

NeASFAA Board of Directors Meeting
Friday February 20, 2015, Nebraska Wesleyan University

Present: Matt, Bailey, Andrew, Kent, Linda, Lani, Erin, Hylee, Ritchie, Mary, Stacy D, Wendy, Kay, Marty, Tom, Gina

Matt called meeting to order at 9:10 am.

Tom moved to approve agenda, Marty seconded. Agenda was approved.

Tom moved to approve minutes as corrected, Erin seconded. Corrected minutes were approved.
Corrected items: Tom was present at meeting. Language for P&P regarding membership policy change was inadvertently left out of minutes under continued business; added language to minutes.

Officer Reports

President: written report attached

President Elect: written report attached

Past President: no report

Treasurer: written report attached

Matt asked about \$23 nonprofit fee. State sends reminder when due. Also need to submit change of agent;
Marty included in timeline, but should also be in P&P

Secretary: no report

Sector Representative Reports

Private Career: no report

Two-year Public Institutions: no report

Private Colleges and Universities: no report
Bailey mentioned that Margie Harris is retiring

Four-year Public Colleges and Universities: no report

Associate Membership: no report

Committee Reports

Professional Development Committee: written report attached
Registration is live today (2/20). Mary asked sector reps to push information out to members.
Business meeting will be on Thursday. Lots of good breakout sessions.

Nominations and Elections: written report attached

Membership: no report

Finance and Audit: written report attached

Corporate Development: written report attached

Communications: written report attached

Linda and Lani will attend SOCS spring training. They have new mobile app.

Awards: written report attached

Will extend invite to retirees to conference to be recognized

Association Governance: no report

State Legislation Task Force update

Stacy D is new chair. They have had a couple of conference calls in which they reviewed charter and purpose. Task force would like Matt to attend hearings on behalf of association on March 2. Matt asked for committee to give him some talking points

Continued Business

Motion out of AG Committee to take all incidental word changes to the association for approval as outline in the bylaws, Erin seconds. Motion approved.

Motion out of AG to take amended bylaws to association for approval as proposed by AG, Bailey seconds.

Discussion on why the change in bylaws. Bylaws are legal binding document and should be broad and flexible. Be more specific in the P&P.

Discussion on Article V, Section 15 to strike all. Do committees have any power to take authority? Document was written before email; now can vote via email rather than schedule in person meeting. Kay suggested striking the current language and replacing with the following language to Article V, Section 1:

Strike: Subject to the limitations of the Articles of Incorporation of the Corporation, the Bylaws and the laws of the State of Nebraska, the affairs of the Corporation shall be managed by the Board of Directors.

Replace with: All corporate powers of the association shall be exercised by the Board of the Directors and the activities and affairs of the association shall be managed by or under the direction and subject to the oversight of the board.

Tom & Bailey approve to add this language to the original motion.

Discussion on Article VI, Sections 6-10 to strike all. May want to keep very general statement of each instead.

Tom & Bailey approve to not strike Sections 6-10 to original motion. AG will review again, provide language and bring back to BOD.

Discussion on Article VII, Sections 1-8.

Motion approved.

Motion out of AG to remove current Membership and Communications language from P&P and adopt language proposed for new Membership Communications Committee, pending approval of the bylaws. Erin seconds.

Change few typos. Name of committee is Membership Communications.

Motion approved.

Motion out of AG to remove current PDC and Awards language from P&P and adopt language proposed for new Professional Development and Recognition Committee, pending approval of the bylaws. Bailey seconds. Mary discussed awards section. What awards are given and who are they given by? She spoke about Feel the Excitement Award and association shouldn't feel obligated to give award. Need to add back wording on giving training calendar to Membership Communications. Add order awards including past president plaque under duties. Will take this back to AG to add language back.

Motion approved.

Discussion on Drop Box

Do individuals need own account or can we make NeASFAA account with generic email? Will try it with individual emails for next board meeting.

