



Commitment



South Carolina Association
of
Student Financial Aid Administrators

2021-2022 Executive Board Meeting- Transition Day 2

DATE 6/8/2021

LOCATION Embassy Suites, Myrtle Beach, SC

Present

Traci Singleton
Zach Christian
Carolyn Sparks
Ana Mountjoy
Kyle Wade

Michelle Jacobson
Holly Gilliam
Melanie Gillespie
Michelle Upchurch
Elizabeth Milam

Shannon Jones
Samantha Hicks
Adam Ghiloni
Regina Haley Smith
Missy Perry

VIA ZOOM

Danielle Rymer

Nicole Brownlow

Meeting

Just before the meeting could be called to order, there was the Emergency Alarm sounded and we were required to evacuate the building. It was a test drill and we were allowed back in the building after just a few minutes.

Madame President Carolyn Sparks called the 2021-2022 Executive Board Meeting agenda to order at 9:11AM. 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 non-standing committees.

There was no old business to report.

SASFAA Update – Carolyn Sparks

The Inaugural Diversity Leadership Program kicks off soon. Kala Hudson of Converse College is among the first 3 selected to be in the group. We are very proud to have someone from SC selected to be in the first group.

Transitional Board meeting will be in Orlando June 19-22.

Annual Conference will February 18-23 in Alabama.

SASFAA Volunteer for 2021-2022 is Sarah Dowd, holding office of Secretary.

Report of Officers

President – Carolyn Sparks reported –

SCASFAA Board Duties and Responsibilities

- Board meeting will be time efficient and productive.
- Know the responsibilities for your position.
- Submit board reports a week prior to meetings. Send directly to Michelle Upchurch, Secretary. It was decided that reports will be uploaded to the Google Drive. Zach will help Michelle to set it up send out instructions to the board.
- Read the reports before the meeting and do an actual report at the meeting instead of just reading your report to the board.
- Let Carolyn know ahead of time if any actions need to be added to the agenda.
- Carolyn will send out the agenda 2 days before the meeting.
- Carry out the SCASFAA mission. The Mission Statement can be found on the front of the P&P.
- We have a fiduciary responsibility to the association. We are reliant on memberships and sponsorships. The board needs to very careful with expenses. Be mindful of school budgets and time.
- The Ethical Behavior Statement needs to be sent out each year.

Melanie Gillespie did a Parliamentary Procedures Refresher. Each member was given a copy of Roberts' Rule of Order. Melanie points she felt were most important.

- Only elected officers vote. The president does not vote unless there needs to be a tie breaker.
- Committee chairs can bring motions to the board and be a part of discussions.
- Need to know what your part is and read the P&P and Bylaws. Know your responsibilities.

Break at 9:50AM

Reconvened at 10:08AM

Past President – Traci Singleton – Stated her duties will be to do nominations and elections. She will call for nominations just before the fall conference.

Vice President/ Professional Development – Samantha Hicks – She is really excited about her new position on the board. She has been thinking about ideas for the coming year and for virtual training. She would like to see us offer NASFAA-U Credentials, a May Leadership Symposium and to see the SCASFAA Linked In more useful. Adman Gihiloni stated that the Legislative Relations Committee can work with her on training.

President Elect/Special Projects – Missy Perry reported – she is finalizing the Conference Chair for 2022-2023.

Secretary/ By Laws – Michelle Upchurch reported – No Report. It was brought to Michelle's attention that name tents need to be created for use at in person meeting.

Treasurer/ Budget –Michelle Jacobson reported – She will send out budget requests information soon. SCAFAA can reimburse travel if requests are sent in within 30 days. Requests should include forms and receipts. Forms are on the web-site. The forms will be added to the Google Drive.

Treasurer/Elect - Regina Hailey Smith reported – Membership forms will be available July 1. Board members need to renew and pay memberships before they can vote. There will be a vote in July on our budget. Payment address needs to be updated.

Member At Large – Holly Gilliam reported – she is excited about this opportunity. She would like to create a Listserv for all new members. She wants to be able to send out info to just new members.

Committee Reports

Advisory to CHE –Vanessa Childs – not in attendance, Carolyn will get with Vanessa about her expectations for the coming year.

