

Agenda
NeASFAA Board of Directors Meeting
Wednesday, March 25, 2020 @ 1:00 pm Central
Conducted via Zoom

Zoom Instructions:

<https://wncc.zoom.us/j/285051837>

+1-346-248-7799 Meeting ID: 285 051 837

Call to Order

- I. Approval of Agenda
- II. Approval of minutes from January 31, 2020
- III. Approval of minutes from March 13, 2020
- IV. Officer Reports
 - A. President, Sheila Johns
 - B. President Elect, Renee Besse
 - C. Past President, Marty Habrock
 - D. Treasurer, Janice Volker
 - E. Secretary, Sarah Standley
- V. Sector Representative Reports
 - A. Two-year Public Institutions, Kimberly Vanosdall
 - B. Private Colleges and Universities, Doug Watson
 - C. Four-year Public Colleges and Universities, vacant
 - D. Associate Membership, Shareen Thewke
- VI. Committee Reports
 - A. Association Governance, Marty Habrock
 - B. Corporate Development, Cecilia Hernandez-Chavez
 - C. Finance and Audit, Janet Solberg
 - D. Membership Connections, Lani Swanson
 - E. Nominations and Elections, Renee Besse
 - F. Professional Development & Recognition Committee, Stacy Seim
 - G. State & Federal Relations, Justin Brown

VII. Continued Business

- A. RMAFSA in Nebraska 2020 update
- B. EducationQuest FAFSA completion initiative update
- C. 2022 Conference locations
- D. Dropbox capacity taskforce report

VIII. New Business

- A. 4-year public sector rep opening
- B. Recommended Bylaw revisions
- C. 2020-2021 Budget Review
- D. 2019-2020 Assessment per P&P
 - i. Membership composition
 - ii. Member identification process
 - iii. Organizational structure
 - iv. Overall performance re: mission and purpose
- E. Review protocol for Association Business meeting

IX. Other Business

X. Adjournment

NeASFAA Board of Directors Meeting
Wednesday, March 25, 2020 @ 1:00 pm Central
Conducted via Zoom

Present: Sheila Johns, Renee Besse, Marty Habrock, Sarah Standley, Janice Volker, Kimberly Vanosdall, Doug Watson, Shareen Thewke, Ritchie Morrow, Cecilia Hernandez, Lani Swanson, Stacy Seim, Justin Brown

Committee Members also in attendance: Laura Thayer-Mencke, Lisa Gdowski, Fallon Watts, Jodi Vanden Berge, Janet Solberg, Rob Cummings, Erinn Brown

Not Present: Diana Oglesby

Call to Order: Meeting was called to order by Sheila at 1:02pm.

Approval of Agenda: Motion to approve by Doug, second by Kim. Motion passes.

Approval of minutes from January 31, 2020: Motion to approve by Shareen, second by Janice. Motion passes

Approval of minutes from March 13, 2020: Motion to approve by Shareen, second by Renee. Motion passes.

Officer Reports

President, Sheila Johns: Written report. Lani will get the updated timeline added to the NeASFAA website.

President Elect, Renee Besse: Written report. Nothing much to add. Sheila attended the RMASFAA board meeting in February. Based on discussions there, Sheila is suggesting the possibility of moving the timeframe up for the SI scholarship applications just to give institutions a little more time to think through budgeting.

Past President, Marty Habrock: No written report. Nothing much to report!

Treasurer, Janice Volker: Written report. Number 4 details the refund information. There is a \$75 discrepancy, so she will research this once she is able to get back to the office to look at all her documents. On the transaction report, Justin is listed twice because Janice had to void his check and rewrite it. Janice will stay as treasurer until the end of June, and then once the audit is done, she will hand the books over to the new treasurer.

Secretary, Sarah Standley: Written report. Nothing much else to report.

Sector Representative Reports:

Two-year Public Institutions, Kimberly Vanosdall: Written report. Reached out to the sector, heard back from Sheila. Everyone is just trying to figure out how to handle things on their campuses with moving to remote learning as a result of COVID-19.

Private Colleges and Universities, Doug Watson: Written report. Doug sent out a letter of encouragement to the sector. Encouraged people to look at the positives from what we are learning as a result of COVID-19 and use the new skills we have been learning towards growth for the future. Sheila says thank you to Doug for taking over this office in the middle of the term. Doug feels that it has been a real joy and privilege.

Four-year Public Colleges and Universities, vacant: We do not have a rep at this point. Tabby, the former 4 year public rep, has reached back out to Sheila, as she has started working at Doane. She is interested in being involved in NeASFAA this coming year. Sheila went ahead and reached out to the sector to see if anyone had anything to report and also to ask for volunteers to take over/run for the position. She did not hear any responses.

Associate Membership, Shareen Thewke: Written report. This is Shareen's last meeting. She says thank you for this opportunity. Jodi will be taking over, and Shareen feels that Jodi will do a wonderful job.

Committee Reports

Association Governance, Marty Habrock: Written report. P&P has been updated. He left out the Dropbox Protocol document since we are unsure as to whether or not we will continue using Dropbox in the future. He couldn't get page

numbers added to it, not for lack of trying. Justin volunteered to work on that and also update the page numbers in the table of contents if need be.

Corporate Development, Cecilia Hernandez-Chavez: No written report. On March 13th, Cecilia let vendors know that the conference was canceled. Janice refunded the conference fee (not membership fee) for the members who recently were approved. Cecilia did let everyone know that their conference registration fee would be refunded. She did not tell them that their membership fee would be refunded, so hopefully they are understanding of that. We don't anticipate that they will reach out to ask about this, but Cecilia will provide an explanation if they do have any questions.

Finance and Audit, Janet Solberg: Written report. Laura put a report together and uploaded it. Sheila helped coordinate getting next year's budget proposal together. There were a few items that we wanted to have reviewed by the committee, and Sheila has collected a list of those items because we would still like them to be addressed. Sheila will forward that to Laura and Renee. Sheila also recommended Laura to try and get a strong vice-chair to help share some of the responsibilities for this committee. Justin can help coordinate recruiting a vice-chair, and he has someone in mind. Laura feels that participating on the board in this capacity has given her a new appreciation for the NeASFAA board and everything that goes into making us a successful association. They completed the audit in October, and they realize this was late. Laura has this on her calendar to get the audit scheduled for earlier next time to make sure the timing is in line with the P&P. Otherwise the audit went well. Everything was in order. They had just a few suggestions, but nothing of great concern. Sheila organized a budget session on March 11th, and that was a successful meeting. They discussed budgeting for cards/flowers for the Secretary, switching to QuickBooks Online, and also bringing in an ad hoc committee for training this year. More discussion will follow in new business section.

Membership Connections, Lani Swanson: No written report. Lani made a few last minute changes to the membership list. She requested that everyone get their reports added to the dropbox for the Association Business meeting so she can get everything added to the website. Lani also added the agenda to the website for Friday's Association Business meeting. She will be adding links to the agenda to the reports so it will be easy for the membership to access everything.

Nominations and Elections, Renee Besse: Written report. Conducted the SI scholarship review process. There were 5 applicants. Chantel Merchen from Chadron State was the SI scholarship award winner. We'll honor it for next summer if SI 2020 doesn't end up happening.

Professional Development & Recognition Committee, Stacy Seim: Written report. In a nutshell, after much discussion/consideration, the Spring 2020 NeASFAA conference was canceled as a result of COVID-19. We are still planning to offer some sessions via Zoom for the entire membership. They decided to pause on credentialing as well, but we are hoping to offer those sessions again in the future when things start to get better. Divots has been amazing about working with us and allowing us to cancel with very little financial burden. We have been told that we can't record Dave Bartlett's talk, so Stacy will add that to her list of things to announce to the membership.

State & Federal Relations, Justin Brown: Written report. The committee hasn't met recently, but Ritchie put together a report of the bills that we have been monitoring. They aren't in session right now with everything that has been going on. We hope they are able to get back to these bills because many of them can't roll over to the next session. NASFAA has a good page with resources related to COVID-19. Congress passed a bill for GI benefits to allow students to still get their full benefits even if they are taking classes remote. We don't know of anything that the state of Nebraska is doing for higher education in relation to COVID-19 right now. Sheila says thank you to Justin/Diana for their leadership on this committee. It was very valuable for the association, and they did a phenomenal job.

Continued Business

RNASFAA in Nebraska 2020 update: Sheila reached out to Becca to see if there are any updates since our last meeting, and there is nothing much to report that is new at this time. Justin provided a quick update: Things are starting to line

up pretty well. As of right now, we are operating under the assumption that the conference will still be happening. Conference proposal is now live, so people can go in and submit proposals if they wish. They can do so through the RMAFAA website. We have a motivational speaker lined up, and he's planning to talk about Generation Z and youth culture. We will have a safe zone and mental health component to the conference as well.

EducationQuest FAFSA completion initiative update: Things are on hold with everything that is going on. A small group met to start preliminary discussions. We are thinking nothing much will happen with it this year.

2022 Conference locations: Written report/spreadsheet in dropbox. In light of everything that is going on right now with COVID, Kim started looking into cancellation policies just in case. Shareen has a colleague in another association that is similar to ours. She advised to read the Force Majeure provision carefully within the hotel contracts in regards to cancellation. We would like to get a little more information to make a comparison between the two hotels, but Kim is refraining from reaching out to the hotels right now out of respect for how busy they probably are as a result of COVID-19. Neither hotel offers breakfast, but the Graduate offers breakfast/parking in a bundle with room rates for an increased cost. Kim started a spreadsheet with the number of attendees in recent years and the room rates just so we could use it to compare for the future. Renee suggested thinking about the possibility of having the conference in the same location each year, which would help for planning/budgeting purposes. Some states do this, and most of them seem to like that format. When Justin was in Wisconsin, they bounced between two locations every other year, and this is also something people like. Shareen is in an association that goes to the same place each year, and they like this and feel that it makes things easier. We are thinking about going back to Divots potentially in 2022 to give them our business since they were so helpful to us this year with canceling. After that, we can potentially poll the membership to get feedback on the possibility of having the conference in the same location each year and whether people are open to that and if so, what location most people would like.

Dropbox capacity taskforce report: The taskforce hasn't had a chance to meet quite yet. We'll carry this over to the next board and work on it in the coming year.

New Business

4-year public sector rep opening: Discussed previously. We hope to get someone lined up, so nominations are welcome.

Recommended Bylaw revisions: Written report with suggestions highlighted. Some notes: We have the wrong association category listed, so recommendation to change from 501 (c)(3) to (6) instead. Also changing language from having checks be countersigned to 'approved' instead, as this is the more modern terminology. If we do switch to QuickBooks, we would have an easier time with it if we change the fiscal year to line up with the calendar year. We aren't sure if we will change the fiscal year or not, but the proposed language would make it easier to change if need be. For changes to the Bylaws, we are required to have the membership vote, and we are supposed to give them 30 days notice. First steps will be to have AG review everything and write up some language. After everything is written up, we would send to the membership for an online vote after the 30 day waiting period. Discussion about check signing and whether it needs to be changed or not, based on the language included in that section of the Bylaws. AG will review, make the determination, and make any changes (or not) as they see fit.

