual support.	The Professional Development Chair, the Conference Program Chair, and the Membership Chair will provide structured and informal networking opportunities through activities such as team-building exercises, new member recognition, entertainment and recreation.
C. Leadership		
1. Ensure that the Association provides opportunities for development to members with leadership aspirations and capabilities.	Encourage volunteerism, recognize outstanding performance, provide professional development opportunities, and share the Association's history and traditions with newcomers.	<ol style="list-style-type: none"> a. The Professional Development Chair and the Conference Program Chair will include leadership training in professional development activities. b. All committee chairs will encourage participation of members and nurture emerging leaders.
2. Ensure that the Association provides opportunities for continued participation to experienced members.	Offer opportunities for experienced aid administrators to instruct, mentor, and continue to grow in leadership and management skills.	<ol style="list-style-type: none"> a. The Professional Development Chair and the Conference Program Chair will recruit experienced members to conduct leadership training. b. The Professional Development Chair and the Conference Program Chair will periodically offer professional development opportunities designed specifically for seasoned administrators.

D. Ethics		
1. Ensure that the Association promotes ethical standards and best practices.	Promote ethical standards and best practices by educating the membership regarding the Association's Code of Practices and Statement of Ethical Behavior.	The appropriate committee chairs (as appointed, such as the Communications Chair and Electronic Services Chair) will annually publicize the Code of Practices and the Statement of Ethical Behavior.

IV. Finance

Goal	Objective	Performance Indicator
A. Integrity		
1. Ensure that the Association maintains fiscal integrity in its operations.	Annually review the <i>Guide to Financial Management and Office of Treasurer</i> and evaluate the Association's adherence to its policies, including budget preparation, the annual financial review, and year-end reporting to the Board. Provide financial training at the Transitional Board Meeting.	a. The Budget Committee and the Financial Planning Committee (if appointed) will annually review the <i>Guide to Financial Management and the Office of Treasurer</i> . b. The President-Elect and Treasurer will coordinate financial training at the Transitional Board Meeting.
B. Stability		
1. Ensure that the Association maintains future financial stability.	Annually assess the appropriateness of membership dues, registration fees and sponsorship levels. Annually analyze the maintenance of the reserve fund; review outstanding contractual obligations; and determine cash balance carry forward.	a. The Budget Committee, the Financial Planning Committee (if appointed), and Sponsorship Committee (if appointed) will annually assess dues, fees and sponsorship levels, and make recommendations to the Executive Board. b. The Budget Committee will conduct a financial analysis and report, through the Treasurer, to

		the Executive Board at each meeting.
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SCASFAA Committee Chair Report

Name of Committee	Sponsorship
Committee Chair	Nikki Miller

Committee Membership and Institution Affiliation

NA

Goals and/or Objectives 13-14

- To seek sponsorship that will enable the investments of SCASFAA obligations.

Update:

SCASFAA ended the 2013-2014 conference with 13 sponsors:

- Academic Works (1st time sponsor)
- American Student Assistance
- CMD Outsourcing
- Discover Student Loans
- First Marblehead
- Great Lakes Educational Loan Services
- Inceptia
- Nelnet
- PNC Bank
- SallieMae
- Socle (1st time sponsor)
- SC Loan Corporation
- Wells Fargo

As chair, I have communicated to those of interest to assist me with strategic strategies and assessments that will encourage active and potential sponsors to participate financially towards our organization. Potential sponsors will be notified late summer with invitations of becoming a sponsor for 2014-2015 annual conference. The sponsorship committee will be proactive to meet the proclaimed goal. There are several sponsorship committee members for 2014-2015 that have accepted the task to volunteer.