Communications – Ana Mountjoy reported – She plans to publish a newsletter before August. Michelle Upchurch will send templates and timelines for newsletters.

Consumer/ Counselor Relations – Danielle Rymer reported – she will get with Kelly Savoie about transitioning into the role. It was decided by the full board to change the name of this committee to Financial Awareness Committee. Michelle will make change to P&P.

There was discussion to change the name of this committee to Financial Awareness Committee. It was decided to make the change and Michelle Upchurch will update the P&P.

Loan Agency Liaison – Shannon Jones reported – She would like to see the name of this committee changed to broaden the coverage for all sponsors. Shannon made the recommendation to change the name to Business Partner Committee. Carolyn called for a vote, board unanimously voted to change the name to Business Partner Committee.

Electronic Services – Zach Christian reported – Updates were sent out a few weeks ago about the SCASFAA Google Calendar. If any one needs to update or add events please contact Zach.

The committee has a meeting planned for the week of July 19. Danielle, Kelly and Zach have been working on updating the webpages. The listserv will be updated with new board members before July 1. He will send out a test email once it is updated. He can help create other listservs as needed.

Financial Planning – Elizabeth Milam reported – Taking over for Earl will be big shoes to fill. The association keeps really good records. She will be doing quarterly reviews. She will learn his procedures.

Zach stated that the President, Secretary and Treasurer need to meet with Elizabeth, the Financial Planning chair at the SCTG Commission office to go over the archives.

Global Issues – Carolyn reported there is no chair at this time. If there are no objections, she does not plan to fill this position for 2021-2022. No objections.

Legislative Relations – Adam Ghiloni reported – He would like to make some Hill visits this year and work on relations with the state. HE is open to any ideas and wants to be a good advocate for the association.

Conference – Melanie Gillespie reported – She sent out a survey to the membership to what the associations comfort level was about having face to face conference.

85% individuals are comfortable with face to face

85% institutions are comfortable with face to face

35% enjoyed virtual

Copy of the full survey results is attached.

There has been a lot of discussion with the hotel concerning the contract for the fall conference.

The conference will begin Sunday afternoon and end Tuesday around lunch time. The room rate will be \$157 a night. This price is good for up to 3 days prior and 3 days after the conference days. There will be no increase to the conference fees.

Melanie will send a “Save The Date” email out and a shell agenda so schools can start planning and make a commitment to attending.

There is minimal risk to having a face to face conference. She will work on a budget. She wants to have a good quality event.

Carolyn stated we need to build a good selection of sessions.

Earnest has volunteered to purchase WIFI for the conference.

Site Selection – Jennifer Williams – not in attendance. Carolyn will get with her concerning her expectations.

Association Involvement and Leadership Force – Kyle Wade reported – He will start studying the P&P to learn his role.

Sponsorship – Nicole Brownlow reported via ZOOM – She is home waiting on the arrival of her baby. She is looking forward to work with Shannon and the other vendors. She is looking forward to the in-person conference this fall. Please let her know of any ideas you may have for the committee.

Long Range Plan – Traci Singleton reported – She will reread the plan.

New Business

No new Business.

Announcements and Closing Remarks

Carolyn thanked everyone for participating for 2021-2022.

Adjourned 11:54 AM.

