

**South Carolina Association of Student Financial Aid Administrators  
Spring Board Meeting  
June 8, 2016  
Springmaid Beach, Myrtle Beach SC**

**Present:**

Elizabeth Milam	Kevin Perry	Jennifer Williams	Earl Mayo	Katie Harrison
Donna Quick	Traci Singleton	Joey Derrick	Kisha Dawkins	
Zachary Christian	Kyle Phillips	Kelly Savoie	Biz Daniel	

**Absent:**

Jan Price	Cindy Peachey	DJ Wetzel	Carla Brewer	Nancy Garmroth
Chuck Sanders	Angela Fowler	Melanie Gillespie		

**Call to Order and Establishment of Quorum**

***Action Item: Approval of agenda with authority given to the president to make changes as needed in order to facilitate the flow of business***

President Perry welcomed the board and called the meeting to order at 9:33 AM. A quorum was established with the majority of voting members present. Elizabeth Milam moved to approve the agenda with authority given to the president to make changes as needed in order to facilitate the flow of business. Traci Singleton seconded the motion; motion passed.

***Action Item: Approval of Non-Standing Committees***

Donna Quick moved to approve the non-standing committees listed, it was seconded by Jennifer Williams; motion passed.

**Old Business:**

**Presentation of 2016-2017 Theme- Kevin Perry**

***Discussion: Charity and slogan***

President Perry theme for 2016-2017 will be related to Autism Awareness. Champion Autism Network is an organization that works with autistic children to help them have the most normal like. This organization helps to make Surfside Beach an autistic friendly city and they are working on surrounding areas. Champion Autism Network will be the charity this year.

**SASFAA Update- Elizabeth Milam**

The transition board meeting will be held next week (June 12<sup>th</sup>-15<sup>th</sup>) in Tampa, FL. The following SCASFAA members will be attending: Ken Cole, Caroline Sparks, Kevin Perry, Elizabeth Milam and Jenny Hammett.

**Parliamentary Procedures Refresher- Donna Quick (see attachment)**

**Report of Officers**

**President-Kevin Perry (not sure if there was any additional information)**

**Past President-Elizabeth Milam**

Past-President Elizabeth Milam reported that she will follow-up on the P&P changes recommended by Kenneth Cole. The goal is to align nominations from the floor with electronic voting. She will begin work on the slate for 2017-18 with the goal of a dual slate for each office.

**Vice President-Jennifer Williams**

Jennifer will transition with Melanie. The goal is to present meaningful training to speak to issues we are dealing with this year.

**President-Elect-Special Projects/Long-Range Plan-Donna Quick**

*Discussion: Increase in membership “diversity”*

**Secretary/By Laws-DJ Wetzel** – (absent, no report)

**Treasurer-Cindy Peachey (absent)** – Earl Mayo reported for Cindy

*Discussion: Reimbursement/Travel procedures training and forms*

Earl explained the reimbursement/travel procedures. Electronic signatures are allowed. The committee chairperson’s signature is needed but does not require the President’s signature unless the payment/reimbursement is over a certain amount. Committee chairperson, please review your budget from 2015-16 and make plans for 2016-17. Cindy will be sending an e-mail requesting your committee’s projection for the year.

**Treasurer-Elect-Traci Singleton**

She will be transitioning with Cindy to start her duties.

**Member-at-Large-Zach Christian**

The committee’s goal is to continue working toward increasing our membership numbers, and will be working with Electronic Services to create a straightforward location on the SCASFAA website to highlight the perks and additional ways for our members to get involved (currently found in various places across the website). Mainly to encourage schools to support their staff becoming members and maintaining their membership.

**Committee Reports**

**Advisory to CHE (Non-Standing)-Carla Brewer** – (absent)

President Perry reported that the committee will be working with the Legislative Committee to work on our state’s information

**Communications (Non-Standing)-Kyle Phillips**

*Discussion: Communication plan (newsletter, blog, email, Facebook)*

Committee’s goals:

- Work on P &P to remove reference to blogs
- Make a hoot suite & Instagram account to link social media accounts

**Consumer/Counselor Relations (Non-Standing)-Kelly Savoie**

*Discussion: Renaming*

Committee’s goals:

- End August/Beginning of Sept. working to get on agenda at SC School Counselor Conference hosted by CACRAO
- Palmetto School Counselor Association: submitted session proposal on behalf of SCASFAA Getting with SC Attorney General Office to understand Financial Literacy Program rolled out in December and how Colleges/Universities can utilize
- College Money Smart week – working on
- Kelly to work with Karen and others in putting together Counselor Newsletter that can be sent out on Guidance Counselor listserv with updates

#### **Electronic Services-Katie Harrison**

- Katie will be working with DJ prior to June 30<sup>th</sup> to prepare the membership application for the new year
- She recommended the Association purchase at least one additional LCD projector from the Electronic Services budget since we will not have a payment due to Wild Apricot this year
- She stated a goal of reviewing the website and making changes and improvements as needed throughout the year
- She stated a goal of reviewing the by-laws and recommending any necessary changes to streamline them to reference electronic/digital formats, specifically related to voting ballots
- Joey Derrick recommended doing some research into whether or not it would be feasible to go back to ATAC or another company that would manage our website as they have done in the past; Considering the Wild Apricot contract will be up for renewal in October 2017, it would be best to begin the research process this year to make any recommendations. She stated she would research some information and potentially ask for a pricing proposal for the Board to review.

#### **Financial Planning (Ad-Hoc, Non-Standing)-Nancy Garmroth – (absent)**

President Perry reported that we have a co-chair this year. Nancy will be training Angela to chair this position in the future.

#### **Global Issues (Non-Standing)-Jan Price (absent)**

President Perry reported that Jan will be working with him to create goals for the committee this year

#### **Legislative Relations (Standing)-Joey Derrick (see attachment)**

#### **Loan Agency Liaison-Chuck Sanders (absent, no report)**

#### **Long-Range Plan Committee- Kisha Dawkins**

Kevin will send Keisha a copy of plan to review the time line of projects, etc.

#### **Conference Committee- Biz Daniel**

Biz transitioned with Katie; she will start making plans for our spring conference

#### **Site Selection (Non-Standing)-Earl Mayo**

The committee will be communicating the new structure of conferences to the membership. Once we hear from the membership a decision will be made for 2019. A survey will be sent to the membership to decide the structure.

**Sponsorship-Melanie Gillespie** – (absent)

***Discussion: Sponsorship levels and pricing***

Sponsorship levels will be reviewed and a proposal will be put in place for the budget meeting. The Executive Board will vote on the changes electronically.

**New Business**- none

**Announcements and closing remarks**- none

**Next Board Meeting**- October

It was moved by Jennifer Williams and seconded by Zach Christian to adjourn the board meeting, motion passed. Meeting adjourned at 12:02 pm.

Respectfully submitted,

***Traci Singleton***

Traci Singleton recorded for DJ Wetzel

***Kevin Perry***

Kevin Perry

SCASFAA President 2016-2017