2023-24 Executive Board Meeting
Thursday, April 18, 2024
Zoom Meeting

Present
Zachary Christian  Jessie Kiser  Kyle Wade  Melanie Gillespie
JW Kellam  Danielle Rymer  Elizabeth Milam  Holly Gilliam
Missy Perry  Tosh Greathree  Joey Derrick  Kala Hudson
Regina Hailey-Smith  Nicole Burton  Jennifer Williams  Katie Harrison
Michelle Upchurch  Ashley Pickett  Sarah Dowd  Ana Montjoy

Meeting Minutes

President Christian called 2023-24 Executive Board Meeting to order at 10:03 am and a quorum was established.

Action Item: Approval of Agenda with authority given to the President to make changes as needed to facilitate the flow of business. All members in agreement to continue.

Action Item: Review of Meeting Minutes from January 29, 2024, Board Meeting. Stand approved as submitted and will be filed.

SASFAA Update Zachary Christian

- NAOW, Spartanburg, SC June 2-7, 2024
Report of Officers

President Zachary Christian

**Action Item:** A motion was made to move the Dr. Witten Professional Development Scholarship Policies and Procedures from Code 102.3 (President-elect) to Code 103.4 (President). Approved. The P&P will be updated.

**Discussion:** It was suggested by Zach that applicants for the Dr. Witten Professional Development Scholarship not be considered if the current SCASFAA president works in the same institution. It was suggested instead that if an applicant works at the same institution as a voting board member, then that board member will recuse themselves from voting on the applicant’s application.

**Action Item:** A motion was made to update verbiage in the P&P regarding the Dr. Witten Professional Development Scholarships to reflect that if an applicant works at the same institution as a voting board member, then that board member will recuse themselves from voting on the applicant’s application. **Approved.** The P&P will be updated.

**Action Item:** Move to eliminate an incomplete Dr. Witten Professional Development Scholarship application for the SASFAA New Aid Office Conference because it is incomplete (missing letter of recommendation). **Approved.** This application will not be considered.

**Action Item:** A motion was made to offer both eligible applicants a Dr. Witten Professional Development Scholarship toward the cost of the SASFAA New Aid Office Conference that will be held in June. Approved. The scholarship will be awarded to Denisse Elsevyf and Keonia Zambrana (Midlands Tech)

**Discussion:** Sarah suggested that we outline and confirm the process for how applications will be compared and selected in the future.

Past-President/Elections & Nominations Missy Perry

No updates at this time.

Vice President/Professional Development Regina Hailey-Smith

No updates at this time.

President-Elect/Special Projects JW Kellam
Report stands. Over 50 registrants at the New Aid Officer Conference. Sends thanks to all participants. The Leadership Symposium is upcoming at Clinton College.

Secretary/By Laws Danielle Rymer

January minutes have been approved. No other updates.

Treasurer/Budget Michelle Upchurch

Report stands.

Treasurer-Elect Jessie Kiser

No updates at this time.

Member at Large/Membership Destra Capers

No updates at this time. Not present at meeting.

Committee Reports

Communications Tosh Greathree (Chair) and Sara St. Pierre, Vice Chair

Report stands. No updates at this time.

Electronic Services Kyle Wade (Chair) and Rachel Elkins, Vice Chair

Report stands. No updates at this time.

Financial Awareness Nicole Burton (Chair) and Ashley Pickett, Vice Chair

**Action Item:** A motion was put forward to remove 100.4 & 100.5 from the P&P, which have not been practice in many years. **Approved.** The P&P will be updated.

**Action Item:** A motion was put forward to update Code 107.1; Change Budget Code 207 to “Financial Awareness” and Remove Budget Code 215. **Approved.** The P&P will be updated.

**Action Item:** A motion was put forward to revise 114.2C to be as shown below. **Approved.** The P&P will be updated.

*The Financial Awareness Committee is a Non-Standing Committee.*
1. Develop and disseminate information concerning financial aid opportunities and financial planning/literacy information to as wide an audience as possible through use of available media and at workshops, where appropriate.
2. Seek input from secondary school counselors and personnel concerning financial aid and training needs.
3. 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 while also enhancing the availability of financial aid information to consumers.
4. Work in collaboration with the Commission on Higher Education to solicit membership involvement in College Goal and other college access opportunities.
5. Work with the Electronic Services committee to update and maintain the information published on the SCASFAA website.
6. 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.
7. Complete the duties as assigned in the Long-Range Plan.

