

Minutes
NeASFAA Board of Directors Meeting
Friday, January 31st @ 9:30 am
Kaplan Lincoln Campus

Present:

Matt Johnson	Erin Moran	Andrew Landrum
Tom Ochsner	Don Buehrer	Mary Lohse
Marty Habrock	Laura Schultz	Linda Butcher
Beth Sisk	Ritchie Morrow	Shareen Thewke
Sara Christensen	Hylee Asche	
Annie Lee	Lani Swanson	

Call to Order at 9:40 AM

I. Approval of Agenda

- a. Motion to approve by Tom Ochsner, Second by Sara Christensen, All in favor, none opposed

II. Approval of minutes from Oct 2013

- a. Motion to approve with corrections to name spellings by Annie Lee, Second by Erin Moran, All in favor, none opposed
- b. Corrections to P&P noted in minutes not yet made. Still needs to be made.
- c. Notes in minutes regarding school that hasn't paid: hasn't heard more from school, didn't go any further.
- d. From Don Buehrer, no associate members have come forward to match the philanthropy contribution at spring conference since Education Quest no longer can match

III. Officer Reports

A. President, Matt Johnson

- a. Written report attached
- b. Leadership conference: Kay Dinkelman has attended as the Treasurer in the past. Matt will ask Kay if she will want to attend.

B. President Elect, Matt Johnson

C. Past President, Tom Ochsner No report

D. Treasurer, Marty Habrock

- a. Budget information and Balance sheet attached
- b. Comparing fall training and workshop expenses to income. After spring conference will see how much spent and if expenses and income balance overall. If not, will ask for variance at that time.

E. Secretary, Beth Sisk

- a. Written report attached.
- b. Document archival: \$100 approved in secretary's budget for hard drive purchase in the past. It is not in the current budget because Ritchie Morrow had purchased it as the historian, Bailey Jorgensen must have been given old balance sheet with that line item. No longer needed.
- c. Cost of hard drive was \$85.59. Motion for secretary line item budget variance for \$86 by Tom, second by Marty. All approved, none opposed.
 - i. UNL is scanning NeASFAA archives on the hard drive. Should be complete soon.

IV. Sector Representative Reports

- A. Private Career, Sara Christensen
 - a. No report
- B. Two-year Public Institutions, Stacy Dieckman
 - a. No report
- C. Private Colleges and Universities, Annie Lee
 - a. Written report attached
- D. Four-year Public Colleges and Universities, Erin Moran
 - a. No report
- E. Associate Membership, Don Buehrer
 - a. No report

V. Committee Reports

- A. Association Governance, Tom Ochsner
 - a. No report
 - b. Regarding the question on committee structure within the bylaws: Accessed RMAFAA states' bylaws regarding committees. Will review and share later.
 - B. Awards, Becca Dobry
 - a. No report
 - C. Communications, Lani Swanson & Mary Lohse
 - a. Written report attached
 - b. SOCS training is very beneficial for Communications committee chair
 - c. Drop Doc feature added to website. Email is sent to designated person when a document is added to the box. Documents are not placed on the website, they are put in a box so that someone can go out and access it by logging in. Could give access to this to the board so that documents can be used by the board (i.e. payment of dues, registrations). Communications will see how access can be given to board members so that the box can be used.
 - d. Link to events on calendar is an option. Since HTML is required, SOCS would have to assist with this and they are willing at no extra charge.
 - e. Matt would like to use one calendar to track annual board member activities so that new and current board members have guidance on when to complete duties. And have another calendar for the membership to track events.
 - f. Password protect membership directory and listserv: SOCS suggested assigning a moderator to the listserv. The moderator would receive an email to review. Plan to see if only members can be allowed to post and receive messages on listserv. If so, no need to moderator. SOCS suggested one dummy login for everyone to use rather than individual logins for each member. Could each school have a login? Lani will see if we can do this.
 - g. With closed listserv, add message to website: If non-member wants to post, contact communications chair to post if appropriate.
 - h. Online secure payments: Contracted with Moneris, which charges a percent fee for payments received. For this reason, we do not want to pursue this at this time.
 - i. Site template: SOCS suggested an update to our template because it is out of date by several versions. SOCS will make the change for us. Lani will request SOCS to make the change for us.
 - j. Polls or surveys on the website: Poll is for one question, survey is multiple questions. Can only host one survey at a time. No additional cost to host.
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- k. Can members change their own information instead of emailing SOCS. No, they do not recommend this.
- l. Will ask SOCS to add all new members to the listserv automatically. Then, individual can opt out, if needed. Will ask if listserv is updated when people are removed from the membership directory.
- m. Membership committee will sort through listserv list and send to sector reps to send out to schools to review for additions and deletions.
- n. Communications will collect board member timelines and combine. All send to Matt so that they can be compiled before the April meeting.

D. Corporate Development, Don Buehrer

- a. Written report attached
- b. Working with PDC on a process for associate members to register for conference since registration fee is included in exhibit fee.
- c. Philanthropy projects organizations for spring conference:
 - i. Blessings in a backpack: Provide 200 to 225 needy students with meals for the weekend. Very specific goal they work on. Can donate money or specific food items.
 - ii. Norfolk junior optimist octagon international club: can choose from different initiatives to donate funds such as, leadership/mentoring program. Cash donation, possible other items.
 - iii. Vote to choose organization: Motion to choose Blessings in a Backpack as the philanthropy project for spring conference by Tom Ochsner, Second by Beth Sisk. All in favor, none opposed.
- d. Matching funding for NeASFAA philanthropy project at spring conference. Matt recommends that NeASFAA match the funding itself. Don will reach out to associate members to see if anyone will provide a match. Don or Stacy will reach out to Norfolk Chamber of Commerce to see if there are any businesses willing to provide a match. Will bring ideas back to spring meeting.