Motion out of AG to add Audit Guide to P&P, Erin seconds. Motion approved.

Motion out of AG for all incidental changes in P&P, Stacy D seconds. Motion approved.

New Business

Philanthropy Project approval

Stacy D. motions to approve Bright Futures as philanthropy, Marty seconds. Motion approved

Discussion on how to handle revised committee structures and current vice-chairs

Could they co-chair the new committee?

Tom moved to adjourn, Kay seconded. Meeting adjourned at 1:33 pm.

Agenda
NeASFAA Board of Directors Meeting
Friday Feb 20th, 2015 @ 9am
Nebraska Wesleyan University

Call to Order

- I. Approval of Agenda
- II. Approval of minutes from November 2014
- III. Officer Reports
 - A. President, Matt Johnson
 - B. President Elect, Kay Dinkelman
 - C. Past President, Tom Ochsner
 - D. Treasurer, Marty Habrock
 - E. Secretary, Bailey Jorgensen
- IV. Sector Representative Reports
 - A. Private Career, Andrew Landrum
 - B. Two-year Public Institutions, Stacy Dieckman
 - C. Private Colleges and Universities, Wendy Matulka
 - D. Four-year Public Colleges and Universities, Erin Moran
 - E. Associate Membership, Stacy Seim
- V. Committee Reports
 - A. Professional Development Committee, Mary Sommers
 - B. Nominations and Elections, Kay Dinkelman
 - C. Membership, Shareen Thewke
 - D. Finance and Audit, Hylee Asche
 - E. Corporate Development, Stacy Seim
 - F. Communications, Linda Butcher
 - G. Awards, Sara Bennett
 - H. Association Governance, Tom Ochsner

- I. State Legislation Task Force update, Stacy Dieckman

- VI. Continued Business
 - a. Motion to take incidental Bylaws fixes to the Association
 - b. Motion to take new committee structure Bylaws language to the Association
 - c. Motion from AG Committee regarding new Communications/Membership committee P&P language
 - d. Motion from AG Committee regarding new Awards/PDC committee P&P language
 - e. Drop Box functionality
 - f. Upcoming Strategic Directions
 - g. Motion from AG committee regarding placement of Audit guide in P&P appendix
 - h. Look at examples of new membership application forms and renewal notices

- VII. New Business
 - a. Philanthropy project approval.
 - b. Discussion on how to handle revised committee structures and current vice-chairs

- VIII. Adjournment

President's Report – February 20, 2015

As is the case with our industry, things change. Sometimes it is the how we do business and sometimes it is personnel. In this case we had some personnel change that required my attention. We all learned in the first week in January that Craig Munier was retiring from the director position at UNL. Craig was of course serving as the chair of the Nebraska Legislative Task Force. After taking a few days to consider the options, I asked Stacy Dieckman to assume the Chair position. She took a couple of days to reply to my email request and ultimately accepted the invitation. I truly appreciate her willingness to serve. Since accepting the position the committee has held a couple of telephone conferences and seems to be powering ahead under her leadership. Please congratulate her and provide your support as she very graciously and capably leads this effort.

I am preparing to attend the RMASFAA winter board meeting next week. This will be held across the 27th and 28th of this month. The RMASFAA board will likely be interested in our progress on the continued process of our committee structure transition. I am hopeful that after this meeting, I will have even more progress to report to them.

We should have all received budget requests from Finance and Audit. I have submitted mine for my year as past-president. If you have yet to forward your requests, please take some time to do so.

