

Agenda: NeASFAA Board of Directors Meeting

May 28th, 2020 9am

Zoom Meeting: <https://unk.zoom.us/j/97396498220>

Meeting ID: 973 9649 8220

Phone: 1(346)2487799 or 1(6699006833)

NeASFAA's Strategic Direction:

Promote Professionalism	Train and Develop	Coordinate and Network	Influence Legislation
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NeASFAA Board Participants

Board Members		Committee Chairs & Other Guests	
President	Renee Besse	Association Governance	Sheila Johns
President-Elect	Justin Brown	Corporate Development	Robb Cummings
Past President	Sheila Johns	Finance and Audit	Laura Thayer-Menke
Treasurer	Lisa Gdowski	Membership Connections	Erinn Brown
Secretary	Sarah Standley	Nominations and Elections	Justin Brown
4-Year Public	Vacant	Professional Development & Recognition	Kimberly Vanosdall
2-Year Public	Kimberly Vanosdall	State and Federal Relations	Diane Oglesby
Private	Fallon Watts	Historian	Ritchie Morrow
Associate Sector	Jodi Vanden Berge	Guest: Training 2020 Ad Hoc Committee	Mary Sommers

Call to order at 9:00 a.m.

1. Agenda Topic	Objective	Discussant/Time
1. Zoom Meeting Procedural Rules	Discuss	Justin
2. Approval March 26, 2020 and March 27, 2020 Minutes	Decide: Entertain a motion/discuss/vote	Renee
3. Approval Consent Agenda	Decide: Entertain a motion/discuss/vote.	Renee
4. Meeting Attendance		
A. Board Member Roll Call		Sarah
B. Conflict of Interest Forms		Sarah
C. Private Sector Rep	Decide: Alaina Popp – Doane University	Renee
D. Introduction of Guest	Brenda Hicks – NASFAA Chair Elect	Renee
E. RNASFAA Conference	Update	Becca
5. Business on the Table		
A. Dropbox Options	Decide: Review Report options/discuss/vote	Ritchie
B. Updated Logo	Decide: Review Report options/discuss/vote	Justin

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6. New Business

A. SI Scholarship Timeline Change	Decide: Review Proposal/discuss/vote	Justin
B. State Conference Site 2023	Decide: Review Recommendation/discuss/vote	Kim
C. Updates to Policies and Procedures	Decide: Review Recommendation/discuss/vote	Justin
D. Linda Butcher Memorial	Decide: Review Options/discuss/vote	Renee
E. SFRC – NeASFAA Bill Priority	Decide: Review Bills/Select Priorities	Ritchie
F. Corporate Development – Zoom Happy Hours	Discuss: Generate ideas/solutions	Robb

7 Adjournment Decide: Entertain a motion/discuss/vote. Renee

8. 1 pm Board Activity Brenda Hicks

Next Board Meeting: October 21st, 2020 – Omaha, Nebraska
Stages of Group Problem-Solving: Define, Discuss, Evaluate, Decide

NeASFAA Board of Directors Meeting
Thursday May 28th 2020
Conducted via Zoom

Call to order: Renee called the meeting to order at 9:02 a.m.

Zoom Meeting Procedural Rules: Motion by Justin to use the raise hand feature to document votes during Zoom meetings, Second by Lisa. Motion carries.

Approval of Minutes from March 26 and March 27: Motion to approve the minutes from March 26 and Marcy 27 by Justin, second by Sheila J. Motion carries.

Approval of Consent Agenda: Motion to approve the consent agenda by Kim, second by Lisa.
Discussion: Ritchie wanted to discuss more about the SI scholarship cancellation for next year. We are planning to discuss that during the SI Timeline change. Board agrees; we will discuss during New Business. Motion carries.

Attendance:

- A. Present:** Renee Besse, Justin Brown, Sheila Johns, Lisa Gdowski, Sarah Standley, Sheila Pourier, Kimberly Vanosdall, Jodi Vanden Berge
Committee Chairs and Committee Members also in attendance: Robb Cummings, Laura Thayer-Menke, Erinn Brown, Diane Oglesby, Ritchie Morrow, Becky Davis, Erika Kampschnieder, Susan Frodyma, Tabitha Haynes
Guests also in Attendance: Brenda Hicks
Not Present: Mary Sommers
- B. Conflict of Interest forms:** Sarah only needs one from Ritchie. He'll get it to me!
- C. Private Sector Rep:** Alaina unfortunately declined to serve as Sector Rep. Renee sent emails out to recruit another Sector Rep, so we'll see what we can get. She will call for an online vote, that way we will have someone for October. Discussion about possible nominees.
- D. Guest – Brenda Hicks; NASFAA Chair Elect:** Brenda is just going to be listening in, and she will have an activity for us this afternoon.
- E. RMASFAA Conference Update:** Becca joined the meeting to give us a quick update. We're still in the middle of COVID, which is impacting some of our planning, especially regarding contact with hotel staff. We have some concerns about a second wave of COVID coming through. Becca has been exploring options for maybe having a streaming option on site if not everyone can make it. Justin has a robust program planned out. Program Committee has a plan for mental health/first aid training on the Sunday prior to the conference.

Becca currently has a full conference committee, but we might need some extra volunteers day of for help with registration, decorations, etc. We don't currently have a contingency plan if the conference needs to be canceled. Unless the hotel is forced to cancel on us, RMASFAA will need to take a hit financially if we are the ones who decide to cancel. We may do something via zoom if that ends up happening.

Other updates: We're going to do either morning yoga or walks, and there will be entertainment in the evenings such as a paint and sip, exploring Old Market, etc. We have two reps from NASFAA, and Justin is working on a Department of Ed rep.

We have been made aware that Iowa has canceled their November conference. We can't specifically invite them, but we will let them know we are having a conference, provided it can still happen. We are a little concerned about travel for our Corporate Support partners because a large portion of our budget relies on that. Depending on that outcome, we'll have to decide if we can still have the conference and just take that hit or not.

Overall, the committee is working on contingency plans, but a lot is up in the air right now, so nothing is solid at this point. Becca will make sure to keep us all updated. Sheila mentioned that the state of Colorado is currently on a travel restriction with no end date in sight. Justin mentioned that it may not be the pandemic itself that we need to be worried about; it will mostly be travel restrictions. Ritchie mentioned that there are many states with travel restrictions through the end of the year.