E. Finance and Audit, Hylee Asche & Renee Besse

- a. Written report attached
- b. What is in P&P does not match what is in our insurance policy (i.e. host liquor). Will work on adding the coverage.

F. Membership, Andrea Quimbly

- a. Written report attached

G. Nominations and Elections, Matt Johnson

- a. Written report with President's report

H. Professional Development Committee, Laura Schultz and Ritchie Morrow

- a. Workshop and training both very successful
- b. Site meeting for conference next week

VI. Old Business

A. Review the updated Strategic Directions Document

- a. Entertain any additional suggestions, ideas, deletions
 - i. Document with changes attached
 - ii. Matt would share the document with the membership at spring conference. It would be located on the website for everyone to access.

- iii. RNASFAA's strategic plan has assignments for committees so that in board meetings, the committee reports can include what was done to further the strategic plan. Added assignments to points in document.
 - iv. Matt and Beth will work on an introductory paragraph to explain the document and a timeframe for the strategic plan.
 - b. Receive motion to adopt the strategic plan
 - i. Tom Ochsner moves to accept the Strategic Plan 2012-2016. Annie Lee seconds the motion. All in favor, none opposed.
- B. Reminder – "Hello NeASFAA" write ups to Board and Committees
- C. Discuss implementation process for updating a central calendar to include officer and committee functions through the year.
 - a. Discussed earlier in meeting
- D. Discuss the feasibility/practicality/improved function of reordering our committee structure
 - a. Committees for the association would be listed in the P&P as the board has dictated to meet the needs of the membership. Then the P&P would list the committee structures as it does now in the bylaws. Board would be able to update the committees in the P&P based on membership needs and volunteerism.
 - b. Assoc. Governance findings
 - i. Currently researching this. NASFAA has taken committees out of its bylaws.
 - ii. Sector reps will bring the idea up at sector meetings to bring feedback back to the board. Matt will write up presentation of the ideas for the reps to present to their sector.
 - c. Bylaw Implications
 - i. Would not need to be updated if there are changes necessary in committees
 - ii. Advantage to keeping committees in the bylaws is that the committees won't change at the discretion of the president
 - d. Should the awards committee be a sub-committee of PDC? Currently the sector reps are the awards committee. Sector reps would become PDC committee members. Matt will write a presentation of this idea for reps to present to their sector.
- E. ITT bill.
 - a. Paid
 - b. To prevent in future: If someone that hasn't paid membership fee, registers for the conference, PDC will let membership know to contact them to pay membership.

VII. New Business

- A. Ritchie gave information on proposed state grant changes.

VIII. Adjournment Tom Ochsner moves to adjourn

Agenda
NeASFAA Board of Directors Meeting
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Kaplan Lincoln Campus

Call to Order

- I. Approval of Agenda
- II. Approval of minutes from Oct 2013
- III. Officer Reports
 - A. President, Matt Johnson
 - B. President Elect, Matt Johnson
 - C. Past President, Tom Ochsner
 - D. Treasurer, Marty Habrock
 - E. Secretary, Beth Sisk
- IV. Sector Representative Reports
 - A. Private Career, Sara Christensen
 - B. Two-year Public Institutions, Stacy Dieckman
 - C. Private Colleges and Universities, Annie Lee
 - D. Four-year Public Colleges and Universities, Erin Dinneen
 - E. Associate Membership, Don Buehrer
- V. Committee Reports
 - A. Association Governance, Tom Ochsner
 - B. Awards, Becca Dobry
 - C. Communications, Mary Lohse
 - D. Corporate Development, Don Buehrer
 - E. Finance and Audit, Renee Besse
 - F. Membership, Andrea Quimbly
 - G. Nominations and Elections, Matt Johnson
 - H. Professional Development Committee, Laura Schultz and Ritchie Morrow
- VI. Old Business
 - a. Review the updated Strategic Directions Document
 - i. Entertain any additional suggestions, ideas, deletions
 - ii. Receive motion to adopt the strategic plan
 - iii. Discuss assignment of strategic planning initiatives to committees/board members
 - b. Reminder – “Hello NeASFAA” write ups to Board and Committees
 - c. Discuss implementation process for updating a central calendar to include officer and committee functions through the year.
 - d. Discuss the feasibility/practicality/improved function of reordering our committee structure
 - i. Assoc. Governance findings
 - ii. Bylaw Implications
 - iii. P&P Implications
 - e. ITT bill.
- VII. New Business
- VIII. Adjournment

Towards the end of November, I was able to get the Ballot for the election of the Board of Directors and Officers out to the association. My intention was to have it out earlier, but I continued to seek out additional nominations for some of the spots where I only had one person on the ballot. I had some success through November filling some slots, but not quite as much as I had hoped for. A sample ballot is attached to this report. Ballots were returned by the association and I tabulated the winners of the election in December and informed those not elected that they were not selected. At the top of January, I announced to the association, the winners of the election. They are as follows;

Officers:

President Elect – Kay Dinkelman

Secretary – Bailey Jorgensen

Treasurer – Marty Habrock

Sector Representatives

Private Vocational Schools – Andrew Landrum

Private Colleges and Universities – Wendy Matulka

Associate Sector – Stacy Seim

As we approach the April Conference I will be in contact with these new board members and also the vice chairs of committees to encourage them to attend the April board meeting prior to the conference. My intention is to have the board meeting with them present and then do some transitional activities with the new members. This will provide an opportunity for the outgoing members to instruct the new members on the duties being assumed. That said, I challenge the current board and committee chairs to be considering now what insights and knowledge need to be passed along to your replacements so that you are prepared to present this to your replacement.