2020-2021 Budget Review: Written report. No expenses for fall training since we're skipping a year due to RMAFAA in Nebraska. Since this year's conference was canceled, we put the credentialing expenses back in, in anticipation of the possibility of us offering credentials this year. Sheila is also proposing that we think about offering a second SI scholarship. Brenda Hicks has been invited to come lead a talk during the May board meeting, so added expense for that. Renee proposed a book for the board to read together, so added a line item for that. Added line item for QuickBooks expenses as well as implementation expenses. Added expense for NeASFAA training taskforce. Also added

section for cards/memorials/flowers for Secretary to spend as needed. Under Treasurer, we added the Biannual Non-Profit Filing item since we are due to file that this year.

Motion by Doug to approve the 2020-2021 budget, Second by Shareen. Motion carries.

2019-2020 Assessment per P&P: Based on the P&P, we as a board are supposed to evaluate our performance of the following items: Membership composition, member identification process, organizational structure, and overall performance regarding mission and purpose.

Membership composition: Sheila suggests that we review which institutions in our state are not members and see what we can do to reach out and provide them with information about NeASFAA and the benefits of becoming a member.

Member identification process: In this area, we combined the formerly separate Private Career (for profit) and Private (nonprofit) institutions into one sector: Private Colleges and Universities.

Organizational structure: In regards to organizational structure and mission/purpose, we feel that we have done well in this area because of the following: we have looked at the treasurer term, we have discussed who can be on the board (specifically in regards to non-financial aid office workers), and we established the SFRC. Discussion about inviting business office workers to join NeASFAA for more diversity.

Overall performance re: mission and purpose: See above in organizational structure section.

Review protocol for Association Business meeting: Sheila included the Zoom link in the email that was sent to the listserv. We'll likely mute everyone and have them 'raise' their hand via Zoom if they have discussion items, questions, or if they want to speak. We also might have people vote by 'raising' their hand.

Other Business

Adjournment: Motion to adjourn by Marty, second by Kim. Motion carries. Meeting adjourned at 3:51pm.

NeASFAA Board Meeting
President's Report
March 25, 2020

- Made updates to board and committee timeline to include
 - President reminder to send bylaw amendments to membership 30 days prior to vote at annual meeting (Bylaws Article XII, Section III)
 - Past President attendance at RMASFAA Board meeting in October and coordination of state gift for conference drawing (\$75 Omaha Steak gift card)
 - Reminder for Finance & Audit to schedule audit for July
 - Treasurer training

- Attended RMASFAA winter board meeting in Denver, Feb. 20-21, 2020
 - RMASFAA 2021 conference will be held in Sheridan, Wyoming
 - RMASFAA 2022 conference in Utah-working on site selection
 - Reminder to everyone to activate their accounts on new website
 - State delegates are finalizing a state delegate handbook and will be meeting monthly by Zoom
 - Summer Institute scheduled to be at Colorado College again for 2020, but they have new management in their conference facilities, so prices may be on the rise
 - Discussion and work on reworking committee structures and the volunteer form to be more skill based than committee based
 - Vendors will now be referred to as Corporate Support Partners (CSPs)
 - Volunteers from each state for RMASFAA leadership positions
 - Reviewing the idea that RMASFAA president may not travel to each state conference, instead, the President, President-Elect, and Past President will rotate each year with attempt not to have same person going to the same state each year

- Worked with Finance and Audit committee to create 2020-2021 budget proposal
- Met with PDRC and special board meeting re: canceling spring conference due to COVID-19
- Met with Registration Committee for RMASFAA 2020 conference; developing registration form

Respectfully submitted,

Sheila Johns

President-Elect Board Report

Submitted by: Renee Besse

Date: March 20, 2020

Activities:

1. Continue to actively engage as an ex-officio Professional Development and Recognition Committee and Budget and Finance Committee. The State and Federal Relations Committee has been on a brief hiatus after the flurry of activity at the beginning of the year. The Association Governance Committee has been pretty quiet to date. I expect to have some activity prior to the Spring meeting with suggested changes to the bylaws and policies and procedures manual.
2. I have recruited applications for the Summer Institute Scholarship. After much prodding the number of applicants is still pretty low. I would suggest that next year's Nomination and Elections chair consider extending the deadline past the Spring Conference so that more applicants can be recruited to apply specifically during sector meetings. The Nominations and Elections Committee selected Chantel Merchen from Chadron State College as this year's recipient.
3. Action to begin my year as NeASFAA President 2020
 - a. I have scheduled Board Orientation Meeting to follow this Board Meeting. My plan is to give some high level direction for the upcoming year but the bulk of the meeting will be led by Justin Brown (President-Elect) as he explains what it means to be a Board Member and/or Committee Chair for NeASFAA
 - b. I have scheduled Brenda Hicks, NASFAA Chair elect to come to the May Board meeting to guide the Board and Committee chairs with goal setting.
 - c. Mary Sommers will be chairing an ad hoc Committee- What Does Training Look Like 2020 and Beyond for NeASFAA.

Treasurer's Report

March 20, 2020

Account Balances

Account #	Bank	Length	Rate	Maturity Date	Value
Checking	US Bank	N/A		N/A	\$37,460.98
CD 3-057-9044-4270	US Bank	9 months	1.83%	07/03/20	\$20,109.06
CD #576620	Union Bank	18 months	2.35%	06/05/20	\$14,632.32
CD #580134	Union Bank	17 months	1.96%	07/10/20	\$28,883.06
CD #586665	Union Bank	16 months	2.75%	07/08/20	\$30,624.20
					\$131,709.62

1. Balance Sheet
2. Profit and Loss Statements
3. Transaction Report
4. Spring Conference Registrations Payments Received to date \$5,400
 - a. Voided \$ 3,675
 - b. Refunds \$1,725
 - i. Mid Plains Comm College \$75 conflict
 1. Will need to research when back in office
 2. Either recorded check in register wrong (\$75 vs \$150), over refunded or recorded deposit incorrectly
 - c. Will continue to void any additional payments that are received

Balance Sheet

Cash Basis

As of March 20, 2020

	<u>Mar 20, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	37,460.98
Total Checking/Savings	<u>37,460.98</u>
Other Current Assets	
CD # 580134 -Union Bk 7/10/13	28,883.06
CD #3057904 -US Bank 1/3/2014	20,109.06
CD #586665 - Union Bk 10/8/13	30,624.20
CD#576620--Union Bk 4/5/13	14,632.32
Total Other Current Assets	<u>94,248.64</u>
Total Current Assets	<u>131,709.62</u>
TOTAL ASSETS	<u>131,709.62</u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	34,427.98
3900 · Retained Earnings	94,947.98
Net Income	2,333.66
Total Equity	<u>131,709.62</u>
TOTAL LIABILITIES & EQUITY	<u>131,709.62</u>

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2019 through March 20, 2020

	Jul 1, '19 - Mar 20, 20	Budget
Income		
Credentialing Income		
COA	120.00	0.00
Consumer Information	120.00	0.00
Late Fees	20.00	0.00
Professional Judgement	720.00	0.00
Refunds	-40.00	0.00
TEACH	160.00	0.00
Verification	610.00	0.00
Credentialing Income - Other	0.00	2,790.00
Total Credentialing Income	1,710.00	2,790.00
Fall Workshop	1,650.00	2,600.00
Interest Income	12.38	12.00
Membership		
Late Fee	100.00	0.00
Membership Dues	7,425.00	9,700.00
Refunds	-75.00	0.00
Total Membership	7,450.00	9,700.00
Reserve Debit*	0.00	3,188.00
Spring Conference	1,725.00	12,300.00
Total Income	12,547.38	30,590.00
Gross Profit	12,547.38	30,590.00
Expense		
Membership Expenses		
Printing/Postage	0.00	25.00
Welcome Project	0.00	100.00
Total Membership Expenses	0.00	125.00
PDRC		
Credentialing		
Credentialing Materials	1,900.00	2,400.00
Total Credentialing	1,900.00	2,400.00
Fall Institute		
Meals/Breaks	505.32	950.00
Speaker Expense	0.00	800.00
Total Fall Institute	505.32	1,750.00
Meeting Expense	263.98	400.00
Spring Conference		
Audio/Visual Needs	0.00	100.00
Entertainment	0.00	500.00
Meals/Breaks	0.00	9,500.00
Prestigious Awards	0.00	550.00
Printing/Postage	0.00	250.00
Refunds	1,800.00	0.00
Speaker Expense	1,602.77	4,050.00
Total Spring Conference	3,402.77	14,950.00
Total PDRC	6,072.07	19,500.00
President/President Elect		
Board Meetings		
Meals	265.54	500.00
Transitional Board Meeting	0.00	200.00
Total Board Meetings	265.54	700.00

Profit & Loss Budget vs. Actual

Cash Basis

July 1, 2019 through March 20, 2020

	Jul 1, '19 - Mar 20, 20	Budget
Leadership Conference		
Airline/Hotel/Meals	999.61	0.00
Leadership Conference - Other	0.00	4,200.00
Total Leadership Conference	999.61	4,200.00
NASFAA Conference		
Airline/Hotel/Meals	1,037.18	0.00
Registration	635.00	0.00
NASFAA Conference - Other	0.00	2,150.00
Total NASFAA Conference	1,672.18	2,150.00
RMASFAA Conference		
Airline/Hotel/Meals	804.32	0.00
Registration	275.00	0.00
RMASFAA Conference - Other	0.00	2,500.00
Total RMASFAA Conference	1,079.32	2,500.00
RMASFAA State Gift	75.00	75.00
Summer Institute Scholarships	0.00	750.00
Total President/President Elect	4,091.65	10,375.00
Treasurer		
Association Liability Policy	0.00	500.00
Banking Expenses	0.00	40.00
Tax Preparation	50.00	50.00
Total Treasurer	50.00	590.00
Total Expense	10,213.72	30,590.00
Net Income	2,333.66	0.00

Custom Transaction Detail Report

Accrual Basis

January 29 through March 20, 2020

Type	Date	Num	Name	Memo	Account	Class
Jan 29 - Mar 20, 20						
Deposit	01/31/2020			Interest	Checking	
Check	01/31/2020	3118	Renee Besse		Checking	
Transfer	02/10/2020	dep		Funds Transfer	3900 · Retained Ear...	
Transfer	02/10/2020	dep		Funds Transfer	CD # 580134 -Union...	
Deposit	02/10/2020			Deposit	Checking	
Deposit	02/21/2020			Deposit	Checking	
Deposit	02/28/2020			Deposit	Checking	
Check	02/28/2020	3119	Justin Brown		Checking	
Deposit	02/28/2020			Deposit	Checking	
Check	02/28/2020	3120	Norfolk Lodge & Suit...	Juli Burney R...	Checking	
Check	02/28/2020	3121	Justin Brown		Checking	
Deposit	02/29/2020			Interest	Checking	
Deposit	03/05/2020			Deposit	Checking	
Check	03/16/2020	3122	University of Nebras...		Checking	
Check	03/16/2020	3123	MidPlains Comm Co...		Checking	
Check	03/16/2020	3124	Concordia Univ		Checking	
Check	03/16/2020	3125	Doane College		Checking	
Check	03/16/2020	3126	EducationQuest Fou...		Checking	
Check	03/16/2020	3127	Coordinating Commi...		Checking	
Check	03/16/2020	3128	Western Nebraska ...		Checking	
Check	03/16/2020	3129	Iowa Student Loans		Checking	
Check	03/16/2020	3130	University of Nebras...		Checking	
Check	03/16/2020	3131	Midland Lutheran C...		Checking	

Jan 29 - Mar 20, 20

Custom Transaction Detail Report

Accrual Basis

January 29 through March 20, 2020

Clr	Split	Amount	Balance
X	Interest Income	1.60	1.60
X	Meals	-89.27	-87.67
	CD # 580134 -...	-923.36	-1,011.03
	3900 · Retaine...	923.36	-87.67
X	-SPLIT-	200.00	112.33
X	-SPLIT-	280.00	392.33
X	-SPLIT-	410.00	802.33
	Airline/Hotel/M...	-983.11	-180.78
	Airline/Hotel/M...	983.11	802.33
	Speaker Expen...	-102.77	699.56
	Airline/Hotel/M...	-999.61	-300.05
X	Interest Income	1.50	-298.55
	-SPLIT-	1,775.00	1,476.45
	Refunds	-150.00	1,326.45
	Refunds	-150.00	1,176.45
	Refunds	-150.00	1,026.45
	Refunds	-150.00	876.45
	Refunds	-150.00	726.45
	Refunds	-150.00	576.45
	Refunds	-150.00	426.45
	Refunds	-450.00	-23.55
	Refunds	-75.00	-98.55
	Refunds	-225.00	-323.55
		-323.55	-323.55

Secretary Report
NeASFAA Board of Directors Meeting
March 25, 2020
Sarah Standley

Minutes were taken at the January 31st Board of Directors meeting, and they were uploaded into the dropbox.

