

## NeASF AA Board of Director's Meeting

January 29, 2016

Present: Becca, Matt, Richie, Sheila, Stacy D, Stacy S., Wendi, Kent, Renee, Linda, Lani, Heather, Beth, Kay.

Kay called meeting to order at 9:48am.

Matt Moved to approve agenda. Beth seconded. Agenda was approved.

Wendi Moved to approve minutes. Matt seconded. Minutes were approved.

### **Agenda**

### **Officer Reports:**

President: written report. Attended RMAF AA board meeting discussed reserves. Next meeting March 3&4 in Denver.

President Elect: no written report.

Past President: no written report.

Treasurer: written report attached including balance sheet and profit/loss. Discussion of budget. Need to review conference cost and expense. RMAF AA and NAF AA expense may need adjusting. report.

Secretary: no written

Historian: no written report

### **Sector Representative Reports:**

Private Career: no written report

Two Year Public: written report attached. Only communication from CCC.

Private Colleges and Universities:

Four Year Public College and Universities: no report

Associate Membership: no report

## **Committee Reports**

Associate Governance: written report attached.

**Corporate Development:** written report attached. Received two submissions for philanthropy project. Requested ideas on who they should reach out to for vending at the conference. Currently have a possibility of three vendors. Suggestion made to look at the RMASFAA list.

**Finance and Audit:** written report. Reminder budget request will be coming out the first week of February.

Membership Communication: written report attached. Request for membership from Citizen's Bank. Becca moved to accept membership. Beth seconded. Discussion: Matt asked if they are coming to conference. Asked where home base was. Dues are due for this year. Membership was approved.

Renee commented there have been several changes to list serve and they are assisting PRDC with first time attendee's breakfast. Membership will also help at registration desk. Trained two new committee members with SOC and website. Discussion on admiralship- do we nominate for retirees.

Nominations and Elections: written report. Six positions were voted on. Two positions were unopposed. President Elect and Treasurer go to leadership conference. Beth will announce.

**Professional Development and Recognition: no written report. Becca recapped fall training. Will order new name badges and will need a variance to budget. Registration fees were set when budget was adopted. Registration fees were approved. Becca moved to requested a variance asked \$125 member, member exhibitor \$300 plus \$125 per member that exhibits. Beth seconded motion. Discussion- looking at budget what areas are we exceeding? Becca amends motion to increase meal budget from \$12,000 to \$13,500. Beth approved amendment. No further discussion. Motion passed.**

**Awards Info: Becca asked the Board for suggestions for Rookie of the Year and the Bob Minturn Award. It was decided that it needs to go to the membership. If general membership does not nominate the board can select. Becca asked Kay to provide names for committee of the year and distinguished person award.**

**Spring Conference: At Cornhusker. New agenda items: First time attendees breakfast on Wednesday morning. Wednesday evening – Vendor Reception and Social Hour – will have appetizers and drive attendees to meet the vendors. Two confirmed for general sessions.**

**Waiting on confirmation from Craig Munier. Conference will go later on Thursday. David Bartlet will be attending. Breakout sessions – Birds of Feather discuss software issues. Fall training will go more towards credentialing.**

### **Continued Business**

**New member request – Citizen Bank membership was approved during committee reports**

**Status on Central Calendar – Calendar does not show on website unless something is scheduled. Communications committee will look at stats of number of hits on webpage**

**Hello NeASFAA- Kay asked the Communications Committee to assign a board position to each month to do an article.**

**BOD Action Item I: Membership Communications P&P – see attached. Suggested Name Change to Membership Connections and change in P&P language. Matt moved to approved. Marty seconded. Discussion: well written. No further discussion. Motion approved BOD Action Item 1 passed.**

**BOD Action Item 2: Move the management of the drop box to the secretary. Matt moved to approved. Beccc seconded. Discussion- good idea. No further discussion. Motion approved. BOD Action Item 2 passed.**

**BOD Action Item 3: Matt moved Marty seconded. Discussion: no discussion. Motion Approved. BOD Action Item 3 passed.**

**New Business:**

**2016 Philanthropy – Kent provided two suggestions: City Impact and Willard Community Center. Kent moved to ask the board to accept one of the provided suggestions. Matt moved to accept City Impact. Becca seconded. Motion approved. City Impact will be the philanthropy project.**

**Becca motioned to adjourn. Beth seconded. Meeting adjourned at 11:50am.**

Agenda  
NeASFAA Board of Directors Meeting  
Friday, January 29, 2016 @ 9:30  
Concordia University, Seward, NE

Call to Order

- I. Approval of Agenda
- II. Approval of minutes from October 2015
- 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 *sheila*
  - B. Two-year Public Institutions, ~~Stacy Dieckman~~
  - 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. Continued Business

- a. New member request
- b. Status - implementation process for updating a central calendar to include officer and committee functions through the year.
- c. "Hello NeASFAA" write ups to Board and Committees
- d. BOD Action Item 1
- e. BOD Action Item 2
- f. BOD Action Item 3

VII. New Business

- a. Elections
- b. 2016 Philanthropy
- c. Spring conference

VIII. Adjournment

## **Officer's Reports**

### **President's Report**

**No written report**

### **Past President's Report**

Past President/Association Governance Committee Report January 2016

The Association Governance committee took the proposed changes to the Membership Communications committee P&P changes back to committee. The AG committee has been discussing this by email exchange over the last couple of weeks and is making the following recommendations.