I have informed Kay Dinkelman that as the elected President Elect that she is now eligible to attend the Leadership Conference. I sent her information about the conference so that she may register for it. The dates for this leadership conference are March 9th – 11th, 2014.

I want to thank all of the persons who agreed to run for a position on the board. Their agreeing to do so means a lot to me and to the continued success of the association.

The Support Staff Workshop was a huge success. As president, I attended and was quite pleased. I want to congratulate the PDC on a job well done. We had impressive numbers of attendees, the topics were good and well-presented, and the food was good. And while the room was full, perhaps even a little cramped, the location was beautiful.

The Fall training was also a wonderful event, a relevant event, and a timely event. I attended the Kearney training and we had a great day here and I understand that the Mahoney training was also well received. Again I thank the PDC for putting this together with good trainers and locations. This was a step in the direction of getting some multiple site events and it seemed to work well for several of our members.

October was a busy month. I had also attended RMAFSA during which I sat as an observer to the old board and then attended my first unofficial meeting as a board member. The conference went very well with good topics and speakers. I also co-presented with NASFAA presenter David Tolman on the subject of the new Verification Requirements for 14/15. It seemed to be a well-attended and received topic.

Respectfully Submitted

Matt Johnson

NeASFAA President

Institution: _____

Voting Member Name: _____

President Elect:

☐ **Kay Dinkelman: Associate Director of Financial Aid, University of Nebraska-Lincoln**

Kay has been in the Office of Scholarships and Financial Aid at the University of Nebraska-Lincoln for 27 years. She has served in her current position since August of 1996. Prior to that, she held the positions of Assistant Director, Information Systems Specialist, Loan Coordinator and Job Location & Development Coordinator. Kay previously served as NeASFAA Treasurer (two terms) and as Four Year Public Sector Representative and has also been a member of several committees, including: Communications, Professional Development, Association Governance, Awards and Nominations/Elections.

Kay has participated in a number of Department of Education focus groups regarding Direct Loans, Pell, COD and ACG/SMART Grants. She has also presented and participated in panels at a variety of conferences, including NeASFAA, RMAFAA, SISU and Summit. Kay has earned both her Bachelor of Science in Education and Master of Business Administration degrees at UNL.

Secretary:

☐ **Michele Schroer – Financial Aid Technician, Central Community College, Hastings Campus**

I began my employment with Central Community College, Hastings Campus, in August 1987 in the Registration Office. After some cross-training with the Financial Aid Office, I moved to the Financial Aid Technician position in 1994 and hold that position today. I completed an Associate of Applied Science from Central in 1985. I'm married and have 3 daughters (college sophomore, college freshman and a high school senior) so I've spent my spare time following their activities over the years.

☐ **Bailey Jorgensen – Financial Aid Counselor, Clarkson College**

I started in the financial aid office at Northeast Community College as a work-study. After I graduated, I was offered a full-time position. I continued my education at Wayne State, where I received a Bachelor's in Business Administration. In 2007, I started working in the Financial Aid Office at Clarkson College. I have served as the Communications Chair for NeASFAA and conference planning co-chair for RMAFAA. I live in Omaha with my husband, Mike and my dog, Lucy.

Treasurer:

☐ **Marty Habrock – Assistant Director, University of Nebraska Lincoln**

Marty Habrock began his financial aid career at the University of Nebraska-Lincoln (UNL) in 1996 as a Client Services Specialist. Since 2000 he has been an Assistant Director at UNL, mainly overseeing the Direct Loan program, alternative loan processing, federal work-study and spring/summer awarding. Marty holds a BS in Finance/Economics and a Masters of Educational Administration, both from UNL. Marty has been married to Christina for 21 years, and they have four children. Their oldest son is a freshman at UNL, another son in 9th grade, and twin daughters in 7th grade. In his free time, Marty can be found coaching his daughters' basketball team. Marty is the former chair of the finance and audit committee and is the current NeASFAA treasurer.

Sector Representative Section – Vote only for persons from your own sector.