Business on the Table

- A. Dropbox Options:** Ritchie has been doing a little research. He has explored a few options, some he has been able to eliminate already due to price and not needing the amount of storage they offer. Ritchie did find a great contact who was able to give him some great advice and recommendations. He has some demos set up over the next few weeks. At our next meeting, Ritchie will have some more solid recommendations. Some people have been having trouble uploading. If people need something uploaded, they can send to Ritchie in the interim until we can find a permanent solution. Discussion about ideas for different options to explore.
- B. Updated Logo:** Justin has two bids. One from MemberLeap, they did the RMASFAA Logo. Their price is \$500 for basic logo package, includes 2 simple revisions. The other quote is from Logoworks their price is \$200 for two design concepts, 3 rounds of revisions. We would need to do a budget variance for the cost for this. Justin proposes that we approve one of the two, and then have the Membership Connections committee work with the designers on the new logo.

Justin moves to go with MemberLeap \$500 basic package to create a new NeASFAA logo, second by Sheila. Discussion: Talk about RMASFAA banners; if we change the logo, we would probably need to purchase a new banner to be hung up at RMASFAA conference. We may not need to get a new banner right away; we could just have the old logo stay on and get a new one later. Robb assisted with selecting the RMASFAA logo, and he said MemberLeap was great to work with, and they gave several different options. RMASFAA ended up with a beautiful result. Sheila agreed to hold off on the banner right now; we could figure that out either later this year or next year. Justin brought up budget concern to ask if the budget is doing okay to add this expense. Renee said since no one is currently traveling, we don't have those extra expenses. Renee also asked if \$500 is enough, or if there is any added taxes on that. Justin revised his motion and now moves to go with Member Leap basic package with up to \$600 budget variance. Sheila Seconds. Motion carries.

New Business:

SI Scholarship Timeline Change: Justin wanted to provide some background; he has thought about changing the timeline for SI Scholarship applications. Chantel was the recipient for this summer, and Renee has told her that we would honor that scholarship for summer 2021.

Some background: The first year, we reviewed applications in April. The year after, we decided to move the application review up to February so that we could announce the recipient at the Spring conference in March. For some institutions this has posed a problem because the Spring NeASFAA conference is too close to the June SI.

Justin is proposing that we move the timeline up almost a full year and post the application sometime during the summer, possibly having it due June 1st. We could then determine recipient in June, potentially assign a mentor for the recipient, invite them to attend a few of our Board meetings, announce them during the Spring conference, and then they would attend SI the following June. Doing it this far in advance would also help us solicit more applicants. This year would be a good time to start this timeline since we already have Chantel for the next year's SI. If we do decide to change the timeline, we could post the application now for the 2021 SI, start the new timeline now, and keep it one year ahead moving forward.

Discussion about increasing the number of scholarships for SI. Instead of just sending one person, we could send two people. Sheila mentioned that SI location/price is unknown right now, so we wouldn't necessarily know the dollar amount of the scholarship. Renee asked if we should change the award to a flat rate instead of committing to cover the full cost. Ritchie mentioned that he has seen this done before, and it's nice because it allows the recipient to use the funding toward travel, room, or registration cost if they want. Justin mentioned that we already have some budget savings because we aren't going to spend any money to send Chantel this year.

Ritchie brought up a concern that this timeline may be too far out, which would also be difficult for planning. He thinks the return on applications might be a little better if we keep posting in February prior to SI, and keep soliciting applications through the spring conference. Kim agreed. Kim also pointed out that SI is great for new staff members, and it would be good to have the option to send new staff members right away the following summer after they start rather than having them work in the office for a full year before going. Sheila provided some feedback from RMASFAA board; it's good to have the recipient determined prior to the early registration deadline. We would want to make sure to strike a balance between deciding on the recipient too soon vs too late. Lisa agreed with Kim on the idea of sending new staff members earlier.

Erika offered an idea to that would strike a balance: We could open applications during the fall training. Kim wondered if it would be a good idea to offer one early application and one later application. Renee agreed that might be a good idea because the applicant pool included experienced FA reps and new ones. It was difficult to compare the two types of applicants because they were so different and both deserving. Proposal to have an early application pool in fall for more experienced applicants, and then have a second application pool for newer FA professionals in the spring to be announced at spring conference. Renee mentioned that she is not concerned about budget because one of the core values of NeASFAA is training, so if we need to dip into reserves, we should.

Motion by Justin to send two recipients to SI each year, beginning for SI 2021 (a total of 3 individuals for Summer 2021 SI); open one application in September/October for intermediate/advanced track, and then another application in February/March for beginner track. Second by Sheila P. Sheila J mentioned that the P&P includes working about the timing of application posting/review and the dollar amount. We might need to revise P&P to be less specific so we can have more flexibility in the future. Motion carries. We will address budget variance in October.

- A. State Conference Site 2022 and 2023:** Discussion about 2022 bid: The bid from Divots is very similar to the bid for 2020 and the one for 2021, but there is a slight increase to the room rate. We don't mind the increase since Divots has been so good to us with needing to cancel this year. Discussion about dates that would work best. Kim proposes March 23-25. Justin makes a motion to select Divots for spring 2022 contract from 3/23-3/25. Lisa seconds. Motion carries.

Discussion about site for 2023 conference. Here are the most recent locations: Kearney in 2015, Lincoln in 2016 and 2017, Columbus in 2018, Kearney in 2019, no conference in 2020, Norfolk in 2021 and 2022. Kim suggests going a little further west having been in Norfolk the two years prior to 2023. Ritchie suggests looking at North Platte; we had talked about going there, but they were doing construction. If we get the sense that North Platte still won't be ready, then we can look at Kearney. Justin brought up the idea about Broken Bow again. The issues with Broken Bow were meal catering, and the size of the facility for breakout rooms. There are only two breakout areas. They could partition one of the rooms to turn it into two rooms, but that may not work for sound quality. If we do decide on Broken Bow, we would have to consider that with our conference planning and have fewer breakouts. With meal catering, we would need to select multiple caterers for the different meals. The hotel itself has 50 rooms, but there is another hotel across the street with an additional 30 rooms. Tabby mentioned that there is a hotel in Broken Bow next to a movie theatre, and the movie theater is cheap to rent, so we could maybe rent that out for breakouts. As a board, we would like to see contract proposals from North Platte, Kearney, and/or Broken Bow. If none of those seem feasible, PDRC has the latitude to keep looking at other locations. Kim had a concern about being able to get responses from the hotels due to COVID, but they will try their best to get things going. PDRC will be working on this, and they will bring some recommendations to the October board meeting.

