

# South Carolina Association of Student Financial Aid Administrators



2018-19 Executive Board Meeting  
Monday, September 24, 2018  
SC Student Loan Corporation  
Columbia, SC

## Present

Kisha Howze  
Bridget Blackwell  
Zachary Christian  
Joey Derrick  
Angela Fowler  
Melanie Gillespie  
Samantha Hicks  
Earl Mayo  
Elizabeth Milam

Nikki Miller  
Missy Perry  
Justin Pichey  
Kelly Savoie  
Traci Singleton  
Ashley Stuckey  
DJ Wetzel  
Jennifer Williams

## Meeting

President Howze called the 2018-19 Executive Board Meeting agenda to order at 10:06 AM. A quorum was established.

***Action Item: Approval of Agenda with authority given to the President to make changes as needed in order to facilitate the flow of business. Zachary Christian motioned to approve the agenda and Missy Perry seconded the motion, which carried.***

***Action Item: Approval of June 2018 Meeting Minutes and the August E-Meeting Minutes. Missy Perry moved to approve the minutes and Justin Pichey seconded the motion, which carried.***

There was no old business to report.

## Report of Officers

### **Kisha Howze – President**

President Howze reported on SASFAA information, including the dates of the SASFAA Board Meetings, as well as the date of the 2019 SASFAA Annual Conference, which will take place in Atlanta, Georgia February 17<sup>th</sup> – 20<sup>th</sup>. President

Howze explained that Melanie Gillespie, SCASF AA President-Elect, will be participating in SASFAA's President's Exchange this year. Melanie will attend the NCASF AA Annual Conference. Robert Muhammad, NCASF AA President-Elect, and William "Bill" Spires, SASFAA President-Elect, will be attending the Annual SCASF AA Conference in November. President Howze also provided an update on SCASF AA members serving SASFAA. Sarah Dowd, Communications and Outreach Committee Chair; Nancy Tate, Budget and Finance Committee Chair; Katie Harrison, Conference Chair; Kelly Savoie and Michael Kelly, Budget and Finance Committee Members; Zachary Christian, Communications/Conference/Electronic Services committee member; Jennifer Williams, Elections and Nominations Committee member; JW Kellam, Site Selection Committee member.

*Discussion:* President Howze also discussed Honors and Awards. Per the Policies and Procedures Manual, names must be submitted to the President by January 15<sup>th</sup>; because of the change to a fall conference, this will need to change. For 2018-2019, Nominations for names will be accepted through October 15<sup>th</sup>. President Howze will call an executive meeting for the Executive Board to discuss and vote on the nominated individuals. The meeting will be handled via a conference call rather than email, so discussion can be handled quickly.

### **Jennifer Williams – Past-President**

Jennifer explained that for this year's Nominations and Elections, a call for nominations will go out to the membership, with an October 15<sup>th</sup> deadline. Jennifer submitted recommend changed to the Policies and Procedures Manual regarding the Nominations and Elections process, as well as the By-Laws (see attached).

*Action Item:* Jennifer moved to accept the changes to the Policies and Procedures Manual. President Howze called for a vote, which was unanimously approved.

*Action Item:* The Board discussed the proposed changes to the By-Laws; there was no further discussion needed. Earl Mayo made a motion for the Board to vote upon these changes, which will then be sent to the membership for voting. The motion carried.

### **DJ Wetzel – Vice President and Professional Development**

DJ explained that he has recorded the first episode of the SCASF AA Podcast. Once editing has been finished, that will be sent out to the membership. The first full episode will feature SCASF AA member, Jeff Dennis. The Professional Development Committee will be meeting later this week to discuss what the Podcast's full purpose will be. DJ hopes to release a monthly Podcast.

The Professional Development Committee is working on completing an Excel session at the Fall SCASF AA Conference and DJ will be leading the SASFAA Pre-con Excel Session at the annual SASFAA Conference in Atlanta in February.

In terms of the Leadership pipeline, the feedback was directed at the Director level and to put the focus on new directors.

Full report attached.

### **Melanie Gillespie – President-Elect and Special Projects**

Melanie hopes to send out an email blast regarding this year's Charity once a week beginning in October. Her plan is to continue to send that information out each week until the fall Conference. Melanie reached out to the director of Hopeful Horizons, located in Beaufort, SC, to see what their highest needs are. The Conference Committee inquired to see if conference attendees could purchase items from the shelter's Wishlist or if they preferred monetary donations. It was relayed to Melanie that items from the Wishlist would definitely be helpful. Their highest needs are Gas Cards, store gift cards (Bi-Lo, Walmart, etc.), bottled water, paper products, and children's snacks. Cash from the silent auction/50-50/donations/etc., will go directly to Hopeful Horizons. Any member that contributes a \$25 donation will

have his/her name entered in to a drawing for a free conference registration for the fall 2019 conference. This drawing will take place during the closing of the business meeting at this year's conference.

Full report attached.

### **Zachary Christian – Secretary and By-Laws**

Zachary reported that he is currently building the By-Laws committee and hopes to have the committee complete a full review of the Policies and Procedures Manual to identify areas that might need further updating from their respective areas.

**Action Item:** Discussed any needed updates to the draft Conflict of Interest Policy. One recommended change to rename “disinterested directors” to “disinterested person in III.1.d. Zachary moved to vote to adopt the Conflict of Interest Policy with the change. President Howze called for a vote, which was unanimous. All Board members are to return the completed Conflict of Interest Policy to President Howze by Friday, September 28<sup>th</sup>.

Full report and copy of approved Conflict of Interest Policy attached.

### **Angela Fowler – Treasurer**

Angela provided an update on the current Budget information (attached).

### **Missy Perry – Treasurer-Elect**

Missy announced that all Board members' dues have been paid.

### **Gerrick Hampton – Member at Large**

Not Present – no report submitted.

## **Committee Reports**

### **Ashley Stuckey – Advisory to CHE**

Ashley reported that she met with Gerrick Hampton and College Goal. Last year, the College Goal events were held at the high schools with financial aid staff going to the schools to assist, rather than colleges hosting the events. Last year's trial run worked well, and they plan to move forward with that format.

Kelly Savoie suggested the Counselor and Consumer Relations committee should work alongside the Advisory to CHE committee with the College Goal events. Ashley also reported that she will continue to work with Gerrick to ensure the information is being sent out to the membership.

### **Michelle Upchurch – Communications**

Not present – report attached.

### **Kelly Savoie – Consumer/Counselor Relations**

Kelly reported that at the CACRAO workshops, the committee has been focusing on the common errors schools see students make on the FAFSA.

Kelly also discussed Money Smart Week (March 30<sup>th</sup> – April 6<sup>th</sup>). Kelly is working on securing other banks/vendors to assist with that and is working on getting schools connected. Kelly is currently working on securing Columbia Student Success to do a webinar for the membership. Full report attached.

#### **Justin Pichey – Electronic Services**

Justin announced that all requests for the website and communications have been completed as received. Full report attached.

#### **Earl Mayo – Financial Planning**

Earl reported the final 2017-2018 financial review is scheduled for Monday, October 1<sup>st</sup>. Full report attached.

#### **Traci Singleton – Global Issues**

Tracy is working on conducting a committee meeting. Tracy also reported that after the opening Business meeting at the Conference, we will have a speaker discussing how domestic violence affected him as a student.

#### **Joey Derrick – Legislative Relations**

In an attempt to stay on top of the legislation, Joey has assigned specific areas to his committee members. Full report attached.