Action Item #1 is the Committee P&P changes as recommended by the Membership Communications Committee. This is much the same as you reviewed in the last meeting with two main additional updates to the language. First, the committee name change to "Membership Connections," and second the addition of Treasurer as ex officio member of the committee in the recommended composition section of the P&P. Both of these are recommendations of the MC committee and endorsed by the AG committee. Otherwise, we streamlined some of the language in the body of the P&P but really have not changed the essence since our last board meeting.

Action Item #2. This item takes a look at Secretarial duties. Because the Secretary was the board representation on the MC committee, we determined that this would be redundant to also have the Treasurer. So we are removing this from the Secretarial duties.

The committee also discussed the new Drop Box and had considered listing the management of this with the MC committee. The Drop Box could quickly become quite cluttered without direct oversight. We determined that management of this tool may best fit with the secretarial duties as the record keeping person for the Board and the Association. We are recommending adding this to the Duties in the P&P.

Action Item #3. This adds the role of ex officio member of the MC committee to the treasurer in the treasurer section of the P&P.

Respectfully Submitted  
Matt Johnson  
Past President.

**Treasurer's Report**

**No written report**

**Secretary's Report**

**No written report**

**Sector Reports**

**Private Career**

**No written report**

**Two Year Public**

**NeASF AA Board of Directors meeting  
January 29, 2016  
Two-Year Public Sector report**

An email was sent to all members of the two-year public colleges requesting news to share or issues or concerns to pass on.

I received a response from Hylee Asche with Central Community College that Tricia Stephens retired from her position on the Grand Island Campus and Mr. Angel Gabriel was hired to replace her as Financial Aid Technician. I provided Hylee with the website link to sign up Angel for the listserv and the contact information for the Membership Committee so he can be added to the membership directory.

I received no other responses.

Respectfully submitted,

Sheila Johns  
Two-Year Public Sector Representative

## **Private College and Universities**

### **Four Year Public**

### **Association**

## **Committee Reports**

### **Association Governance**

### **Corporate Development**

Corporate Development Committee  
NeASFAA Board Report – January 29, 2016

Submitted by: Kent Wolfe, CDC Chair

### **Committee Members**

Carol Keller, EducationQuest, replaced Jessica Hendricks as committee vice chair. Thanks to Joan Jurek for her assistance in bringing Carol on board.

### **2016 Philanthropy Project**

In conjunction with Stacy Seim (Assoc. Sector Rep) and Carol Keller, the following two options are presented to the board for consideration for the philanthropy project at the 2016 NeASFAA conference. Both are located in Lincoln, NE and include an element of educational development/promotion.

1. City Impact <https://www.cityimpact.org/>
2. Willard Community Center <http://www.willardcommunitycenter.org/vnews/display.v/SEC/About>

Upon selection by the board, CDC will reach to the organization to open communication with it.

### **2016 Conference Exhibitors**

An email will go out next week to all associate members to encourage them to exhibit at the spring conference. I asked PDRC members this week for ideas about other people/organizations



to which we can reach out to invite to exhibit. Suggestions from the board would be appreciated too.

### **Finance/Audit**

January 27<sup>th</sup>, 2016

Finance and Audit Committee, Gina DeJong-Chair  
Board of Directors Meeting - January 29<sup>th</sup>, 2016

I will be sending out budget requests to all of the committee chairs and board officers next week. The finance and audit committee will then meet in late February/early March to finalize our budget proposal for the upcoming 2016-2017 year.

Respectfully Submitted,  
Gina DeJong

### **Membership Connections**

Membership and Communication Committee  
NeASF AA  
Board Report – January 29, 2016

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

- Committee Meeting Scheduled for February 16<sup>th</sup>.
  - Help with First Time Attendees at Spring Conference
  - Articles for “Hello NeASF AA”
- Request for Membership – Citizen’s Bank Sara Edwards
  - Citizens One is a brand of Citizens Bank, one of the nation’s oldest and largest financial institutions. We offer students and families private student loans intended to bridge the gap after grants, scholarships and federal loan options. Our Citizens One Student Loans are school-certified and offer no application, origination or disbursement fees to all borrowers, in addition to numerous other benefits. We can provide a professionally designed Citizens

One web button for use by college and university financial aid websites, seamlessly linking interested students to our website offering free tools, tips as well as our online application.

## **Nominations/Elections**

January 26, 2016

Nominations and Election Committee Report – Beth Sisk

NeASFAA 1/29/2016 Board of Directors meeting

The Board of Directors confirmed Heather Kester's placement as the Private Vocational Sector Representative after Andrew Landrum vacated the position.

