

# South Carolina Association of Student Financial Aid Administrators



2020-2021 Executive Board Meeting  
September 24, 2020  
Zoom

## Present

Traci Singleton  
Kisha Howze  
Katie Harrison  
Holly Gilliam  
Carolyn Sparks  
Kelly Savoie  
Justin Pichey

Jennifer Williams  
Zach Christian  
Regina Haley Smith  
Samantha Hicks  
Melanie Gillespie  
Michelle Ladato  
Michelle Upchurch

Michelle Jacobson  
Earl Mayo  
Adam Ghiloni  
Joey Derrick  
Ana Montjoy  
Teria Williams

## Meeting

President Singleton called the 2020-2021 Executive Board Meeting agenda to order at 10:08 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. Zachary Christian moved to approve the agenda and Jennifer Williams seconded the motion, which carried.**

**SASFAA Update:** Madam President- there was no transitions meeting, there will be a Board Meeting October 23-25, 2020 in Myrtle Beach. The SASFA budget has been approved and committees formed. There will be a virtual conference in February.

## SASFAA Volunteers for 2020-2021

Sarah Dowd  
Zach Christian  
Keith Reeves  
Jennifer Davis

Secretary & Communications and Outreach Committee  
Electronic Service and Communications, Co-Chair  
Long Range Planning and Committee, Chair  
Professional Development

Nancy Tate	By-Laws Committee
Samantha Hicks	Conference Committee
Adam Ghiloni	Legislative Relations Committee
Terria Williams	Global Issues

There was no old business to report.

### **Report of Officers**

**President** – Traci Singleton reported – Miracle Mosley will no longer be able to fulfill her position as Treasurer-Elect. Traci asked the board if we should consider making a change to the by-laws for a plan to fill a vacancy in the Treasurer-Elect position. She also wanted to discuss updating the P&P to define a clear process for when someone is unable to fill their duties on the board, regardless for the reason. Melanie stated her opinion to leave the P&P and By Laws as is. Zach agreed. As is the President can appoint a replacement and then the Exec. Board must approve replacement. Katie agrees as well, she pointed out the exact language in the By-laws – President can appoint someone then has to be approved by the Executive Board.

Traci stated the By Laws will stay as is. Once Traci found out that Miracle could no longer fulfill her position, she asked Kisha Howze to step in since she was so close to Winthrop. Kisha has been picking up checks and making deposits. Traci has asked Michelle Jacobson if she would be willing to serve as the Treasurer-Elect. Michelle ran against Miracle in the election. Michelle agreed to step in and take the position. The full Executive Board voting that Michelle Jacobson be made the new Treasurer-Elect. Kisha will continue to pick up checks from Winthrop and mail them to Michelle until the update is made on the website. Samantha will handle getting everything switched from Miracle to Michelle.

**Past President** – Melanie Gillespie reported – She knows she is beyond the date for Nominations for the Slate of Officers is past the 30 days stipulated in the P&P. However, she has a committee and it will go out next week. They have created a form for nominations.

**Vice President/ Professional Development** – Justin Pichey reported – He plans to have Zoom meetings and create a webinar series for the membership covering a wide array of topics. He plans to have FA topics along with other things such as diversity. If anyone has any ideas please let him know. Ken Cole has reached out to him about having a Remote FAFSA Workshop. FAFSA tools to send to high schools and current students. Depending on circumstances at the time, create a virtual NAOW if necessary.

Traci stated that she had met with CHE and Kelly Savoie They were talking about doing some type of Remote FAFSA Workshop as well. Gerrick Hampton mentioned a FAFSA video but have not done one yet. They do still plan to have College Goal in some capacity. Melanie has a video and will share with whoever would like it.

**President Elect/Special Projects** – Carolyn Sparks reported – She does not really have anything to report at this time. Her plan is to observe Traci and other past presidents to help her prepare for her role as president. Currently as not provided Carolyn with a special project to work on. Traci stated she does not have a special project; she is just trying to make it through the year! Carolyn will be responsible for the SCASFAA Scholarship, it will be awarded on the last day of the conference. Zach will have something in place for the scholarship drawing and any other drawing. Anyone who plans on doing some type of drawing should contact Zach.

**Secretary/ By Laws** – Michelle Upchurch reported – Nothing to report . The entire membership will be notified sent the Annual Business Meeting Minutes from last year's conference, they will need to review and approve them next Thursday during the opening Business meeting.

**Treasurer/ Budget** – Samantha Hicks reported – That she sent out the budget, please let her know if there are any questions. If anyone has expense request send them to her. She will get with Michelle Jacobson on what needs to be done as Treasurer Elect.

Samantha has confirmed with NASGAP insurance for the conference, she has a call set for September 30, 2020.

She has reconciled July and August.

She stated that in the past must be a paid member to attend conference. Currently we have a few with members with unpaid memberships, signed up for the conference. She asked if should allow the members who had not paid membership to participate in the conference? Melanie – yes, a lot of schools still working from home and things are delayed. Earl, if paid for conference, need to reach out to see if they have requested payment for membership. Samantha and Michelle will work on contacted them.