#### **Ray Jones – Loan Agency Liaison**

Ray reported that one of the groups he is a part of sends information weekly, and he has received permission to send out information as he sees fit. Ray also reported that the proposed changes for the Teacher Loan program did not make the agenda, so at this time business will continue as normal. By June 30<sup>th</sup>, servicing for the Teacher Loan will be moved to a 3<sup>rd</sup> party servicer. There will be no changes to the process itself, as the servicer will continue to do the same servicing that SCSLC has been doing for the state all this time. Ray also discussed that the criteria for the Teacher Loan is from a 2004 proviso and would require an update before criteria can be changed.

#### **Bridget Blackwell – Conference**

Bridget reported the Conference committee is moving along, getting everything prepared. She also reported that she plans to get the Board and committee together at 4:00PM before the Board Meeting the Sunday before the Conference (November 11<sup>th</sup>) to stuff packets. Full report attached.

#### **JW Kellam – Site Selection**

Not present – report attached.

#### **Samantha Hicks – Association Involvement and Leadership Task Force**

Samantha reported that she will be conducting a teleconference with David Alexander, FASFAA President, and Daniel Barkowitz from Valencia College, regarding FASFAA's Leadership Program. She will be working with the Task Force to gather ideas on how to move forward with involvement this year. Samantha also asked that if any Board members have any ideas, to please send them her way. Full report attached.

#### **Nikki Miller – Sponsorship**

Nikki reported that she is currently working to secure Oracle and some other potential sponsors. Oracle has acquired another company that will focus on student financial planning. Kelly suggested that Nikki contact Elm to be a potential sponsor. Kelly will pass along contact information to Nikki. Full report attached.

### **Elizabeth Milam – Long Range Plan**

Elizabeth reported that Long-Range plans from SASFAA and 5 other states within the SASFAA region have been received. Elizabeth explained that when the last Long-Range Plan was completed 5 years ago, it focused mainly on compliance. This time, she hopes to have the plan focus more on “what is our vision of SCASFAA for the next 5 years. Full report attached.

### **New Business**

There was no new business.

### **Announcements and Closing Remarks**

President Howze thanked the Board for their attendance and announced the next Board Meeting will be held November 11, 2018 in Hilton Head from 6:30 PM - 8:30 PM. The meeting adjourned at 12:22 PM

Respectfully Submitted,

A handwritten signature in cursive script, appearing to read "ZChristian".

Zachary R. Christian  
2018-19 SCASFAA Secretary



## SCASFAA 2018-2019 Board Report

Date	September 21, 2018
Committee	Nominations & Elections
Committee Chair	Jennifer Williams

Committee Member	Institution
Kisha Dawkins	York Tech
Earl Mayo	SC Tuition Grants
Melanie Gillespie	SWU
Dr. Tabatha McAllister	Palmetto College
Katie Harrison	SC Tuition Grants
Elizabeth Milam	Clemson

### Goals:

- Update P&P
- Submit By-Laws change for review and Board approval
- Hold special election for by-law approval
- Request nominations for office with deadline October 15

### Accomplishments:

- P&P suggested language has been revised and is ready to be reviewed by the Board
- By-Laws suggested language has been revised and is ready to be reviewed by the Board.

Submitted by:

Jennifer Williams, Chair  
Nominations and Elections Committee

## Suggested P&P Changes:

### 109.1: Nominations

2. The Chairperson of the Nominations and Elections Committee shall establish a deadline for, and solicit nominations from the membership through all appropriate means. An announcement calling for nominations shall be made available to the membership prior to ~~January 1~~ September 15.

### 109.2: Campaign Guidelines

2. Each candidate will be featured on the website and other appropriate electronic resources prior to the ~~annual meeting~~ election opening. Each candidate will be asked to provide biographical information and a statement of candidacy. The entire statement shall be no longer than 500 total words.

3. ~~The slate of candidates will be introduced~~ Each candidate is introduced at the initial business meeting of the Annual Conference ~~and given three minutes to address the membership if necessary.~~

### 110.1

~~The election of Association officers shall be conducted at the Annual Conference held in the spring.~~ The slate of candidates will be introduced at the annual conference and the election held the following spring. Responsibility for conducting the election shall rest with the Nominations and Elections Committee.

4. Once the nomination process has been completed, the Chairperson of the Nominations and Elections Committee shall announce the availability of online voting for members ~~who did not vote prior to the business meeting,~~ in addition to the closing time of the online poll. The poll shall close no later than 5:00 p.m. on the day preceding the announcement of the results of the election ~~the closing business meeting at which the results are to be officially announced.~~

### 110.2

3. Since voting is conducted electronically ~~and is available to the membership prior to and during the Annual Conference,~~ there shall be no physical polling location requiring staffing by the Nominations and Elections Committee. ~~The Chairperson of the Committee shall be responsible for ensuring availability of an alternate voting location (i.e., hotel business center) for members who are unable to vote online using a personal laptop, phone or other handheld device, and for announcing such availability to the membership.~~

5. A call for the destruction of all electronic ballots shall be made ~~during the closing business meeting of the Annual Conference,~~ after the election results have been officially announced.

3. The results of the election shall be officially announced ~~at the final business meeting of the Association at the conclusion of the electronic voting. At the discretion of the President, the results may be announced unofficially prior to the final business meeting so long as all candidates have been previously notified.~~

- Notification of the runoff election and procedures to follow will be made available to the membership within one week of the confirmation of voting results ~~at the Annual Conference~~. Information will be made available via the Association website and via other available electronic means.
- A runoff ballot will be prepared and distributed to all eligible voting members within one week of the close of ~~business of the SCASFAA Business Meeting the election~~.
- Members will vote within 7 days of the runoff ballot being made available.
- Upon closing of the runoff ballot, votes shall be tabulated, or confirmed electronically depending on the voting platform used, by the Chairperson of the Committee. The Chair shall disseminate the results to the full committee, the President, and the runoff candidates.
- Results will be announced electronically after the candidates are notified of the outcome of the runoff election.

### **Suggested By-Laws Changes:**

#### **Article V - EXECUTIVE BOARD AND OFFICERS**

The administrative responsibility of the Association shall be vested in an Executive Board, consisting of its officers and immediate past-president.

**Section 1 – Officers.** The officers of this Association shall be President, President-Elect, Vice President, Secretary, Treasurer, Treasurer-Elect, and a Member-at-Large. The members of the Executive Board will be bonded at the expense of the Association, according to what is determined by the annual insurance policy held by the Association.

#### **Section 2 – Election and Terms of Office.**

**Suggested Change:** Nominations for candidates for officers of this Association shall be solicited prior to the Annual Business Meeting. Election results shall be announced to the full membership upon conclusion of the election.

~~Officers of this Association shall be elected at the Annual Business Meeting.~~ The President-Elect shall serve one year in that position, a second year as President, and a third year as Immediate Past-President. The Vice President and Member-at-Large shall serve for one year. The Treasurer-Elect shall serve one year in that position, and a second year as Treasurer. Secretary shall serve for two years with each position's election occurring in alternating years. All terms of office shall coincide with the fiscal year of the Association.

**Section 3 – Vacancies.** In the event of a vacancy in the President's office, the President-Elect shall succeed to that office without prejudice to his/her term of office as President. In the event of a vacancy in the President-Elect's office, the position will be filled by the Executive Board from either the Vice President, the current President in a second term, or a past President. In the event the offices of President and President-Elect become vacant, the Vice President shall assume the office of President for the remainder of the term. In the event of a



vacancy in the Treasurer's office, the Treasurer-elect shall succeed to that office without prejudice to his/her term of office as Treasurer. Other vacancies will be filled, for the remainder of the term, by the President with approval of the Executive Board.