This seems to be a shorter report than I usually need to provide. I hope I have not neglected something. Since I have a little extra space on this page that I can fill, I want to in writing express my sincere thanks for your service to the association. You are all leaders in this industry and I hope you see yourself as such. Together we do great things for students, each other and the association. And perhaps I don't always verbalize my appreciation well, but know this – *I appreciate you and all of your service in your respective positions.*

Respectfully Submitted

Matt Johnson

NeASFAA President

February 20, 2015

President-Elect Report – Kay Dinkelman

NeASFAA Board Meeting

Beth Sisk and I have been busy making plans to attend the NASFAA Leadership Conference (registered for the Association Management Pathways track) in Washington, DC, March 1 – 3, 2015. We currently have one 'hill visit' scheduled with Congressman Fortenberry, who is on the House Committee on Appropriations. No other members of Congress are on an education or appropriations/budget committee. I am still trying to schedule a meeting with Senator Sasse's office simply because he is fairly new and I believe it would be good just to make our organization known as a possible resource.

Treasurer Report

NeASFAA February Board Meeting

February 20, 2015

- 1)** Per last board meeting in November 2014, added budget variance to the President's budget for 2014-15 to give the Nebraska Legislative Task Force \$500 for their activities. On the Profit & Loss Budget vs. Actual report, this variance is listed as Miscellaneous in the President/President Elect section.

- 2)** On January 15, 2015 completed the 2015-2016 Nonprofit Corporation Biennial Report for the State of Nebraska and paid the \$23.00 fee. Nebraska law requires a biennial report and fee to be filed and paid by April 1, 2015 for all nonprofit corporations. Failure to file the report and pay the fee results in administrative dissolution of the corporation. The Treasurer is listed as the registered agent for NeASFAA.

Respectfully submitted by,

Marty Habrock, Treasurer

12:42 PM

NeASFAA

Profit & Loss Budget vs. Actual

July 1, 2014 through February 16, 2015

Cash Basis

	Jul 1, '14 - Feb 16, 15	Budget	\$ Over Budget	% of Budget
Income				
Exhibitor Fees	0.00	2,900.00	-2,900.00	0.0%
Fall Workshop	1,020.00	2,400.00	-1,380.00	42.5%
Interest Income	0.00	1.00	-1.00	0.0%
Membership Income	11,850.00	11,550.00	300.00	102.6%
Reserve Debit*	0.00	642.00	-642.00	0.0%
Spring Conference	75.00	11,000.00	-10,925.00	0.7%
Support Staff Workshop	930.00	1,200.00	-270.00	77.5%
Total Income	13,875.00	29,693.00	-15,818.00	46.7%
Expense				
Awards				
Fun Awards	0.00	230.00	-230.00	0.0%
Prestige Awards	0.00	520.00	-520.00	0.0%
Total Awards	0.00	750.00	-750.00	0.0%
Membership				
Printing/Postage	0.00	50.00	-50.00	0.0%
Welcome Project	0.00	400.00	-400.00	0.0%
Total Membership	0.00	450.00	-450.00	0.0%
PDC				
Fall Institute				
Meals/Breaks	0.00	2,000.00	-2,000.00	0.0%
Miscellaneous	20.00			
Printing/Postage	0.00	300.00	-300.00	0.0%
Speaker Expense	108.37	1,000.00	-891.63	10.8%
Fall Institute - Other	1,375.00			
Total Fall Institute	1,503.37	3,300.00	-1,796.63	45.6%
Meeting Expense	99.18	250.00	-150.82	39.7%
Spring Conference				
Entertainment	267.45	1,000.00	-732.55	26.7%
Meals/Breaks	0.00	10,560.00	-10,560.00	0.0%
Printing/Postage	0.00	500.00	-500.00	0.0%
Speaker Expense	0.00	5,000.00	-5,000.00	0.0%
Total Spring Conference	267.45	17,060.00	-16,792.55	1.6%
Support Staff Workshop				
Attendee Materials	0.00	250.00	-250.00	0.0%
Meals/Breaks	476.50	1,000.00	-523.50	47.7%
Speaker Expense	0.00	300.00	-300.00	0.0%
Total Support Staff Workshop	476.50	1,550.00	-1,073.50	30.7%
Total PDC	2,346.50	22,160.00	-19,813.50	10.6%

