

Agenda
NeASFAA Annual Association Meeting
Wednesday, March 23, 2016
Cornhusker Hotel, Lincoln, NE

Call to Order

- I. Approval of Agenda
- II. Approval of minutes from January 2016
- III. Officer Reports
 - A. President, Kay Dinkelman
 - B. President Elect, Beth Sisk
 - C. Past President, Matt Johnson
 - D. Treasurer, Marty Habrock
 - E. Secretary, Stacy Dieckman
- IV. Sector Representative Reports
 - A. Private Career, Heather Kester
 - B. Two-year Public Institutions, Sheila Johns
 - C. Private Colleges and Universities, Wendy Matulka
 - D. Four-year Public Colleges and Universities, Becca Dobry
 - E. Associate Membership, Stacy Seim
- V. Committee Reports
 - A. Association Governance, Matt Johnson
 - B. Corporate Development, Kent Wolfe
 - C. Finance and Audit, Gina DeJong
 - D. Membership Connections, Renee Besse & Lani Swanson
 - E. Nominations and Elections, Beth Sisk
 - F. Professional Development & Recognition Committee, Peggy Tvrdy
- VI. Old Business
- VII. New Business
 - a. 2016-2017 Budget
 - b. NASFAA Credentialing Training (NASFAA University Bootcamp)
- VIII. Adjournment

President's Report

NeASFAA March 2016 Annual Business Meeting

As President, I attended the RMASFAA conference last October in Westminster, CO and participated in the RMASFAA Board of Directors transitional meeting. I also recently attended the RMASFAA winter board meeting, held March 4-5, 2016 in Denver, CO. Some items of interest from the BOD meeting was discussion about the upgrades that NASFAA is planning to their Compliance module (which will allow online assignment of P & P sections to staff and completion reminders), update on the annual conference, approval of the October 2018 conference in Fargo, ND, the success of RMASFAA's first-ever webinar training and the revamping of the Leadership Pipeline. Changes to the Vice President and Treasurer positions were discussed. The proposal for Vice President was to change the position (currently under-utilized) to be a two-year position, where the Vice President-elect would serve as vice-chair of Finance and Audit and the Vice President would serve as chair of Finance and Audit. It was also proposed to make the Treasurer a two-year position, where the Treasurer-elect would assume responsibility for accounts receivable and the Treasurer would mentor the Treasurer-elect and retain responsibility for accounts payable. Both proposals would require changes to the Bylaws and approval by the membership. Another proposed action was to revise the membership dues structure to be based on institution size. This proposal would be distributed to the membership for review/discussion at least 30 days before a vote by the BOD.

One initiative that I started this year was to investigate the use of the NASFAA Credentialing Training (NASFAA University Bootcamp). At last year's NASFAA Leadership Conference, I learned that the state associations could purchase this for one year at a greatly reduced cost. PRDC surveyed member institutions to gauge interest and the results indicated there was sufficient interest to add this to our training schedule for next year.

NeASFAA had a very good turnout this past year at the revamped Fall Training. The elimination of the Support Staff workshop and introduction of a two day Fall Training with the first day focused on neophyte training and the second day on training for experienced professionals was very successful.

Three committees, Association Governance, Membership Connections and Professional Development & Recognition also completed (hopefully!) the process begun last year by Matt of streamlining our committee structure – they have worked through the issues of combining committees and making final Policies and Procedure changes.

I would like to thank all the members of the board for their hard work this past year!

Respectfully Submitted

Kay Dinkelman

NeASFAA President

March 21, 2016

President-Elect Report – Beth Sisk
NeASFAA 3/23/2016 Annual Business meeting

Over the summer, I assigned volunteers to the 2015-2016 committees matching up interest and need as much as possible. I contacted the individual volunteers with their committee assignment and the committee chairs with the membership list.

I have been working as a member of PDRC to help plan this year's conference while also thinking about next year's 40 anniversary conference in Lincoln at the Embassy Suites downtown.

I put together the 2016-2017 budget estimate for the President Elect position and Nominations and Election Committee.

As a member of the Finance and Audit Committee, we met last year for the annual audit and just a couple of weeks ago to produce the budget proposal for our board meeting.

Past President/Association Governance Reports

NeASFAA March 2016 Annual Business Meeting

As Past President and Association Governance Committee chair, the committee and I made some updates as necessary to the Bylaws and P&P documents.