## **Article VII - MEETINGS**

**Section 1.** Meetings of the Association shall be held on such dates and in such locations as the Executive Board shall determine.

1. All meetings shall be announced in writing to all members at least thirty (30) days in advance.
2. The Active Members present at any meeting of the Association shall constitute a quorum.
3. An annual meeting of the Association's membership shall be held during the fiscal year of the Association, for the purpose of ~~conducting elections and~~ transacting all business which may be brought before the meeting.

**Section 2.** Meeting of the Executive Board shall be held at the call of the President or a majority of the Executive Board. A majority of the current Executive Board membership shall constitute a quorum.



## SCASFAA 2018-2019 Board Report

Date	09/21/2018
Committee	Professional Development
Committee Chair	DJ Wetzel

Committee Member	Institution

### Goals:

- To record the first episode of the SCASFAA podcast.
- To form the professional development committee.
- To schedule a conference pre-con session.
- To discuss a possible F.A. Director networking event.
- Have podcast logo designed

### Accomplishments:

- First episode recorded – needs edited and uploaded
- Podcast logo design is in progress
- Initial committee meeting is scheduled for 9/27
- Pre-Con did not work, but I am hosting an Excel session at SCASFAA conference with input from committee, as well as personally serving on a panel discussion
- Feedback for director networking event is positive, so we will be moving forward with plans.

Submitted by: DJ Wetzel



## SCASFAA 2018-2019 Board Report

Date	September 24, 2018
Committee	President-Elect
Committee Chair	Melanie Gillespie

Committee Member	Institution
Melanie Gillespie	Southern Wesleyan University

**Goals:**

1. Promote Madame President’s charity.
  - a. Locate a local charity
  - b. Material to promote domestic violence awareness
  - c. Assist with raising funds for charity
2. Put together a training manual with instructions for all SCASFAA Board positions.

**Accomplishments:**

I researched the local (to Hilton Head) shelters that offer assistance to victims of domestic violence and found Hopeful Horizons in Beaufort, SC. I reached out to their director who was thrilled that we chose the organization. I spoke with Nikisha about doing weekly email blasts to the membership to promote domestic violence awareness including a link to the SCASFAA PayPal account so that those not attending can still give to the charity. Hopeful Horizons has a series of videos that I can use for those weekly emails and at the conference (if needed). With the approval of the board, the first email will go out October 1<sup>st</sup> in conjunction with domestic violence awareness month. I will continue the emails weekly until the start of the conference.

A gift of \$10 puts a members name in the drawing for a free conference registration. A \$25 gift puts a members name in the drawing for the free conference registration and a free t-shirt (while

supplies last). Hopeful Horizons also has a wish list of items needed for the shelter on their webpage. I have reached out to the CFO, Mrs, Capps to see what items are the most beneficial to donate or what items are needed the most. Once I hear back from her, I will promote bringing those items to the conference as well. I would suggest that any donation that is above a \$10 value also receive their name in the drawing for a free conference registration. That drawing will be held at the end of the conference and will be honored at next fall's conference in Myrtle Beach.

Due to the start of the academic year, there has been no further work done on the training manual. I expect to start working on that again mid-October.

Submitted by: Melanie Gillespie



## SCASFAA 2018-2019 Board Report

Date	September 17, 2018
Committee	By-Laws
Committee Chair	Zachary Christian

Committee Member	Institution
Thomas Ard	North Greenville University
Adzrian Fields	Claflin University
Aimee Gornto	USC – Columbia
Katie Harrison	SC Tuition Grants Commission
Earl Mayo	SC Tuition Grants Commission
Elizabeth Miller	USC – Columbia
Danielle Rymer	USC – Columbia

**Goals:**

1. Conduct a complete review of the P&P and make recommendations to the appropriate board member(s)/committee chair(s)
2. Conduct a complete review of the By-Laws and bring forth any suggestions to the Board
3. Ensure the SCASFAA website links to past board minutes correctly
4. Ensure all draft Board Meeting minutes are posted within two weeks of the board meeting/e-meeting
5. Ensure the Association operates in compliance with its approved By-Laws

**Accomplishments:**

*Currently building committee*

Submitted by:

  
 Zachary Christian

# **SCASFAA Conflict of Interest Policy Adopted: September 24, 2018**

## Article I

### Purpose

The purpose of the conflict of interest policy is to protect this tax-exempt organization's interest (South Carolina Association of Student Financial Aid Administrators - SCASFAA) when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer of SCASFAA or might result in a possible excess benefit transaction. This policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## Article II

### Definitions

#### **1. Interested Person**

Any SCASFAA Board Member, who has a direct or indirect financial interest, as defined below, is an interested person.

#### **2. Financial Interest**

A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:

- a. An ownership or investment interest in any entity with which SCASFAA has a transaction or arrangement that has a value in excess of \$25.00.
- b. A compensation arrangement with SCASFAA or with any entity or individual with which SCASFAA has a transaction or arrangement that has a value in excess of \$25.00, or
- c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which SCASFAA is negotiating a transaction or arrangement that has a value in excess of \$25.00.
- d. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.
- e. A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the SCASFAA Board decides that a conflict of interest exists.

## Article III

## Procedures

### **1. Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board considering the proposed transaction or arrangement.

### **2. Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board Members shall decide if a conflict of interest exists.

### **3. Procedures for Addressing the Conflict of Interest**

- a. An interested person may make a presentation at the Board meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
- b. The chairperson of the Board, if appropriate, appoints a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board shall determine whether SCASFAA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board shall determine by a majority vote of the disinterested persons whether the transaction or arrangement is in SCASFAA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

### **4. Violations of the Conflicts of Interest Policy**

- a. If the Board has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate corrective action.

I have received and read the SCASFAA Conflict of Interest Policy. I understand that any potential conflict must be disclosed to the SCASFAA Board in accordance with the policy established.

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Printed Name

Signature

Date





## SCASFAA 2018-2019 Board Report

Date	9/11/18
Committee	Budget
Committee Chair	Angela Fowler, Treasurer

Committee Member	Institution
Bridget Blackwell	USC Regional Campuses
Kisha Howze	York Technical College
Melanie Gillespie	Southern Wesleyan University
Earl Mayo	SC Tuition Grants Commission
Elizabeth Milam	Clemson University
Nikki Miller	Coastal Carolina University
Missy Perry	Piedmont Technical College
Justin Pichey	York Technical College
Traci Singleton	The Citadel
Jennifer Williams	Clemson University

### Goals:

Establish 2018-2019 SCASFAA Budget  
 Reconcile Bank Account Monthly  
 Provide Current Budget Report at each Executive Board Meeting

### Accomplishments:

The 2018-2019 SCASFAA Budget has been approved.  
 July and August bank statements have been reconciled.

