

NeASFAA Annual Association Business Meeting
Thursday, March 28, 2019 @ 12:05pm
Holiday Inn & Convention Center, Kearney, NE

Present: Deana Unger, Diana Oglesby, Janice Volker, Justin Brown, Kent Wolfe, Marty Habrock, Lani Swanson, Ritchie Morrow, Sarah Standley, Shareen Thewke, Sheila Johns, Stacy Dieckman, Cecilia Hernandez

Not Present: Danny McGinnis, Sara Nordquist-Davis

Call to Order. Marty Habrock called the meeting to order at 12:43pm.

Approval of Agenda. Motion to approve agenda. Motion by Kent. Second by Vicki. Motion carries.

Approval of minutes from April 2018. No changes.

Officer Reports

President, Marty Habrock: Written report. Productive and successful year. Held all Board meetings at NeSIS; special thanks to Shareen for providing technology so we could have Sheila attend via distance. Key accomplishments include Strategic Directions document, new committee for State and Federal relations.

President Elect, Sheila Johns: Written report. Attended NASFAA leadership conference, co-taught two NASFAA credential sessions, appreciates the accommodations we made to allow her to attend via distance.

Past President, Stacy Dieckman. No written report. Enjoyed all of her time on the board the past few years!

Treasurer, Janice Volker: Written report. Rolled some CDs into different CDs with better interest rates.

Secretary, Sara Nordquist-Davis: Written report.

Sector Representative Reports

Two-year Public Institutions, Diana J Oglesby: Written report.

Private Colleges and Universities: No representative. We started out with a representative for this sector, but Angie left financial aid. Then we had another representative, but the sector at her school changed. We have been looking Doug Watson from Midland agreed last night to serve in this capacity, so thank you to him!

Four-year Public Colleges and Universities, Sarah Standley: Written report.

Associate Membership, Shareen Thewke: Written report.

Committee Reports

Association Governance, Stacy Dieckman: Written report. Made several changes to P&P for SI scholarship, new State and Federal Relations committee, added job duties to several committees, changed some duties to Associate Sector rep.

Corporate Development, Deana Unger: Written report. Coordinated vendors and philanthropy.

Finance and Audit, Danny McGinnis: No written report. Danny completed the audit and did a great job.

Membership Connections, Lani Swanson: Written report. Got everyone's membership renewed each year and maintained/made changes to the website. Encouraged people to join Friends of NeASFAA facebook page.

Nominations and Elections, Sheila Johns: Written report. Voted on SI scholarship recipients. Tabitha Haynes won last year, and James LaPointe won this year. Committee also held elections for 2019-2020 board.

Professional Development & Recognition Committee, Kent Wolfe: Written report. Solicited nominations for awards, put on credentialing sessions, got everything organized and ready for the conference.

State & Federal Relations, Justin Brown: No written report. This is a new committee, so there hasn't been a lot of activity yet. Establishing policy and goals of committee. Priorities this year will be to build rapport with representatives, inviting speakers and trying to have sessions for next year's conference that relate to this topic.

Old Business

None.

New Business

2019-2020 Budget: The board approved this budget yesterday (included in minutes). We never had to take money out of reserves, and our checking account usually remains relatively stable.

Adjournment. Mary Sommers motioned, Ritchie seconded. Meeting adjourned at 1:17pm.

Agenda
NeASFAA Annual Association Business Meeting
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Call to Order

- I. Approval of Agenda
- II. Approval of minutes from April 2018
- III. Officer Reports
 - A. President, Marty Habrock
 - B. President Elect, Sheila Johns
 - C. Past President, Stacy Dieckman
 - D. Treasurer, Janice Volker
 - E. Secretary, Sara Nordquist-Davis
- IV. Sector Representative Reports
 - A. Two-year Public Institutions, Diana J Oglesby
 - B. Private Colleges and Universities
 - C. Four-year Public Colleges and Universities, Sarah Standley
 - D. Associate Membership, Shareen Thewke
- V. Committee Reports
 - A. Association Governance, Stacy Dieckman
 - B. Corporate Development, Deana Unger
 - C. Finance and Audit, Danny McGinnis
 - D. Membership Connections, Lani Swanson
 - E. Nominations and Elections, Sheila Johns
 - F. Professional Development & Recognition Committee, Kent Wolfe
 - G. State & Federal Relations, Justin Brown
- VI. Old Business
- VII. New Business
 - A. 2019-2020 Budget
- VIII. Adjournment