I sent sympathy cards to Sarah Carpenter from UNL and Ritchie Morrow from CCPE. They both had family members pass away.

An online vote was held the week of February 26th, 2020 to approve membership applications for Earnest Private Student Loan and ScholarNet. Per NeASFAA P&P, all emails with motions, seconds, discussions, and votes will be stored in the dropbox until the end of the next fiscal year.

I also took minutes at a Zoom BOD meeting on March 13th to discuss COVID-19 concerns surrounding the Spring 2020 NeASFAA Conference. They were uploaded to the dropbox. I also collected waivers from the Board to waive the 14 day notice for special meeting, and those were uploaded as well.

Respectfully submitted,
Sarah Standley

March 23, 2019
Annual Report
Two-Year Public Sector

I sent an email out to the members of the Two-Year Public Sector on March 18th, requesting news to share, or concerns I could pass on to the Board. Sheila Johns responded to the email with they are still working on campus but courses were being moved to an online format.

I have gained a wealth of information by being a part of the Board this past year and I'm looking forward to next year. Thank you.

Respectfully submitted,

Kimberly Vanosdall

In January, I shared the idea that our sector was planning to do a zoom-type meeting with all members. Unfortunately, this did not take place. It is my hope, however, that this concept can be implemented in the future, perhaps sooner than later, given the current COVID-19 pandemic.

Many of our colleges and universities are working through the changing dynamics of the COVID-19 situation. An email was sent to private college and university sector meeting to thank them for their work in serving their students and institutions during this time. As a suggestion, they were asked to keep a log of stories showing the good and positive ways we have been able to care for one another through our individual or institutional actions. At some point in the future, I think we should share these examples and stories within NEASFAA. They would provide some great content for future conference sessions, as well as inspiration for strengthening our relationships with one another.

It has truly been a joy and privilege to be able to serve on the NEASFAA Board this year. I thank you for this wonderful opportunity.

Respectfully,

Doug Watson

Private College and University Sector Representative

Associate Sector Representative
March 25, 2020

Sent an email to the Associate Sector Community asking for any items to bring to the meeting. There were no responses at this time.

Jodi Vanden Berg is the new Associate Sector Representative and will take over after this meeting. Jodi has served in NeASFAA before and is no stranger to our organization.

This is my last meeting and I have enjoyed my time on the Board. Thank you for this opportunity.

Respectively submitted
Shareen Thewke

Finance and Audit Committee Report

March 25, 2020 Meeting

The Finance and Audit Committee conducted the Association's annual audit for the 2018-19 fiscal year on October 18, 2019. The meeting was held at the Eppley Administration Building at the University of Nebraska – Omaha. Laura Thayer-Mencke, Janet Solberg, Susan Frodyma, and Janice Volker (Treasurer) were present for the audit. Audit guidelines as written in the NeASFAA Audit Guide were followed. The committee concluded that NeASFAA is financially healthy and that the responsibilities of the Treasurer are being conducted properly.

Budget request forms were sent to the NeASFAA Committees and Board officers on 2/25/20. The budget figures were compiled on the proposed budget worksheet for the 2020-21 year based on projected budgetary expenses submitted.

A budget work session was held via Zoom Meeting on 3/11/20. Sheila Johns led the meeting with Renee Besse, Janice Volker, Susan Frodyma and Laura Thayer-Mencke in attendance. The group prepared the 2020-21 Budget Proposal. The final copy has been made available via the Drop Box.

Some items that were discussed during the Zoom meeting on 3/11/20 were the potential for the spring conference to be cancelled and the impact of that on the budget. We discussed budgeting for cards, memorials and flowers under the Secretary. The shift to QuickBooks Online was discussed. A budget for Mary Sommers to conduct an ad hoc committee to address training for NeASFAA in the future. Renee Besse will bring in Brenda Hicks to do a goal setting session and a budget is needed for that activity. The group discussed charging for the spring conference credentialing sessions and increasing membership fees.

Respectfully submitted,

Laura Thayer-Mencke

Finance and Audit Committee Vice Chair

PDRC Board Report

March 25, 2020

The PDRC Committee has been actively working on developing an agenda, collecting registrations, working with speakers, working with Divots, etc. to create a successful Spring Conference. And then COVID-19 hit our state ☹️. After much discussion amongst the committee and with the blessing of the board the conference was cancelled due to travel restrictions. Thankfully we experienced minimal financial impact from the cancellation as our speaker has agreed to a contract for next year and Divots was able to cancel our event at no charge.

Moving forward, we are also hitting pause on credentialing due to the uncertainty of the current COVID-19 situation and will be working with RMASFAA committees to determine credentialing for the Fall Conference and will potentially offer credentialing during 2020-2021 (rather than the one year break we had originally planned).

It has been a time of uncertainty and new experiences & decisions and I appreciate the support of the committee and the board as we have faced unprecedented decisions.

Respectfully Submitted

Stacy Seim

PDRC Chair

The State and Federal Relations Committee did not meet in March, but we have been monitoring legislation:

- [LB920](#) would **change provisions for the distribution of lottery funds** used for education, transfer powers and duties, and create new funds; introduced 1/10/20, hearing 1/21/20, Education priority bill 2/5/20, Amendment filed 22/12/20; General File 2/12/20
- [LB950](#) would change eligibility requirements for the Access College Early scholarship program; introduced 1/13/20, hearing 1/27/20; no further action at this time
- [LB1008](#) would provide, change, and eliminate provisions relating to appropriations Introduced at the request of the Governor 1/15/20, hearing 1/29/2020, General File 3/10/20
 - This would create Nebraska Career Scholarships. *A number of amendments filed and pending.*
- [LB1050](#) would appropriate funds to the Coordinating Commission for Postsecondary Education; introduced 1/16/20 (Appropriations Committee), hearing 2/12/20; no further action pending.
 - This is a short bill with the following text: “There is hereby appropriated \$1,500,000 from the General Fund for FY2020-21 to the Coordinating Commission for Postsecondary Education, for Program 690, for the Nebraska Opportunity Grant Program.
- [LB1089](#) would require students to complete the FAFSA prior to graduation from high school. Introduced 1/21/20, hearing 2/3/20; Vargas priority bill 2/21/20; no further action pending.
 - Each student in a public high school would be required to submit the FAFSA prior to graduating, except if (1) a parent/guardian certifies refusal to file the FAFSA, (2) the school district states such student is unable to fulfill the requirement due to extenuating circumstances.
- [LB1151](#) would redefine eligible students and provide for prioritization of awards under the Nebraska Opportunity Grant Act. Introduced 1/22/20, referred to the Education Committee, hearing held 2/10/20; no further action pending
 - Redefines eligible student, providing for prioritization of awards. Awards shall be prioritized to students who demonstrate the greatest financial need that is not met by other sources.
- Governor Ricketts Issued [Emergency Declaration for COVID-19](#)
- Congress passed an emergency bill regarding the GI Bill and online learning (pending President’s signature)
- NASFAA has created a web center page for NASFAA members with COVID-19 information: <http://www.nasfaa.org/covid19>

NeASFAA 2022 Conference Proposal

Potential Sites	The Graduate	Cornhusker
Location	Lincoln, NE	Lincoln, Ne
Dates	March 23-25	March 15-17
Transportation	complimentary shuttle	complimentary shuttle
HOTEL/ROOM INFORMATION		
Sleeping room block	unknown	45 per night
Hotel Rate	109-129	109
Taxes	16.74%	16.74%
Hotel Ammenities	Free WiFi, fitness, pool	Free WiFi, fitness, pool
Meeting Room Rentals	\$800	Complimentary meeting room rental based on a food/beverage minimum
Other	none	Complimentary room upgrade for Keynote and president at the Group rate and complimentary hospitality room. Room block cutoff 2-weeks prior to event
FOOD - see other sheets for more info		
Breaks		
Continental Breakfast	\$11-16	\$8-13
Breakfast Buffett		19-23
Plated Breakfast	13-15	13-21
Lunch Buffet	21-25	18-31
Plated Lunch	15-25	14-26
Dinner Buffet	34-38	33-46
Plated Dinner	27-38	28-49
Bar - Per Bar	bartender fees \$ 75 - waived if have \$400 in sales	Not provided
Tax & Gratuity	22% taxable service on food/beverage	22% taxable service on food/beverage
Other	per day min Wed- \$600, Thursday - \$2000, Friday - \$900	\$2000 with a 10% food and beverage discount
AUDIO/VISUAL		
AV Costs	See AV list	receive a 10% discount
Vendor Tables	unknown	Waived \$35 table fee
Deposit	unknown	unknown
Cancellation: % of anticipated revenues- sleeping rooms/food and beverages, etc	unknown	unknown

	Year	Attendees	Room Rate	Hotel, Location	Theme
Norfolk	2021		\$94.00	Divots, Norfolk, Ne	
Norfolk	2020	54	\$94.00	Divots, Norfolk, Ne	Roaring 2020
Kearney	2019	63	\$104.95	Holiday Inn, Kearney, NE	
Columbus	2018	63	\$91.00	River's Edge, Columbus, NE	Dare to Discover
Lincoln	2017	120	\$119.00	Embassy, Lincoln, NE	50th Anniversary
Lincoln	2016	82	\$99.00	Conhusker, Lincoln, NE	
Kearney	2015	70		Holiday Inn, Kearney, NE	
	2014	73			

1. Article II Purpose

- a. Current language - 501(c)(3)
- b. Proposed language – 501(c)(6)

Discussion – when I was looking into the cost of Quickbooks Online there is a site that give a discount to 501(c)(3) organizations. I have them our EIN number to submit the request and was denied the request because our organization is actually a 501(c)(6) not a 501(c)(3) – public charity. I did call the IRS for clarification and was told that we are indeed a 501(c)(6). It makes sense to update our bylaws to reflect the IRS status.

2. Article IX Instruments; Bank Accounts; Check s and Drafts; Loans; Securities

- a. Section 3. Checks and Drafts
 - i. Current language (2nd sentence) – In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer and countersigned by the President of the Corporation
 - ii. Proposed language – approved

Discussion – I do not believe we have been following the bylaws regarding a check being countersigned – and in today’s environment it seems a little archaic so I am suggesting we change the word to approved – so that the treasurer collects an approval from the President to help with separation of duties.