12:42 PM

Cash Basis

NeASFAA
Profit & Loss Budget vs. Actual
 July 1, 2014 through February 16, 2015

	Jul 1, '14 - Feb 16, 15	Budget	\$ Over Budget	% of Budget
President/President Elect				
Board Meetings				
Meals	142.75	700.00	-700.00	0.0%
Board Meetings - Other	0.00			
Total Board Meetings	142.75	700.00	-557.25	20.4%
Leadership Conference	0.00	3,000.00	-3,000.00	0.0%
Miscellaneous	113.29	500.00	-386.71	22.7%
NASFAA Conference	1,694.16	1,750.00	-85.84	95.1%
RNASFAA Conference				
Registration	250.00			
RNASFAA Conference - Other	707.54	1,250.00	-542.46	56.6%
Total RNASFAA Conference	957.54	1,250.00	-292.46	76.6%
RNASFAA State GIR	75.00	75.00	0.00	100.0%
Total President/President Elect	2,952.74	7,275.00	-4,322.26	40.6%
Secretary				
Cards/Memorials/Flowers	0.00	50.00	-50.00	0.0%
Total Secretary	0.00	50.00	-50.00	0.0%
Treasurer				
Association Liability Policy	0.00	550.00	-550.00	0.0%
Banking Expenses	14.00	25.00	-11.00	56.0%
Biannual Non-profit Filing Fee	23.00	23.00	0.00	100.0%
Change of Agent Fee	0.00	10.00	-10.00	0.0%
Computer Expense	0.00	250.00	-250.00	0.0%
Computer Purchase*	0.00	600.00	-600.00	0.0%
Tax Preparation	50.00	50.00	0.00	100.0%
Total Treasurer	87.00	1,508.00	-1,421.00	5.8%
Total Expense	5,386.24	32,193.00	-26,806.76	16.7%
Net Income	8,488.76	-2,500.00	10,988.76	-339.6%

12:46 PM

NeASFAA

Balance Sheet

Cash Basis

As of February 16, 2015

	<u>Feb 16, 15</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking- 148985925327	32,070.48
Total Checking/Savings	32,070.48
Other Current Assets	
12 Month CD--Union Bk 4/6/13	14,321.56
12 Month CD-US Bank 1/3/2014	19,750.94
12 month CD - Union Bk 10/8/13	29,646.43
12 month CD -Union Bk 7/10/13	27,249.27
Total Other Current Assets	90,968.20
Total Current Assets	123,038.68
TOTAL ASSETS	<u>123,038.68</u>
LIABILITIES & EQUITY	
Equity	
3000 - Opening Bal Equity	34,427.98
3900 - Retained Earnings	80,121.94
Net Income	8,488.76
Total Equity	123,038.68
TOTAL LIABILITIES & EQUITY	<u>123,038.68</u>

NeASFAA PDC
Report to the Board of Directors
February 20, 2015

The work of our committee has been to prepare for the annual conference April 16 and 17 in Kearney at the Holiday Day Inn. Here's an update on our preparation:

- ✓ Registration will go live on Monday, February 23, 2015.
- ✓ NeASFAA the Next Generation continues as our theme.
- ✓ Program is solidified and will include the following sessions:
- ✓ Justin Draeger opening speaker on Thursday morning – Washington/NASFAA Update Q & A
- ✓ Clay Anderson, Space Station astronaut – Thursday evening banquet speaker
- ✓ Art Young, RMASFAA President – RMASFAA Town Hall Thursday Afternoon
- ✓ The “state” of the Nebraska State Grant program – a Panel Discussion featuring Tip O’Neill, President of the Association of Independent Colleges and Universities of Nebraska, Doug Kristensen, Chancellor of the University of Nebraska at Kearney, Stacy Dieckman Chair of the NeASFAA Task Force on state Legislative Issues, Dr. Michael Baumgartner Executive Director of the Nebraska Coordinating Commission for Postsecondary Education.
- ✓ Break out Sessions on Gainful Employment, Verification, Needs Analysis, Direct Loan Repayment Options, Communicating with 21st Century students, Common findings in program reviews, Title IX Requirements, SULA.
- ✓ The NeASFAA Board of Directors will be meeting on Wednesday. PDC will facilitate the meeting and dietary needs. Jodi Vandenberg from Education Quest stepped in to replace Marissa Ridenour on the committee and is our site coordinator.