March 28, 2019

President Report – Marty Habrock

NeASFAA Annual Association Business Meeting

The 2018-19 NeASFAA board had a productive and successful year. Key accomplishments:

- We were able to successfully hold Zoom board meetings for those attending via distance. Special thanks to Shareen Thewke (Associate Member) and the University of Nebraska (NeSIS) for providing the Zoom capabilities.
- The NeASFAA board spent quite a bit of time at board meetings brainstorming and updating the 2014-2016 Strategic Directions document. A draft version has been completed.
- Creation of a new State and Federal Relations Committee. The NeASFAA Policies and Procedures have been updated. Special thanks to Justin Brown (UNL) for volunteering as the inaugural chair and creating a working document to guide the committee's work.

Other President Activities throughout the year.

- Attended that NASFAA conference June 24-27 in Austin, TX. At the association level, several key takeaways:
 - At the Regional and State Presidents Luncheon, Chief Training Officer Dana Kelly announced the continuation of NASFAA authorized events, specifically NASFAA Credential Training.
 - At the Awards Luncheon & Annual Business Meeting, it was announced the Certified Financial Aid Administrator (CFAA) program, beginning in 2019-2020.
 - Mary Sommers was given the 2018 Statement of Appreciation Award. It is presented to recognize and to thank an individual for service to NASFAA or the profession.
- Attended that RMASFAA board meetings and conference October 5-10 in Fargo, ND. During the transitional board meeting, a couple topics of interest to report and begin thinking about at the state level:
 - Exchanging state presidents. Having the NeASFAA president attend another state conference and that state president attend NeASFAA's conference
 - Strengthening the state and regional collaboration and support.
 - Incorporating diversity and inclusion initiatives at the regional and state level.
- Attended the RMASFAA Winter Board Meeting on Thursday March 14th and Friday, March 15th in Denver. Attended the meeting via Zoom due to weather related travel issues.
- In February/March stepped in for the Finance and Audit Committee Chair to coordinate the proposed budget for 2019-20.

Respectfully submitted,

Marty Habrock

NeASFAA President

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March 28, 2019
President-Elect Report
Sheila Johns

It has been a year of learning more about the association. I have participated in the following:

- Served as chair of the Nominations and Election committee, which is addressed in a separate report
- Attended NASFAA's Leadership Conference in February 2018 on behalf of NeASFAA and participated in the Association Management pathway
- Recruited volunteers to fill the association committees
- Participated in the Professional Development and Recognition Committee
- Co-taught two NASFAA credentialing sessions at WNCC for PDRC
- Participated in the development of the 2019-2020 NeASFAA budget
- Participated in Association Governance committee meetings

Treasurer's Report

March 25, 2018

Account Balances

Account #	Bank	Length	Rate	Maturity Date	Value
Checking	US Bank	N/A		N/A	\$43,038.61
CD 3-057-9044-4270	US Bank	9 months	2.00%	10/03/19	\$19,813.46
CD #576620	Union Bank	18 months	2.35%	6/05/20	\$14,632.32
CD #580134	Union Bank	17 months	2.37%	02/10/20	\$27,959.70
CD #586665	Union Bank	16 months	2.75%	07/08/2020	\$30,624.20
					\$136,068.29

1. Balance Sheet
2. Profit and Loss Statements
3. Members not renewed
 - a. York College (didn't renew)
 - b. Grace (closed)
 - c. Great Lakes (didn't renew)
 - d. Wells Fargo (didn't renew)
4. New Members
 - a. Ascendium (branch of Great Lakes – requested membership but has not submitted application/payment)
5. Treasurer Audit
 - a. Completed 10-25-18
 - b. Insurance Follow-up Completed 01-30-19
6. Tax Return
 - a. Filed 11-15-18
7. State of Nebraska, Non-Profit Biennial Report
 - a. Filed 03-13-19
8. Initiated discussion surrounding moving additional funds from checking to certificate of deposit. Board is in favor of doing so. After a review of Policy and Procedures, along with the By Laws, it was determined that the Finance and Audit Committee should review and bring a recommendation to the June Board Meeting.