Some of our first actions were to make sure updates were made based on approved language to the member definition of the Bylaws that had been passed a few years back were appropriately updated. It seems that the old language was still not updated with the new. This has been completed. There was also some P&P language from some prior minutes that needed updating that the committee made sure was updated.

Our next focus came out of the Membership Communications committee. This committee did an overhaul on their section of the P&P. As you recall, the Membership and Communications committees were ones that the board combined last year. Part of their suggestion was also a change to the name of the committee to Membership Connections. The updated language and name was vetted by the AG committee and proposed to the board. The board ultimately approved the language. We updated the P&P accordingly.

As a result of the changes to the approved changes to the new Membership Connections committee, the AG committee also proposed a couple of tweaks to the Secretarial and Treasurer duties outlined in the P&P to make these duties more consistent with the new committee structure and new Dropbox account that the board is utilizing to manage board business.

All known updates to the Bylaws and P&P documents are now posted to the website.

It has been quite ride over the last several years that I have served on the board. Thank You all for this opportunity and the support that so many of you have shown me during this time.

Respectfully Submitted

Matt Johnson

NeASFAA Past-President

Treasurer's Report
NeASFAA Annual Business Meeting
March 2016

Submitted by Marty Habrock, Treasurer

Item 1) Review of (4) NeASFAA's CDs with current values:

3/21/2016				
Account #	Bank	Length/Rate	Maturity Date	Value
3-057-9044-4270	US Bank	12 months - 0.10%	1/3/2017	\$19,767.03
CD #576620	Union Bank	12 months - 0.20%	4/5/2016	\$14,350.22
CD #580134	Union Bank	12 month - 0.30%	7/10/2016	\$27,331.11
CD #586665	Union Bank	12 month - 0.30%	10/8/2016	\$29,735.46
				\$91,183.82

Item 2) Profit & Loss Statements and Balance Sheet

Item 3) The checking account balance is healthy. In 2012-13 and 2013-14, no reserves were used to supplement the budget. In 2014-15, \$305 of reserves were used to balance the budget.

- Total income for 2015-16 collected to date is \$21,280. As of 3/18/16, still needed to collect additional \$3,925 in Spring Conference registration/exhibitor fees.
- Total expenses for 2015-16 paid to date is \$7327. However, the majority of Spring Conference expenses are yet to be paid.

3:59 PM

Cash Basis

NeASFAA
Balance Sheet
As of March 21, 2016

	<u>Mar 21, 16</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking- 148986925327	37,229.54
Total Checking/Savings	<u>37,229.54</u>
Other Current Assets	
12 Month CD-Union Bk 4/5/13	14,350.22
12 Month CD-US Bank 1/3/2014	19,767.03
12 month CD - Union Bk 10/8/13	29,735.46
12 month CD -Union Bk 7/10/13	27,331.11
Total Other Current Assets	<u>91,183.82</u>
Total Current Assets	<u>128,413.36</u>
TOTAL ASSETS	<u>128,413.36</u>
LIABILITIES & EQUITY	
Equity	
3000 - Opening Bal Equity	34,427.98
3900 - Retained Earnings	80,032.43
Net Income	13,952.95
Total Equity	<u>128,413.36</u>
TOTAL LIABILITIES & EQUITY	<u>128,413.36</u>

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Cash Basis

NeASF AA

Profit & Loss Budget vs. Actual

July 1, 2015 through March 21, 2016

	Jul 1, '15 - Mar 21, 16	Budget	\$ Over Budget	% of Budget
Income				
Exhibitor Fees	2,150.00	1,500.00	650.00	143.3%
Fall Workshop	2,610.00	1,650.00	960.00	158.2%
Membership Income	10,625.00	11,750.00	-1,125.00	90.4%
Reserve Debit	0.00	2,625.00	-2,625.00	0.0%
Spring Conference	5,895.00	12,500.00	-6,605.00	47.2%
Support Staff Workshop	0.00	900.00	-900.00	0.0%
Total Income	21,280.00	30,925.00	-9,645.00	68.8%
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	25.00	-25.00	0.0%
Welcome Project	0.00	200.00	-200.00	0.0%
Total Membership	0.00	225.00	-225.00	0.0%
PDC				
Fall Institute				
Meals/Breaks	0.00	1,000.00	-1,000.00	0.0%
Meeting Room Charges	1,702.12	100.00	-100.00	0.0%
Printing/Postage	0.00	1,000.00	73.92	107.4%
Speaker Expense	1,073.92			
Total Fall Institute	2,776.04	2,100.00	676.04	132.2%
Meeting Expense	237.76	250.00	-12.24	95.1%
Spring Conference				
Audio/Visual Needs	63.75	1,000.00	-1,000.00	0.0%
Entertainment	0.00	13,500.00	-13,500.00	0.0%
Meals/Breaks	0.00	500.00	-334.75	33.1%
Printing/Postage	165.25	4,000.00	-4,000.00	0.0%
Speaker Expense	0.00			
Total Spring Conference	229.00	19,000.00	-18,771.00	1.2%
Support Staff Workshop				
Attendee Materials	0.00	150.00	-150.00	0.0%
Meals/Breaks	0.00	550.00	-550.00	0.0%
Speaker Expense	0.00	300.00	-300.00	0.0%
Total Support Staff Workshop	0.00	1,000.00	-1,000.00	0.0%
Total PDC	3,242.80	22,350.00	-19,107.20	14.5%