Private Vocational Schools:

☐ **Andrew Landrum – Kaplan University, Financial Aid Officer/VA Certifying Official**

Andrew graduated from the University of Nebraska at Omaha and went on to work as a Customer Service Representative at Ford Motor Credit. After about one year, he realized working in a call center was not his dream job and began work at Nebraska Furniture Mart as a Credit Analyst. While there he met his lovely wife, Jenny, and they decided to move to the wonderful state of Colorado. While there, Andrew worked at USBank in the Trust department but after one of the worst winters on record, Andrew and Jenny decided to move back to their home state of Nebraska where Andrew continued his Trust department work at First National Bank. After about one year, Jenny told Andrew about a great opportunity at a university called Kaplan where there was an opening for something called a Financial Aid Officer. Being an officer sounded fun so he applied and was hired. Andrew has been at Kaplan University Omaha for over four years and now specializes in working with the military students and the Veterans Administration. Andrew has two great kids, Zoey (3 years) and Merik (11 months). In his free time, he enjoys spending time with his family, playing board games, and gardening. Andrew is relatively new to NeASFAA (attended first meeting last year) and would be honored to do more and serve as your Private Career Sector Representative.

Private Colleges and Universities:

☐ **Annie Lee – Financial Aid Counselor, College of Saint Mary**

Annie Lee has worked in financial aid since 2010, beginning her career as a Student Finance Planner at Everest Institute in Grand Rapids, MI. She moved to Nebraska in June 2011 where she began working as the Student Financial Assistant at College of Saint Mary (CSM). The following July Annie was promoted to the Financial Aid Counselor role where she has been since. Annie enjoys spending time with her 19 month old daughter Grace, and husband Joshua. Annie is currently serving as the private colleges and university sector rep as she stepped in midterm starting in late October of 2012. She has enjoyed serving NeASFAA in this way and would love to continue for a second term!

☐ **Wendy Matulka – Financial Aid Specialist/Loan Coordinator – Concordia University**

I began working in Concordia's Financial Aid Office in January of 2002 as a file clerk. Through many years and many reorganizations I am now the Financial Aid Specialist/Loan Coordinator in the Student Financial Services Office at Concordia University. My previous work experience includes waitress, assistant manager at a video store, purchasing manager for a drywall company, Spanish/English translator for various employers and administrative assistant for Nebraska's Coordinating Commission for Post-Secondary Education. I reside in Seward with my husband, Joe, my 9-year old son, Justin, and my twin 6-year old daughters, Emma and Grace. I would enjoy the opportunity to become more involved with NeASFAA and serve alongside my outstanding financial aid colleagues.

Associate Sector:



Stacy Seim – College Planning Specialist, Education Quest

Stacy has worked at EducationQuest Foundation for 16 years as a College Planning Specialist. She started in this position shortly after graduating from Nebraska Wesleyan University where she worked in the Business Office as a work study student, gaining financial aid knowledge. She has since completed an MBA through Bellevue University. With EducationQuest Foundation she works to help families realize that college is possible by educating them about the financial aid and college planning processes. She has served on the Finance and Audit Committee as well as Communications for NeASFAA. She lives in Kearney with husband Ben and two daughters, Kyleigh (8) and Danielle (4).



Tom Ramaeker – Senior Strategic Business Director , NSLP/Inceptia

Tom Ramaeker has worked in financial aid since January of 1987, beginning his career as the Assistant Director of Financial Aid Creighton University. He left Creighton in January of 1998 to accept a position with Access Group, the largest provider of FFEL student loans in the country for Graduate and Professional students. He held several positions with Access Group over a 14 year time span including West Region National Sales Director. Tom returned to his Nebraska roots in February of 2012 when he accepted the position of Senior Strategic Business Director at NSLP/Inceptia, a position he currently holds today. Tom has served in several past leadership positions within NEASFAA, including 4 year private school sector rep, Treasurer, and NEASFAA President in 1997/98. He also was a co-chair for RMASFAA in 1996 when it was held in Omaha. Tom is married to Cindi Ramaeker, who many of you may remember as the detailed part of the Ramaeker family. Cindi is currently employed at Home Instead Senior Care. The couple resides in West Omaha where Tom still enjoys Husker football, golf and taking care of his yard. He also loves taking three days to put up his Christmas light displays for all to see as they drive by their home.

Profit & Loss Budget vs. Actual

July 1, 2013 through January 28, 2014

Cash Basis

	Jul 1, '13 - Jan 28, 14	Budget
Income		
Exhibitor Fees	0.00	2,900.00
Fall Workshop	1,200.00	300.00
Interest Income	0.00	1.00
Membership Income	11,465.00	10,275.00
Reserve Debit*	0.00	2,234.00
Spring Conference	0.00	7,800.00
Support Staff Workshop	1,470.00	1,140.00
Total Income	14,135.00	24,650.00
Expense		
Awards		
Fun Awards	0.00	180.00
Prestige Awards	0.00	470.00
Total Awards	0.00	650.00
Communications		
SOCS Annual License Fee	0.00	1,500.00
Total Communications	0.00	1,500.00
Leadership Development	1,000.00	1,000.00
Membership		
Printing/Postage	0.00	50.00
Welcome Project	0.00	400.00
Total Membership	0.00	450.00
PDC		
Fall Institute		
Entertainment	0.00	0.00
Meals/Breaks	1,807.41	300.00
Miscellaneous	100.00	
Printing/Postage	297.74	0.00
Speaker Expense	1,559.08	1,500.00
Total Fall Institute	3,764.23	1,800.00
Meeting Expense	80.27	200.00
Spring Conference		
Entertainment	0.00	2,000.00
Meals/Breaks	0.00	7,000.00
Miscellaneous	0.00	100.00
Printing/Postage	0.00	500.00
Speaker Expense	0.00	5,000.00
Total Spring Conference	0.00	14,600.00
Support Staff Workshop		
Attendee Materials	0.00	50.00
Meals/Breaks	1,090.92	750.00
Miscellaneous	125.00	400.00
Speaker Expense	200.00	250.00
Support Staff Workshop - Other	143.22	
Total Support Staff Workshop	1,559.14	1,450.00
Total PDC	5,403.64	18,050.00
President/President Elect		
Board Meetings		
Meals	243.34	
Board Meetings - Other	0.00	650.00
Total Board Meetings	243.34	650.00
Leadership Conference	0.00	1,500.00
NASFAA Conference	0.00	1,500.00