Submitted by:  
 Angela Fowler

# SCASFAA

## BUDGET OVERVIEW: SCASFAA 1819 - FY19 P&L

July 1 - September 11, 2018

	JUL 2018	AUG 2018	SEP 1-11, 2018	TOTAL
<b>Income</b>				
003 Contingency/Transfer of Assets	1,041.67	1,041.67	1,041.67	\$3,125.01
005 Other Income	41.67	41.67	41.67	\$125.01
007 Charity Income	125.00	125.00	125.00	\$375.00
020 Membership Dues				\$0.00
020.1 CY Membership	962.50	962.50	962.50	\$2,887.50
<b>Total 020 Membership Dues</b>	<b>962.50</b>	<b>962.50</b>	<b>962.50</b>	<b>\$2,887.50</b>
030 Fall Conference				\$0.00
030.1 CY Conference	2,437.50	2,437.50	2,437.50	\$7,312.50
<b>Total 030 Fall Conference</b>	<b>2,437.50</b>	<b>2,437.50</b>	<b>2,437.50</b>	<b>\$7,312.50</b>
050 Professional Development Income				\$0.00
050.1 New Aid Officers' Workshop	200.00	200.00	200.00	\$600.00
050.7 Other Workshops	83.33	83.33	83.33	\$249.99
<b>Total 050 Professional Development Income</b>	<b>283.33</b>	<b>283.33</b>	<b>283.33</b>	<b>\$849.99</b>
070 Sponsorships				\$0.00
070.1 Conference	1,166.67	1,166.67	1,166.67	\$3,500.01
<b>Total 070 Sponsorships</b>	<b>1,166.67</b>	<b>1,166.67</b>	<b>1,166.67</b>	<b>\$3,500.01</b>
083 Dividends Earned	208.33	208.33	208.33	\$624.99
085 Capital Gains	208.33	208.33	208.33	\$624.99
<b>Total Income</b>	<b>\$6,475.00</b>	<b>\$6,475.00</b>	<b>\$6,475.00</b>	<b>\$19,425.00</b>
<b>GROSS PROFIT</b>	<b>\$6,475.00</b>	<b>\$6,475.00</b>	<b>\$6,475.00</b>	<b>\$19,425.00</b>
<b>Expenses</b>				
101 President	500.00	500.00	500.00	\$1,500.00
102 President-Elect	500.00	500.00	500.00	\$1,500.00
103 Vice-President	8.33	8.33	8.33	\$24.99
104 Secretary	8.33	8.33	8.33	\$24.99
105 Treasurer	50.00	50.00	50.00	\$150.00
106 Member at Large	16.67	16.67	16.67	\$50.01
107 Treasurer-Elect	8.33	8.33	8.33	\$24.99
201 Membership Committee	25.00	25.00	25.00	\$75.00
202 Communications	8.33	8.33	8.33	\$24.99
203 Program-Fall Conference	3,416.67	3,416.67	3,416.67	\$10,250.01
205 Nominations & Elections	8.33	8.33	8.33	\$24.99
206 Legislative Relations	83.33	83.33	83.33	\$249.99
208 President's Contingency	83.33	83.33	83.33	\$249.99
209 Miscellaneous	41.67	41.67	41.67	\$125.01
213 Professional Development				\$0.00
213.1 New Aid Officers' Workshop	166.67	166.67	166.67	\$500.01
213.7 Other Workshops	166.67	166.67	166.67	\$500.01
<b>Total 213 Professional Development</b>	<b>333.34</b>	<b>333.34</b>	<b>333.34</b>	<b>\$1,000.02</b>
213.8 Charles Witten Professional Development Fellowship	58.33	58.33	58.33	\$174.99
215 Counselor Relations	50.00	50.00	50.00	\$150.00

	JUL 2018	AUG 2018	SEP 1-11, 2018	TOTAL
218 Global Issues	58.33	58.33	58.33	\$174.99
221 Long Range Planning	8.33	8.33	8.33	\$24.99
222 Sponsorship	58.33	58.33	58.33	\$174.99
224 Site Selection	8.33	8.33	8.33	\$24.99
225 Special Projects	50.00	50.00	50.00	\$150.00
226 Executive Board				\$0.00
226.1 Transitional Board Meeting	291.67	291.67	291.67	\$875.01
226.2 Board Meetings	83.33	83.33	83.33	\$249.99
<b>Total 226 Executive Board</b>	<b>375.00</b>	<b>375.00</b>	<b>375.00</b>	<b>\$1,125.00</b>
227 Insurance & Bonding	66.67	66.67	66.67	\$200.01
228 Electronic Services	166.67	166.67	166.67	\$500.01
229 Scholarship Awards	0.00	0.00	0.00	\$0.00
230 Advisory Committee to CHE	8.33	8.33	8.33	\$24.99
233 Fees	166.67	166.67	166.67	\$500.01
234 Ad Hoc/Liaisons Expenses	16.67	16.67	16.67	\$50.01
235 Charity	125.00	125.00	125.00	\$375.00
<b>Total Expenses</b>	<b>\$6,308.32</b>	<b>\$6,308.32</b>	<b>\$6,308.32</b>	<b>\$18,924.96</b>
<b>NET OPERATING INCOME</b>	<b>\$166.68</b>	<b>\$166.68</b>	<b>\$166.68</b>	<b>\$500.04</b>
<b>NET INCOME</b>	<b>\$166.68</b>	<b>\$166.68</b>	<b>\$166.68</b>	<b>\$500.04</b>