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Cash Basis

NeASF AA

Profit & Loss Budget vs. Actual

July 1, 2015 through March 21, 2016

	Jul 1, '15 - Mar 21, 16	Budget	\$ Over Budget	% of Budget
President/President Elect				
Board Meetings				
Meals	148.41			
Board Meetings - Other	93.20	700.00	-606.80	13.3%
Total Board Meetings	241.61	700.00	-458.39	34.5%
Leadership Conference	0.00	3,150.00	-3,150.00	0.0%
NASFAA Conference	1,220.00			
Registration	0.00	1,750.00	-1,750.00	0.0%
NASFAA Conference - Other	1,220.00	1,750.00	-530.00	69.7%
Total NASFAA Conference	1,220.00	1,750.00	-530.00	69.7%
RIMASFAA Conference	1,085.13			
Airline/Hotel/Meals	250.00			
Registration	1,146.51	1,250.00	-103.49	91.7%
RIMASFAA Conference - Other	2,481.64	1,250.00	1,231.64	198.5%
Total RIMASFAA Conference	75.00	75.00	0.00	100.0%
RIMASFAA State Gift	4,018.25	6,925.00	-2,906.75	58.0%
Total President/President Elect	0.00	50.00	-50.00	0.0%
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	16.00	25.00	-9.00	64.0%
Tax Preparation	50.00	50.00	0.00	100.0%
Total Treasurer	66.00	625.00	-559.00	10.6%
Total Expense	7,327.05	30,925.00	-23,597.95	23.7%
Net Income	13,952.95	0.00	13,952.95	100.0%

Secretary Annual Report

March 23, 2016

Minutes were taken at every board meeting and placed in the Drop Box for review and approval by the Board.

Respectfully submitted:

Stacy Dieckman
NeASFAA Secretary

Two-Year Public Sector Annual Report
Spring 2016 NeASFAA Conference
March 23, 2016

I attended both the October, 5, 2015, and January 29, 2016, NeASFAA Board meetings via telephone conference and plan to attend the March 22, 2016, Board meeting in Lincoln.

Emails were sent out to the Two-Year Public Sector members prior to each Board meeting. The following was reported during the year:

- Erinn Brauer joined Mid-Plains Community College as its new Director of Financial Aid.
- Tricia Stephens retired from the Central Community College Grand Island campus, and Mr. Angel Gabriel was hired to replace her as Financial Aid Technician.

No responses were received in response to my request for items to discuss at our annual sector meeting. I have submitted the following for discussion:

- Early FAFSA and prior-prior year
- LB726 requiring public institutions to provide federal student loan information to students
- How institutions are obtaining “opt in” approval for students to receive electronic communications

I have one year remaining in my two-year term as sector representative.

Respectfully submitted,

Sheila Johns

Private Colleges and Universities Sector Representative Annual Report

March 23, 2016

Attended NeASFAA Board Meeting at Doane College, in Lincoln on October 5, 2015.

Hosted NeASFAA Board Meeting at Concordia University, on January 29, 2016.

My term as sector representative is ending and Taryn Rouse, Union College, will assume the Private Colleges and Universities Sector Representative Position for the next two years.

Respectfully submitted,

Wendy Matulka

March 18, 2016

Four Year Public Sector End of Year Report

Per a request to follow-up on discussion during the sector meeting during the spring 2015 conference sent out an email on April 23rd asking "What is PeopleSoft not doing currently but you would like to see it do?" **Received no response emails**

Sent email on September 22, 2015 inquiring if there was anything that in our sector that needed to shared/taken to the board. **Received no response emails.**

Sent email on March 16, 2016 inquiring if there was anything that in our sector that needed to shared/taken to the board.