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2013 through January 28, 2014

	Jul 1, '13 - Jan 28, 14	Budget
RMASFAA Conference		
Airline/Hotel/Meals	624.24	
RMASFAA Conference - Other	250.00	1,000.00
Total RMASFAA Conference	874.24	1,000.00
RMASFAA State Gift	75.00	75.00
Total President/President Elect	1,192.58	4,725.00
Secretary		
Cards/Memorials/Flowers	0.00	25.00
Secretary - Other	85.59	
Total Secretary	85.59	25.00
Treasurer		
Association Liability Policy	0.00	550.00
Banking Expenses	14.00	25.00
Computer Expense	60.95	25.00
Computer Repair	50.00	
Tax Preparation	0.00	50.00
Total Treasurer	124.95	650.00
Total Expense	7,806.76	27,050.00
Net Income	6,328.24	-2,400.00

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2013 through January 28, 2014

	<u>\$ Over Budget</u>	<u>% of Budget</u>
Income		
Exhibitor Fees	-2,900.00	0.0%
Fall Workshop	900.00	400.0%
Interest Income	-1.00	0.0%
Membership Income	1,190.00	111.6%
Reserve Debit*	-2,234.00	0.0%
Spring Conference	-7,800.00	0.0%
Support Staff Workshop	330.00	128.9%
Total Income	-10,515.00	57.3%
Expense		
Awards		
Fun Awards	-180.00	0.0%
Prestige Awards	-470.00	0.0%
Total Awards	-650.00	0.0%
Communications		
SOCS Annual License Fee	-1,500.00	0.0%
Total Communications	-1,500.00	0.0%
Leadership Development	0.00	100.0%
Membership		
Printing/Postage	-50.00	0.0%
Welcome Project	-400.00	0.0%
Total Membership	-450.00	0.0%
PDC		
Fall Institute		
Entertainment	0.00	0.0%
Meals/Breaks	1,507.41	602.5%
Miscellaneous		
Printing/Postage	297.74	100.0%
Speaker Expense	59.08	103.9%
Total Fall Institute	1,964.23	209.1%
Meeting Expense	-119.73	40.1%
Spring Conference		
Entertainment	-2,000.00	0.0%
Meals/Breaks	-7,000.00	0.0%
Miscellaneous	-100.00	0.0%
Printing/Postage	-500.00	0.0%
Speaker Expense	-5,000.00	0.0%
Total Spring Conference	-14,600.00	0.0%
Support Staff Workshop		
Attendee Materials	-50.00	0.0%
Meals/Breaks	340.92	145.5%
Miscellaneous	-275.00	31.3%
Speaker Expense	-50.00	80.0%
Support Staff Workshop - Other		
Total Support Staff Workshop	109.14	107.5%
Total PDC	-12,646.36	29.9%
President/President Elect		
Board Meetings		
Meals		
Board Meetings - Other	-650.00	0.0%
Total Board Meetings	-406.66	37.4%
Leadership Conference	-1,500.00	0.0%
NASFAA Conference	-1,500.00	0.0%

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2013 through January 28, 2014

	<u>\$ Over Budget</u>	<u>% of Budget</u>
RMASFAA Conference		
Airline/Hotel/Meals		
RMASFAA Conference - Other	-750.00	25.0%
Total RMASFAA Conference	-125.76	87.4%
RMASFAA State Gift	0.00	100.0%
Total President/President Elect	-3,532.42	25.2%
Secretary		
Cards/Memorials/Flowers	-25.00	0.0%
Secretary - Other		
Total Secretary	60.59	342.4%
Treasurer		
Association Liability Policy	-550.00	0.0%
Banking Expenses	-11.00	56.0%
Computer Expense	35.95	243.8%
Computer Repair		
Tax Preparation	-50.00	0.0%
Total Treasurer	-525.05	19.2%
Total Expense	-19,243.24	28.9%
Net Income	<u>8,728.24</u>	<u>-263.7%</u>

Balance Sheet

Cash Basis

As of January 28, 2014

	<u>Jan 28, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking- 148985925327	24,674.78
Total Checking/Savings	24,674.78
Other Current Assets	
12 Month CD--Union Bk 4/5/13	14,300.00
12 Month CD-US Bank 1/3/2014	19,736.72
12 month CD - Union Bk 10/8/13	29,580.00
12 month CD -Union Bk 7/10/13	27,188.00
Total Other Current Assets	90,804.72
Total Current Assets	115,479.50
TOTAL ASSETS	<u>115,479.50</u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	34,427.98
3900 · Retained Earnings	74,723.28
Net Income	6,328.24
Total Equity	115,479.50
TOTAL LIABILITIES & EQUITY	<u>115,479.50</u>

Secretary's report

NeASFAA Board Meeting

January 31, 2014

I received a question about the 2014-2015 NeASFAA budget from Bailey Jorgensen. Bailey is next year's secretary and she has been asked to submit the proposal for next year's budget. There is a line item in the secretary's budget for Document Archival for \$100. What was the purpose of this and should it be budgeted for 2014-15?