- B. Updates to Policies and Procedures:** Justin has made a number of updates to the P&P, so we'll vote on each one separately:
- 0.0 and 0.1: Justin was able to add page numbers and line numbers to the document. Motion by Sheila J to approve the addition of page and line numbers to P&P (version 0.0 and 0.1). Second by Sarah. Motion carries.
- 0.2: Update to wording about how P&P should be stored to remove the words 'in a binder' since we have an electronic version now. Justin moves to approve version 0.2. Kim seconds. Motion carries.
- 0.3: This version adds a new section for document version control to name the versions by number. This will ensure that we know what version is the most current. If someone wants to make updates after this meeting, they will start with version 1.1, 1.2, etc. Once this is approved, we'll add the new P&P to the website as version 1.0. Motion to approve version 0.3 by Justin. Second by Sheila J. Motion carries.

0.4: Version 0.4 clarifies the rules of order in lines 816-900 to clarify committee chairs for voting, including examples, correcting grammar etc. Motion to approve version 0.4 by Sheila P, second by Kim. Motion carries.

0.5: This version corrects our tax section to comply with articles of incorporation in line 769. Motion to approve version 0.5 by Lisa, second by Sheila P. Discussion: Sheila J. mentioned that this also needs to be updated in the bylaws, and they have plans to update this in the Bylaws as well. Motion carries.

0.6: This version adds audit timeframe to Finance/Audit committee duties in lines 472-473. Motion to approve version 0.6 by Justin. Second by Sheila P. Motion carries.

0.7 and 0.8: This version moves Dropbox responsibilities from President to Secretary and also removes President from serving as ex-officio on all the communities. We have already been having Secretary be in charge of Dropbox and not having the President serve on every committee in practice, so we should update the P&P to reflect that. Motion to approve versions 0.7 and 0.8 by Kim. Second by Sheila J. Motion carries. Justin will make all these updates and will work with Erinn to get the new version (version 1.0) added to the website.

- C. Linda Butcher Memorial:** Linda was a dear friend to so many in NeASFAA, so we would like to do something in honor of her. There were a few suggestions proposed including collecting donations for Hearts United no-kill animal shelter, scholarships for her grandchildren, and/or for Sunken Gardens. Justin makes a motion to go with option number 1 based on recommendation from Butcher family. Second by Sheila P.

Discussion: Renee mentioned that we could do both if we wanted. Diana was a close friend to Linda, and she knows Linda would have loved the idea of donating to Sunken Gardens. She suggests it would be great to donate to both. Justin wanted to know if NeASFAA is going to make a donation, if we are also going to ask for donations from membership, or both. Sheila mentioned the P&P states that there is a suggestion for a \$25 donation for memorials from NeASFAA. Renee suggests modifying the motion to donate \$25 to both causes. We would plan to notify NeASFAA members of what we are doing and encourage them to submit donations individually if they would like. Justin agrees with this modification and motions to donate \$25 to Hearts United and \$25 to Sunken Gardens on behalf of Linda Butcher. Sheila P seconds. Motion carries. Renee mentioned we could do something during the upcoming Spring conference. Justin recommends to have PDRC to make a new award for NeASFAA or have a memorial at the upcoming conference, and bring recommendations to the next board meeting.

- D. SFRC – NeASFAA Bill Priority:** Legislature will reconvene July 20th. Ritchie suggests we put a letter together and send to Speaker Scheer and the Education and Appropriations Committee to remind them of our priority bills. Bills are listed in the SFRC Report. Ritchie asked the board if there is a certain direction we would like to go on this; should we mention all the bills listed, choose a few to highlight, or focus on any additional priorities? Ritchie wants everyone to know that there likely isn't going to be any new money coming in, so Renee suggested maybe highlighting one or two. Renee also mentioned there is a representative from NASFAA named Jackie Cottom who would be willing to help us write/edit the letter and provide feedback. Justin suggested to make sure we include LB1168 (changing lottery distribution) because it will benefit every sector. Ritchie mentioned that will probably already be a priority for the Education Committee, but he agrees that the bill would probably be a top one for NeASFAA. Sector reps will be sending an email to their sector to ask if anyone in the sectors felt strongly about any of the bills. The Sector Reps will compile responses and send to Ritchie.

E. Corporate Development – Zoom Happy Hours: Robb had an idea to have NeASFAA host some Zoom Happy Hours or brown bag lunches where an associate member could be a focus of the meeting. We could have a certain topic or session, or it could be open. Robb discussed this idea with his committee, and they would like to know if this concept would be worthwhile or not. Ideas would be to have speakers have 10 minutes to pitch their services, or potentially host a training session. It wouldn't need to be limited to Associate Members; school representatives could have time as well if they had items to discuss. Kim mentioned that PDRC had discussed potentially doing something similar via Zoom. Their idea was to host Zoom trainings in September, October, and/or November. Her only concern would be not to overload people with Zoom invites and maybe combine forces to either host these together, or to ensure the events are staggered. Discussion about the difference between formal training vs. a more informal happy hour type thing. Most people felt that it would be nice to have both available so members can have the social interaction that we have all been missing. Certain groups have been doing this, and it seems like people enjoy it.

Adjournment: Motion to adjourn by Sheila J, second by Kim. Motion carries. Meeting adjourned at 12:03pm.

Board Activity – Brenda Hicks: Brenda hosted an activity for us on lateral thinking and thinking outside the box about ideas we can implement to make NeASFAA better for our membership.

Next Board Meeting: October 21st, 2020 UNL – Omaha, Nebraska

Zoom Meeting Details

Date: May 28th, 2020

Time: 9:00am

Renee Besse is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://unk.zoom.us/j/97396498220>

Meeting ID: 973 9649 8220

One tap mobile

+13462487799,,97396498220# US (Houston)

+16699006833,,97396498220# US (San Jose)

Dial by your location

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

Meeting ID: 973 9649 8220

Find your local number: <https://unk.zoom.us/u/azMZ02gkY>

Join by SIP

97396498220@zoomcrc.com

Join by H.323

162.255.37.11 (US West)

162.255.36.11 (US East)

221.122.88.195 (China)

115.114.131.7 (India Mumbai)

115.114.115.7 (India Hyderabad)

213.19.144.110 (EMEA)

103.122.166.55 (Australia)

209.9.211.110 (Hong Kong

China)

64.211.144.160 (Brazil)

69.174.57.160 (Canada)

207.226.132.110 (Japan)