Respectfully Submitted,

Michelle Upchurch
2020-2021 SCASFAA Secretary

DRAFT

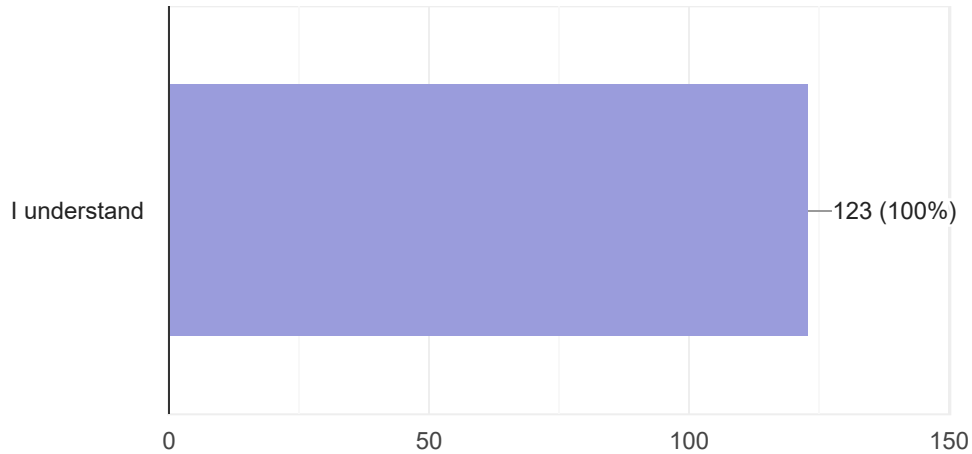
SCASFAA Conference October 17-20, 2021

123 responses

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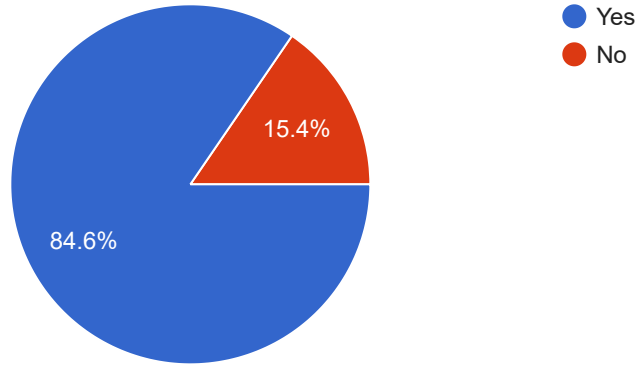
The following questions will be based on your own personal preference as well as your institution's policy and budgets. Please answer each question as instructed. Please know that there will be enough questions asked for you to express concerns. If not, there will be a "tell me anything else I need to know" at the end.

123 responses



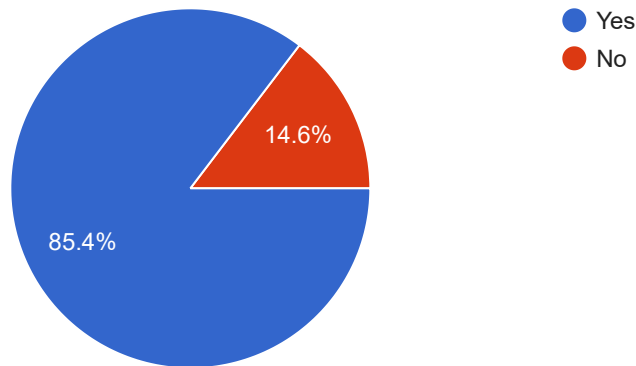
Do you (personally) feel comfortable gathering for a face to face conference knowing that extra sanitation protocols will be in place, and MANY have been vaccinated?

123 responses



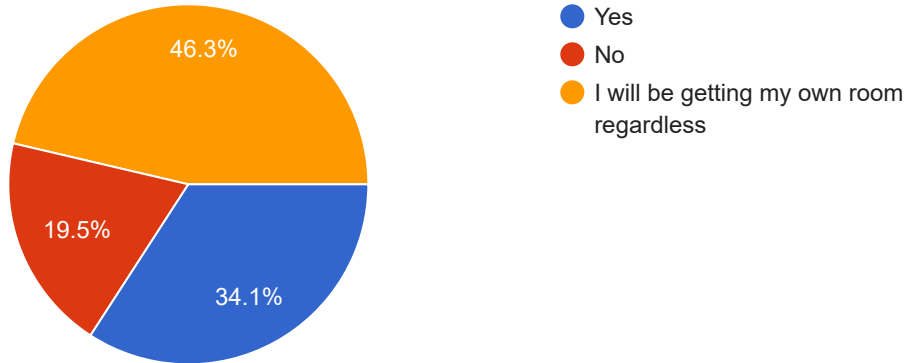
Registration will open July 1, will your institution support you attending a face to face conference, in state (Myrtle Beach), if SCASFAA can provide a detailed sanitation and safety protocol to be followed at the conference?