Thank you,
Beth Sisk

NeASFAA Private Colleges and Universities Sector Report

January 31, 2014

During the October 11th NeASFAA meeting I reported on a request from Dean Obenauer from Creighton University. Dean was interested in the Board's want for additional financial literacy information. I was asked to get clarification from Dean on his listserv idea; he did respond that he was not asking to start a new listserv specifically dedicated to financial literacy but more of a sounding board for idea sharing and experiences among schools. His project is currently on hold but he welcomes calls or emails from anyone looking for additional information.

An email was sent out to the private colleges and university sector requesting information, I did hear back with the following report:

- Penny James with Nebraska Methodist College had a question regarding the membership directory which I forwarded on to the committee.
 - She also wanted to thank the PDC committee for outstanding fall training. She was able to bring a large group from NMC and all felt it was valuable and informative!
- Diana Boring from Concordia is no longer working with financial aid at Concordia University; she is now working in the business sector with accounting, finance and operations.

Respectfully submitted,

Annie Lee

NeASFAA Private Colleges and Universities Sector Representative

NeASFAA Communications Committee Report

January 28, 2014

The Communication Committee received emails from two companies encouraging NeASFAA to use their products.

1. V-cube USA, Inc. contacted Laura Schultz, who sent the email on to Lani Swanson. V-cube USA Inc. is an on-site web broadcasting company that captures events and makes it available for online distribution. Lani visited their website www.vcubewebcasting.com and decided not to peruse this based on cost. Their website said one day events start at \$3,600.
2. Crowd Campus contacted Laura Schultz, who sent the email on to Lani Swanson. Crowd Campus develops mobile apps to be used at events like NeASFAA's spring conference. Linda Butcher reached out to Crowd Campus and had this report: I do think it would be neat to have the app, but still not sure it's cost effective. Crowd Campus said they do work with small groups and the way to go is not to have a separate app, but to use the crowd compass app and people would have to put in NeASFAA to pull up the NeASFAA app. The cost is \$2,900. She mentioned sometimes sponsors will pay for the app in exchange for ad space on the app. I told her I thought the sponsors had dried up due to changes in the industry.

We could have the agenda, interactive maps of the conference facilities, speaker bios, pdf's of the presentations, and sponsor ads included. We could also have push notifications - notifications going out if there are room changes or emergency notices.

Linda Butcher, Mary Lohse and Lani Swanson attended SOCS training on October 22 and Linda and Lani attended a follow-up meeting on December 3. Both trainings were very beneficial. As a result of our time with SOCS the committee implanted the following:

1. Drop Doc feature – members may add documents, pictures, etc. through the NeASFAA website. Mary set it up so Communications Committee Members are notified when anything is added using the Drop Doc feature. SOCS can add others to be notified once this feature is used. We can set up separate Drop Docs for different type of items i.e. pictures, etc. There is no additional cost to use this feature. Drop Doc is located Forms section of the NeASFAA website.
2. Calendar – the committee was asked if we could add a link to an event on the calendar. SOCS said this can be done, but we must use HTML. SOCS is available to help add a link to an event on the calendar. Also, asked if we could have an event repeat yearly on the calendar. SOCS said this not possible, but there is a workaround. SOCS could help NeASFAA export and then re-import a calendar, but we would need a separate calendar for yearly events and then SOCS could merge the two calendars together.

Other items to discuss

1. Password protect the Membership Directory and List-serve – SOCS suggested rather than assigning each NeASFAA member a login and password that we assign a moderator to the List-serve. The moderator would then approve items before they were sent out via the list-serve. SOCS suggested we add Lisa Boatman as a moderator. We could assign multiple moderators. SOCS also suggested we could have up to 4 list-serves i.e. BOD, Sectors, etc. Membership directory would need to be password protected if we didn't want it open on the website. SOCS suggested we could create a generic email and password and distribute to membership. Email could be generic such as neasfaa@neasfaa.org.

2. Online secure payments - SOCS has contracted with Moneris to process electronic payments. There is a 2.5% fee to process a check (using a routing number) or credit card through Moneris. SOCS did mention that most other providers charged 5% or more. Online payment process is done in conjunction with a form. To pay online, SOCS would create a form which members would complete online through our website and then leave the NeASFAA site and go to Moneris to pay. The member is not required to create a login/password to pay through Moneris. NeASFAA would be charged the 2.5% transaction fee monthly. Moneris is able to place funds into different bank accounts. A good example of this process is www.maesp.com There is no additional cost to process online payments other than the 2.5% transaction fee. For more information see the Moneris brochure attached to this email.
3. Site Template - SOCS did check and we are eligible to update the design/template of our website. We are currently using template L8 and SOCS suggested that template L10 or L11 would be a good upgrade for our association. With template L10 or L11 we will be able to "jazz up" our site with things like moving the menu, adding a background color/image, add the Facebook icon, change the layout of our feature articles, etc. To view the options please visit choosestyle.fes.org. Once on the website select "preview" and then you will be direct to the available templates. There is no additional cost to update our template. SOCS said most sites are updated about every 3 years. www.maesp.com is currently using template L10.