Meeting ID: 973 9649 8220

Join by Skype for Business

<https://unk.zoom.us/skype/97396498220>

Cloud Storage Options

Name	Free Storage Space	Costs
Google Drive	15 GB	\$1.99 for 100 GB
pCloud	20 GB	\$3.99 for 500 GB/\$175 for 500 GB lifetime
OneNote	5 GB	\$1.99 for 50 GB
SpiderOak One	N/A	\$5.00 for 100 GB
Mega	50 GB	\$4.99 for 200 GB
Jottacloud	5 GB	\$9.99 for Unlimited (number of users limited)
Dropbox	2 GB	\$9.99 for 2,000 GB

Quote

Date: 04.27.2020

To: Justin Chase Brown, Nebraska Association of Student Financial Aid Administrators

From: Lisa Plunkett

Re: Logo

\$500 Basic Logo Package includes up to 2 simple revisions (less than 30 minutes each of designer time) with any additional changes billed at \$100 per hour

May 12, 2020

Kimberly Vanosdall
NEASFAA

Dear Kimberly:

Thank you for the opportunity to do this proposal for your conference in March of 2022. We have used the dates of March 16, 2022 - March 18, 2022 but would also have March 23-25 of 2022 available.

The Norfolk Area Visitors Bureau would also like to do a \$400 sponsorship to put toward expenses you would incur during your meeting.

If you have any questions, please feel free to call. My cell phone is often the best way to reach me and is basically an extension of my work phone, 402-649-0699, or by email at dherrick@divotsconference.com. Fax number is 402-371-8007.

Thank you for your consideration and we look forward to working with you in Norfolk!

Best to you,

Donna Herrick

Donna Herrick, owner
Divots Conference Center and Norfolk Lodge & Suites
4200 West Norfolk Avenue
Norfolk, NE 68701

Divots - The Complete Experience

4200 W. Norfolk Avenue Norfolk, NE 68701

phone: (402) 379-3833 or (888) 355-0553 fax: (402) 371-9532 www.divotsconference.com



NEASFAA CONFERENCE
and
Divots Conference Center and Norfolk Lodge & Suites

Dates and Guestroom Accommodations

It is our pleasure to welcome you to Divots Conference Center and Norfolk Lodge & Suites. The Lodge is pleased to offer you this special group rate:

- \$98.49 for guest rooms, up to four guests / room.
- Plus following tax: Out of city limits with state tax of 5.5% and lodging tax of 5.0%.

Rooms presently being held for your group:

52 guest rooms for Tuesday, March 15, 2022, 52 guest rooms for Wednesday, March 16, 2022 and 52 rooms for Thursday, March 17, 2022

Two guest suites will be complimentary for three days each.

This will be for up to 4 guests per room and **includes a very nice extensive hot and cold continental breakfast**, which is very well received and complimented by our guests. Should this proposal be accepted, the guest rooms will be held exclusively for your group.

These rooms will be **held exclusively for your group until Wednesday, February 23, 2022, approximately 3 weeks prior to your event.** After that date, they will be released to the public.

All rooms are furnished with the following:

- Free internet, both Ethernet (hard wired), as well as wireless internet.
- Microwaves, refrigerators, and wet bars in all rooms, as well as hairdryers.
- Ironing Boards and irons in all rooms.
- Two bottles of complimentary water in all rooms.
- Robes for your use while a guest at the hotel.
- Luxurious bedding.
- Two restaurants (Veranda and SandBar and Grill) on site, adjoined to the Conference Center and "The Lodge". Everything on property is under one roof.
- Free parking.
- Beautiful atrium swimming pool and large hot tub.

• Free in room coffee *Divots - The Complete Experience*

4200 W. Norfolk Avenue Norfolk, NE 68701

phone: (402) 379-3833 or (888) 355-0553 fax: (402) 371-9532 www.divotsconference.com



- Wireless connection available throughout the property, including restaurants and the numerous conversation nooks throughout the property.

Divots Conference Center

The following information includes our understanding of the dates and meeting needs.

March 16, 2022 (Wednesday) – March 18, 2022 (Friday)

Conference Center, as well as we are also holding the Madison Room for all 3 days.

Meeting space, as well as audio visual (LCD project, screens, sound system), skirting , and miscellaneous fees not related to food and beverage needs will be complimentary. The Norfolk Area Visitors Bureau will sponsor \$400 toward expenses incurred during the meeting, as well as will help with registration , name tags, and visitor's bags.

We do have two restaurants on site, the Veranda Steakhouse and SandBar & Grill, for your dining pleasure and / or recreation. We also opened a Brewery in 2014 and expanded in 2015. Our beer has met with great acceptance and 50% of our draft beer sales are one of our 10-12 Divots' crafted beers.

We have also now opened the Spa & Salon @ Norfolk Lodge, as well as the Rooftop Terrace.

Thank you for considering having your event with us. We are honored to partner with your group in serving your organization. Should you desire to take a visual look at our property, you can take a virtual tour of the guest rooms and the meeting rooms through our web site, www.divotslodge.com.

Please feel free to contact me should you have any questions. My cell phone is 402-649-0699, direct extension is 402-844-2988, or email at dherrick@divotsconference.com . We look forward to hearing from you and seeing you in Norfolk!

Regards,

Donna S. Herrick

Donna Herrick, owner
Norfolk Lodge & Suites and Divots Conference Center
4200 West Norfolk Ave
Norfolk, NE 68701

Divots - The Complete Experience

4200 W. Norfolk Avenue Norfolk, NE 68701

phone: (402) 379-3833 or (888) 355-0553 fax: (402) 371-9532 www.divotsconference.com



Group Contract as of 5/12/20

NEASFAA 2022 Proposal



Norfolk Lodge & Suites, An Ascend Collection Hotel

4200 W Norfolk Ave
Norfolk, NE 68701-9202
(402) 379-3833
(402) 371-8007
GM.NE086@choicehotels.com

Contract Information

Group Name: NEASFAA 2022 Proposal Group Account: 4054004
Arrival Date: Tuesday, March 15, 2022
Departure Date: Friday, March 18, 2022
Fixed Cut Off Date: Wednesday, February 23, 2022
Company Name: Group Contact: Vanosdall, Kimberly
Address: 801 East Benjamin Avenue Email: kimberly@northeast.edu
Norfolk, NE 68701 Telephone: (800) 844-7286