Secretary Annual Report

March 28, 2019

The minutes were taken at each board meeting and placed in the NeASFAA Dropbox for review. The Board approved the minutes at the following meeting.

Respectfully submitted,
Sara Nordquist-Davis
NeASFAA Secretary

March 28, 2019
NeASFAA Spring Conference
Two-Year Public Sector Annual Report

I attended each of the Governing Board meetings during 2018-2019. Prior to each meeting, I contacted the members of the Two-Year Public Sector to ask for any staff changes or celebrations, and concerns/questions I could bring to the Board.

I got a few responses of staffing changes, and a few concerns to take to the Board.

Throughout the year, I served on the Nomination Committee to find candidates to fill available positions on the Board, and on the Selection Committee for the Summer Institute recipient.

I have thoroughly enjoyed the past two years, serving as the Two-Year Public Sector representative, and I look forward to volunteering with the Association in some capacity in the future.

Respectfully Submitted,

Diana Oglesby

March 2019 Annual Report – Four Year Public Sector

An email was sent to members of the Four Year Public Sector on March 12th. Becca Dobry responded and indicated there was nothing to report.

The past two years have been an exciting time on the NeASFAA board. A few highlights include attending Beth Sisk's testimony in support of Nebraska Opportunity Grant, creation of the NeASFAA Summer Institute scholarship, and the development of a new State and Federal Relations committee.

This experience has been invaluable for me. I've had so much fun, met some amazing people, and I have learned so much. It has been an honor to serve as your sector representative for the past two years, and I thank you for this amazing opportunity.

Respectfully submitted,

Sarah Standley

NeASFAA Associate Sector Report
Business Meeting
March 28, 2019

The Associate Sector remained actively engaged with NeASFAA this year. We had several members of our sector involved on different committees of the NeASFAA Organization.

During the year, I emailed the sector to getting information to pass back to the Board. One of the questions was how to engage the members to interact with the vendors during the conference. There were some great comments that I passed onto the PDRC chair.

This is the end of my first year of my two-year term. Next year will be even better.

Respectfully submitted

Shareen Thewke
Associate Sector Representative

Association Governance Annual Committee Report
March 28, 2019 NeASFAA Annual Business Meeting

The committee was tasked with making recommendations for changes to the Policies and Procedures manual in several areas:

- Added procedural language for the Summer Institute Scholarship
- Added procedural language for the new State and Federal Relations Committee
- Added a job duty to the Membership Connections Committee to manage social media accounts
- Added a job duty to the Associate Governance Committee to update committee timeline document
- Added a job duty to the Nominations and Election Committee – communication responsibilities for summer institute scholarship
- Changed procedural language under Sector Representatives – specifically the Associate Sector rep
- Added language to the committee composition of the Corporate Development Committee

The committee met by conference call and via email and submitted recommendations for additions or changes to the P & P during the Board meetings.

Respectfully Submitted

Stacy Dieckman, Past President
Chair of Association Governance

Corporate Development Committee
Annual Report
March 2019

The Corporate Development Committee's primary responsibilities revolve around preparations for the Spring Conference. Committee activities for the year were as follows:

- We have worked with the five (5) Associate Sector members who will be exhibiting at the Spring Conference. Those exhibitors include:
 - Nelnet – Alissa Johnson
 - Inceptia – Mike Lubben
 - Sallie Mae – Robb Cummings
 - General Revenue Corporation – Daphne Ware-Brown
 - Citizens One Student Lending – Sara Edwards

- At the January board meeting, the board agreed to support a Kearney-based organization, Compass, as our Spring Conference philanthropy. We have emailed the membership twice requesting donations. We will collect monetary donations, and donations from Compass' wish list, at the conference. Bill Williams, the COO for Compass will join us for lunch on Friday (29th) to accept our donations.

