

South Carolina Association of Student Financial Aid Administrators



2020-2021 Executive Board Meeting- Transition Day 1

DATE 6/7/2021

LOCATION Embassy Suites, Myrtle Beach, SC

Present

Traci Singleton
Zach Christian
Carolyn Sparks
Ana Mountjoy
Ray Jones

Michelle Jacobson
Holly Gilliam
Melanie Gillespie
Michelle Upchurch
Elizabeth Milam

Katie Harrison
Samantha Hicks
Adam Ghiloni
Regina Haley Smith

VIA ZOOM

Danielle Rymer
Kisha Howze

Nicole Brownlow

Bridgett Blackwell

Meeting

President Singleton called the 2020-2021 Executive Board Meeting agenda to order at 9:22AM. 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 April E-Meeting Minutes. Zachary Christian moved to approve the minutes and Melanie Gillespie seconded the motion, which carried.

There was no old business to report.

SASFAA Update - Traci Singleton

Transition Board Meeting: June 20-27 in Orlando, Traci and Carolyn will attend.

Report of Officers

President – Traci Singleton reported – No Report.

Past President – Melanie Gillespie – No Report.

Vice President/ Professional Development – Justin Pichey – not in attendance. Traci reported on his behalf, Summer Summit had low attendance. It was done live a podcast. Presenters were Hope Rivers, Piedmont Technical College, President and Dr. Perry Graves, York Technical College. Zach Christian and Missy Lutz did the Excel training.

There was a total of 38 registrants. Everything was recorded and will be posted on the You-Tube channel. Only the registrants will have initial access. Later it will be available to all membership.

President Elect/Special Projects – Carolyn Sparks reported – no official report, Thank you to Traci for everything she has done this year as president.

Secretary/ By Laws – Michelle Upchurch reported – No Report.

Treasurer/ Budget – Samantha Hicks reported – Every month has been reconciled except May and June.

Samantha has scheduled a bank transfer meeting with BB&T for Tuesday afternoon.

SCASFAA can accept credit card payments.

IRS contacted Samantha saying they had not received the tax returns. But, she has proof they were received. She is waiting to hear back.

We have outstanding balances for membership. All conference fees are paid with exception of 4 unpaid. Those who did not attend the conference need to be deleted.

Treasurer/Elect - Michelle Jacobson reported – WE have already had 14 credit card transactions, for a total of \$240.

Member At Large – Regina Haley Smith – No official report. Thanked Katie for sending out profile updates. All have been updated. Also, thanked Zack for his help with the new members at the conference.

Committee Reports

Advisory to CHE – Gus Kitchen – not in attendance, Traci reported Committee worked with CHE for FAFSA Completion Nights.

Communications – Michelle Ladato – not in attendance, nothing to report. Traci reported that there have been no newsletters this year. Anan Mountjoy will be the chairperson for this committee for the 2021-2022 board and will publish a summer newsletter.

Consumer/ Counselor Relations – Kelly Savoie not in attendance, no report.

Electronic Services – Katie Harrison– keeping the ball rolling assisted with the conference and workshops.

Everything will be ready July 1 for the new year. We will need to purchase a new projector before the fall conference. As of March 2022 the Electronic Services budget will need to be increased, we have several renewals on domain and services due.

Financial Planning – Earl Mayo – Was not in attendance. See report.

Global Issues – Terria Williams – not in attendance. Traci reported she wants do one more push for the charity, currently no funds have been collected. One more email request will be sent.

Legislative Relations – Joey Derrick not in attendance. Adam Ghiloni reported that he did a HERFF presentation last week. They are trying to find a balance with so much information out there. Asked for suggestions of what we want in the future from this committee. Elizabeth Milam stated she would like to see State Hill visits to resume.

Loan Agency Liaison – Ray Jones reported – Nothing really new to report. Most lenders are looking to return to repayment on loans. Loan forgiveness is not a hot topic. If loans are forgiven up to \$10,000, they would be back to the current level within 4 years. Interest rates are up around 1% , no change to origination fees.

The Tim Scott Bill if approved will require the Plus Loan APR to be advertised like other loans.

Conference – Zach Christian reported – No official report. Zach stated he will do whatever it takes not to have another virtual conference.

We had a great conference; he has heard from sponsors that we had one of the best virtual conferences this year.

Would like to see a some type of spring mini virtual conference or a Virtual Summit.

Site Selection – Elizabeth Miliam reported – Dates for the next two years have been set.

Fall 2021	Embassy Suites Myrtle Beach/Kingston Plantation	October 17-20, 2021
Fall 2022	Marina Inn at Grande Dunes, Myrtle Beach	October 16-19, 2022

She sent changes she proposes to the P&P. Need to update the consultant, WIFI verbiage and pandemic information.