SCASFAA

BUDGET VS. ACTUALS: SCASFAA 1819 - FY19 P&L

July 1 - September 11, 2018

	JUL 2018				AUG 2018				SEP 1-11, 2018				TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>																
003 Contingency/Transfer of Assets		1,041.67	-1,041.67			1,041.67	-1,041.67			1,041.67	-1,041.67		\$0.00	\$3,125.01	\$ -3,125.01	0.00%
005 Other Income		41.67	-41.67			41.67	-41.67			41.67	-41.67		\$0.00	\$125.01	\$ -125.01	0.00%
007 Charity Income	17.00	125.00	-108.00	13.60 %		125.00	-125.00			125.00	-125.00		\$17.00	\$375.00	\$ -358.00	4.53 %
020 Membership Dues													\$0.00	\$0.00	\$0.00	0.00%
020.1 CY Membership	2,130.00	962.50	1,167.50	221.30 %	3,150.00	962.50	2,187.50	327.27 %	1,410.00	962.50	447.50	146.49 %	\$6,690.00	\$2,887.50	\$3,802.50	231.69 %
<b>Total 020 Membership Dues</b>	<b>2,130.00</b>	<b>962.50</b>	<b>1,167.50</b>	<b>221.30 %</b>	<b>3,150.00</b>	<b>962.50</b>	<b>2,187.50</b>	<b>327.27 %</b>	<b>1,410.00</b>	<b>962.50</b>	<b>447.50</b>	<b>146.49 %</b>	<b>\$6,690.00</b>	<b>\$2,887.50</b>	<b>\$3,802.50</b>	<b>231.69 %</b>
030 Fall Conference													\$0.00	\$0.00	\$0.00	0.00%
030.1 CY Conference		2,437.50	-2,437.50			2,437.50	-2,437.50		780.00	2,437.50	-1,657.50	32.00 %	\$780.00	\$7,312.50	\$ -6,532.50	10.67 %
<b>Total 030 Fall Conference</b>		<b>2,437.50</b>	<b>-2,437.50</b>			<b>2,437.50</b>	<b>-2,437.50</b>		<b>780.00</b>	<b>2,437.50</b>	<b>-1,657.50</b>	<b>32.00 %</b>	<b>\$780.00</b>	<b>\$7,312.50</b>	<b>\$ -6,532.50</b>	<b>10.67 %</b>
050 Professional Development Income													\$0.00	\$0.00	\$0.00	0.00%
050.1 New Aid Officers' Workshop		200.00	-200.00			200.00	-200.00			200.00	-200.00		\$0.00	\$600.00	\$ -600.00	0.00%
050.7 Other Workshops		83.33	-83.33			83.33	-83.33			83.33	-83.33		\$0.00	\$249.99	\$ -249.99	0.00%
<b>Total 050 Professional Development Income</b>		<b>283.33</b>	<b>-283.33</b>			<b>283.33</b>	<b>-283.33</b>			<b>283.33</b>	<b>-283.33</b>		<b>\$0.00</b>	<b>\$849.99</b>	<b>\$ -849.99</b>	<b>0.00%</b>
070 Sponsorships													\$0.00	\$0.00	\$0.00	0.00%
070.1 Conference	1,700.00	1,166.67	533.33	145.71 %		1,166.67	-1,166.67			1,166.67	-1,166.67		\$1,700.00	\$3,500.01	\$ -1,800.01	48.57 %
<b>Total 070 Sponsorships</b>	<b>1,700.00</b>	<b>1,166.67</b>	<b>533.33</b>	<b>145.71 %</b>		<b>1,166.67</b>	<b>-1,166.67</b>			<b>1,166.67</b>	<b>-1,166.67</b>		<b>\$1,700.00</b>	<b>\$3,500.01</b>	<b>\$ -1,800.01</b>	<b>48.57 %</b>
080 Interest													\$0.00	\$0.00	\$0.00	0.00%
080.1 Checking	0.11		0.11		0.11		0.11						\$0.22	\$0.00	\$0.22	0.00%
<b>Total 080 Interest</b>	<b>0.11</b>		<b>0.11</b>		<b>0.11</b>		<b>0.11</b>						<b>\$0.22</b>	<b>\$0.00</b>	<b>\$0.22</b>	<b>0.00%</b>
083 Dividends Earned		208.33	-208.33			208.33	-208.33			208.33	-208.33		\$0.00	\$624.99	\$ -624.99	0.00%
083.1 Edward Jones-ST 35/65	33.34		33.34										\$33.34	\$0.00	\$33.34	0.00%
083.2 Edward Jones-LT 50/50	69.83		69.83										\$69.83	\$0.00	\$69.83	0.00%
<b>Total 083 Dividends Earned</b>	<b>103.17</b>	<b>208.33</b>	<b>-105.16</b>	<b>49.52 %</b>		<b>208.33</b>	<b>-208.33</b>			<b>208.33</b>	<b>-208.33</b>		<b>\$103.17</b>	<b>\$624.99</b>	<b>\$ -521.82</b>	<b>16.51 %</b>
085 Capital Gains		208.33	-208.33			208.33	-208.33			208.33	-208.33		\$0.00	\$624.99	\$ -624.99	0.00%
<b>Total Income</b>	<b>\$3,950.28</b>	<b>\$6,475.00</b>	<b>\$ -2,524.72</b>	<b>61.01 %</b>	<b>\$3,150.11</b>	<b>\$6,475.00</b>	<b>\$ -3,324.89</b>	<b>48.65 %</b>	<b>\$2,190.00</b>	<b>\$6,475.00</b>	<b>\$ -4,285.00</b>	<b>33.82 %</b>	<b>\$9,290.39</b>	<b>\$19,425.00</b>	<b>\$ -10,134.61</b>	<b>47.83 %</b>
<b>GROSS PROFIT</b>	<b>\$3,950.28</b>	<b>\$6,475.00</b>	<b>\$ -2,524.72</b>	<b>61.01 %</b>	<b>\$3,150.11</b>	<b>\$6,475.00</b>	<b>\$ -3,324.89</b>	<b>48.65 %</b>	<b>\$2,190.00</b>	<b>\$6,475.00</b>	<b>\$ -4,285.00</b>	<b>33.82 %</b>	<b>\$9,290.39</b>	<b>\$19,425.00</b>	<b>\$ -10,134.61</b>	<b>47.83 %</b>
<b>Expenses</b>																
101 President	745.93	500.00	245.93	149.19 %		500.00	-500.00			500.00	-500.00		\$745.93	\$1,500.00	\$ -754.07	49.73 %
101A Travel					561.98		561.98						\$561.98	\$0.00	\$561.98	0.00%
<b>Total 101 President</b>	<b>745.93</b>	<b>500.00</b>	<b>245.93</b>	<b>149.19 %</b>	<b>561.98</b>	<b>500.00</b>	<b>61.98</b>	<b>112.40 %</b>		<b>500.00</b>	<b>-500.00</b>		<b>\$1,307.91</b>	<b>\$1,500.00</b>	<b>\$ -192.09</b>	<b>87.19 %</b>
102 President-Elect	491.77	500.00	-8.23	98.35 %		500.00	-500.00			500.00	-500.00		\$491.77	\$1,500.00	\$ -1,008.23	32.78 %
103 Vice-President		8.33	-8.33			8.33	-8.33			8.33	-8.33		\$0.00	\$24.99	\$ -24.99	0.00%
104 Secretary		8.33	-8.33			8.33	-8.33			8.33	-8.33		\$0.00	\$24.99	\$ -24.99	0.00%
105 Treasurer		50.00	-50.00			50.00	-50.00			50.00	-50.00		\$0.00	\$150.00	\$ -150.00	0.00%
106 Member at Large		16.67	-16.67			16.67	-16.67			16.67	-16.67		\$0.00	\$50.01	\$ -50.01	0.00%
107 Treasurer-Elect		8.33	-8.33			8.33	-8.33			8.33	-8.33		\$0.00	\$24.99	\$ -24.99	0.00%
201 Membership Committee		25.00	-25.00			25.00	-25.00			25.00	-25.00		\$0.00	\$75.00	\$ -75.00	0.00%
202 Communications		8.33	-8.33			8.33	-8.33			8.33	-8.33		\$0.00	\$24.99	\$ -24.99	0.00%
203 Program-Fall Conference		3,416.67	-3,416.67			3,416.67	-3,416.67			3,416.67	-3,416.67		\$0.00	\$10,250.01	\$ -10,250.01	0.00%
205 Nominations & Elections		8.33	-8.33			8.33	-8.33			8.33	-8.33		\$0.00	\$24.99	\$ -24.99	0.00%
206 Legislative Relations		83.33	-83.33			83.33	-83.33			83.33	-83.33		\$0.00	\$249.99	\$ -249.99	0.00%
208 President's Contingency		83.33	-83.33			83.33	-83.33			83.33	-83.33		\$0.00	\$249.99	\$ -249.99	0.00%
209 Miscellaneous		41.67	-41.67			41.67	-41.67			41.67	-41.67		\$0.00	\$125.01	\$ -125.01	0.00%
213 Professional Development													\$0.00	\$0.00	\$0.00	0.00%
213.1 New Aid Officers' Workshop		166.67	-166.67			166.67	-166.67			166.67	-166.67		\$0.00	\$500.01	\$ -500.01	0.00%
213.7 Other Workshops		166.67	-166.67			166.67	-166.67			166.67	-166.67		\$0.00	\$500.01	\$ -500.01	0.00%
<b>Total 213 Professional Development</b>		<b>333.34</b>	<b>-333.34</b>			<b>333.34</b>	<b>-333.34</b>			<b>333.34</b>	<b>-333.34</b>		<b>\$0.00</b>	<b>\$1,000.02</b>	<b>\$ -1,000.02</b>	<b>0.00%</b>
213.8 Charles Witten Professional Development Fellowship		58.33	-58.33			58.33	-58.33			58.33	-58.33		\$0.00	\$174.99	\$ -174.99	0.00%
215 Counselor Relations		50.00	-50.00			50.00	-50.00			50.00	-50.00		\$0.00	\$150.00	\$ -150.00	0.00%
218 Global Issues		58.33	-58.33			58.33	-58.33			58.33	-58.33		\$0.00	\$174.99	\$ -174.99	0.00%
221 Long Range Planning		8.33	-8.33			8.33	-8.33			8.33	-8.33		\$0.00	\$24.99	\$ -24.99	0.00%
222 Sponsorship		58.33	-58.33			58.33	-58.33			58.33	-58.33		\$0.00	\$174.99	\$ -174.99	0.00%
224 Site Selection		8.33	-8.33			8.33	-8.33			8.33	-8.33		\$0.00	\$24.99	\$ -24.99	0.00%
225 Special Projects		50.00	-50.00			50.00	-50.00			50.00	-50.00		\$0.00	\$150.00	\$ -150.00	0.00%
226 Executive Board													\$0.00	\$0.00	\$0.00	0.00%
226.1 Transitional Board Meeting	2,058.07	291.67	1,766.40	705.62 %		291.67	-291.67			291.67	-291.67		\$2,058.07	\$875.01	\$1,183.06	235.21 %
226.2 Board Meetings		83.33	-83.33			83.33	-83.33			83.33	-83.33		\$0.00	\$249.99	\$ -249.99	0.00%
<b>Total 226 Executive Board</b>	<b>2,058.07</b>	<b>375.00</b>	<b>1,683.07</b>	<b>548.82 %</b>		<b>375.00</b>	<b>-375.00</b>			<b>375.00</b>	<b>-375.00</b>		<b>\$2,058.07</b>	<b>\$1,125.00</b>	<b>\$933.07</b>	<b>182.94 %</b>
227 Insurance & Bonding		66.67	-66.67		374.00	66.67	307.33	560.97 %		66.67	-66.67		\$374.00	\$200.01	\$173.99	186.99 %
228 Electronic Services		166.67	-166.67			166.67	-166.67			166.67	-166.67		\$0.00	\$500.01	\$ -500.01	0.00%
229 Scholarship Awards		0.00	0.00			0.00	0.00			0.00	0.00		\$0.00	\$0.00	\$0.00	0.00%
230 Advisory Committee to CHE		8.33	-8.33			8.33	-8.33			8.33	-8.33		\$0.00	\$24.99	\$ -24.99	0.00%
233 Fees		166.67	-166.67			166.67	-166.67			166.67	-166.67		\$0.00	\$500.01	\$ -500.01	0.00%
234 Ad Hoc/Liaisons Expenses		16.67	-16.67			16.67	-16.67			16.67	-16.67		\$0.00	\$50.01	\$ -50.01	0.00%
235 Charity		125.00	-125.00			125.00	-125.00			125.00	-125.00		\$0.00	\$375.00	\$ -375.00	0.00%
Unapplied Cash Bill Payment Expense					30.00		30.00						\$30.00	\$0.00	\$30.00	0.00%
<b>Total Expenses</b>	<b>\$3,295.77</b>	<b>\$6,308.32</b>	<b>\$ -3,012.55</b>	<b>52.24 %</b>	<b>\$965.98</b>	<b>\$6,308.32</b>	<b>\$ -5,342.34</b>	<b>15.31 %</b>	<b>\$0.00</b>	<b>\$6,308.32</b>	<b>\$ -6,308.32</b>	<b>0.00%</b>	<b>\$4,261.75</b>	<b>\$18,924.96</b>	<b>\$ -14,663.21</b>	<b>22.52 %</b>
<b>NET OPERATING INCOME</b>	<b>\$654.51</b>	<b>\$166.68</b>	<b>\$487.83</b>	<b>392.67 %</b>	<b>\$2,184.13</b>	<b>\$166.68</b>	<b>\$2,017.45</b>	<b>1,310.37 %</b>	<b>\$2,190.00</b>	<b>\$166.68</b>	<b>\$2,023.32</b>	<b>1,313.89 %</b>	<b>\$5,028.64</b>	<b>\$500.04</b>	<b>\$4,528.60</b>	<b>1,005.65 %</b>
<b></b>																