Room Details

Room Block

	<u>TUE</u>	<u>WED</u>	<u>THU</u>
	3/15/22	3/16/22	3/17/22
NHK - 1 King Bed, No Smoking, Handicap	1	1	1
NK - 1 King Bed, No Smoking	25	25	25
NK10 -	3	3	3
NQQ - 2 Queen Beds, No Smoking	15	15	15
NQQ10 -	5	5	5
SNK - 1 King Bed, No Smoking, Suite	3	3	3

NEASFAA 2022 Proposal

Group Rates

<u>Room Type</u>	<u>Date</u>	<u>Single</u>	<u>Double</u>	<u>Extra</u>	<u>Child</u>
NHK - 1 King Bed, No Smoking, Handicap	3/15/22 - 3/17/22	98.49	98.49	0.00	0.00
NK - 1 King Bed, No Smoking	3/15/22 - 3/17/22	98.49	98.49	0.00	0.00
NK10 -	3/15/22 - 3/17/22	98.49	98.49	0.00	0.00
NQQ - 2 Queen Beds, No Smoking	3/15/22 - 3/17/22	98.49	98.49	0.00	0.00
NQQ10 -	3/15/22 - 3/17/22	98.49	98.49	0.00	0.00
SNK - 1 King Bed, No Smoking, Suite	3/15/22 - 3/17/22	98.49	98.49	0.00	0.00

Billing Information

Group Payment Type

GTD/Payment: GENERAL MANAGER
#Error

Guest Payment Type

GTD/Payment: GENERAL MANAGER
#Error

Charge Routing

Guests are responsible for all charges.

Contract Terms

Guarantee Policy

Your Reservation has been placed on a 4 PM hold.

Cancellation Policy

Please cancel any group room reservations by 4 PM local hotel time on the day of arrival to avoid a cancellation penalty

Cancellation Penalty Notes

Additional Information

TWO COMPLIMENTARY ROOMS FOR 3 NIGHTS EACH. COMPLIMENTARY HOSPITALITY ROOM.

Guest Signature

Date

Hotel Representative

Date

Donna L. Service 5/12/20



Divots Conference Center

4200 W Norfolk Ave
Norfolk, NE 68701

Phone (402) 371-4520
Fax (402) 371-9532
www.divotsconference.com

Client/Event:

NeASFAA Training Session

Contact Information

NEASFAA - Kimberly

PO Box 469
Norfolk, NE 68701-

Phone

Work (402) 844-7286

Fax

E-Mail kimberly@northeast.edu

Event Date:

Wednesday, March 16, 2022

Room(s) Nebraska Room

Schedule

Meeting 1:00:00 PM Times TBD
End 5:00:00 PM No Dinner Planned

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Nebraska Room	1	\$0.00	\$0.00	\$75 Value
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

DH

Event Date:

Wednesday, March 16, 2022

Room(s) Madison Room

Schedule

Social Room reserved in case they want to do a
Hospitality Room

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Madison Room (Hotel Room Required)	1	\$0.00	\$0.00	\$150 value
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

DH

Event Date:

Wednesday, March 16, 2022

Room(s) Dakota Room

Schedule

	8:00:00 AM	Board Room style for 20-25. Meeting time TBD.
Lunch	12:00:00 PM	
End	5:00:00 PM	No Dinner Planned

Estimate	Quantity	Amount	NetAmount	Item Note
	1	\$0.00	\$0.00	Break drink items range from \$19-\$22/gallon
Ala Carte				
Ala Carte Items	1	\$0.00	\$0.00	Break food items range from \$20-\$26/dozen
Customized Food Selections	1	\$0.00	\$0.00	Lunch meals range from \$9.95-\$14.95/meal
Customized Food Selections	1	\$0.00	\$0.00	Breakfast items range from \$1-\$2.95/item
Dessert				
Dessert	1	\$0.00	\$0.00	Desserts range from \$2.75-\$4.25/serving
Food				
Customized Dinner	1	\$0.00	\$0.00	Dinner meals range from \$14.95-\$25.95/meal
Horsd'oeuvres				
Hors d'oeuvres	1	\$0.00	\$0.00	Appetizers range from \$10-\$38/dozen
Rent (non-tx)				
Rent per Special Event	1	\$0.00	\$0.00	Complimentary use of all meeting space (Ballroom, Nebraska, Dakota), projector/projector screen(s), microphone(s), skirting of table(s) as needed.
Dakota Room	1	\$0.00	\$0.00	\$100 Value, classroom style
Rent (taxable)				
Podium	1	\$0.00	\$0.00	Complimentary
Table w/ Skirt	1	\$0.00	\$0.00	5 -10 Vendor Tables in Link (\$8 value per table). Complimentary
Service				
Special Notes of Service	1	\$0.00	\$0.00	Norfolk Area Visitor's Bureau will donate \$400 toward the cost of your event.
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

DH

Event Date:

Thursday, March 17, 2022

Room(s) RDH [A]

Schedule

Meeting	8:00:00 AM	Times TBD
End	5:00:00 PM	

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Room A - RDH Room, 1212 sq. ft.	1	\$0.00	\$0.00	\$150 Value, classroom style
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

KK

Event Date:

Thursday, March 17, 2022

Room(s) Madison Room

Schedule

Hospitality Room	Reserved in case group would like to do a Hospitality Room
------------------	---

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Madison Room (Hotel Room Required)	1	\$0.00	\$0.00	\$150 Value
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

KK. DH

Event Date:

Thursday, March 17, 2022

Room(s) Nebraska Room

Schedule

Meeting 8:00:00 AM Times TBD
End 5:00:00 PM

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Nebraska Room	1	\$0.00	\$0.00	\$75 Value, classroom style
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

KK

Event Date:

Thursday, March 17, 2022

Room(s) Dakota Room

Schedule

Meeting 8:00:00 AM Times TBD
End 5:00:00 PM

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Dakota Room	1	\$0.00	\$0.00	\$100 Value, classroom style
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

KK

Event Date:

Thursday, March 17, 2022

Room(s) 2 Large Rooms [B+C]

Schedule

Meeting	8:00:00 AM	Times TBD
Lunch	12:00:00 PM	
End	4:30:00 PM	
Cash Bar	5:00:00 PM	
Dinner	6:00:00 PM	
End	10:00:00 PM	

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Banquet Hall with Food	1	\$0.00	\$0.00	\$800 Value, A- Classroom Style, B&C Rounds for general session & meals
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

DH

Event Date:

Friday, March 18, 2022

Room(s) Nebraska Room

Schedule

Meeting	8:00:00 AM	Times TBD
End	3:00:00 PM	

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Nebraska Room	1	\$0.00	\$0.00	\$75 Value, classroom style
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

KK. DH.