Action Item: A motion was put forward to strike 114.2D – “Financial Awareness Committee Goals” and renumber the P&P as follows. Approved. The P&P will be updated.

114.2C – Legislative Relations Committee as 114.2D
114.2D – Long Range Planning Committee as 114.2E
114.2E – Membership Committee as 114.2F
114.2F – Communications Committee as 114.2G
114.2G – Electronic Services Committee as 114.2H
114.2H – Nominations and Election Committee Goals as 114.2I
114.2I – Professional Development Committee Goals as 114.2J
114.2K – Program Committee Goals as 114.2K
114.2L – Site Selection Committee Goals as 114.2L
114.2M – Special Projects Committee Goals as 114.2M
114.2N – Research Committee Goals as 114.2N
114.2O – Sponsorship Committee Goals as 114.2O
114.2P – Diversity, Equity, and Inclusion Committee Goals as 114.2P
114.2Q – Peer Support Network Goals as 114.2Q
114.2R – Financial Planning Committee as 114.2R
114.2S – Volunteer Committee as 114.2S
Financial Planning Elizabeth Milam

No updates.

Diversity, Equity, and Inclusion Holly Gilliam, Co-Chair and Kala Hudson, Co-Chair

Report stands. Offers thanks to those who participated in their most recent session.

Legislative Relations Joey Derrick

Report stands. No updates.

Loan Agency Liaison: Ray Jones

No updates. Not present at meeting.

Long Range Planning Katie Harrison

Report stands. Will be presenting the new long-range plan at Transition.

Conference Jennifer Williams

Discussion Item: Virtual Training Summit

Action Item:

Update the Program Committee Goals (114.2K (new numbering)) to include the possibility of a Summer Training Summit, by adding section 6, and renumbering the remaining goals. Approved. The P&P will be updated.

6. At the discretion of the President, coordinate the Virtual Training Summit to provide additional sessions or follow-up topics to those held during the Annual Conference in accordance with 113.3.

6. 7. Actively solicit involvement by members of the financial aid community.

7. 8. Develop specific annual objectives to be undertaken by the Committee as appropriate.

8. 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.

9. 10. Complete the duties as assigned in the Long-Range Plan.
Action Item:

Add section 113.3 Summer Training Summit under Code 113 Program. **Approved.** The P&P will be updated.

1. The Chairperson of the Program/Conference Committee shall, at the discretion of the President, be responsible for coordinating and planning a fully virtual training summit, to be held late in the membership year.
2. If offered, the virtual training summit should be provided at a low cost ($15 or less) or no cost to current members of the Association and held via a video conferencing service (ex. Teams, Zoom, WebEx).
3. Session topics should be in addition to, or follow-up for, sessions held during the Annual Conference, and the Chairperson of the committee shall work with the Vice President & Professional Development Committee to ensure the event and topics do not overlap with any other professional development training opportunities (i.e., Leadership Symposium).
4. Sessions should be spread out over the course of a few days, allow registrants the opportunity to attend as many sessions as possible. If presenters are amenable to recording, recordings should be posted to SCASFAA’s unlisted YouTube channel within a reasonable timeframe and made available to all registrants first.

**Sample Structures to assist with planning purposes:**

**Example 1**
Monday: 10AM-11AM (Session 1)
Tuesday: 2:00PM-3:00PM (Session 2)
Wednesday: 11:00AM-12:00PM (Session 3)

**Example 2**
Tuesday: 10:00AM-11:00AM (Session 1) and 2:00PM-3:00PM (Session 2)
Wednesday: 9:00AM-10:00AM (Session 3)
Thursday: 1:00PM-2:00PM (Session 4)

**Site Selection Sarah Dowd**

**Action Item:** Hotel Contract for Fall 2025 Annual Conference. The proposal is to go with Embassy Suites Mount Pleasant location. **Approved.** The committee has been tasked with moving forward with a contract.

**Sponsorship Melanie Gillespie**

**Discussion Item:** 2024-25 Sponsorship Levels. Melanie suggested that we do not raise the rates for sponsorship in 2024-25 but keep them the same as 2023-24.
Action item. The Sponsorship levels will remain the same in 2024-25 as in 2023-24. Approved.

SC LEAD Program Ana Montjoy

No updates at this time.

Past-President Council Task Force Kisha Howze

No updates at this time.

New Business - None
Old Business - None

Announcements and Closing Remarks

Next Board Meeting – Tuesday, June 11, 2024 – Greenville, SC

The President adjourned the E-Meeting at 12:16 pm.
Respectfully Submitted,

2023-24 SCASFAA Secretary