3. Article XII: General Provision

- a. Section 1. Fiscal Year
 - i. Current language –The fiscal year of the Corporation shall be from the 1st day of July through the 30th day of June
 - ii. Proposed Language – determined by the best financial practices available.

Discussion – This gives the association a little more flexibility and the actual dates can be defined in the P and P if necessary. The reason for this change request is to make QuickBooks work the best for us – which would be to run the corporation on a calendar year Jan 1 – Dec 31. Again this simply gives us some additional flexibility

INCOME	2020-21	Projected Membership		
Membership Income	9,425.00	Membership Income	\$ 9,425	
Interest Income	12.00			
Reserve (to balance)	6,321.00	2019-20 Actual		
Spring Conference	10,050.00	Associate*	13	\$ 200 \$ 2,600
Credentiaing Sessions	1,900.00	1-999**	9	\$ 175 \$ 1,575
Fall Workshop	0.00	1000-1499	11	\$ 250 \$ 2,750
TOTAL INCOME	<u>27,708.00</u>	5000-9999	5	\$ 325 \$ 1,625
		10000-19999	1	\$ 400 \$ 400
		20000+	1	\$ 475 \$ 475
			40	\$ 9,425

	Spring Conference		
58	\$150	\$8,700	attendees
3	\$450	\$1,350	exhibitors
		\$10,050	

*based on Spring 2020 registration as of 3/10/20

	Fall Training		
0	\$50	\$0	Neophyte
0	\$50	\$0	Advanced
		\$ -	

*no fall training in 2020 due to RMASFAA conf in Nebraska

EXPENSES		
Membership		
Welcome Project	100.00	
Printing/Postage	25.00	
Total Membership	125.00	

*10 pd for 19-20 plus
4 approved during 19-20
**8 pd for 19-20 plus
1 approved during 19-20

PDRC		
Meeting Expense	400.00	
	400.00	
Credentiaing	1,900.00	cost of 10 sessions

	Credentiaing	
	\$1,900	October (CCC GI)
	\$0	March (UNL)
	\$0	March (WNCC)
	\$0	April (Midland U) projected
	\$1,900	income to break even with cost

Spring Conference	
Entertainment	500.00
Meals/Breaks	9,500.00
Printing/Postage	250.00
Speaker Expense	4,050.00
AV Equipment	100.00
Credentiaing Material	0.00
Prestigious Awards	550.00
	14,950.00

Fall Training	
Meals/Breaks	0.00
Printing/Postage	0.00
Credentiaing Material	0.00
Speaker Expense	0.00
Facility Expenses	0.00
	0.00

TOTAL PDRC 17,250.00 Note: total on budget submitted contained calculation error

President/President Elect		
Board Meetings	500.00	
Transitional Board Meeting	200.00	
Leadership Conference	2,500.00	Pres elect only; not Treasurer
NASFAA Conference	2,150.00	
RMASFAA Conference	1,500.00	Not as much travel required
RMASFAA State Gift (Past President)	75.00	
Summer Institute Scholarship	750.00	
Goal Setting Speaker	600.00	Brenda Hicks' travel expenses; May board meeting
Road to Relevance Book	100.00	Leadership Conf recommended
QuickBooks Online	420.00	Move to online; \$480/year going forward
QuickBooks books and consulting	780.00	one-time cost
Adhoc Committee - "What Does Training Look Like for NeASFAA 2020 and Beyond"	100.00	Mary Sommers ad hoc committee
Total Pres/Pres-Elect	9,675.00	

Secretary		
Cards/Memorials/Flowers	75.00	no budget request submitted--added by SJ
Total Secretary	75.00	

Treasurer	
Assoc Liability Policy	500.00
Banking Expense	0.00
Biannual Non-Profit Filing	23.00
Change of Agent Fee	10.00
Computer Expense	0.00
Tax Preparation	50.00
Treasurer-Other	0.00
Total Treasurer	583.00
TOTAL EXPENSES	<u>27,708.00</u>

1. consider charging for the spring conference credentialing sessions
2. consider increasing membership fees
3. need a projection for Divots Spring Conference
4. Sheila will look up annual fee increases for NASFAA and RMASFAA

Policies and Procedures Manual

Nebraska Association of Student
Financial Aid Administrators

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1 HISTORY OF NeASFAA

The Nebraska Association of Student Financial Aid Administrators had its beginning at Kearney State College in the spring of 1967. Dr. Jean Harvey, Financial Aid Administrator at Creighton University, foresaw the need to have an organized professional association of financial aid officers in the state, and personally contacted all of the higher education schools which were administering financial aid programs. Dr. Harvey invited them to an organizational discussion meeting in Kearney. This meeting was hosted by Donald Tewell who was, at the time, Director of Financial Aid at Kearney State.

At this meeting, it was decided that an organization was needed to accomplish the following:

- develop professionalism among aid officers of Nebraska;
- provide a means to bring together aid officers for the discussion of common problems;
- influence federal and state legislation dealing with student financial aid programs and to provide an avenue for dissemination of ideas and concerns of students and administrators in financial aid problems;
- provide training for newly appointed aid officers;
- assist secondary school counselors in their work with students in planning their future by providing timely and updated information concerning financial aid;
- provide a means of affiliation with the Midwest Regional Student Financial Aid Organization.

With these goals and objectives in mind, an organizational and constitutional committee was selected, with G. Heinicke of Concordia College as Chairperson. The first organizational association meeting was held in September of 1967. The association requested and received acceptance for affiliation with the Midwest Regional Association of Student Financial Aid Administrators.

At the Spring Meeting in 1978, the Association voted to sever affiliation with the Midwest Region and join the Rocky Mountain Association of Student Financial Aid Administrators.

2 NeASFAA POLICIES AND PROCEDURES MANUAL

Purpose

The Nebraska Association of Student Financial Aid Administrators (NeASFAA) Policies and Procedures Manual (PPM) has been designed to provide guidance, reference material, and historical continuity for the NeASFAA Board of Directors and Committee Chairpersons. Each member of the Board of Directors and the Committee Chairperson is responsible for knowing the content of this manual, and providing pertinent corrections and changes. This document should be stored in a binder and passed on to future persons in similar leadership roles.

The manual is reviewed annually for any necessary revisions. The document is stored electronically, maintained by the Secretary, for ease in updating and for transfer purposes as changes take place in the Board of Directors and Committee Chairpersons.

Content

The NeASFAA PPM supplements the Articles of Incorporation and Bylaws by: (1) providing an overview of the Association's structure; (2) describing the responsibilities of members in leadership positions; (3) presenting the Association's approved operating policies and procedures.

Use

It is the responsibility of each Board member and Committee Chairperson to: (1) bring their manual to all Board/committee meetings; (2) keep the manual current by adding and removing material (e.g. Board of Directors membership list, new organizational operating policies or forms); and (3) pass the manual on to the succeeding member as soon as feasible at or after the annual meeting in April.

Definitions

References to time frames within this manual will be in calendar days unless they are specifically noted otherwise. The Association's fiscal year begins July 1 and ends June 30.

Citations

All citations used in this manual refer to the Association Bylaws unless noted otherwise.

3 NeASFAA MISSION & PURPOSE

3.1 NeASFAA Mission Statement

The Nebraska Association of Student Financial Aid Administrators (NeASFAA) exists primarily to promote the professional preparation, effectiveness and mutual support of persons involved in student financial aid administration. In addition, NeASFAA exists to bring about the implementation of programs that will have a positive impact on students' ability to pay for programs of higher education.

In order to effectively serve the needs of its members, NeASFAA shall strive to encourage its members to serve in a leadership role within the Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA) and the National Association of Student Financial Aid Administrators (NASFAA).

The Association shall serve as a forum for its members and act as a focus for the expression of views on matters relating to the development, funding and administration of student financial aid.

While the Association's primary goal is to provide an avenue for preparation to those members who are directly responsible for the administration of student aid programs, NeASFAA shall strive to expand its training services to include other individuals who play a major role in assisting students in completing and paying for programs of higher education.

In order to effectively meet the goals of its mission and the diverse and changing needs of the post-secondary education community, NeASFAA seeks to maintain a spirit of cooperation and an approach which is flexible, equitable and innovative.

3.2 NeASFAA Purpose

NeASFAA exists to:

- develop professionalism among aid officers of Nebraska;
- provide a means to bring together aid officers for the discussion of common problems;
- influence federal and state legislation dealing with student financial aid programs and to provide an avenue for dissemination of ideas and concerns of students and administrators in financial aid problems;
- provide training for aid officers;
- assist secondary school counselors in their work with students in planning their future by providing timely and updated information concerning financial aid;

- provide a means of affiliation with the Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA) and the National Association of Student Financial Aid Administrators (NASFAA).

4 BOARD OF DIRECTORS [Article V]

4.1 Composition

As defined in the by-laws, the Board of Directors is composed of the elected officers of the Association: the President, President Elect, Past President, Treasurer, and Secretary. The balance of the Board is comprised of one sector representative from each of the four sectors. The four sectors are: 1) two year public institutions; 2) private colleges and universities; 3) four year public colleges and universities; and 4) associate membership.

The general membership elects its governing officers to a specific office. Doing so eliminates historical conflict, prepares the newly elected Directors for their specific task, enhances planning and reduces confusion of the membership over its role in the election process. Members wishing election to the Board of Directors shall be listed as running for a specific officer position. The Nominations and Election Committee shall operate under this premise.

At the first meeting of the newly elected Board of Directors, the Directors shall officially ratify the election results of the new Directors. This shall be the first item of business on the agenda. While the Articles and Bylaws provide only for the Directors to elect the officers, it is incumbent on the Directors to follow the wishes of the membership.

4.2 Meetings

The Board of Directors will meet at least four times per year. The times of these meetings will be the decision of the President but should be at a time which is most convenient for members. One of these meetings will be held in conjunction with the Spring Conference of the Association. Notification of meetings shall be given to all members in accordance with the Bylaws of the Association [Article 5, Section 10].

The Board of Directors may choose to conduct meetings through electronic means.

Committee Chairpersons and/or Vice Chairpersons shall be invited to meetings as determined by the President.

A summary of Parliamentary Procedures is found in Appendix 1 and 2 of this manual. Board members shall not be reimbursed by the Association for travel or lodging expenses incurred while in attendance at Board meetings.

Meals may be provided to Board members during meetings, subject to the approval of the President.

4.3 Meeting Agendas

Meeting agendas will be prepared and distributed within fourteen days of each meeting. This activity shall be performed by the President or designee in accordance with Article IV, section 13.

Regular reports are to be made by standing Committee Chairpersons (or their representatives) and Sector Representatives. Reports by ad hoc committees will be made at the discretion of the President. Committee and sector reports will be distributed at the meeting of the Board.

4.4 Location of Meetings

Location of Board of Directors' meetings will be determined by the President.

4.5 Meeting Minutes

Minutes will be distributed by the Secretary to the Board members for final approval at the next regularly scheduled board meeting in accordance with Article V, Section 16 of the Bylaws of the Association.

4.6 Retention of On-Line Voting Records

The Secretary shall keep all emails with motions, seconds, discussions, and votes until the end of the following fiscal year. It is allowable to keep these records in electronic form provided they can be reproduced as necessary.

4.7 Primary Responsibilities of the NeASFAA Board of Directors

Support and Advise the Association Officers

The Board shall continually review the actions and plans of the elected officers and other Board members to ensure the organizations goals and objectives are being met.