Samantha wanted to discuss the possibility of offering on-line payments. The reason we did not have on-line payments in the past is because of the fees associated. Wild Apricot now has a system w/ lower fees than PayPal. There was some discussion of possible charging a fee to pay on-line versus sending in a check. SCASFAA uses PayPal, but not sure how it is set up. Melanie wanted to know if it is too late to implement this now, since we are already receiving payments for the conference via check. She questioned should we wait until maybe January to implement? Katie stated she though we should take our time and investigate it further – do not want to rush anything. Zach stated that the PayPal we currently have is for donations, and it is setup in Kevin Perry's name. Samantha stated PayPal charges too much and it increase the Wild Apricot fees if use PayPal. She suggests we only use Wild Apricot. She was thinking that we should do the groundwork now and have it set-up for 20221-2022. Everyone agrees.

**Treasurer/Elect** - Traci asked Kisha if she had anything to report since she was filling in after Miracle resigned. Kisha stated she had nothing to report, she has been picking up checks from Winthrop and making deposits. Traci asked Kisha if she would continue to pick up form Winthrop and make deposits until everything gets forwarded to Michelle. Kisha agreed to do so.

Katie will update the system with Michelle's address for payments.

**Member At Large** – Regina Haley Smith reported – That what they are doing so far. They have hosted SC College Access Meeting to encourage SCASFAA membership and conference attendance. She plans to moderate and co-host SCASFAA “Meet and Greet” Conference session to welcome first time attendees.

### **Committee Reports**

**Advisory to CHE** – Gus Kitchen – Co-chair Vanessa Childs reported they have been meeting with Kelly Savoie and CHE about College Goal. Also, working with Ken Cole on a FAFSA update.

**Communications** – Michelle Ladato reported – She has questions for Traci and Katie about where to get information for the newsletter. Michelle Upchurch let Michelle Ladato that she would send her a copy of what she did for Fall 2019 and is available if she has any questions.

**Consumer/ Counselor Relations** – Kelly Savoie reported – They have had several SCASFAA at the Water Cooler events. Have had on average 20-30 participants. She has reached out to others to host with little success. Zach and Carolyn have shared information. She is working with CHE, the CHE Advisory Committee, Ken Cole and the Professional Development Committee about FAFSA information and how to highlight SC.

**Electronic Services** – Katie Harrison reported – She is “Rocking and Rolling” been busy in a lot of areas. During this meeting she has given Michelle Jacobson access to what she needs in Wild Apricot to fill her position as Treasurer

Elect. Katie is working with sponsors to get advertisements. She asked if anything needs to be updated on the website to please let her or Kisha know. She is working on the conference stuff with Zach. She has got 6 volunteers to help with sessions. She will be doing a training session with them next week. Her goal now -November to make the conference a success.

**Financial Planning** – Earl Mayo reported – Not a lot to report, he just sent out the quarterly report earlier to the Executive Board. Balance sheet is in good shape. Short and long term investments portfolio value is higher than on the report. At the end of March it was 192 now up to 227. It is a roller coaster that is currently higher than 6 months ago.

**Global Issues** – Terria Williams reported – She is working with the theme that Madam President set. She has incorporated weekly tips and inspirational quotes that she is sending out to the membership weekly. The charity for this year is the National Alliance on Mental Health for SC.

**Legislative Relations** – Adam Ghiloni reported – get from Zach

**Loan Agency Liaison** – Ray Jones reported – Nothing big to report. Lenders are looking at parity bill for FELP loans. Lenders are doing reviews on school attendance and how it affects lenders.

**Conference** – Zach Christian reported – “There is going to be a Conference!!” It starts a week from today. The conference program will go out next week. As of September 22 there were 128 paying members registered. Now 132 registered, 4 not paid and 25 1<sup>st</sup> time attendees. He has plans for 1<sup>st</sup> time attendees. He will have a fun video posted next week to the Facebook page. Kevin Perry is going to do an evening fun piece, Regina and Holly doing a session on volunteerism. Katie is doing tech support for the conference and the individual sessions. He has secured amazing guest presenters. Elizabeth working on the agenda for everyone.

Melanie – just hit 130 paying members!

**Site Selection** – Elizabeth Miliam reported – Nothing pursuing any new sites at this time. We are currently booked up to 2020. Need to wait until COVID is over before going any further out.

**Association Involvement and Leadership Force** – Holly Gilliam reported – Has not had response on the survey since July. Holly did not have good service she was cutting in on, not 100% what she was reporting, please see her Board Report for details.

**Sponsorship** – Kim Chambers – Co Chari Bridgett Blackwell reported – We have 12 sponsors at this time.

**Long Range Plan** – Michelle Jacobson reported – Nothing in place and nothing to report. She is glad to be appointed as the new Treasurer Elect. Traci stated that she will speak to co-chair about stepping up and taking more responsibility since Michelle is now the Treasurer Elect.

## **New Business**

No new business.

**Announcements and Closing Remarks**

The meeting adjourned at 11:54.

Respectfully Submitted,

Michelle Upchurch  
2020-2021 SCASFAA Secretary

DRAFT