We believe the agenda is a powerhouse agenda and are excited to welcome many of our colleagues to this conference.

Respectfully Submitted
Mary Sommers
Chair

February 20, 2015

Nominations & Elections Report – Kay Dinkelman

NeASFAA Board Meeting

We had some great people running for office this year. The election is complete and here are the results.

2 year public sector:

Sheila Johns- Western Nebraska Community College

4 year public sector:

Becca Dobry- University of Nebraska at Kearney

Secretary

Stacy Dieckman - Northeast Community College

President – elect

Beth Sisk - College of Saint Mary

I would like to thank everyone who agreed to run on the ballot for their willingness to serve the organization!

Finance and Audit Report

Budget proposal requests have been sent out to all committees and board officers for the 2015-16 year. Forms are due back to the committee by Friday, February 20th. The committee will meet in March to complete the budget proposal for the April board meeting. Please let me know if you have any questions or if there is anything I can do to help. Thank you to all who have submitted your forms so far!

Hylee Asche

Finance and Audit Committee

Corporate Development Committee

I have been working to solidify the Philanthropy organization for Spring conference. I visited with Mary Sommers and have discussed options: Crossroads (homeless shelter <http://www.crossroadsmission.com/>) and the Bright Futures program through Kearney Public Schools which is a preschool program for low income students. Here is a website detailing the program: http://brightfutures.kearneypublicschools.org/modules/groups/integrated_home.phtml?gid=881982&sessionid=9f8588ecbe7526c0db719384cdcbcab4&t=b31f851bb29f96d1d5d762db38d5cc56.

I've been playing phone tag with the director to establish if this would work for a philanthropy so I will keep Mary in the loop as the head of PDC to make adjustments as necessary.

Stacy Seim

Associate Sector Rep/Corporate Development Chair

NeASFAA Communications Committee Report

February 20, 2015 NeASFAA Board Meeting

NeASFAA listserv

There is no moderation on the list, however only members/those on the list can send to the list. Lisa Boatman at FES is usually the person who keeps the list up to date, so if there are people who need to be added or removed from the list we should contact Lisa.

If someone is not receiving emails from the listserv we can check with Lisa Boatman to verify that the person and the correct email are on the list. If the person's correct email is on the list, the person should check his or her spam folder and check with the school's IT people as perhaps there is a firewall issue.

A NeASFAA member can join or leave the list by completing the information requested in the "Resources" section of the NeASFAA website: <http://www.neasfaa.org/vnews/display.v/SEC/Resources>

The Communications committee recommends that addition to the listserv be automatic with NeASFAA membership, membership renewal, and conference registration. There would be an opt out option for those wishing to opt out.

Cloud Storage/File Sharing

After reviewing a few cloud storage/file sharing options, the Communications committee recommends using Dropbox Basic for individuals in the same manner it is used for RMASFAA Summer Institute. Each person creates his or her own Dropbox account and creates and shares folders or documents as needed.

Award committee report

Need each member coming to the February board meeting to print and bring at least 1 nomination for awards. We don't have any nominations currently and that is making it difficult to begin preparation.

Award presentation- I feel that it would be nice to have a different board member present each award at the spring conference. This will give the award even more prestige. I'm needing volunteers for the following awards: (Maybe based on who wins, their Sector Rep would want to present it to them?)

Bob Minturn_____

Rookie of the Year_____

Feel the Excitement_____

Committee of the Year_____

Retirement (Ambassadorship) -Erin Moran is working on the certificates. When do we want to give these out or are we mailing them after the conference?

Were there any baby's I need to know about?

Awards has no changes to submit for the 2015-2016 Budget.