Ensure Effective Planning

Board members must be involved extensively in the planning process and help to implement the objectives, including acquisition of new resources, if needed. The Board should formally and enthusiastically approve the plan following an extended opportunity for consultation and revision.

Ensure Adequate Resources

The Board should periodically review the association's revenue raising rationale, assets, expenses and expected expenditures to ensure that adequate resources are available.

Manage Resources Wisely

An important part of serving the public trust is protecting accumulated assets and ensuring current income is managed properly. As NeASFAA is incorporated and tax exempt under federal law, the Board's obligation goes well beyond its members. This is most commonly done by helping to develop and approve an annual budget. All historical and current information pertinent to such discussions should be available upon advance request from the Treasurer or Finance and Audit Committee Chair.

Determine and Monitor Programs and Services

What the organization does for its members greatly determines the significance of the organization. The Board's fundamental role is to determine if the current or proposed programs and services are consistent with NeASFAA's stated mission and purpose. The Board must carefully consider the competing priorities and concerns of the Association. Although officers and committees have a certain degree of autonomy, financial and programmatic decisions should not be made independently, unless it is unavoidable.

Enhance the Organization's Public Image

Achievements and contributions of the membership should be well publicized. Timely written reports from the officers and committees and explanations of Board actions are essential to promoting group understanding and commitment. Likewise, no Board member should represent him/herself as speaking for the Board unless specifically authorized to do so.

Serve as an Appeals Panel

The Board, or certain members of the Board, will serve as a final appeals panel.

Assess its Own Performance

At their last meeting of each year, the Board will review its performance in the following areas: membership composition, the member identification process, organizational structure and overall performance in meeting the responsibility to carry out the mission and purpose of the association.

Ensure vacant Board Positions are filled

- President: If the President dies, resigns, or otherwise permanently vacates the presidency prior to the end of the regular term, the President-Elect shall perform the duties of the President for the balance of the term as well as the normal scheduled term for succession. The President-Elect shall also perform the duties of the President in the temporary absence of the President.
- Immediate Past-President: If the Immediate Past-President dies, resigns, or otherwise permanently vacates the office of Past-President prior to the end of the

regular term, the next most recent available Past-President shall perform the duties of the Immediate Past- President for the balance of the term.

- **Sector Representative:** A vacancy in the office of Sector Representative shall be filled by an eligible person from an institution holding an eligible membership in NeASFAA, to be recommended by the sector the office will represent. The Board of Directors will ratify the selection.
- **President-Elect, Secretary, and Treasurer:** A vacancy in any office other than that of President, Immediate Past-President, or Sector Representative shall be filled by an eligible person from an institution holding an eligible membership in the Association, to be appointed by a majority vote of the Board of Directors from nominations presented by the President. Such appointment shall be on an interim basis until the next general election of officers, and shall not prejudice the election of the incumbent to a regular term.

4.8 Detailed Officer Descriptions

4.8.1 PRESIDENT [Article VI, Section 7]

The President acts as the chief executive officer of the Association, presiding at all meetings of the Association and chairing all meetings of the Board of Directors.

Responsibilities

Provides leadership and direction to all activities of the Association, the Board of Directors, and all committees of the Association.

Delivers notices and agendas for any regular or special meeting of the members and/or Board of Directors which specifies the place, date, and hour of the meeting. This notice must be sent in accordance with Article IV, section 13.

Upon installation, the President shall provide the association with goals and objectives for his/her term of office.

Provides guidance to committee planning, including the establishment of committee goals and objectives.

Monitors compliance with and achievement of presidential goals and objectives. Calls and presides at all meetings of the Association and the Board.

Annually requires all Board members and committee chairs to sign the conflict of interest form before participating in their first Board meeting. Signed forms will be stored in the Dropbox.

Uploads agenda and directs all Board members to upload reports to the NeASFAA Dropbox. Also maintains Board members access to the Dropbox by adding and removing members after the end of the Spring Conference.

Maintains a list of Board members, their addresses, telephone numbers, FAX numbers and e-mail addresses.

Serves as the official representative of the Association and the Board, or delegates such responsibility to another board member as necessary.
Shall appoint a member to serve as the Association Historian (see Section 6.1). Serves as an exofficio member of all Association committees.

Serves as the state delegate and voting representative from NeASFAA at the Rocky Mountain Association of Student Financial Aid Administrators (RMASFAA) Board of Directors meetings. If the President is unable to attend the RMASFAA Board of Directors meetings, he/she should appoint a state delegate from the Board of Directors to serve in this capacity.

Affirms and approves all Committee Chairpersons. The President approves committee membership as recommended by the Committee Chairperson.

Executes all contracts for the association.

Submits an annual report to the Association on all matters which may be of interest or concern to the Association members which have taken place during that term of office.

Provides written article(s) to the RMASFAA Association News Committee upon request.

Length of Office

The President shall automatically take office for a period of one year commencing with the installation of officers at the conclusion of the Business Meeting of the Spring Conference.

4.8.2 PRESIDENT-ELECT [Article VI, Section 8]

The President Elect shall perform the duties of the President in the event of the absence or incapacity of the President to serve and shall perform such duties as are assigned by the President or prescribed by the Board of Directors.

Responsibilities

Provides assistance to the President in any areas as requested.

Serves as the Committee Chairperson of the Nominations and Elections Committee.

Serves as the Board liaison to the Professional Development and Recognition Committee.

Serves as the Association's Parliamentarian at all Board meetings, the Business Meeting at the spring conference, and as a resource to Committee Chairpersons.

Finalizes goals and objectives as stated in candidacy for President-Elect.

In preparation for assuming the Presidency, should prepare the following items by April:

- Set attainable goals/priorities for the year.
- Establish specific committee goals consistent with goals/priorities.
- Select committee Vice Chairs and committees.

Responsible for creating committee interest forms to identify potential committee members for the next membership year.

Represents NeASFAA at the NASFAA Leadership Conference Workshop if directed by the Board of Directors.

Arranges for President's plaque presentation at the Spring Conference.

Length of Office

A period of one year, following the Business Meeting of the Spring Conference. The President Elect automatically becomes President one year later.

4.8.3 PAST-PRESIDENT [Article VI, Section 11]

Past President shall perform such duties as assigned by the President or prescribed by the Board.

Responsibilities

Serves as the Committee Chairperson of the Association Governance Committee.

Represents NeASFAA as the State delegate at the fall RNASFAA Board of Directors meeting.

Serve as Chair of the Board of Directors and preside at the annual meeting in the absence of the President and the President-Elect.

Length of Office

A period of one year, following the Business Meeting of the NeASFAA Spring Conference.

4.8.4 SECRETARY [Article VI, Section 9]

The Secretary is responsible for recording, distributing, and maintaining the records of the Association and the Board of Directors as described in Section 4 of this manual. Performs other duties as assigned by the President or prescribed by the Board of Directors.

Responsibilities

Prepares and distributes Board meeting minutes to the Board of Directors, Committee Chairpersons, and other designated Association members within a four-week time period of any meeting of the Board or Association.

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

Maintains the most current electronic version of the Association Policy & Procedures Manual and Bylaws.

Shall keep all emails with motions, seconds, discussions, and votes until the end of the following fiscal year. It is allowable to keep these records in electronic form provided they can be reproduced as necessary.

Serves as the official correspondent for the Association. Responsible for sending sympathy cards to members in accordance with Section 5.15.
Responsible for sending cards to members leaving the Association.

Retains the Association's corporate seal and makes available for Association business needs when appropriate.

Maintains the electronic version of the Association's letterhead and logo and coordinates its use.

Collects Association paperwork as outlined in Section 6.1 and forwards all required documents to the Historian for storage.

Length of Office

A period of two years, following the Business Meeting of the NeASFAA Spring Conference. The secretary shall serve a staggered term with the treasurer, with the secretary being voted on in even numbered years and the treasurer being voted on in odd numbered years.

4.8.5 TREASURER [Article VI, Section 3 and 10]

The Treasurer is an officer of the association and shall be responsible for maintaining all financial records of the Association and performing transactions as directed by the Board.

Responsibilities

Receives and disburses monies of the Association in accordance with the directives established by the Board of Directors.

Maintains general ledger records and supporting documentation of all transactions.

Reconciles all Association monetary accounts on a monthly basis.

Cooperates with the Association's Finance and Audit Committee Chair in completing the annual audit. The audit shall be performed within a reasonable timeframe after fiscal year end.

Maintains the Association's liability insurance policy on an annual basis.

Coordinates preparation and filing of all necessary Association tax returns by November 15 of each year.

Prepares and presents financial statements for the Board of Directors.

Submits Nonprofit Corporation Biennial Reports which are due in odd numbered years. Treasurer is listed as Registered Agent Domestic Change of Registered Agent and/or Office form must be completed at time new Treasurer is installed.

Recommends and consults with the Board of Directors to develop and maintain proper reserve levels and investment of funds.

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

Prepares to pay Association expenses at all appropriate association activities. Maintains inventory list of equipment purchased by NeASFAA.

Performs other financial duties as outlined in section 5.

Performs other duties as assigned by the President or prescribed by the Board of Directors.

As Treasurer-elect, represents NeASFAA at the NASFAA Leadership Conference Workshop if directed by the Board of Directors.

Length of Office

A period of two years, following the annual audit of the association. The treasurer shall serve a staggered term with the secretary, with the secretary being voted on in even numbered years and the treasurer being voted on in odd numbered years.

4.8.6 SECTOR REPRESENTATIVES [Article V, Section 3]

NeASFAA is comprised of four sectors: 1) Two year public institutions; 2) Private colleges and universities; 3) Four year public colleges and universities; and 4) Associate membership. Each sector must elect a Sector Representative. Each Sector Representative shall serve as a Board member representing the interests of their respective sectors and serving as the communication link from the Board to sector members.

Responsibilities

Serves as the initial contact for new sector members. Advocates NeASFAA membership.

Serves on the Nominations & Election Committee. Communicates sector information, plans and activities. Serves as facilitator for sector meetings.
Prepares and shares sector activities reports for the Board of Directors.

Performs other duties as assigned by the President or prescribed by the Board of Directors.

Length of Office

A period of two years, following the Business Meeting of the NeASFAA Spring Conference. Sector Representatives shall serve staggered terms, with the private colleges and universities, and associate representatives voted on in odd numbered years, and 2-year public and 4-year public representatives voted on in even years.

5 COMMITTEES [Article VII, section 1 - 7]

NeASFAA utilizes the following committees. NeASFAA committees should make every attempt to coordinate their activities with state and national committees with similar responsibilities while representing the multicultural diversity of our membership, institutions and students.

- Association Governance Committee
- Corporate Development Committee
- Finance and Audit Committee
- Membership Connections Committee
- Nominations & Election Committee
- Professional Development and Recognition Committee
- State and Federal Relations Committee
- Ad Hoc Committees

Ad hoc committees may be appointed to carry out specific and necessary functions of the Association. The President is responsible, subject to Board approval, for the creation of such a committee which shall address the specific purpose, the scope, authorized time limit and membership composition.

5.1 Committee Chairpersons

Responsibilities

Committee Chairpersons shall develop formal goals and objectives, plans of action, and priorities for the coming year. The Vice Chairpersons shall be involved in the planning processes for the smooth development of the committee. Since the Board is the final authority for the actions of the committee, it is important that they review the goals, objectives, and priorities of each committee. Individual committee plans should support the mission of the Association.