The committee worked to fill a large ballot this year with the goal of having at least two people run for each position. 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.

The Election results will be announced to both those that did and did not win on Thursday, January 28<sup>th</sup>. I should have results to announce at the board meeting.

Will the President-Elect and Treasurer plan to attend NASFAA's Leadership Conference?

## **Professional Development and Recognition**

Continued Business – Action Items

BOD Action Item #1 – Membership Communications P&P

Justification

Membership Communications met and is providing new language for the P&P.

## **Old language**

### 3.5.2 MEMBERSHIP COMMUNICATIONS COMMITTEE

#### Purpose

The purpose of this committee is to facilitate communication and continued development and maintenance of the Association.

#### Duties

Maintains editorial control over any publications or communication mediums of the Association.

Develops Communication Policies and Procedures to regulate submissions to publications and communication mediums.

Develops and presents an annual committee calendar to the Board of Directors to be posted on the NeASF AA website.

Develops an association Master Calendar inclusive of RMASFAA, NASFAA and Department of Education events to be posted on the NeASF AA website.

Collects and disseminates information and opinions concerning both state and federal legislation and regulations to the individual members of the Association.

Analyzes possible options open to the Association membership in the area of Federal Legislation and regulations and encourages membership to respond.

Prepares and distributes to the membership timesensitive information and other news affecting the association.

Disseminates NeASF AA membership information to state, regional and national associations, as appropriate.

Solicits articles and informational items of importance for inclusion in an appropriate format. News and reports may include the following:

- Highlights of the Board of Directors' meeting
- Message from the President
- Treasurer's report
- Committee reports
- Sector news
- Opinion papers

- Calendar of events and activities
- Other news items

This committee is responsible for distributing the committee interest forms as received from the President-Elect.

The committee shall perform other duties as assigned by the President or prescribed by the Board of Directors.

Manages the membership records of the Association.

Collects and compiles information about NeASF<sup>AA</sup> membership and provides that information for dissemination to state, regional and national associations.

Maintains updated membership list.

Develops appropriate communication materials for membership mailings and ensures that membership dues are paid.

Identifies and cultivates potential new members on an on-going basis.

Submits the names of potential new members to the Board of Directors for approval.

Develops promotional materials advocating NeASF<sup>AA</sup> membership.

Maintains the Membership Directory.

Verifies that all members on the Membership Roster have paid the annual dues and provides a copy of the verified Membership Roster to the Treasurer.

#### Recommended Committee Composition

Committee members should be selected in accordance with the Committee Membership Policy (see Section 3.2). Members should have a working knowledge of publishing, layout and/or technology development of various types of communication mediums.

### **New Language**

#### 3.5.2 MEMBERSHIP CONNECTIONS COMMITTEE

##### Purpose

The purpose of this committee is to promote, maintain and connect NeASF<sup>AA</sup> membership.

##### Duties

- Actively recruit and encourage membership and participation in NeASF<sup>AA</sup>
  - Maintain the membership directory as the official membership list for the Association based on paid membership dues collected by the treasurer.
  - Membership is renewed annually (July 1- June 30). Invoices for membership renewal must be distributed as described in section 5.2.
  - Follow up with institutions that have not paid membership dues on time. Make sure dues, including any late fees, are paid up before spring conference for institutions sending individuals to attend.
  - Submit names of potential new members or former members whose dues have not been paid for three (3) or more years to the Board of Directors for approval.
- Create, collect, disseminate and archive information that is important to NeASF<sup>AA</sup> members.
  - Maintain NeASF<sup>AA</sup> webpage and editorial control over content of the website
  - Manage NeASF<sup>AA</sup> list serve
  - Solicit articles and informational items to share with the association
  - Maintain a master calendar of events important to the association
- The committee shall perform other duties as assigned by the President or prescribed by the Board of Directors.

Recommended Committee Composition

Representation from each sector. Ex officio Member: Treasurer

Action Item #2. Change of Secretary Responsibilities.

2.8.4 SECRETARY [Article VI, Section 9]

**Justification:**

Since the Treasurer is being added as an ex officio of the Membership Connections committee, the secretary would no longer need to be the board representation for the committee.

In addition, the AG committee discussed management of the Drop Box. So that it remains organized and useful, we propose adding this to the duties of the secretary to maintain.

**Old Language:**

Serves as Board Liaison to Communications Committee.

**New Language:**

~~Serves as Board Liaison to Communications Committee.~~

Manages the DropBox account, maintaining an organized file structure and moving documents within the DropBox as necessary to accommodate the file system.

## Action Item #3 – Update to Treasurer Duties

### 2.8.5 TREASURER [Article VI, Section 3 and 10

#### Purpose:

Because the treasurer and the communications committees work so closely during the membership renewal process, this simply recognizes that fact in order to align the P&P with the work being done between the committees and board members

#### Old Language:

Serves as an ex-officio member of the Finance and Audit Committee.

#### New Language:

Serves as an ex-officio member of the Finance & Audit Committee and Membership Connections committees.