123 responses



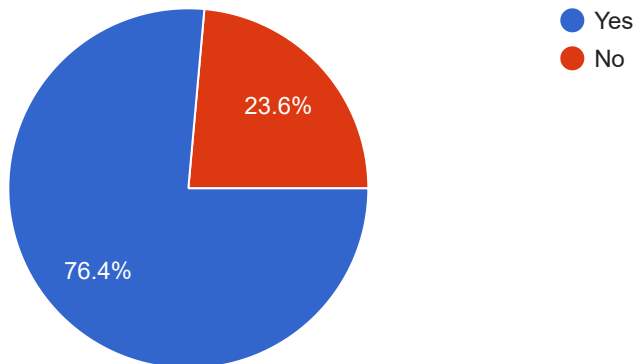
The Embassy Suites provides breakfast for all guests and room sharing is always a good suggestion for those on tight budgets. This could be the case for many institutions this year as fall enrollment often dictates spends. Is this something you would consider to be able to attend the conference? (Need to know for room block on contract. We will not be assigning rooms, this is just a cost savings suggestion for those who may need it).

123 responses



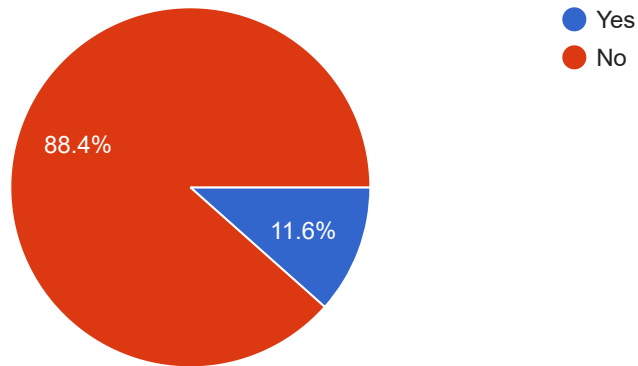
Does your institutional budget support travel for 2021-2022 academic year? (Registration is \$215, same as 2019, Embassy Suites \$179 per night)

123 responses



Are there additional things I need to know that have yet to be asked?

121 responses



If you answered yes, please explain.

15 responses

I actually don't know the budget /travel capacity of our university, so answers to any questions surrounding that data are inaccurate and only provided because it was a mandatory field. also, the use of the word "crazy" is ableist, perhaps we could have used a different phrase (unrelated to mental health) here?

I wish survey had maybe. Right now we think we'll be allowed to travel, but we won't know budgets and travel ability until August. I'm also concerned until kids under 12 can be vaccinated. The vaccination rates in South Carolina are really concerning so I expect a lot of attendees would be unvaccinated.

If attending the conference and live in the area, will participant get meal tickets upon paying to attend the conference?

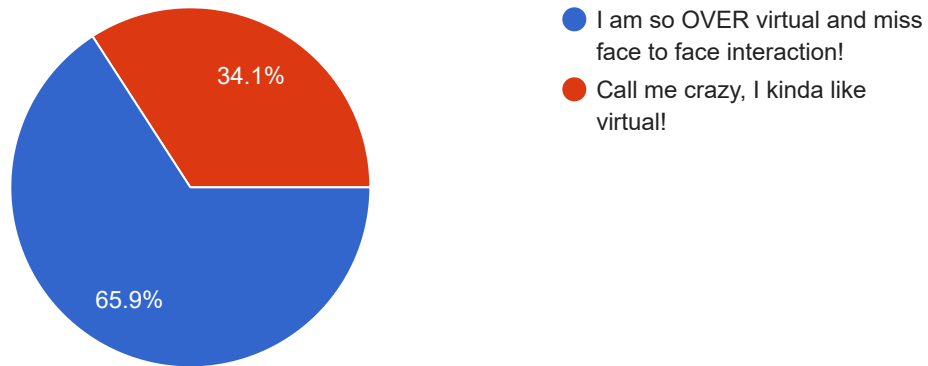
Our administration has not yet provided guidance on Fall travel. We are currently not traveling. All of my "yes" answers are actually "I'd love to attend in person", but I'm still not sure.