Committee Chairpersons are responsible for notifying members of their committee appointments, arranging all committee meetings, and distributing the meeting agendas. They should submit committee calendars and general membership activities in a timely manner to the Communications Committee representative for inclusion in the general Association calendar.

Committee Chairpersons are responsible for submitting the committee's annual budget to the Finance and Audit Committee and being accountable for the budget approved by the Board of Directors. Committee Chairpersons shall monitor all expenses to ensure that they are legitimate expenses of the committee.

Itemized expenses should be submitted by the Committee Chairperson to the Treasurer via the NeASFAA Expense/Reimbursement Claim Form.

Committee Chairpersons should ensure that minutes are taken at each committee meeting. All committee records are passed on annually to the incoming Chairperson.

Each Committee Chairperson or the Committee Chairperson's designee is responsible for submitting news articles to the Communications committee for possible inclusion in the NeASFAA Newsletter.

Committee Chairpersons and Vice Chairpersons will attend Board of Directors meetings if requested by the President. Committee Chairpersons should submit a written report at the Board of Directors meetings.

Committee Chairpersons will be responsible for completing a final yearend report. This written report is shared with the NeASFAA Board of Directors and presented during the business meeting at the spring conference. It will include a list of accomplishments as well as suggestions and recommendations for future committees.

Committee Chairpersons may have other duties as assigned by the President or prescribed by the Board of Directors.

5.2 Committee Membership Policy

Committee members must be NeASFAA members in good standing as defined in the Bylaws.

All committees should have "two-deep" leadership with a Chairperson and a vice chair. The Vice Chairperson succeeds the Committee Chairperson for the second year on the committee at the Annual Business Meeting, except for the Professional Development and Recognition Vice Chairperson who will succeed the Professional Development and Recognition Chairperson following the conclusion of the spring conference. This shall assist in developing continuity on all committees.

After the new President-Elect is determined the following people will meet to select the new vice chairs: current President-Elect, current Vice Chairpersons and newly elected President-Elect.

The President-Elect will select replacements for any vacated Committee Chairperson and the Chairperson will fill any vacated Vice Chairperson positions with assistance and guidance from the Board of Directors.

After the spring conference the President and Chairpersons shall determine committee member appointments utilizing the committee interest form.

It is recommended that as many members as possible be invited to participate with consideration given to sector, institution and associate membership. Committee Chairpersons should coordinate their selections to minimize appointment of members to multiple committees.

These policies are established to best serve NeASFAA and its committee structure. The President, with Board approval, may make exceptions to these policies when such exceptions are in the best interest of NeASFAA.

5.3 Term of Appointment

The term of office for Committee Chairpersons and members is one year. The Vice Chairperson serves one year and then becomes the Committee Chairperson the following year.

5.4 Committee Meeting Expenses

Travel expenses incurred by committee members in attending committee meetings are not reimbursable expenses.

5.5 Detailed Committee Descriptions

5.5.1 ASSOCIATION GOVERNANCE COMMITTEE

Purpose

The purpose of the Association Governance Committee is to review and recommend to the Board of Directors changes to the Association Bylaws and Policies and Procedures Manual to ensure the Association's written statements are consistent with the manner in which it conducts business.

Duties

Once changes to the Bylaws are identified, the committee shall draft language for the proposed changes and provide the membership at large with a summary/rationale of the changes. No vote shall be taken until at least thirty (30) days after copies of the proposed changes have been provided to the membership. Approval of the proposed change(s) requires a majority/quorum of the voting representatives.

Once changes to the Policy and Procedures Manual are identified, the committee shall draft language for the proposed changes and provide the Board of Directors with a summary/rationale of the changes. The Board may recommend revisions as appropriate. Approval of the proposed change(s) requires a majority/quorum of the Board of Directors.

Chair is responsible for updating committee timeline.

Recommended Committee Composition

Committee members should be selected in accordance with the Committee Membership Policy (see Section 3.2). The immediate Past-President serves as Committee Chairperson. The President-Elect serves as ex-officio. Other members may be recommended by the Committee Chairperson.

5.5.2 MEMBERSHIP CONNECTIONS COMMITTEE

Purpose

The purpose of this committee is to promote, maintain and connect NeASFAA membership.

Duties

- Actively recruit and encourage membership and participation in NeASFAA
- 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.
- Manage social network account
- Create, collect, disseminate and archive information that is important to NeASFAA members.
- Maintain NeASFAA webpage and editorial control over content of the website
- Manage NeASFAA Listserv
- 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

5.5.3 CORPORATE DEVELOPMENT COMMITTEE

Purpose

The Corporate Development Committee is responsible for soliciting funds to support the purposes of the Association, except for the collection of membership dues.

Duties

- Solicit sponsorship funds from organizations supporting the mission of NeASFAA.
- Solicit vendors for the annual conference.
- Coordinate the billing and collection of sponsorship funds with assistance from the Treasurer.
- Request donations of giveaways from members for the annual Support Staff Workshop.

- It is the responsibility of the Corporate Development Committee to recommend 2-3 non-profit organizations located in the area of the spring conference to the Board of Directors at the winter meeting for approval. Preference should be given to organizations that are connected to education and have limited funding opportunities. It is the responsibility of the Corporate Development Committee Chair to solicit monetary donations and supplies from members and arrange the presentation at the spring conference.
- Provide a list of sponsors and vendors to the Professional Development and Recognition Committee Chair at least one month prior to any meetings of the membership for appropriate recognition.

Recommended Committee Composition

Committee members should be selected in accordance with the Committee Membership Policy (see Section 3.2). The current Associate sector representative should be a committee member.

5.5.4 FINANCE AND AUDIT COMMITTEE

Purpose

This committee is responsible for reviewing the general financial position of the Association and advising the Board relative to fiscal matters.

Duties

- Develops and presents the annual budget to the Board of Directors for approval.
- Presents and justifies the annual budget to the Association membership at the spring conference business meeting.
- Reviews budget requests from the officers and Committee Chairpersons.
- Establishes and enforces the Financial Policies and Procedures of the Association (see section 5 of this manual).
- Researches and makes recommendations to the Board of Directors regarding reserve levels, investment opportunities, and other financial matters as assigned by the Board of Directors.
- Conducts the annual audit.
- Submits annual audit report to the President within 30 days after the audit is completed and to the Board of Directors at the Board meeting immediately following the audit.

- Reviews and updates the Strategic Fiscal Plan (as described in Section 5.9). Maintains and updates the audit guide (as found in Appendix 3).
- The committee shall perform other duties as assigned by the President or prescribed by the Board of Directors.

Recommended Committee Composition

This committee shall be comprised of independent Association members selected in accordance with the Committee Membership Policy (see Section 3.2). The Treasurer and President-Elect shall serve as ex-officio members of the committee.

5.5.5 NOMINATIONS & ELECTION COMMITTEE [Article VII, Section 6]

Purpose

This committee is charged with conducting the nominations and general election processes for NeASFAA offices in accordance with the following timeline.

Duties

- Solicits nominations for open positions and obtains resumes of nominees.
- Committee meets to develop and approve the final slate of candidates for NeASFAA offices.
- Conducts the NeASFAA election process by 1) sending the ballot to the voting member of each institution via e-mail/ paper and 2) announcing the slate to the association membership via the listserv and the web page.
- Ballot collection and tabulation is to be conducted by the Committee Chairperson and designated committee member(s). A candidate who receives the greatest number of votes cast is elected. In the case of a tie vote, the Chairperson of the Nominations and Elections Committee, in the presence of one other NeASFAA member, shall flip a coin to determine the winner.
- Non-elected candidates are to be notified by the Committee Chairperson before he/she notifies the elected candidates (to ensure courtesy is extended to the non-elected candidates before election results are publicly announced).
- The election results should be reported to the President by the Committee Chairperson.
- Election results should be reported by the President to the membership.
- The Committee is responsible for promoting the summer institute scholarship.
- The Chair of Nominations and Elections Committee will contact the summer institute scholarship recipient and include steps for recipient to obtain the scholarship.

Recommended Committee Composition

The committee membership is comprised of the four elected Sector representatives and the President-Elect (Committee Chairperson)

5.5.6 PROFESSIONAL DEVELOPMENT AND RECOGNITION COMMITTEE

Purpose

This committee is charged with providing opportunities for members to receive training, professional and leadership development and to recognize the achievements of our members through association awards.

Duties

- Plan, coordinate, supervise and direct all training activities sponsored by the association including but not limited to: 1) State conferences, 2) Department of Education training, 3) Training initiatives sponsored by RMASFAA and NASFAA.
- Announce and solicit nominations for the association awards. Assist the President with appropriate recognition of award winners at the annual conference.
- Develop budgets and timetables to implement annual goals consistent with the strategic directions established by the Board of Directors.
- Assess each year all training, professional development and recognition initiatives. Provide summary reports to the Board of Directors. Use information gained in assessments to establish new programming for the association membership.
- Order gifts/awards for the Rookie of the Year, Bob Minturn Special Recognition, Distinguished Service and Past President's plaques.
- Update the Membership and Communications Committee with dates, times and locations of training events as soon as these are established to facilitate the continued updating of the online calendar.

Awards

The purpose of association awards is to recognize and honor members who have contributed to NeASFAA's mission. The Professional Development and Recognition Committee will facilitate the nominations through regular announcements. Nominations are submitted directly to the President of the Association. Nominations are sought annually. However it is at the discretion of the President and/or the Board of Directors to make an award in these categories:

- Bob Minturn Special Recognition Award – given to an outstanding financial aid professional who is a NEASFAA member in recognition of their leadership activities within the financial aid profession.

- Rookie of the Year Award – special recognition given to a NeASFAA member for their first major contribution to the work of the association.

Award given by the President:

- Distinguished Service – an award given at the discretion of the President. This is to recognize extraordinary service to the association given by an individual over the past year.

Recommended Committee Composition

Committee members should be selected in accordance with the Committee Membership Policy (see Section 3.2). The President Elect shall serve as an ex- officio member of this committee. Members should have a working knowledge of developing training materials and training evaluation tools.

5.5.7 STATE AND FEDERAL RELATIONS COMMITTEE

Purpose:

To fulfill the NeASFAA objectives regarding legislative action on a local, state and national level.

Duties

- Organize work of committee and refer to committee timeline for committee activities
- Review and adhere to NeASFAA policies for the state and federal relations committee
- Schedule monthly state and federal relations committee planning meetings
- Monitor state and federal relations committee budget and spend with Board-approved limits
- Communicate activities of the committee to the NeASFAA Board and NeASFAA membership
- Provide a written summary to the NeASFAA Board, noting initiatives that came before the Legislature last year, and laying groundwork for future discussions for the association membership.
- Develop a set of core principles, agreeable to all the sectors within NeASFAA, for approval by the Board to guide our advocacy work with the Nebraska Legislature.
- Monitor and provide reports to the association of activities in the Legislature during the legislative session that relate to the Nebraska Opportunity Grant, the Access College Early Scholarship program and any other higher education initiatives

- Devise a policy position for each of the legislative initiatives that the committee identifies as critical and needs addressed by the committee, keeping in mind the core principles outlined by this committee.
- Prepare and provide testimony at committee hearings on behalf of NeASFAA when relevant bills are being considered.
- Assist members with contacting members of the Legislature to advocate on behalf of their students.

Recommended Committee Composition

Representation from each sector. Ex officio Member: President, President Elect. Chair to be appointed by NeASFAA President.

