

South Carolina Association of Student Financial Aid Administrators



2020-2021 Executive Board Meeting
DATE 2/2/2021
LOCATION E-Meeting

Present

Traci Singleton
Kisha Howze
Katie Harrison
Samantha Hicks
Kelly Savoie
Ray Jones

Jennifer Williams
Zach Christian
Regina Haley Smith
Carolyn Sparks
Michelle Upchurch
Elizabeth Miliam

Michelle Jacobson
Earl Mayo
Holly Gilliam
Melanie Gillespie
Kim Chambers

Meeting

President Singleton called the 2020-2021 Executive Board Meeting agenda to order at 11:08 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. All members in agreement to continue.

Action Item: Approval of the September E-Meeting Minutes and August E-Meeting Minutes. Samantha Hicks moved to approve the minutes and Melanie Gillespie seconded the motion, which carried. Samantha stated the September minutes under Treasurer Report needs to be updated to state "ASCAP" insurance instead of "NASGAP". Michelle Upchurch will make correction.

There was no old business to report.

SASFAA Update - Traci Singleton

Leadership Symposium-Virtual November 6- February 26, 2021

Board Meeting Virtual February 11, 2021
Annual Conference, Virtual February 17-25, 2021
Registration fees are \$125 for two members and \$50 for additional member.

There is a need for an association bookkeeper, they will be hiring someone, this will be voted on during the Business Meeting during the conference.

SASF AA Leadership Symposium began November and runs through end of February.

SASF AA Volunteers for 2020-2021:

Sarah Dowd Secretary & Communications and Outreach Committee
Zach Christian Electronic Services and Communications, Co-Chair
Keith Reeves Long Range Planning Committee, Chair
Jennifer Davis Professional Development
Nancy Tate By-Laws Committee
Samantha Hicks Conference Committee
Adam Ghiloni Legislative Relations Committee
Terria Williams Global Issues

Report of Officers

President – Traci Singleton reported – There have been two deaths, will be sending out sympathy cards to the families.

Past President – Melanie Gillespie reported – Melanie asked forgiveness for not being to locate October meeting minutes, she took for Michelle Upchurch. The October meeting only lasted around 20 minutes to name the award winners. Winners are listed below:

Michelle Upchurch, Limestone University – Emerging Leader
Gena Miles, SC Tuition's Grant – SCASF AA Achiever
Nikisha Howze, York Technical College – Fearless Nine Service to SCASF AA
Meg Hurt, Coastal Carolina University & Joseph Durant- Lifetime Membership

Official election is up and running, we appreciate all those that committed to run for office and who have voted.

There is a large number of members that have not paid their membership. Members must be paid in full to vote. Because we are currently under 300 voting members we were able to run with an election cost of \$19 verses \$89 if we were over 300 voting members. We were able to reserve 10 tickets if we have members to pay before the election is over.

The election runs 14 days. It began February 1 and will end February 15, since the 14th is on a Sunday. Election Buddy sends out one reminder for free, Melanie will send additional reminders through Wild Apricot.

Vice President/ Professional Development – Justin Pichey reported – not in attendance. Upcoming webinars reported by Traci on his behalf –

2020 Tax Returns
COVID Relief Bill

Melanie stated that in her opinion we still need to hold New Aid Officers and Leadership Training. We should offer it for free or at low cost because many schools have a limited budget for training right now.

Traci stated she would follow up with Justin.

President Elect/Special Projects – Carolyn Sparks reported – She would like to say Thank You to everyone running for office, and she is excited for next year. She and Melanie have spoken about the conference. She is thinking about using a charity related to Parkinson Disease.

She is participating in the SASFAA Leadership Symposium every other Friday since November. Small groups are working on projects. She starts the NASFAA Symposium today. They will be meeting every Tuesday and will have small group meetings.

NASFAA is going to attempt to have an in person conference.

Traci interjected that the board needs to find a time to vote for the scholarship that is award at the SCASFAA Conference each year. She would like for the board to be able to meet in person and have an awards ceremony before the end of spring.

Secretary/ By Laws – Michelle Upchurch reported – nothing to report. She is attending the Leadership Symposium along with Carolyn every other Friday and is working on a small group project.

Treasurer/ Budget – Samantha Hicks reported – The Treasurer Report includes a copy of the Budget and the Balance Sheet, several committee chairs have inquired about their budgeted amount.

Michelle Jacobson has been set up everywhere as the Treasurer Elect with access granted.

ASCAP has been paid.

Has reconciliation ready to submit to Earl.

Treasurer/Elect - Michelle Jacobson reported – We have 32 members with outstanding invoices 7 are sponsors. They will be reaching out to the members and asked if the Sponsorship Committee would reach out the sponsors. She also asked if it possible to have the sponsorship and membership fees combined into one next year. Katie, stated that she is in favor of that, but someone would need to facilitate that in Wild Apricot, because it works differently. Ray and Kellie both suggested from a sponsor standpoint an online payment portal would be helpful. Earl stated that Wild Apricot and QuickBooks must reconcile – we will have to figure out a way to make them match. Ray also stated that in his office sponsorship and membership were handled separately. He also stated that paper checks are hard especially right now with the pandemic and juggling working from home and in office.