Respectfully submitted,
Deana Unger
CDC Chair

NeASFAA Membership Connections Committee Annual Report

March 28, 2019

- Worked with NeASFAA Treasurer, Janice Volker, to send annual invoices to all members. We received a great response from our institutional and associate members.
- Erinn Brown and I made numerous updates to the NeASFAA website including:
 - Adding all current Board of Director Members and pictures
 - Updated committee listings with chairs, co-chairs and committee members
 - Updated pictures that scroll in the banner
 - Updated listing of award winners
 - Updated calendar with upcoming NeASFAA and RMAASFAA events
 - Updated membership directory with changes from NeASFAA members
- Updated NeASFAA Volunteer form and posted it online
- Checked the website and Friends of NeASFAA Facebook page for any necessary updates
- Worked with SOCS on the issue some members are having posting to the NeASFAA List Serve. If you try to post a message and receive a failure message please email your failure message to me at lswanson@nebrwesleyan.edu.
- Membership Directory information
 - member@neasfaa.org (email is not monitored)
 - nebraska (lowercase 'n')



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Nominations and Election Committee
Sheila Johns

The Nominations and Election Committee is comprised of the President-Elect and the sector representatives.

During the past year, the committee has selected two winners for the Summer Institute Scholarship established last year by the Board. The winner of the 2018 scholarship was Tabitha Haynes of the University of Nebraska-Lincoln. Because the Board wanted to be able to introduce the 2019 scholarship winner at the Spring Conference, we moved the application process up a couple of months. The 2019 winner of the Summer Institute Scholarship is James LaPointe from the University of Nebraska-Lincoln.

The committee also recruited members to run for office on the 2019-2020 ballot. We had a very talented slate of candidates. The officers elected were:

- President-Elect: Renee Besse
- Secretary: Sarah Standley
- 2-Year Public Institution Sector Representative: Kimberly Vanosdall
- 4-Year Public College and University Sector Representative: Mason White

The 2019-2020 Board of Directors are:

Board Members

President	Sheila Johns
President Elect	Renee Besse
Past President	Marty Habrock
Secretary	Sarah Standley
Treasurer	Janice Volker
4 Year Public Sector Rep	Mason White
2 Year Public Sector Rep	Kimberly Vanosdall
4 Year Private College and Universities	TBD
Associate Member Rep	Shareen Thewke

Committee Chairs

Association Governance	Marty Habrock
Corporate Development	Cecilia Hernandez
Finance and Audit	Janet Solberg
Membership and Communication	Lani Swanson
Professional Development & Recognition	Stacy Seim
Nominations and Election	Renee Besse
State and Federal Relations	Justin Brown

**PDRC Report
2019 Annual Meeting
March 28, 2019**

Fourteen volunteers accepted the responsibility of coordinating the association's professional development and recognition for the 18-19 year. Various tasks included the following:

Credentials/Workshops: We had to juggle a couple dates due to weather, but we got in our 12 credential sessions covering 10 topics this year.

- October in Grand Island – App Processing & Packaging -- 8
- November in Crete
 - Neophyte – Needs Analysis -- 23
 - Advanced - Cash Management -- 31
- March in Lincoln – DL & COA – 18
- Conference in Kearney
 - SAP -- 12
 - Campus-based Aid -- 15
- March in Scottsbluff. SAP & Needs Analysis – 9 including 2 from WY.
- April in Fremont. R2T4 & Administrative Capability – 5 so far

This totaled at least 121 attendees. Thanks to all the instructors who gave their time to expand the knowledge of our membership.

The board decided to offer credentialing next year, PDRC will be gathering information to determine sessions to present in the 19-20 year.

Conference: The conference has been our main focus in the past couple months. Big concerns have been providing educational sessions, engaging attendees in the conference activities and ensuring our exhibitors are visited and involved. We have 63 registrants for the conference this year with five exhibitors.

Committee Members: A huge thanks to all of our committee for 18-19: Stacy Seim, Kim Vanosdall, Sheila Johns, Britnee Terrill, Mason White, Hylee Horner, Lynn Shriver, Nicole Casey, Tabitha Haynes, Matt Johnson, Kristi Artz, Jess Hill, Linda Butcher and myself. A big thanks to them.

Next year: Stacy Seim will be PDRC chair next year with Kim Vanosdall becoming vice chair. Both have been heavily involved in planning our 18-19 events. PDRC is in very capable hands in the upcoming year.

Kent Wolfe
PDRC Chair