5.5.8 AD HOC COMMITTEE(S)

The President is authorized to form Ad Hoc Committees to address specific needs and/or concerns which may not directly fall under the auspices of standing committee. The President shall select a chairperson, and vice chairperson. Ad Hoc Committee formation and leadership positions are subject to approval by the Board of Directors.

Unless stated otherwise in the formation of the committee, the committee shall not function beyond two (2) calendar years after its creation. There is no limit to the number of ad hoc committees which may be in existence at one time but prudence should be used. There is no limit to the number of times an ad hoc committee can be reauthorized.

6 GENERAL ASSOCIATION POLICIES AND PROCEDURES

6.1 Alcohol Policy

Funds from the NeASFAA Treasury shall not be used to purchase any alcoholic beverages for any function.

6.2 Awards

The Association strives to maintain a consistent method of recognizing the many contributions of its members. In doing so, the Professional Development and Recognition Committee is responsible for implementing an equitable and reasonable award process. See Section 3.5.6 of this manual for the complete committee description.

6.3 Complimentary Room

Contracts with hotels for the fall institute and spring conferences will provide for the following (to the extent possible):

- One "grand suite" for the President.

- Standard Rooms for guest speakers, RNASFAA President, NASFAA National Chairperson, and NASFAA President. Standard rooms can be upgraded to suites, if available, for persons listed above.

6.4 Conference Sponsors and Exhibitors

6.4.1 Policies

Sponsorship of functions by outside organizations at NeASFAA conferences will be encouraged by the Association.

The Association shall provide a designated vendor display area at the annual conference.

Sponsors and vendors will receive visibility only through Association channels or by direct Association approval.

6.4.2 Procedures

The Professional Development and Recognition Committee will be responsible for coordinating exhibitors and sponsors at the meetings of the membership.

Sponsors

The sponsors will receive credit for their sponsorship at the conference. Sponsors shall pay the established conference registration fee.

Exhibitors

Exhibitors must be members of the association to exhibit at the conference. Exception may be granted by the Board of Directors on a case-by-case basis; should an exception be made the registration and exhibition fee will not be waived.

Exhibitors serving the aid profession will be actively invited to display their products/services.

All approved exhibits will be displayed in an area designated for that purpose by the Association.

The distribution of any promotional material by an approved exhibitor will take place only in the area designated for exhibitor displays.

There will be no promotional material distributed by any unapproved exhibitor. The exhibitor will receive credit for exhibiting at the conference.

Exhibitors shall pay the established conference registration and exhibition fee.

6.5 Electronic Equipment

All electronic equipment purchased by NeASFAA is NeASFAA property. This equipment may be assigned to NeASFAA members from time to time for use by members while conducting NeASFAA business. The Treasurer will maintain an inventory list of equipment. It is recommended that equipment needs be evaluated every two (2) years by the Board of Directors.

6.6 Record Retention

Records should be retained as follows (electronic storage is permissible):

Record Type	Retention Period
Tax documents/transactional records	7 years
Tax returns	Indefinitely
Historical documents (i.e. minutes, committee reports, officer reports, etc.)	Indefinitely (stored on the NeASFAA website)
Governing documents (all versions of Bylaws and Policies & Procedures)	Indefinitely (stored on the NeASFAA website)

6.7 Summer Institute Scholarship

NeASFAA will provide one scholarship annually to a NeASFAA member for the RMASFAA Summer Institute. The scholarship will cover the registration fee for RMASFAA Summer Institute. Applications for the scholarship are posted on the NeASFAA website and sent through the NeASFAA listserv annually. Scholarship recipients are asked to contribute back to NeASFAA by volunteering for and actively participating on a NeASFAA committee, volunteering as a trainer, or presenting at a NeASFAA conference.

Responsible Committee: Nominations and Elections

Application Process: Scholarship application and draft are both located in Dropbox. Sector representatives can reach out to members in their sector and encourage applications. Completed scholarship applications will be sent to the Chair of the Nominations and Elections Committee via mail, email, or fax.

Selection: After collecting all the applications, the Nominations and Elections chair will block out all personal identifiers contained in the applications and maintain a master file of the original applications. The Chair will send the applications to the committee, and the committee will respond individually with their top three choices. The chair will tabulate the results. If there is not a clear winner, the committee can meet via conference call to determine the winner. One recipient will be selected. The committee will also select an alternate in case the recipient cannot attend. The alternate will not be notified unless the first choice is unable to attend.

Notification/Awarding: The Chair of Nominations and Elections Committee will contact the scholarship recipient and include steps for recipient to obtain the scholarship. A scholarship acceptance letter has been developed and was added to Dropbox for future use. The scholarship recipient will register for RMASFAA Summer Institute, select the option to be billed, and send registration invoice to Chair. The Chair will complete the Expense Reimbursement form (from NeASFAA website), attach the recipient's registration invoice, and send this information to the NeASFAA treasurer. The NeASFAA Treasurer will send a check to the RMASFAA Treasurer, including a note identifying that this check is for the selected individual (include name) as our NeASFAA Summer Institute Scholarship recipient.

7 FINANCIAL POLICIES AND PROCEDURES

7.1 Accounts Receivable Policy

Collection of all outstanding accounts to NeASFAA will be the responsibility of the Treasurer. The Treasurer will be responsible for following up on all receivables and will report to the Board.

If the account is uncollected after 180 days, the Treasurer must bring it before the Finance & Audit Committee. The Finance and Audit Committee will provide a recommendation to the Board of Directors for write-off approval.

7.2 Membership Dues

Annual dues for NeASFAA are established by the Board of Directors. The membership year is July 1 through June 30. Membership dues are due by September 1. If dues are not paid, a \$50.00 late fee will be added to the September 1 billing statement. Additionally, individuals attending conferences or workshops will be charged the nonmembership fee. Requests to bill for dues after conferences or workshops shall be refused.

After the spring budget meeting where dues are set, the first membership invoices will go out by June 1st. By July 15th a second statement will go out to those who have yet to pay their membership. By September 1st an invoice will go out to those who have not yet paid their dues with balances due including late fees.

New membership applications are reviewed by the NeASFAA Board of Directors during the next regularly scheduled meeting. Membership dues are payable within 45 days following the approval of the application. Membership is established as of the receipt of these dues for the year in which the dues are received. An exception will be made for dues received after the Annual Spring Conference, but before July 1, to apply towards the next membership year. Member rates are applicable for NeASFAA functions and conferences following receipt of the dues.

7.3 Registration Fee Refund Policy for Conferences and Workshops

All requests for refunds shall be in writing from the institutional representative and sent to the Treasurer.

A 100% refund shall be granted if the request is postmarked at least 15 calendar days, prior to the start of the activity. The treasurer shall confirm that the fee was received and issue the refund.

Requests for exceptions based on extenuating circumstances must be received within 15 days after the activity. Up to 100% may be refunded, upon approval of the Treasurer and President.

Registration fees may be transferred to another individual as follows:

- NeASFAA member registration fees to another NeASFAA member.
- Non-NeASFAA member fees to any individual.
- NeASFAA member registration fees may be transferred to a nonmember when the additional nonmember fee has been paid.

7.4 Late Fees

The Professional Development and Recognition Committee will establish a date by which registration for conferences and workshops is due. Registrations received after the date established by the Committee will be assessed a late fee of \$50.00.

7.5 Waiver of Conference Registration Fee

All persons attending the Conference will be expected to pay the registration fee with the following exceptions: RNASFAA President, NASFAA National Chairperson, NASFAA President, speakers outside the Association and/or profession.

7.6 Reimbursements, Honoraria, and Travel Expense

NeASFAA members who serve as conference speaker/presenters may not be reimbursed for any personal expenses related to the conference (i.e., registration, transportation or room and board). An honorarium may be paid to members who are designated "keynote" speaker at NeASFAA functions.

An exception to this policy may be made by the Board of Directors.

The Professional Development and Recognition Committee is authorized to pay travel expenses, hotel accommodations and meals for non-member speakers for their requested participation period. (e.g. if speaking one day, cover one day/overnight charges; if speaking two days, cover two days/overnight charges.)

The Professional Development and Recognition Committee will ascertain as to whether nonmember speakers will receive any additional fees (i.e. honoraria, stipends). Approval by the Professional Development and Recognition Committee Chairperson is needed before final commitments are to be made. NeASFAA will pay mileage for non-member speakers at the federal mileage rate, or airfare whichever is less.

Officer Travel:

During the course of the year, NeASFAA Officers may be requested to make appearances at non-NeASFAA conferences. While NeASFAA encourages this interaction, it cannot assume the financial responsibility of sending these officers to such conferences.

The President (incoming RMASFAA state delegate) and Past-President (RMASFAA state delegate) will be reimbursed by NeASFAA for travel expenses not already reimbursed by RMASFAA for the Fall RMASFAA conference and board meeting.

Travel associated with officer duty will be reimbursed at the federal mileage rate.

7.7 Contract Signing Policy

Only the current President or his/her designee may sign a contract binding the Association.

Purchases, commitments, contracts, etc. which are greater than \$1000 require a written contract. Contracts which are greater than \$2,000 require Board of Director approval before the President is authorized to sign contracts on NeASFAA's behalf.

Contracts which involve hotels and/or conference center properties will be reviewed by the appropriate Committee Chairpersons and approved by the Board of Directors.

Contracts which involve non-hotel and/or meeting site properties (i.e. printing, supplies, entertainment groups, etc.) will be reviewed by the responsible Committee Chairpersons for the activity/event prior to contract signature.

NOTE: "Contract" in this policy statement is meant to include purchase orders, letters of intent or similar documents.

7.8 Insurance Policy

The NeASFAA Treasurer shall be responsible for the purchase of insurance to safeguard the corporation and its members.

General Liability

The General Liability Insurance Policy is to protect the Corporation with regard to personal property, valuable paper, income loss, money coverage, fire, medical product, property damage, advertising liability, host liquor, personal injury, hired and non-owned automobile and blanket contractual.

7.9 Strategic Fiscal Plan

The purpose of an investment policy is first to safeguard the funds of the Association, and secondly to produce an interest income which is as high as possible. The Treasurer in

consultation with the Finance & Audit Committee and President shall be authorized to invest NeASFAA funds. A review of the investments shall be performed at least annually by the Finance & Audit Committee.

The Association will maintain a general fund and a reserve fund.

The general and reserve funds are both involved in the investment plan. The Treasurer is authorized to invest on behalf of NeASFAA as directed by the Board of Directors and only in products offered by an FDIC approved entity.

Any reserve funds invested for the Association by the Treasurer must be established so that two signatures by officers of the Board are required for withdrawal.

The Treasurer is not authorized to use an investment broker to assist in the management of the funds to invest. Only those investments issued by the U.S. Treasury or Agencies of U.S. Government are authorized.

7.10 Reserve Fund Policy

A reserve fund has been established by the Association to set aside funds not normally required for operation of the Association. The level of funds to be maintained in the Reserve Fund is to be a minimum amount equal to fifty (50%) percent of the Association's annual operating budget

7.11 Revenue and Expenditures Policy

It is essential that all NeASFAA funds are managed by the Treasurer, all income deposited into a NeASFAA account, and all expenses paid from one account. This will simplify accounting procedures and maximize interest income.

Checking Accounts

NeASFAA shall have only one checking account, which shall be an interest bearing account.

Signatories will include the Treasurer and another officer of the Board, with the address of the Treasurer appearing on the account.