# SCASFAA

## BALANCE SHEET

As of September 11, 2018

	TOTAL
<b>ASSETS</b>	
Current Assets	
Bank Accounts	
BB&T Checking	17,576.08
Edward Jones-Money Market	0.12
Wells Fargo Checking	0.00
<b>Total Bank Accounts</b>	<b>\$17,576.20</b>
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	107,538.35
Edward Jones-ST 35/65	103,049.90
<b>Total Other Current Assets</b>	<b>\$210,588.25</b>
<b>Total Current Assets</b>	<b>\$228,164.45</b>
<b>TOTAL ASSETS</b>	<b>\$228,164.45</b>
<b>LIABILITIES AND EQUITY</b>	
Liabilities	
<b>Total Liabilities</b>	
Equity	
Opening Balance Equity	220,442.14
Retained Earnings	2,693.67
Net Income	5,028.64
<b>Total Equity</b>	<b>\$228,164.45</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$228,164.45</b>



## SCASFAA 2018-2019 Board Report

Date	September 19, 2018
Committee	Communications Committee
Committee Chair	Michelle Upchurch

Committee Member	Institution
Melissa Barnette	Furman
Rosalind Elliott	USC
Gena Miles	SCTG
Allison Sullivan	

### Goals:

To publish an exciting and interesting Fall, Spring, and Summer newsletter. Each edition will include a note from the president, updates from SCASFAA members (babies, weddings, new hires, etc.), images of SCASFAA at various events (NASFAA, SASFAA, etc.), and sponsor advertisements.

### Accomplishments:

We are planning to do a feature/opinion piece from a person in leadership about being ALL IN but being mindful of best practices for well-being and maintaining a healthy workplace in the fall edition. We plan to send a blast email to active members, see below:

Our theme this year for SCASF AA is to be ALL IN; this means being inspired, involved, and invested. With being ALL IN, it is also important that we commit to our personal well-being so that we can be our best version of ourselves. As financial aid administrators, we are often involved in intense circumstances with students and parents on a consistent basis. Studies have shown that stress plays a major factor in our overall well-being, productivity, and performance. The Communications Committee would like to hear from you about the ways that your institution or organization promotes a healthy workplace. We would like to do a feature piece in the upcoming newsletter about this and your feedback would be helpful. Please take a few moments to answer the following questions.

1. Does your institution participate in wellness programs or activities?
2. Describe the wellness programs offered and the activities.
3. Has your school or your office been designated any awards for promoting healthy workplaces?
4. Please share activities that you have been involved in that have helped to reduce stress.
5. Please provide any recommendations to SCASF AA that could possibly be implemented in the future for events that SCASF AA may host.

Electronic Services has created a Google Form to capture the responses and a mass email has been sent out. We have received a few response. We hope to receive enough to select someone to do a feature/opinion piece on.

We have contacted the Sponsorship Committee for help with sponsor advertisements.

Submitted by:

Michelle Upchurch



## SCASFAA 2018-2019 Board Report

Date	September 2018
Committee	Consumer/Counselor Relations
Committee Chair	Kelly Savoie

Committee Member	Institution
Danielle Rymer	USC Columbia
Brandon Endsley	Presbyterian College
Michelle Jacobosn	Tri-County Technical
Amy Jared	Tri-County Technical

- Goals:
- 1-Provide assistance, as appropriate, to secondary schools in scheduling, coordinating, and conducting financial aid workshops for parents and students.
  2. Seek input from secondary school counselors and personnel concerning financial aid information and training needs.
  3. Provide financial aid information and training to secondary school counselors and personnel.
  4. Develop and disseminate information concerning financial aid opportunities as well as financial planning to as wide an audience as possible through use of available media.
  5. Coordinate with other Association committees to insure that all pertinent information, concerning their activities that affect the public, is made available through appropriate media.
  6. 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 and enhancing the availability of financial aid information to consumers
  7. Actively solicit involvement by members of the financial aid community.
  8. Develop specific annual objectives to be undertaken by the committee as appropriate.
  9. 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.
  10. Complete the duties as assigned in the Long-Range Plan



Accomplishments:

- Had been asked to do the CACRAO event, and then heard nothing. SCSL is doing the event and have asked Mike Fox to share the feedback received to include in his session.
- Working to get Brandon Endsley with Presbyterian College up to date with Membership so he can be on committee. He was a Chair with Money Smart Week in Indiana when with Purdue.
- Meeting with USC Columbia Student Success to discuss webinar.
- Have request out to Federal Reserve to do webinar on new Financial Wellness tools available. Also discussed Money Smart week for South Carolina
- Presented at Career Counselor workshop end July, shared resource page and feedback from committee – stressing Security focus with Dept of Ed and schools. Also shared common errors seen – Social Security number wrong.