Other items

1. NeASFAA is able to conduct a poll and survey through our site. A Poll will allow us to ask just one question. A survey will allow us to ask multiple and different type of questions. We are only able to have one survey activate at a time. We could ask members to sign in to complete the survey, if we assign login and password for each member. We are able to download the results into an Excel file. There is no additional cost for a poll or survey.
2. Membership database – we asked SOCS if members could make changes to their information contained in the Membership Directory via a form on the website. This would eliminate the need for a member to contact the Membership Committee with a change in their office and the need for the Membership Committee to then contact SOCS to make the change to our membership directory. There is a fee for this since it requires customization, but if the Board feels this would be a benefit to the Membership our Committee will contact SOCS to determine the cost for NeASFAA. SOCS also suggested currently there isn't a good way to do this electronically. Suggested we continue to email Lisa Boatman our changes.

Respectfully Submitted,

Mary Lohse, Communication Committee Co-Chair
Lani Swanson, Communication Committee Co-Chair
Linda Butcher, Communication Committee Vice-Chair

**NeASFA Board of Directors
Corporate Development Committee
Don Buehrer (Nelnet) and Stacy Seim (EducationQuest)
January 31, 2014**

Paid Associate Members for 2013-14 include:

We started the year with 14 paid associate members. To date, we have 14 paid associate members. One 2012-13 member did not renew (Aspire). We have a new member (Professional Choice Recovery).

American Student Assistance

Coordinating Commission for Post Secondary Education

Discover Student Loans

EducationQuest Foundation

General Revenue Corporation

Great Lakes Educational Loan Services

Inceptia/NSLP

Nelnet

Professional Choice Recovery

Sallie Mae

The First Marblehead Corporation

University of Nebraska Central Administration

Wells Fargo

Williams and Fudge

Associate Member Recruiting Efforts

As reported in October 2013, we sent a "recruiting" membership letter to appx 70 potential associate members. We have not gained any new members from this mailing. Another mailing will go out once Spring Conference registration is live.

Member Communication

An email was sent to all current Associate members, noting that the 2013-14 exhibit fee is \$350, which includes one conference registration.

Conference Review

We had 11 exhibitors during the 2012-13 conference. Three of these exhibitors were not members (Credit World Services, Recovery Management Services, Windham Professionals). All three of these companies have been called and told that they must be a NeASFAA member to exhibit at the Spring Conference.

Philanthropy Update

Education Quest will not be matching our gift this year.

Our finalist for the 2014 NeASFAA Philanthropy Project are the following:

Blessings in Backpack

A volunteer program that assists feeding 200 Norfolk elementary school students while they are away from school during the weekends.

Junior Optimist Octagon International Club

Assists junior high school students with developing leadership skills

Promotes on-line safety and has developed "safe zones" for children and pedestrians in residential neighborhoods

Encourage Reading program for children

Finance and Audit Committee Report

NeASFAA January Board Meeting

Membership: Renee Besse (chair), Hylee Asche (co-chair), Terri Graham, Marty Habrock (Treasurer), Matt Johnson (President/President-elect). Former member – LeAnn Hoffman

The Finance and Audit Committee has met once since the fall Board meeting.

- We found our insurance policy to be deficient. Hylee is following up with an insurance company to find out what it would cost to meet the minimum requirements set forth in the Policy and Procedures manual.
- Budget requests for 2014-15 have been sent out. Deadline is February 7th. If a request is not returned the committee will assume a zero budget. Remember, if something comes up during the year a special consideration can be requested from the Board.
- Good news – Marty has agreed to stay on as Treasurer even with his transition to the Director of Financial Aid at UNO. However, he has requested that we postpone the transition to a new accounting system; therefore, this item has been tabled.

Respectfully submitted by,

Renee Besse, Chair

NeASFAA Membership Committee Report

January 31, 2014

Membership has received a Request for NeASFAA membership from Professional Choice Recovery to be reviewed at the January 31, 2014 board meeting.

Respectfully submitted,

Andrea Quimby
NeASFAA Committee Chair

January 31st, 2014
NeASFAA Professional Development Committee Report

Our committee is thrilled with the success of both the Support Professional's Workshop and the two Fall Training events. We are gearing up for Spring Conference as well!

Support Professional's Workshop:

Friday, November 1st

Mahoney State Park

Topics discussed:

- Student Loan Fundamentals
- R2T4
- Customer Service
- Information 101—A Helpful Tool Kit
- Fun and networking

There were 59 people in attendance. This included participants, PDC members and guest speakers. While the room was not ideal, the location was beautiful and there was time for everyone to explore the park during lunch.

Fall Trainings:

Monday, November 4, 2013

AND

Tuesday, November 5, 2013

Mahoney State Park

University of Nebraska at Kearney

Fall Training Topic:

- Preparing for U.S. Department of Education Program Review.

Subject Matter Experts:

- Diane Stemper---Director of Student Financial Aid, The Ohio State University
- Bob Walker---Director of Financial Aid, Creighton University

This training was a HUGE success! 65 people attended Monday's training at Mahoney State Park and 23 people attended Tuesday's training at UNK. We also had 8 members join us virtually on Tuesday. There was a wide range of campus staff in attendance. It was great to have feedback and interaction amongst the participants. The evaluations were very positive. They appreciated time of year, the affordability and the location. But most of all, the attendees commented on how grateful they were for the timely topic and the quality speakers.