Event Date:

Friday, March 18, 2022

Room(s) RDH [A]

Schedule

Meeting	8:00:00 AM	Times TBD
End	3:00:00 PM	

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Room A - RDH Room, 1212 sq. ft.	1	\$0.00	\$0.00	\$150 Value, classroom style

Net Total	\$0.00
18.00% Gratuity	\$0.00
5.50% Tax	\$0.00
Total Estimate	\$0.00

KK. DH

Event Date:

Friday, March 18, 2022

Room(s) 2 Large Rooms [B+C]

Schedule

Meeting	8:00:00 AM	Times TBD
Lunch	12:00:00 PM	
End	3:00:00 PM	

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Banquet Hall with Food	1	\$0.00	\$0.00	\$800 Value, A - Classroom Style, B&C Rounds for general session & Meals

Net Total	\$0.00
18.00% Gratuity	\$0.00
5.50% Tax	\$0.00
Total Estimate	\$0.00

KK. DH

Event Date:

Friday, March 18, 2022

Room(s) Dakota Room

Schedule

Meeting	8:00:00 AM	Times TBD
End	3:00:00 PM	

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Dakota Room	1	\$0.00	\$0.00	\$100 Value, classroom style
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

KK. DH

Event Date:

Friday, March 18, 2022

Room(s) Madison Room

Schedule

Hospitality Room Room reserved in case they decide they would like to use this room for their hospitality room.

Estimate	Quantity	Amount	NetAmount	Item Note
Rent (non-tx)				
Madison Room (Hotel Room Required)	1	\$0.00	\$0.00	\$75 Value, classroom style
		Net Total	\$0.00	
		18.00% Gratuity	\$0.00	
		5.50% Tax	\$0.00	
		Total Estimate	\$0.00	

KK. DH

No Outside Food Policy

Divots DOES NOT allow any outside food or beverages to be brought in except wedding cakes, nut and mints. A surcharge of 50% value of any non-approved food and/or beverage will be implemented.

Confirmation Deposit

Divots requires a **non-refundable confirmation deposit** equal to the room rental rate to lock in the date. This amount will be credited to the bill at the time of service. Divots reserves the right to give rebook any unlocked dates. Payment of confirmation deposit is an acknowledgement and acceptance of all Divots policies.

Security and Damages

Private security will be arranged by Divots at an additional charge for all weddings and large events. **This is required and not an optional expense.** Divots will not be responsible for any missing items before, during, or after a function, or for materials or articles set-up prior to the function or left unattended at any time. The lessee(s) is/are responsible for their guests that attend the function, and will be held liable for any damages due to behavior on behalf of their guests.

Prices

Divots is a growing conference center, and **reserves the right to change prices according to the market.** While we will strive to provide you with the closest estimation possible, it is just impossible to know the value of the market six months, one year, or two years from the present. The prices in this menu reflect the current prices and are **subject to change.** We will attempt to apprise our customers of any changes in prices after a menu has been selected. We are pleased to provide our customers with the highest quality of service, food, and atmosphere.

Alcoholic Beverages

The sale and service of all alcoholic beverages is regulated by the state of Nebraska, and Divots is responsible for the administration of these regulations.

Underage drinking is strictly prohibited at Divots. Please inform your guests that proper identification is required for all alcohol service. Our staff will monitor guest drinking and may request to see identification for anyone consuming alcohol. If underage drinking occurs, Divots will contact law enforcement agencies and reserves the right to discontinue alcohol service for the duration of the event. Divots will stop serving alcohol at 12:30 a.m.

Food Arrangements

All food served at Divots Conference Center must be provided by Divots. All food and beverage menu planning, room set-up, and other details must be arranged **at least 14 days** in advance. **Any food and beverage function canceled within 14 days of the event is subject to a full charge.**

Guarantees

A close estimate is required (7) days out. A final confirmation or "guarantee" of your anticipated number of guests is required by 12:00 noon, **72 business hours before any banquet function.** This guarantee **may not** be reduced. Divots will prepare for up to 5% over the guaranteed number. Divots will reserve the right to substitute menu items for the additional guests. You will be charged for the number of guests guaranteed or the number of guests actually served, whichever is higher.

Cancellation

Cancellations within six (6) months will be charged 50% of total contract term. Cancellations within 30 days will be charged 100% of the total contract term.

Prices/Surcharges

An 18% service charge and 5.5% state sales tax will be added to all food and beverage items. **If you are over your guaranteed number you will be charged 20% extra per plate.** Minimum fee of \$100 may be applied to unusual and excessive clean up needs. Ex: Excessive liquor spillage or vomit, confetti, feathers or rose petals used as decorations.

Function Rooms

Divots reserves the right to re-allocate space and room arrangements in the following cases: Increase or decrease in attendance, mechanical failures, or accessibility for service. Minimum guarantee of 200 guests are required for weekend reservations.

Timing of Function

Divots requests that you provide us with a time line for your event no less than **14 business days prior to your event.** In order to provide the finest service to your group, it is important that Divots be aware of all function time changes that your group may have. Note that rooms for all functions will be set 30 minutes prior to their stated time. All breakfast, lunch, and dinner buffets are serviced for approximately 1.5 hours, refreshed and replenished as necessary to serve the guaranteed number. **Buffet food quantities are not designed for multiple trip servings.**

Outdoor Function

Divots reserves the right to move outdoor functions inside if the weather report three hours prior to the start of the function predicts a forty percent or greater

chance of rain. The final decision will be made no later than two hours prior to the scheduled start of the function.

Engineering, Audio/Visual

Special engineering and phone requirements must be arranged at **least 7 days** in advance with the conference coordinator. Charges will be billed to the client for all such requirements. In addition, Divots has a full compliment of audio-visual equipment, and access to more equipment to fulfill your AV needs. Any non-Divots equipment is the sole responsibility of the client. Divots is not responsible if your software, hardware, media or any other items are not compatible with Divots equipment. We suggest confirming compatibility at **least 7 days** prior to your event. Additional fees may apply for Divots technical support.

Candles

Candles need to be in containers large enough to hold all the wax that drips. Please check with the Event Coordinator regarding allowable candles. The client will be liable for any damage caused by candles.

Entertainment

For a dinner dance, cocktail party, or any other event we will be pleased to help you arrange entertainment. All entertainment must be finished by 12:00 midnight. Continuation beyond midnight will be an additional \$100/ 30 minutes, with a minimum charge of \$100.