Our institutions has not yet lifted the no travel order. Don't know if this will still be true in October, so answers could change if institution changes policy



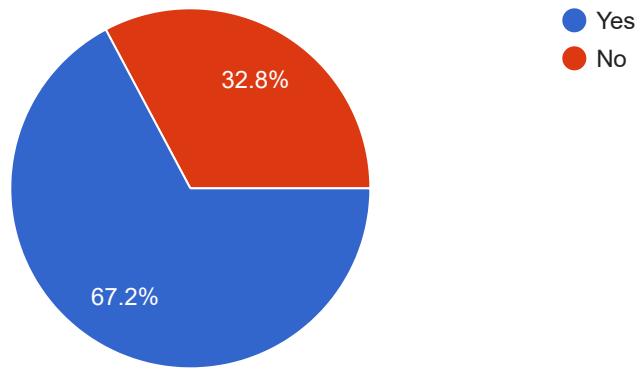
How ready are you to ditch virtual learning and get back to networking with your peers?

123 responses



Based on all of the information you have read and know about your own personal preferences as well as institutional budgets, do you plan to attend the conference if it is face to face?

122 responses



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Google Forms





SCASFAA 2020-2021 Board Report

Date	07JUN2021
Committee	Financial Planning
Committee Chair	Earl Mayo
Vice-Chair	Tasha Morgan (SWU)

Committee Member	Institution
Zach Christian	SC Tuition Grants
Nancy Tate	Lifetime Member
Elizabeth Milam	Clemson
Melanie Gillespie	Tri-County
Missy Perry	Piedmont

Goals:

Conduct Financial Review for 2019-2020.

Conduct Quarterly Financial Reviews.

Input monthly investments income into QuickBooks.

Work with Treasurer and Treasurer-Elect to review and update SCASFAA Financial Management Guide.

Accomplishments:

2019-2020 Financial Review completed and submitted October 16, 2020.

Monthly investments income input to QB is up to date.

2020-2021 First and Second and Third Quarter Reviews Completed.

Third Quarter Review attached.

Will need all documentation for Fourth Quarter Review by July 7.

Submitted by:

Earl Mayo
Chair

SCASFAA QUARTERLY FINANCIAL REVIEW

JANUARY 1, 2021 – MARCH 31, 2021

1. The following Minutes are posted to the web site:
 - a. No Minutes have been posted to the SCASFAA Website since December 2020. Please be sure all Minutes for 2021 Meetings from January 1 through June 30 are posted by July 1, 2021.
2. Beginning check number for Third Quarter is 2843.
3. Sufficient descriptions on QuickBooks entries for expenses.
4. Next available check for Third Quarter is 2847.
5. Bank Account Reconciliations are complete.
6. All documentation for deposits and disbursements is in order.
7. Amounts on Balance Sheet for March 31, 2021, are correct:
 - a. Checking: \$65,344.20
 - b. Money Market: \$0.00
 - c. LT Investments: \$109,072.26
 - d. ST Investments: \$101,366.88
8. Membership (Total Year-to-Date):
 - a. Wild Apricot: 317
 - b. QuickBooks: 317
 - c. Balanced.
9. Sponsorship (Total Year-to-Date):
 - a. Wild Apricot: 13 (5@\$1,250; 6@\$750; 2@\$500)
 - b. QuickBooks: 13 (5@\$1,250; 6@\$750; 2 @ \$500)
 - c. Balanced.
10. Event Registration Payments for the Quarter (Annual Conference):
 - a. Wild Apricot: 0
 - b. QuickBooks: 0
 - c. Balanced.
11. During the year, follow or complete all recommendations from the 2019-2020 Financial Review (October 16, 2020).

SCASFAA

Balance Sheet

As of March 31, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
BB&T Checking	65,344.20
Edward Jones-Money Market	0.00
Wells Fargo Checking	0.00
Total Bank Accounts	\$65,344.20
Other Current Assets	
Edward Jones-LT 50/50	109,072.26
Edward Jones-ST 35/65	101,366.88
Total Other Current Assets	\$210,439.14
Total Current Assets	\$275,783.34
TOTAL ASSETS	\$275,783.34
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
Opening Balance Equity	220,442.14
Retained Earnings	32,788.70
Net Income	22,552.50
Total Equity	\$275,783.34
TOTAL LIABILITIES AND EQUITY	\$275,783.34