Michelle asked if it was ok to send a list of unpaid sponsors to the Sponsorship Committee to contact. Bridgett responded yes please do and we will contact them.

Michelle has been looking into Wild Apricot online payments. There is no monthly fee however there is a 2.9% plus \$.30 per transaction. This will be approximately \$1.32 per membership fee. It will be easy to setup. They will take Visa, Master Card and American Express. She wants to get more information before putting it to a vote.

Traci state the SASFAA uses Wild Apricot. Samantha stated they used to use PayPal but not use Wild Apricot because it is cheaper. We will need a policy in affect that states we will only issue refunds by check. Wild Apricot charges a fee to issue electronic refunds.

Zach state that someone from Electronic Services will need to be included in the meetings with Wild Apricot when setting the electronic payments.

Member At Large – Regina Haley Smith reported – Does not have a lot to report. She plans to send out reminders to the members to update their member profiles. She has found many with outdated information. She also wants to get with the Communications Committee about including information in the newsletter.

Took a 5-minute break before going into Committee Reports.

Committee Reports

Advisory to CHE – Gus Kitchen – nothing to report.

Communications – Michelle Ladato reported – not in attendance, nothing to report.

Consumer/ Counselor Relations – Kelly Savoie reported – Her committee recorded a financial aid night video and sent it to Gerrick. He was happy to receive. Her committee plans to meet next week.

Electronic Services – Katie Harrison reported – They have been keeping up wit job announcement. Since the conference they have focused on supporting anyone who needed electronic services. Have been updating outdated information on the website. Have reached out to past presidents for information from their year of presidency to update the history page.

Financial Planning – Earl Mayo reported –He sent the report out to the board this morning with 4th quarter review and annual report attached. 2nd quarter in the works now.

Portfolio over \$240,00, it is up from this time last year.

Checking account balance is at \$65,000+. The board needs to decide how much to move to investment accounts. Samantha needs to look at what we need for the remainder for the year. There is verbiage that the checking account balance should not be lower than \$10,000.

Samantha asked is there a preferred time of year a review needs to be done to determine what needs to be moved to investments in the future. Earl stated this the 1st time we have had excess funds like this.

Holly asked why do we put funds into investing account. What are we saving those funds for? Earl answered it is to gain more interest. He investment accounts gain more than a regular checking account. Originally, we banked with Wells Fargo and had a non-interest baring account. Then we moved to BB&T now gain interest but very little. The purpose was to have enough funds to cover one year’s business in reserve, if for some reason there was no income. Katie stated that we started the investment account when she was president in 2013-2014, because we had several years of low income and to boost the reserves.

Global Issues – Terria Williams reported – not in attendance. Copied from submitted report –

Goals:

- 1) To incorporate information, events, and programs to the theme of “Personal Care and Mental Health”.
- 2) Proposal to have a drawing for members that donate towards the charity for a spa visit up to a certain amount.

Accomplishments:

- 1) Weekly mental health inspirations have been successful. Thank you for enjoying them. I love the feedback.
- 2) **National Alliance on Mental Illness South Carolina** <https://namisc.org/about-us/> was selected as our charity for this year. The fundraiser will kick-off on February 16, 2021 and run through March 16, 2021. We look forward to your participation to make this project successful.

Legislative Relations – Joey Derrick reported – not in attendance, nothing to report.

Loan Agency Liaison – Ray Jones reported – Ray reported that lenders are dealing with loan forgiveness guidelines and interest postponement program. Loans from FELP still in repayment. See, submitted report for more information.

Conference – Zach Christian reported – nothing to report.

Site Selection – Elizabeth Miliam reported – nothing to report.

Association Involvement and Leadership Force – Holly Gilliam reported – She will be sending out another survey to the membership concerning committee involvement. She wants to be sure we update each committee information and involvement. She really wants to beef up the number of participants. She is hoping the low number in the first survey was due to COVID.

Sponsorship – Kim Chambers – Co Chari Bridgett Blackwell reported – Nothing new to report. Will follow p with Michelle Jacobson on the sponsors that need to be contacted concerning outstanding invoices for membership.

Long Range Plan – Michelle Jacobson reported – nothing to report.

New Business

Announcements and Closing Remarks

Need to plan to have spring meeting in April -May. Traci will do a Doodle Poll late March to setup a date.

Melanie asked if we need to do a call in meeting to reveal election results to the board and vote to destroy the ballots. Kisha stated we will need to have a quick meeting after the 15th before the results are announced to the membership. Traci stated we will pan to meet February 16 at 2:00 for about 15 min, it will be a call-in meeting.

Traci reminding everyone to register for SASFAA Conference.

The meeting adjourned at 12:39pm.

Respectfully Submitted,

Michelle Upchurch
2020-2021 SCASFAA Secretary