Submitted by: Kelly Savoie



## SCASFAA 2018-2019 Board Report

Date	September 21, 2018
Committee	Electronic Services
Committee Chair	Justin Pichey

Committee Member	Institution

### Goals:

- Maintain and update SCASFAA website
- Post job listings on behalf of SCASFAA institutions
- Assist executive board members with electronic requests/needs
- Continue to improve the functionality of the SCASFAA website

### Accomplishments:

All requests, updates, and job listings received to date are completed.

Submitted by:

Justin Pichey  
 Chair  
 Electronic Services Committee



## SCASFAA 2018-2019 INboard Report

Date	24SEPT2018
Committee	Financial Planning
Committee Chair	Earl Mayo

Committee Member	Institution
Melanie Gillepsie	SWU
Nancy Tate	Anderson
Tasha Morgan	SWU

### Goals:

Conduct Financial Review for 2017-2018.

Conduct Quarterly Financial Reviews.

Input monthly investments income into QuickBooks.

### Accomplishments:

All Quarterly Reviews for prior year completed. Fourth Quarter Review attached.

2017-2018 Financial Review scheduled for October 1, 2018. Will submit Review upon completion.

July and August investments income input into QB.

Submitted by:

Earl Mayo  
Chair

# SCASFAA QUARTERLY FINANCIAL REVIEW

*APRIL 1, 2018 – JUNE 30, 2018*

1. The March 25, 2018 Board Meeting Minutes, the March 2018 Annual Conference Business Meeting Minutes, and the June 21, 2018 Transition Board Meeting Minutes are posted to the web site as required.
2. Beginning check number for Fourth Quarter is 2747.
3. Good descriptions for most entries in QuickBooks. No descriptions or insufficient descriptions for several entries. “Personal Reimbursement” or “Check Request” are insufficient descriptions for expenditures.
4. Last check written for 2017-2018 was check #2759. Next available check for 2018-2019 First Quarter is 2760.
5. Bank Account Reconciliations are complete.
6. Amounts on Balance Sheet for June 30, 2018, are correct:
  - a. Checking: \$12,650.61
  - b. Money Market: \$0.12
  - c. LT Investments: \$107,468.52
  - d. ST Investments: \$103,016.56
7. Membership Added for the Quarter:
  - a. Wild Apricot: 18
  - b. QuickBooks: 18
  - c. Balanced.
8. Event Registration Payments for the Quarter (Leadership Symposium):
  - a. Wild Apricot: 21
  - b. QuickBooks: 21
  - c. Balanced.
9. Event Registration Payments for the Quarter (Annual Conference):
  - a. Wild Apricot: 3
  - b. QuickBooks: 3
  - c. Balanced.
10. Sponsorship Payments for the Quarter:
  - a. Wild Apricot: 2 (1=\$2300; 1=\$1700)
  - b. QuickBooks: 1 (\$2300)

- c. Not Balanced. One 2017-2018 Sponsorship Invoice not paid and deposited until July 2018 and posted in QuickBooks as 2018-2019 income. Should show as prior year income in Quickbooks.
- 11. There are several 2017-2018 expenses and receipts (i.e., sponsorship, charity, June credit cards expenses for the President and President-Elect) that posted after July 1, 2018 into QuickBooks for 2018-2019. The Treasurer and Treasurer-Elect should insure, and correct if necessary, those receipts and expenses are posted as “prior year” funds to insure 2018-2019 receipts and expenses are accurate against the 2018-2019 Association Budget Lines.
- 12. 2016 IRS 990-EZ submitted on 17NOV17. Due to notification from IRS of late submission by one day, highly recommend no later than October 31 for submission of 2017 IRS 990-EZ and all future annual submissions.
- 13. Starting January 1, all Aging Receivables more than 90 days old were contacted and payment requested. After June 1, all outstanding Aging Receivables were again contacted to make payment by June 30. Five (5) membership payments remain outstanding for members who attended events in 2017-2018 without paying membership. These five have been non-responsive to requests for payment. Any payments received for those five members in 2018-2019 should post as payment against outstanding membership invoices for 2017-2018. For the future, recommend that all event attendees must pay membership dues to the treasurer or treasurer-elect at event registration either by personal check or cash before being permitted to attend events.
- 14. 2017-2018 Financial Review will be conducted on October 1, 2018 allowing the treasurer sufficient time to complete the IRS 990 EZ on time.



## SCASFAA 2018-2019 Board Report

Date	09/21/2018
Committee	Legislative Relations Committee
Committee Chair	Joey Derrick

Committee Member	Institution
Brandon Lindsey	USC-Columbia
Ken Cole	USC-Lancaster
Ana Montjoy	USC-Salkehatchie
Stephanie McCarter	USC-Columbia
Adam Ghiloni	TriCounty Technical College
Cameron Mott	Coastal Carolina University

### Goals:

1. Keep the SCASFAA membership informed of proposed, considered, and passed legislation related to the administration of aid.
2. Formalize SCASFAA responses to legislative issues where appropriate.
3. Delegate responsibilities among committee members.
4. Serve on the SASFAA legislative relations committee, to include visits with U.S. Congressional staff.

### Accomplishments:

1. Reviewed current and proposed federal and state legislation for the upcoming legislative and congressional sessions.
2. Assigned legislative monitoring responsibilities to committee members. Those responsibilities are:
  - Reauthorization of the Higher Education Act – **Joey Derrick**
  - Federal Spending Bills with an Impact to Federal Student Aid – **Brandon Lindsey**

- Federal Legislation Affecting Student Aid, Not Part of Reauthorization of the Higher Education Act – **Cameron Mott**
- Federal Legislation Affecting the Collection of Personally Identifiable Information (PII) and/or Privacy and Data Sharing Restrictions – **Ken Cole**
- SC Legislation Affecting State and Institutional Aid – **Adam Ghiloni**
- SC Legislation Affecting Operations at Public Institutions – **Stephanie McCarter**
- SC Legislation Affecting K-12 That Could Impact Institutions – **Ana Montjoy**
- SC Budget Bill – **Joey Derrick**

Submitted by: Joey Derrick



## SCASFAA 2018-2019 Board Report

Date	09/24/2018
Committee	Conference (Program)
Committee Chair	Bridget Blackwell- University of South Carolina Palmetto College

Committee Member	Institution
Melissa Barnette	Furman University
Jan Belton	Edward Via College of Osteopathic Medicine - Carolinas Campus
Zachary Christian	SC Tuition Grants Commission
Shannon Cross	Inceptia
Nikisha Dawkins	York Technical College
Angela Fowler	Anderson University
Holly Gilliam	University of South Carolina-Columbia
Gerrick Hampton	SC Commission on Higher Education
Katie Harrison	SC Tuition Grants Commission
Samantha Hicks	Coastal Carolina University
James Kellam	Converse College
Michelle Lodato	Lander University
Stephanie McCarter	University of South Carolina-Columbia
Elizabeth Milam	Clemson University
Gena Miles	SC Tuition Grants Commission
Nikki Miller	Coastal Carolina University
Tammie Minter	University of South Carolina Aiken
Miracle Mosely	Winthrop University
Diana O'Bryan	Bob Jones University
Mindy Pavilonis	Pittsburgh Institute of Aeronautics
Missy Perry	Piedmont Technical College
Justin Pichey	York Technical College
Danielle Rymer	University of South Carolina-Columbia
Lilian Sims	University of South Carolina-Palmetto College
Traci Singleton	The Citadel
Ashleigh Speaks	University of South Carolina-Columbia
Wanda Vereen	Horry Georgetown Technical College



Ashley Stuckey	Trident Technical College
Jennifer Williams	Clemson University
Jamie Wilson	Lander University
Tangar Young	South Carolina State University

Goals:

- Plan an annual conference that will be beneficial to the membership by providing valuable training, to include sessions on current regulations and what to expect soon and how legislative actions could impact your office and/or students. Also, to include networking that would enable communication with and learn from other financial aid administrators across the state.