Elizabeth made a motion to make changes to the P&P and voted yes. The P&P will be updated.

Association Involvement and Leadership Force – Holly Gilliam reported – surveys were sent out for volunteerism, 31 have been completed. This is more than have been received in the past.

Sponsorship – Kim Chambers not in attendance. Bridgett Blackwell – nothing to report.

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

New Business

No new Business.

Announcements and Closing Remarks

Closing remarks –

The CHE Workshops will be June 30 and July 15.

Traci thanked everyone for participating this year, its been a fun year and its been adventure!

Adjourned 10:54 AM.

The gavel was passed from Traci Singleton to Carolyn Sparks

Respectfully Submitted,

Michelle Upchurch
2020-2021 SCASFAA Secretary

DRAFT

Proposed changes to Site Selection P&P

The primary purpose for Site Selection is to ensure an acceptable favorable and economical site for the annual conference either two years or three years in advance according to presidential direction. ~~(Example: 2012-2013's Site Selection reviewed sites for 2014 and 2015 annual conferences).~~

1. The president shall appoint a site selection chair or coordinator to review potential sites.
2. The president shall indicate the time frame and the potential locations for the annual conference(s). The President, at his or her discretion, may direct the Site Selection Chairperson/coordinator to evaluate sites for either two years or three years in advance. ~~(If site selection is choosing two conferences for review it is best to have information for the first conference for the fall board meeting and the second conference to be reviewed at the spring board meeting).~~
3. The chairperson/coordinator shall be a non-voting member of the Executive Board and will attempt to get representation from all sectors on the Site Selection committee.
4. The committee will review potential dates for the conference based on review of holidays, training events and other financial aid associations' conferences.
5. When tentative dates, locations, and agenda have been determined, the committee will contact a no-cost site selection firm or visitor's center to solicit proposals from venues. SCASFAA currently uses the services of:

Melissa Pitzely
Director, Global Accounts
HelmsBriscoe
TEL: 904.738.1238
mpitzely@helmsbriscoe.com

6. The committee will complete a Request For Proposals including the tentative dates, agenda, estimated attendees, etc. See Addendum A for a sample agenda.
5. ~~The committee will provide each site with a tentative conference agenda template so that each site can provide appropriate information for consideration. The template should be reviewed by the chair/coordinator and president for any adjustments prior to sending to the respective sites. Addendum A will contain the template.~~
6. ~~The committee shall contact hotels in the cities that are possible locations for future annual conference(s). The committee will request information from each respective site and receive written communication for the sites considered. As appropriate, a site visit will be made to each site to determine feasibility of conference site. The site selection checklist should be used as a guide when communicating with the site and requesting information. Addendum B will contain the checklist. It is important that the chair determine if additional event insurance is required by the facility.~~
7. The committee will review the proposals (typically provided on a detailed spreadsheet). As appropriate, a site visit may be made to top sites to determine feasibility. See Addendum B for a checklist to use to evaluate each property.

8. Upon completion of the ~~visitation~~ **evaluation** process, the committee shall compare a site selection comparison chart for review by the Executive Board and a recommendation for a site. Addendum C ~~will contain~~s a sample comparison chart.

9. The chairperson/coordinator will bring recommendation(s) from the committee to the Executive Board.

10. The Executive Board will make the final decision. No written agreement or contract with a facility shall be signed on behalf of the Association until the Executive Board reaches a decision. The president will sign the official contract with the facility chosen.

11. The site selection firm will be compensated by commission fees and reward points. If reward points are offered to the site selection committee, request the ability to reassign points to the President-Elect at the time of the conference if possible.

~~10. It is imperative that any reward points from the facilities be granted to the Association, if possible. If not possible, the points should be granted to the president-elect and be able to be reassigned to another board/association member as deemed necessary by SCASFAA. If this is not possible, the committee will request that no reward points be granted for the site chosen.~~

Addendum A – Tentative Conference Agenda (Example of a Sunday – Wednesday format)

This agenda is a sample only. Consult with the Board to determine the format currently preferred. Length and start day of week are subject to change. Note that travel on the weekends may be prohibited by ED and certain institutions.