All NeASFAA income and expenses shall pass through this account, with all deposits made within 15 days, and all accounts payable made within 30 days.

A purchase order does not constitute payment for any Association activity.

Payment/Reimbursement requests are to be presented to the Treasurer and are to include the appropriate Reimbursement Form and receipt(s).

The Treasurer is not authorized to cash personal checks.

7.12 Sales Tax Reimbursement Policy

NeASF^{AA} is a tax exempt organization as classified under Internal Revenue Service Code 501 (c) (3) and is exempt from the payment of federal taxes. NeASF^{AA} is not, however, exempt from paying state taxes.

7.13 Check Policy

If a NeASF^{AA} check becomes void, it is the payee's responsibility to request in writing that a duplicate be issued. Such requests will be sent to the Treasurer.

A stale check that is later reissued will be charged to the same account from which it was originally issued if the fiscal year records are still open.

An account entry is made in the Treasurer's Report of the current year titled "Prior year(s) expenditures" when the stale check is from a closed prior fiscal year.

An ongoing "Stale Check Record" will be maintained as a part of NeASF^{AA}'s permanent financial records.

NOTE: By declaring a check stale, NeASF^{AA} is not relinquishing its obligation to the payee. Therefore NeASF^{AA} does not deem it necessary to remind the payee to cash a check.

7.14 Other Expense Considerations

No member of the Board of Directors will be reimbursed for travel or lodging expenses when traveling to and from board meetings.

Meals may be provided during meetings of the Board and/or committees.

7.15 Expressions of Condolences

From time to time it may be appropriate for NeASF^{AA} to express condolences upon the death of a NeASF^{AA} member or a family member. These guidelines are provided as a suggested response. At the discretion of the President, alternative expressions may be approved.

In remembrance of a NeASF^{AA} member, a donation of \$25 is suggested. The President shall direct the Treasurer to send a check to the Secretary. The Secretary will send a sympathy card along with a check to the member's family.

In remembrance of a spouse, child or parent of a NeASF^{AA} member, a sympathy card is suggested. As notified by the NeASF^{AA} membership, the Secretary may send a sympathy card to a NeASF^{AA} member.

In all situations, the Secretary shall send an e-mail to the NeASF^{AA} list serve notifying the membership at large of any expressions of condolences.

8 APPOINTED POSITION

8.1 Historian

Annually the President shall appoint a Historian. It will be the responsibility of the Historian to assist the Secretary in the collection and maintenance of historical documents relevant to the organization.

Records that will be maintained include, but are not limited to the following:

- All NeASFAA newsletters
- All treasurers' reports given at Board of Directors meetings
- Budgets as initially approved by the Board of Directors and year-end budgets
- Conference registration and promotional material
- Membership roster for each year
- Minutes from all Board Meetings
- Minutes of Annual Association Meetings
- End of the year officer and committee reports as presented to the general membership at the annual business meeting.

The Secretary will request that the above documents be submitted from each Board member and committee chairs responsible for the required reports.

The Historian is responsible for gathering the documents from the Secretary and then sorting and storing them at the designated storage site.

APPENDIX 1 PARLIAMENTARY PROCEDURES: Motions. Debates and Votes

I. How A Motion is Introduced

- A. Member makes motion
- B. Another member seconds motion
- C. Modification/Withdrawal of motion
 - 1. Maker may modify/withdraw motion before Chair states question
 - 2. If maker modifies prior to Committee Chair stating questions, person seconding motion may withdraw
 - 3. Another member (not the maker or the one who seconds initial motion) requests modification by maker. If modification is accepted, the “suggestor has seconded modified motion; no other second is necessary.
- D. Committee Chair states question on motion
 - 1. Motion is pending
 - 2. Motion is open to debate

II. How Debate is Handled

- A. Three cases where floor assigned to person who may not have been first to rise and address chair.
 - 1. Member making motion has not already spoken; preference over others.
 - 2. No one entitled to floor second time in debate on same issue, same day, if other member not spoken desires floor.
 - 3. Committee Chair knows persons seeking floor have opposing views (member to be recognized not determined by 1 or 2 above). Floor alternates between those favoring and opposing.
- B. Speaking in Debate
 - 1. Each member right to speak twice same question, same day.
 - 2. Member spoken once cannot make second speech, same question, if other member not spoken on question desires floor.
 - 3. Asking question, making brief suggestion not considered speaking in debate.
- C. Closing Debate
 - 1. Presiding officer after each member has exhausted right to debate or no further debate
 - 2. Order of assembly
 - a) Move the previous question (move to vote now)
 - (1) Brings assembly to immediate vote
 - (2) Takes precedence over all debatable or amendable motions

- (3) Out of order when another has floor
- (4) Must be seconded
- (5) Not debatable or amendable
- (6) Requires 2/3 vote

- b) Limit or extend limit of debate
 - (1) Reduce number or length of speeches permitted; require certain hour or specified length of time debate to close
 - (2) Takes precedence over all debatable amendable motions
 - (3) Out of order when another has floor
 - (4) Must be seconded
 - (5) Not debatable
 - (6) Is amendable; any amendment not debatable
 - (7) Requires 2/3 vote

III. How A Vote Is Handled

A. Committee Chair puts questions

- 1. States exact question assembly deciding
- 2. May explain effect of “aye” vote and “not” vote

B. Committee Chair takes vote

- 1. By voice
- 2. By show of hands
- 3. Affirmative vote called first
- 4. Negative vote always called for

C. Committee Chair announces results

- 1. Report of voting, stating which side has motion
- 2. Declares motion adopted or lost
- 3. States effect of vote or orders execution
- 4. Announces next item of business, as applicable

D. Review of Parliamentary Procedure – Voting and making motions

The Board of Directors is composed of the elected officers of the Association.

Board Eligible to Vote/Make a Motion

President	Yes
President-elect	Yes
Past President	Yes
Treasurer	Yes
Secretary	Yes
Sector Reps	Yes

All of the above individuals are voting members of the Board. Committee Chairs and Vice Chairs who are in attendance at the meeting are encouraged to participate in the discussion, but cannot make motions or vote.

APPENDIX 2 PARLIAMENTARY PROCEDURES: Table of Precedence of Parliamentary Motions

This table illustrates the motions from the strongest (1) to the weakest (16). A stronger motion always takes precedence over any weaker motion and becomes the next business to come before the meeting.

PRIVILEGED MOTIONS (15) Have to do with special matters of immediate importance which, without debate, should be allowed to interrupt consideration of anything else.

INCIDENTAL MOTIONS (6) Are equal in rank among themselves and considered in the order moved.

SUBSIDIARY MOTIONS (715) Assist the assembly in treating or disposing of a main motion.

MAIN MOTIONS (16) Are equal in rank among themselves. They have zero precedence since they may not be considered when any other motion is on the floor. How business is introduced to the assembly.

RANK	MOTION	SECOND	AMEND	DEBATE	VOTE	PURPOSE
1	Fix time of Next Meeting	Y	Y	N	Maj.	Close meeting
2	Adjourn	Y	N	N	Maj.	Close meeting
2	Recess	Y	Y	N	Maj.	Interrupt meeting
4	Question of Privilege	N	N	N	Chairperson	Assert rights
5	Call/Orders of the Day	N	N	N	Chairperson	Assert rights
6	Appeal Decision	Y	N	Y	Maj.	Assert rights
6	Close Nominations	Y	Y	N	2/3rds	Hasten action
6	Division of the House	N	N	N	None	Count votes
6	Object to Consideration	N	N	N	None	Prevent action
6	Parliamentary Inquiry	N	N	N	None	Clarify rules
6	Point of Order	N	N	N	Chair	Assert rights
6	Suspension of Rules	Y	N	N	2/3rds	Hasten action
6	Methods of Voting	Y	Y	N	2/3rds	Types of votes
6	Request for Information	N	N	N	Chair	Information
6	Withdraw a Motion	N	N	N	Maj.	Prevent action
6	Division of a Question	Y	Y	N	Maj.	Simplify motion
6	Consideration by Paragraph	Y	Y	N	Maj.	Simplify motion
6	Dispense with Reading/Minutes	Y	N	N	Maj.	Hasten action

7	Lay on the Table (temporarily)	Y	N	N	Maj.	Delay action
8	Previous Question	Y	N	N	2/3rds	Close debate
9	Limit/Extend Debate	Y	Y	N	2/3rds	Hasten/delay action
10	Postpone	Y	Y	Y	Maj.	Delay action
11	Refer to Committee	Y	Y	Y	Maj.	Study/Delay
12	Committee of the Whole	Y	Y	Y	Maj.	Consider informally
13	Amend an amendment	Y	N	Y	Maj.	Modify amended motion
14	Amend	Y	Y	Y	Maj.	Modify motion
15	Postpone Indefinitely	Y	N	Y	Maj.	Prevent action
16	General Main Motion	Y	Y	Y	Maj.	New business
16	Reconsider	Y	N	Y	Maj.	Change decision
16	Rescind	Y	Y	Y	2/3rds	Change decision
16	Take from Table	Y	N	N	Maj.	Hasten action
16	Special Order/Business	Y	Y	Y	2/3rds	Hasten action

Appendix 3 Audit Guide

Purpose:

The Finance and Audit Committee has a responsibility to the Association membership to ensure the accounting records are maintained and disclosed by the Treasurer in accordance with all applicable laws and Board requests.

Audit Procedure:

The Finance and Audit Committee Chair will contact the NeASFAA Treasurer to schedule the annual audit for a day and time mutually acceptable. The audit should be conducted no later than 90 days after the fiscal year end by the Finance and Audit Committee members. A report will be submitted to the NeASFAA President within 30 days of the audit and to the Board of Directors at the Board meeting following the audit.

Items to Review during the Audit:

Board of Directors Minutes

- Review Board minutes to ensure approval of annual budget.
- Review Board minutes to ensure any Board action(s) pertaining to budget and/or financial adjustments were subsequently enacted by the Treasurer.

Balance Sheet and Profit/Loss Statements

- The Treasurer will provide a Fiscal Year Trial Balance Report that reflects all financial transactions for the year.
- Randomly select expenses and track them from claim form, to check book, to the detail on the Fiscal Year Trial Balance Report. Confirm payments were made accurately and within 30 days.
- Randomly select different types of deposits (conference, membership...) and track them from the "make deposit" page in QuickBooks to the detail on the Fiscal Year Trial Balance Report. Confirm that deposits were made within 15 days.

Bank Statements and Reconciliation Reports

- Verify the bank statement reconciliations were processed and balanced
- Verify that all checks are accounted for and all were related to Association business
- Verify that the beginning balance and ending balance on the bank statement match those on the QuickBooks reconciliation report.

Certificate of Deposit Review

- Treasurer needs to provide bank statements for each CD that had activity during the fiscal year in review.
- Review bank statements to the QuickBooks report that shows activity including interest, purchases of CDs and closing of CDs.
- Verify the CD balances are correctly reflected in the Balance Sheet
- Verify signature authority on Association CDs

IRS Form 990N

- Verify the IRS tax documents were submitted on time

Insurance Liability Policy

- Verify the association has an active Insurance Policy.
- Review the Insurance Policy to ensure the Association is protected from liability.

NeASFAA Policy and Procedures Manual

- Review the NeASFAA Policy and Procedures Manual to ensure that the Treasurer is complying with the outlined duties/responsibilities pertaining to the financial interest of the Association.

Reserve Fund

- Verify the reserve fund is at least 50% of the Association's Annual operation budget.