Received two items for discussion during the sector meetings:

- 1) How do institutions record or account for the 529 college savings plans
- 2) LB726 and the high possibility that it will pass. LB726 will require an annual loan disclosure to be sent out to students. The disclosure would include how much the student has borrowed, what loan repayment will be, and projected future pay off amount. If LB726 passes, it would become effective in the 17/18 year. The first debate will happen on 3/18.

Respectfully Submitted,

Becca Dobry

Four Year Public Sector Representative

Associate Sector Annual Report

Stacy Seim, EducationQuest Foundation

To date, we have 11 active associate members, including a new member in Citizen's One. We are happy to have 5 exhibitors for the spring conference. Thank you for the opportunity to serve as the Associate Sector representative these past two years on the NeASFAA board. It has been and I'm sure will continue to be a time of transition, challenges and growth in the financial aid industry and I'm happy to have had the opportunity to learn and grow as a board member and associate sector rep. Kent Wolfe, Inceptia, will serve as the new associate sector representative. Best wishes for a productive upcoming year!

**Corporate Development Committee
Annual Report
March 2016**

Our committee membership started the year with Kent Wolfe as chair and Jessica Hendricks as vice chair. Jessica took a position outside financial aid, and Carol Keller replaced her.

One task was communicating with exhibitors for this year's conference. We had one more exhibitor for the conference this year than last year.

The philanthropy project for the 2016 conference was arranged in coordination with our Associate Sector rep, Stacy Seim. With the association's memberships strong participation, this project will be a success this year.

Kent Wolfe
CDC Chair

To: NeASFAA Membership

From: Gina DeJong, Chair

Regarding: Finance and Audit Committee Annual Report

Date: March 21, 2016

The Finance and Audit Committee conducted the NeASFAA annual audit for the 2014-15 fiscal year on September 16th, 2015. The committee concluded that NeASFAA is financially healthy and the responsibilities of the Treasurer are being conducted properly.

Budget requests were sent out in February for the 2015-16 fiscal year. The budget was completed March 14th and is ready for membership approval.

Membership Connections Committee
NeASFAA Annual Association Report
March 23, 2016

Submitted by: Renee Besse and Lani Swanson, Vice-chairs

- Membership renewal notifications were sent out by the July 1 deadline. A copy of the Membership Directory relating to each member was sent with the invoice requesting updates. Many updates were submitted and changes were submitted. We had a few members (both institutional and associates) not renew.
 - Updates to your Institution's information may be submitted via the Membership Directory on neasfaa.org
- The committee met on September 14th.
 - Voted on the committee's new name: Membership Connections Committee
 - Revised the Membership and Communication portion of the Policies and Procedures. These changes were forwarded to Association Governance and approved by the Board.
 - Revised and merged the Membership and Communications portion of the NeASFAA timeline.
 - Requested and received volunteers to attend the SOCS training.
 - Discussed how to make the list serve more active. Assigned tasks to committee members for our first article for the list serve. This article was emailed to the Association in mid-October.
- Updated the List serve with current members of NeASFAA and sent out a message sharing the purpose of the list serve and neasfaa.org. All NeASFAA members are subscribed to the list serve, but may opt out under the resources section of neasfaa.org.
- Committee Meeting February 16th.
 - Discussed was our committee can help with First Time Attendees Breakfast at Spring Conference.
 - Created a presentation about NeASFAA to be used during the First Time Attendee Breakfast at the Spring Conference.
 - Created a new section to the website called "Welcome to NeASFAA". This section contains a lot of useful information for new members all in one section. The information includes NeASFAA's mission, purpose membership directory login information, list serve, etc.
- Request for Membership – Citizen's Bank Sara Edwards
 - Approved by the Board at the January 2016 meeting.
- Membership Directory Login Information
 - This is the only section of the website that is password protected by a generic login and password.
 - Login: member@neasfaa.org, password: nebraska (lowercase "n")

March 21, 2016

Nominations and Election Committee Report – Beth Sisk
NeASFAA 3/23/16 Annual Business meeting

The Board of Directors confirmed Heather Kester's placement as the Private Vocational Sector Representative after Andrew Landrum vacated the position because he no longer works for a school in the sector.