Accomplishments:

- First meeting (in-person) was on July 30, 2018 and second meeting (conference call) was September 19, 2018.
- All members that have volunteered for the conference committee (first choice) have been contacted to participate.
- Conference registration is opened, and emails were sent out on August 27, 2018 and September 21, 2018.
- The following have been confirmed to present at the conference:
  - David Bartnicki- DOE
  - Tamy Garofano- DOE
  - Karen McCarthy- NASFAA
  - Bill Spiers- SASFAA President-Elect
  - Chester County Sheriff Dept. (Active Shooter Session)
  - Domestic Violence Speaker- Brian White/Melissa Kirk
  - State Session
  - 5 General Sessions and 15 Concurrent Sessions
  - Comedian and Family Feud for Tuesday night Entertainment
- T-shirts with the logo will be available and proceeds will go towards Domestic Violence charity. Auction items will be collected.
- The website has been updated with all the information.

Submitted by:

Bridget D. Blackwell



## SCASFAA 2018-2019 Board Report

Date	September 11, 2018
Committee	Site-Selection Committee
Committee Chair	J.W. Kellam

Committee Member	Institution
Kathy Cribb	Furman
Biz Daniel	Great Lakes
Hank Fuller	The Citadel
Gerrick Hampton	SC CHE
Janee Knippenberg	PNC
Gena Miles	SCTG Commission
Cameron Mott	Coastal Carolina
Leigh Lanford	Converse College

### Goals:

To develop a comprehensive database of potential locations for the SCASFAA Annual Conference by region. Our goal is to make 2-4 recommendations for sites from each area.

### Accomplishments:

Volunteers were sought for the Site-Selection Committee with representation across the state.

### Areas assigned are as follows:

Leigh Lanford & Kathy Cribb	Upstate
Hank Fuller	Charleston
Gerrick Hampton & Gena Miles	Columbia
Janee Knippenberg & Cameron Mott	Myrtle Beach
Biz Daniel & J.W. Kellam	Florence/Darlington

The next step is to develop a conference “mock-up” sheet for the annual conference as a guideline to develop a list of potential sites.

Submitted by:

J.W. Kellam  
Chair  
Site Selection Committee



## SCASFAA 2018-2019 Board Report

<b>Date</b>	September 24, 2018
<b>Committee</b>	Involvement & Leadership Task Force
<b>Committee Chair</b>	Samantha Hicks

<b>Committee Member</b>	<b>Institution</b>
Melissa Barnette	Furman
Zachary Christian	SC Tuition & Grants
Melanie Gillespie	South Wesleyan University
Katie Harrison	SC Tuition Grants
Nikisha Howze	York Tech
JW Kellam	Converse
Earl Mayo	SC Tuition & Grants
Elizabeth Milam	Clemson
Kevin Perry	Coastal Carolina University
Carolyn Sparks	Wofford
*potentially more members TBA**	

### Goals:

- I. Create a Task Force comprised of SCASFAA members from various involvement levels, institution types, years of experience, etc.
- II. Analyze the results of the 2017-2018 SCASFAA Survey concerning involvement/lack of involvement. Present a report to the Executive Board with recommendations based on trends and/or areas of concern evident from the Survey.
- III. Develop a plan to launch a SCASFAA Leadership Pipeline/Training Program in 2019-2020. This would be promoted at the conference. This would involve creating an application, deciding how the process will work, determining acceptable numbers of mentees, coordinating an involvement/Leadership activity at the annual conference, etc.
- IV. Work to promote a spotlight or focus on association involvement with SCASFAA communication methods (website, social media, podcasts, etc.).

**Accomplishments:**

- Set Goals for 2018-2019
- Created Task Force comprised of SCASFAA Members from various involvement levels, institution types, years of experience, etc.
- Reached out to David Alexander from FASFAA (who has a similar leadership program). He directed me to Daniel Barkowitz from Valencia College who is overseeing the 2018-2019 FASFAA Leadership Program. We have scheduled a teleconference next week to discuss their program successes & challenges.

Submitted by:  
Samantha Hicks



## SCASFAA 2018-2019 Board Report

<b>Date</b>	September 21, 2018
<b>Committee</b>	Sponsorship Committee
<b>Committee Chair</b>	Nikki Miller

<b>Committee Member</b>	<b>Institution</b>
Traci Singleton	Citadel
Melissa Barnette	Furman
Shannon Cross	Inceptia

### Goals:

- I. Recruit old and new sponsors
- II. Plan sponsorship reception
- III. Discuss sponsorship gifts
- IV. Discuss sponsorship recognition during Presidents Luncheon

### Accomplishments:

- 2 potential sponsors (Oracle & Kids' Chance of SC, Inc.)
- Sponsorship gifts will be charity donations
- Sponsorship reception is still being drafted
- Sponsors will be introduced during the President's Luncheon and given an opportunity to give an elevator-pitch. We decided to request a picture from each sponsor outside of their profession to display on the projector during their pitch.

Submitted by:  
Nikki Miller, Sponsorship Chair 18-19



## SCASFAA 2018-19 Board Report

Date	09/24/2018
Committee	Long Range Planning Committee
Committee Chair	Elizabeth Milam

Committee Member	Institution
Hank Fuller	The Citadel
Traci Singleton	The Citadel
Melanie Gillespie	Southern Wesleyan University
Zachary Christian	SCTGC
Adam Ghiloni	TriCounty Technical College
Veronica Helper (unconfirmed)	USC-Columbia
Tonya Sanders-Govan (unconfirmed)	Claflin University
<del>Latrice Petty (declined)</del>	<del>USC Columbia</del>
<del>Jonathan Nicholson (declined)</del>	<del>Anderson University</del>

### Goals:

Research, write, and obtain Board approval for a new five-year Long Range Plan, keeping the following goals in mind:

- Identify strengths of the Association and recommend actions or directions to the Executive Board that will enhance these strengths.
- Identify any weaknesses in the Association and recommend actions or directions to the Executive Board that will promote accomplishment of the goals set forth in this manual for the Association.
- Develop specific annual objectives for presentation to the Executive Board as may be appropriate for the enhancement of the Association in its efforts to promote professional development of its membership and support the existence of viable financial aid programs for education.

### Accomplishments:

1. All volunteers (1<sup>st</sup>, 2<sup>nd</sup>, and 3<sup>rd</sup> choices) were invited to participate on the committee.
2. Long Range Plans from SASFAA, Alabama, North Carolina, Kentucky, Georgia and Florida have been obtained. Mississippi, Tennessee, and Virginia associations have not yet responded.

Submitted by: Elizabeth Milam