I have read and agree to the terms drafted in this contract.

Print

Donna L Herrick
Print

Customer Signature

Date

Donna L Herrick 5/12/20
Coordinator Signature **Date**

Policies and Procedures Manual

Nebraska Association of Student Financial Aid Administrators
(NeASFAA)

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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

2.1 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 at least 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.

2.2 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; and (3) presenting the Association's approved operating policies and procedures.

39 2.3 Version Control

40 Document version control is a way of making sure which is the current iteration of a document. Version
41 control is important because then you know everyone is working from the same version of a document.
42 NeASFAA controls document versions manually with a version control table preceding the Table of
43 Contents in the Policies and Procedures Manual.

44 The version control table includes the version, date, author, and rationale. Utilize version 0.1, 0.2, etc.
45 until the document is approved by the Board of Directors. Once approved, it becomes version 1.0, 2.0,
46 etc. Subsequent edited versions become 1.1, 1.2, 2.1, 2.2, etc.

47 When referencing the Policies and Procedures, communicate which version you are using.

48 2.4 Use

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

53 2.5 Definitions

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

56 2.6 Citations

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

58 3 NeASFAA MISSION & PURPOSE

59 3.1 NeASFAA Mission Statement

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

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

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

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

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

76 3.2 NeASFAA Purpose

77 NeASFAA exists to:

- 78 • develop professionalism among aid officers of Nebraska;
- 79 • provide a means to bring together aid officers for the discussion of common problems;
- 80 • influence federal and state legislation dealing with student financial aid programs and to provide
81 an avenue for dissemination of ideas and concerns of students and administrators in financial
82 aid problems;
- 83 • provide training for aid officers;
- 84 • assist secondary school counselors in their work with students in planning their future by
85 providing timely and updated information concerning financial aid;
- 86 • provide a means of affiliation with the Rocky Mountain Association of Student Financial Aid
87 Administrators (RMASFAA) and the National Association of Student Financial Aid Administrators
88 (NASFAA).

89 4 BOARD OF DIRECTORS [Article V]

90 4.1 Composition

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

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

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

105 4.2 Meetings

106 The Board of Directors will meet at least four times per year. The times of these meetings will be the
107 decision of the President but should be at a time which is most convenient for members. One of these
108 meetings will be held in conjunction with the Spring Conference of the Association. Notification of
109 meetings shall be given to all members in accordance with the Bylaws of the Association [Article 5, Section
110 10].

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

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

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

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

118 4.3 Meeting Agendas

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

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

124 4.4 Location of Meetings

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

126 4.5 Meeting Minutes

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

129 4.6 Retention of On-Line Voting Records

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

133 4.7 Primary Responsibilities of the NeASFAA Board of Directors

134 4.7.1 Support and Advise the Association Officers

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

137 4.7.2 Ensure Effective Planning

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

141 4.7.3 Ensure Adequate Resources

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

144 4.7.4 Manage Resources Wisely

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

150 4.7.5 Determine and Monitor Programs and Services

151 What the organization does for its members greatly determines the significance of the organization. The
152 Board's fundamental role is to determine if the current or proposed programs and services are consistent

153 with NeASFAA's stated mission and purpose. The Board must carefully consider the competing priorities
154 and concerns of the Association. Although officers and committees have a certain degree of autonomy,
155 financial and programmatic decisions should not be made independently, unless it is unavoidable.

156 **4.7.6 Enhance the Organization's Public Image**

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

161 **4.7.7 Serve as an Appeals Panel**

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

163 **4.7.8 Assess its Own Performance**

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

167 **4.7.9 Ensure vacant Board Positions are filled**

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

172 **Immediate Past-President:** If the Immediate Past-President dies, resigns, or otherwise permanently
173 vacates the office of Past-President prior to the end of the regular term, the next most recent available
174 Past-President shall perform the duties of the Immediate Past- President for the balance of the term.

175 **Sector Representative:** A vacancy in the office of Sector Representative shall be filled by an eligible person
176 from an institution holding an eligible membership in NeASFAA, to be recommended by the sector the
177 office will represent. The Board of Directors will ratify the selection.

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

183 **4.8 Detailed Officer Descriptions**

184 **4.8.1 PRESIDENT [Article VI, Section 7]**

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

187 **4.8.1.1 PRESIDENT Responsibilities**

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

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

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

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

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

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

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

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

205 Serves as the official representative of the Association and the Board, or delegates such responsibility to
206 another board member as necessary.

207 Shall appoint a member to serve as the Association Historian (see Section 6.1). Serves as an exofficio
208 member of all Association committees.

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

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

215 Executes all contracts for the association.

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

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

219 **4.8.1.2 PRESIDENT Length of Office**

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

222 **4.8.2 PRESIDENT-ELECT [Article VI, Section 8]**

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

226 **4.8.2.1 PRESIDENT-ELECT Responsibilities**

227 Provides assistance to the President in any areas as requested.

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

- 229 Serves as the Board liaison to the Professional Development and Recognition Committee.
- 230 Serves as the Association's Parliamentarian at all Board meetings, the Business Meeting at the spring
231 conference, and as a resource to Committee Chairpersons.
- 232 Finalizes goals and objectives as stated in candidacy for President-Elect.
- 233 In preparation for assuming the Presidency, should prepare the following items by April:
- 234 • Set attainable goals/priorities for the year.
- 235 • Establish specific committee goals consistent with goals/priorities.
- 236 • Select committee Vice Chairs and committees.
- 237 Responsible for creating committee interest forms to identify potential committee members for the next
238 membership year.
- 239 Represents NeASFAA at the NASFAA Leadership Conference Workshop if directed by the Board of
240 Directors.
- 241 Arranges for President's plaque presentation at the Spring Conference.
- 242 **4.8.2.2 PRESIDENT-ELECT Length of Office**
- 243 A period of one year, following the Business Meeting of the Spring Conference. The President Elect
244 automatically becomes President one year later.
- 245 **4.8.3 PAST-PRESIDENT [Article VI, Section 11]**
- 246 Past President shall perform such duties as assigned by the President or prescribed by the Board.
- 247 **4.8.3.1 PAST-PRESIDENT Responsibilities**
- 248 Serves as the Committee Chairperson of the Association Governance Committee.
- 249 Represents NeASFAA as the State delegate at the fall RNASFAA Board of Directors meeting.
- 250 Serve as Chair of the Board of Directors and preside at the annual meeting in the absence of the President
251 and the President-Elect.
- 252 **4.8.3.2 PAST-PRESIDENT Length of Office**
- 253 A period of one year, following the Business Meeting of the NeASFAA Spring Conference.
- 254 **4.8.4 SECRETARY [Article VI, Section 9]**
- 255 The Secretary is responsible for recording, distributing, and maintaining the records of the Association
256 and the Board of Directors as described in Section 4 of this manual. Performs other duties as assigned by
257 the President or prescribed by the Board of Directors.
- 258 **4.8.4.1 SECRETARY Responsibilities**
- 259 Prepares and distributes Board meeting minutes to the Board of Directors, Committee Chairpersons, and
260 other designated Association members within a four-week time period of any meeting of the Board or
261 Association.
- 262 Manages the Dropbox account, maintaining an organized file structure and moving documents within the
263 Dropbox as necessary to accommodate the file system.
- 264 Maintains the most current electronic version of the Association Policy & Procedures Manual and Bylaws.