The committee worked to fill a large ballot this year with the goal of having at least two people run for each position. Thank you to all who ran for elected positions and volunteered within the Association. There were several people who were interested in running for President Elect in the next cycle and I was really thankful for Stacy running this year. I was also thankful that Heather ran for Private Vocational sector rep and there was no other interest expressed from that sector.

Election Results:

President-Elect: Stacy Dieckman

Treasurer: Janice Volker

4-year Private Sector Rep: Taryn Rouse

Associate Member Sector Rep: Kent Wolfe

Private Career Sector Rep: Heather Kester

Secretary: Angie Pinkerman

NeASFAA Annual Business Meeting
Professional Development & Recognition Committee
March 23, 2016

This year the Professional Development & Recognition Committee changed the trainings we offered in the fall to increase our overall attendance. Over the years a decrease in numbers attending the Support Staff Workshop in the fall had been decreasing. This year the committee decided to replace the training by offering a training day geared toward new professionals or professionals with new duties. The following day of training would be geared toward directors, associate directors and other seasoned professionals. The trainings were located at Concordia University in Seward and were well attended. (40 for the first day and 50 the next). The committee felt that this was very successful and would like to continue down this path going forward.

The committee also moved the spring conference to March instead of the usual April to see if we would be able to increase attendance. The conference was also moved to Lincoln for the first time in several years. Attendance is up by 12 from last year which may be due to the location versus the time of the year. Going forward the committee will go back to April conferences because March is crunch time for so many schools.

The PDRC assumed the role of Awards and recognition as well. This added some additional preparation and duties to the conference planning but all in all went well.

I would like to thank my fellow committee members. This team was great to work with and each person contributed to the success of the fall workshops and the spring conference.

Committee Members: Becca Dobry, Lisa Gdowski, Glo Henning, Sheila Johns, Marron Keady, Jessica Luebee, Angie Pinkerman, Tom Ramaeker, Stacy Seim, Beth Sisk, Kent Wolfe.

Respectfully Submitted,

Peggy Tvrdy
PDRC Chair

NeASFAA Budget Proposal for 2015-16

INCOME

Membership Income	10625
Reserve	2987
Support (exhibit at spring conf)	1290
Spring Conference	12000
Credentialing Sessions	1750
Fall Workshop	3500
TOTAL INCOME	<u>\$ 32,152</u>

Projected Membership		
14	\$ 175	\$ 2,450
13	\$ 200	\$ 2,600
12	\$ 250	\$ 3,000
4	\$ 325	\$ 1,300
2	\$ 400	\$ 800
1	\$ 475	\$ 475
46		\$ 10,625

Spring Conference		
80	\$ 150	\$ 12,000

Credentialing Sessions		
35	\$ 50	\$ 1,750

Fall Workshop		
70	\$ 50	\$ 3,500

EXPENSES

Membership

Welcome Project	100
Printing/Postage	25
	\$ 125

PDC

Meeting Expense	350
	\$ 350

Spring Conference

Entertainment	1000
Meals/Breaks	12000
Printing/Postage	500
Speaker Expense	2500
AV Equipment	550
Prestigious Awards	520
	\$ 17,070

Fall Training

Meals/Breaks	1400
Printing/Postage	0
Speaker Expense	500
Facility Expenses	300
	\$ 2,200

Credentialing

Breaks	200
Trainer Expenses	500
Facility Expenses	300
Credentialing Material	1000
	\$ 2,000

TOTAL PDC \$ 21,620

President/President Elect

Board Meetings	500
Transitional Board Meeting	200
Leadership Conference	4725
NASFAA Conference	1750
RNASFAA Conference	2500
RNASFAA State Gift (Past President)	75
	\$ 9,750

Secretary

Cards/Memorials/Flowers	50
	\$ 50

Treasurer

Assoc Liability Policy	500
Banking Expense	24
Biannual Non-Profit Filing	23
Change of Agent Fee	10

1. Projected Membership income is based on paid memberships from 2015-2016.

2. Projected Fall Workshop income is based on registrations from 2015-2016.

3. Projected Spring Conference income is based on spring registrations.

4. Projected Support (exhibit at spring conference) is based on paid exhibitors for 2015-2016.

5. Propose to raise Spring Conference fees to cover food costs.

6. Credentialing Sessions have been added for the upcoming 2016-2017 year.

NeASFAA Budget Proposal for 2015-16

	Tax Preparation	50
		<u>\$ 607</u>
TOTAL EXPENSES		<u>\$ 32,152</u>