Spring Conference:

April 10th and 11th, 2014

Divots Conference Center--Norfolk, NE

The committee will be meeting February 7th, 2014 on site to finalize many details. It is shaping up to be a great conference with training at its core.

Respectfully Submitted,

Ritchie Morrow—Professional Development Committee Co-Chair
Laura Schultz—Professional Development Committee Co-Chair



NeASFAA Strategic Directions – April 2013 through April 20162014-2016

(First Draft: June 07, 2013)

(Second Draft October 11, 2013)

(Third DraftFinal Draft Adopted: January 31, 2014)

NeASFAA exists to:

PROMOTE PROFESSIONALISM

Develop professionalism among aid officers of Nebraska – to include fostering and promoting professional standards, effectiveness and recognition. *(Bylaws, History, P&P)*

- The NeASFAA Board of Directors along with the committees will annually examine their role and function with an emphasis on efficiency, sustainability, representation, and cost savings opportunities. (Board of Directors)
- NeASFAA will develop an ethics statement and conflict of interest statement for board members and committee chairs to sign by April summer board meeting 2014. (President)
- NeASFAA will provide a leadership seminar for financial aid professionals by April 2016. The focus will be on coordinating this training in the off-year of the RNASFAA leadership pipeline. This may be accomplished through the assignment of an ad hoc committee. (President)

COORDINATE AND NETWORK

Provide a means to bring together all aid officers, counselors and public & private agencies for the discussion of common problems related to the distribution of financial aid to students. *(Bylaws, History, P&P)*

- NeASFAA will implement a mixer at the annual spring conference with the goal of facilitating new connections-. (PDC and membership)
- NeASFAA sector representatives will reach out to new members with the intent of welcoming them and encouraging participation in the organization. The sector representatives will work together to develop a standard questionnaire to ask of the new members by which they can provide an introduction to the association. The sector representatives will provide ideas on how they will find out about new office staff and the questionnaire questions they want to use to

introduce the new members to NeASFAA. Recommendations to the board by fall meeting 2014. (Sector Representatives)

- NeASFAA will explore the feasibility of an inter-state leadership exchange program to allow the office of the President meaningful connection to the leadership and inner workings of other state associations for benchmarking and idea generation. A report including a cost analysis for implementing such a program will be provided to the board by April 2016. (President)

Promote and facilitate coordination of student financial aid plans and programs between and among financial aid administrators, post-secondary counselors and public and private agencies. *(Bylaws)*

- NeASFAA will solicit and document the technology needs and wishes for each board member and committee chair by the April-fall 2014 board meeting2014. Each board member and committee chair will bring a list of technology to the meeting. (Board members report to Communication Committee, Audit and Finance Committee)
- NeASFAA will continue to evaluate the current website against the technology needs to determine its usefulness to the membership. A report will be given to the board concerning recommendations for website enhancements and/or changes including cost estimates by April 2014Through attendance at the SOCS training and board feedback, there will be an ongoing effort to match website capabilities with the organization's needs. (Communications Committee)
- NeASFAA will ask its membership for ways to utilize technology to increase interactivity between and among its members and provide a report with recommendations to the board after April 2014 at the fall 2014 board meeting. (Membership and Communications Committees)

TRAIN & DEVELOP

Stimulate, promote and encourage leadership, continuing education, conferences and other related activities for aid officers. *(Bylaws, History, P&P)*

- NeASFAA will create and publish in electronic form timelines for each office and committee by April 2014. (Board members send to Communications Committee)
- NeASFAA will hold a transitional board meeting at the annual conference for the purpose of informing and training new officers, board members and committee chairs concerning their responsibilities. (President and President elect.)
- NeASFAA will invite vice chairs to attend ~~ensure that vice chairs are invited and attend 50% of the board meetings during their year as vice chair.~~ (President and current holder of position)
- The board and PDC will continue to evaluate Business officer involvement and conference tracks through April 2016 in order to measure their interest and integration into NeASFAA. (PDC)

Provide training for aid officers. *(History, P&P – indirectly in Bylaws)*

- NeASFAA will annually evaluate the location and timing of the conference for optimum attendance and provide a report and recommendation to the board at least one year prior to the actual conference date. (PDC)

- NeASFAA will implement at least one new programming idea per spring conference. (PDC)
- NeASFAA will ensure that 50% of its annual conference breakout sessions utilize institutional members as presenters. (PDC)
- NeASFAA will ensure that in spring conference, a minimum of 20% of the content is devoted to financial aid 101 basics and a maximum of 20% of its content is devoted to topics that are "fluff." (PDC) ~~Each spring conference will have at least one of each of the following types of sessions: best practices panel, financial aid hot topics, financial aid basics, birds of a feather sessions.~~
- Develop and advertise multiple-site training programs with the purpose of having more localized training opportunities in the state ~~by April 2015.~~ (PDC)

INFLUENCE LEGISLATION

Influence federal and state legislation dealing with student financial programs and provide an avenue for dissemination of ideas and concerns of students and administrators in financial aid problems.

(History, P&P)

- NeASFAA will ensure that each annual conference addresses some form of training on the legislative process. (PDC)
- ~~NeASFAA will have a link to legislative resources.~~