1. Opening Board Meeting – Sunday Morning/Afternoon (meeting space)
2. Lunch for conference committee and board
3. Vendor Set-up
4. Conference Committee meeting (meeting space) if desired
5. Registration tables
6. Possible room if having pre-conference session
7. Opening business meeting (general session)
8. President's reception ~~of choice~~
9. Evening activity (if desired)

Monday

1. Continental or other breakfast
2. Either general session or block of concurrent sessions (3 rooms)
3. Either general session or block of concurrent sessions (3 rooms)
4. Luncheon in meeting space

5. Either general session or block of concurrent sessions (3 rooms)
6. Either general session or block of concurrent sessions (3 rooms)
7. Possible dinner on your own
8. Evening activity

Tuesday

1. Continental or other breakfast
2. Either general session or block of concurrent sessions (3 rooms)
3. Either general session or block of concurrent sessions (3 rooms)
4. Lunch on your own (if desired)
5. Either general session or block of concurrent sessions (3 rooms)
6. Either general session or block of concurrent sessions (3 rooms)

~~7. President's reception~~

8. Awards Banquet
9. Entertainment

Wednesday

1. Plated Breakfast
2. General Session
3. Closing business meeting

Hotel Room block – 70 each night with 2 days prior and 2 days after counting in room block (adjust as needed and provide to hotel). Be sure that rooms 2 days before and 2 days after count into the room block.

Addendum B - Site Selection Checklist

A. Registration and Guest Rooms

1. How many rooms are available?
2. What are the room rates and applicable taxes and service charges?
3. What is the policy on complimentary rooms?
- ~~4. Will the hotel provide room reservation form or on-line process?~~
5. Is an advance deposit required? **i.e, are credit cards charged immediately?**
6. What is room block deadline and at what point are unreserved rooms released?

~~7. What are the charges for wireless internet access—in guest rooms and meeting space?~~

7. Is wireless internet available in the guest rooms? Associated charges?

8. Will the hotel honor government rates in lieu of conference rates?

9. Do the rooms have flat rate charges or do the rates increase with a second, third, or fourth occupant? If so, what is per person cost?

10. What is the cancellation policy for rooms?

11. What dates are available at facility? (give at least 2 potential dates)

12. Does the hotel allow room block credit for those who reserve outside room block (name sweep)?

B. Meeting Rooms

1. How many meeting rooms are available?

2. What is cost of meeting room space?

3. What are their maximum room capacities?

4. Are there pillars or obstructions in the room?

5. Is audio-visual equipment readily available? What is A/V policy for hotel?

6. Are there distractions (open windows, outside noise, etc.) in the meeting area?

7. Are there sufficient meeting rooms available to accommodate the number of expected concurrent sessions without breaking down the General Session room?

8. Is wireless internet available in the meetings rooms? Associated charges?

C. Exhibit Area

1. How many square feet are available?

2. Is there easy access for loading/unloading?

3. Is the lighting adequate?

4. Is exhibit area near the meeting rooms and will breaks be held in vendor area?

5. What are the rates? Are there extra charges for tables, chairs, etc.

6. Does the exhibit area have high-speed Internet? wireless Internet? Associated charges?

7. Is a drayage company involved? If so, how are the charges calculated and billed?

~~8. If applicable, will electricity or Internet access be billed through the hotel or through a drayage company?~~

8. Is there adequate security? Can the exhibit area be locked when not in use?

D. Hotel Appearance

1. How would you rate:

- a. guest rooms?
- b. meeting rooms?
- c. lobby area?

2. How would you rate:

- a. furnishings and decor?
- b. housekeeping?
- c. food service?
- d. check-in and front-desk service

E. Hotel Services

1. Is there adequate parking and what is the parking fee?
2. Will SCASFAA registration area be convenient?
3. What types of equipment, technical equipment, etc. are available?
4. What types of restaurants, entertainment, and sports facilities are available?
5. What types of shops, etc. are convenient?
6. What types of transportation are available?
7. Does the hotel have airport pick-up for special guests?
8. Does the hotel have a shuttle to/from surrounding areas?

F. Food Service

1. Are the banquet and luncheon menu varied as to selection and price?
2. Will the hotel change specific items on a given menu?
3. When must a guarantee be given for a meal function?
4. What is food, beverage minimum and bar fees?
5. How many additional places, above the guarantee, will the hotel set?

G. Accounting

1. How does the hotel handle master billing?
2. How does the hotel package pricing for audio-visual?
3. What are the credit requirements?
4. Is additional event insurance needed?

5. What is cancellation clause for weather events, national disasters, war, pandemics, etc.?

H. Miscellaneous

1. Are there special features that make the hotel unique?
2. Are there other major conventions booked for the same dates?
3. Are the hotel facilities available if we were to begin the convention one day earlier?
4. Do we anticipate that hotel and sales staff used through the site selection and planning process will change prior to the start of the conference?

Keep copies of all written, email, contractual, and verbal correspondence for association reference.

Addendum C – Site Selection Comparison

No changes