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

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

270 Responsible for sending cards to members leaving the Association.

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

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

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

276 **4.8.4.2 SECRETARY Length of Office**

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

280 **4.8.5 TREASURER [Article VI, Section 3 and 10]**

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

283 **4.8.5.1 TREASURER Responsibilities**

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

286 Maintains general ledger records and supporting documentation of all transactions.

287 Reconciles all Association monetary accounts on a monthly basis.

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

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

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

292 Prepares and presents financial statements for the Board of Directors.

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

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

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

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

301 Performs other financial duties as outlined in section 5.

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

303 **4.8.5.2** *TREASURER Length of Office*

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

307 **4.8.6** **SECTOR REPRESENTATIVES [Article V, Section 3]**

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

312 **4.8.6.1** *SECTOR REPRESENTATIVES Responsibilities*

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

314 Serves on the Nominations & Election Committee. Communicates sector information, plans and activities.
315 Serves as facilitator for sector meetings.

316 Prepares and shares sector activities reports for the Board of Directors.

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

318 **4.8.6.2** *SECTOR REPRESENTATIVES Length of Office*

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

323 **5** **COMMITTEES [Article VII, section 1 - 7]**

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

- 327 • Association Governance Committee
- 328 • Corporate Development Committee
- 329 • Finance and Audit Committee
- 330 • Membership Connections Committee
- 331 • Nominations & Election Committee
- 332 • Professional Development and Recognition Committee
- 333 • State and Federal Relations Committee
- 334 • Ad Hoc Committees

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

338 5.1 Committee Chairpersons

339 5.1.1 Committee Chair Responsibilities

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

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

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

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

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

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

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

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

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

368 5.1.2 Committee Membership Policy

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

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

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

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

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

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

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

387 **5.1.3 Term of Appointment**

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

390 **5.1.4 Committee Meeting Expenses**

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

393 **5.1.5 Detailed Committee Descriptions**

394 **5.2 ASSOCIATION GOVERNANCE COMMITTEE**

395 **5.2.1 Association Governance Purpose**

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

399 **5.2.2 Association Governance Duties**

- 400 • Once changes to the Bylaws are identified, the committee shall draft language for the proposed
401 changes and provide the membership at large with a summary/rationale of the changes. No
402 vote shall be taken until at least thirty (30) days after copies of the proposed changes have been
403 provided to the membership. Approval of the proposed change(s) requires a majority/quorum
404 of the voting representatives.
- 405 • Once changes to the Policy and Procedures Manual are identified, the committee shall draft
406 language for the proposed changes and provide the Board of Directors with a
407 summary/rationale of the changes. The Board may recommend revisions as appropriate.
408 Approval of the proposed change(s) requires a majority/quorum of the Board of Directors.
- 409 • Chair is responsible for updating committee timeline.

410 **5.2.3 Association Governance Recommended Committee Composition**

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

414 5.3 MEMBERSHIP CONNECTIONS COMMITTEE

415 5.3.1 Membership Connections Purpose

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

417 5.3.2 Membership Connections Duties

- 418 • Actively recruit and encourage membership and participation in NeASFAA
- 419 • Maintain the membership directory as the official membership list for the Association based on
- 420 paid membership dues collected by the treasurer.
- 421 • Membership is renewed annually (July 1-June 30). Invoices for membership renewal must be
- 422 distributed as described in section 5.2.
- 423 • Follow up with institutions that have not paid membership dues on time. Make sure dues,
- 424 including any late fees, are paid up before spring conference for institutions sending individuals
- 425 to attend.
- 426 • Submit names of potential new members or former members whose dues have not been paid
- 427 for three (3) or more years to the Board of Directors for approval.
- 428 • Manage social network account
- 429 • Create, collect, disseminate and archive information that is important to NeASFAA members.
- 430 • Maintain NeASFAA webpage and editorial control over content of the website
- 431 • Manage NeASFAA Listserv
- 432 • Solicit articles and informational items to share with the association
- 433 • Maintain a master calendar of events important to the association
- 434 • The committee shall perform other duties as assigned by the President or prescribed by the
- 435 Board of Directors.

436 5.3.3 Membership Connections Recommended Committee Composition

437 Representation from each sector. Ex officio Member: Treasurer

438 5.4 CORPORATE DEVELOPMENT COMMITTEE

439 5.4.1 Corporate Development Purpose

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

442 5.4.2 Corporate Development Duties

- 443 • Solicit sponsorship funds from organizations supporting the mission of NeASFAA.
- 444 • Solicit vendors for the annual conference.
- 445 • Coordinate the billing and collection of sponsorship funds with assistance from the Treasurer.
- 446 • Request donations of giveaways from members for the annual Support Staff Workshop.
- 447 • It is the responsibility of the Corporate Development Committee to recommend 2-3 non-profit
- 448 organizations located in the area of the spring conference to the Board of Directors at the
- 449 winter meeting for approval. Preference should be given to organizations that are connected to
- 450 education and have limited funding opportunities. It is the responsibility of the Corporate
- 451 Development Committee Chair to solicit monetary donations and supplies from members and
- 452 arrange the presentation at the spring conference.

- 453 • Provide a list of sponsors and vendors to the Professional Development and Recognition
454 Committee Chair at least one month prior to any meetings of the membership for appropriate
455 recognition.

456 **5.4.3 Corporate Development Recommended Committee Composition**

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

459 **5.5 FINANCE AND AUDIT COMMITTEE**

460 **5.5.1 Finance and Audit Purpose**

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

463 **5.5.2 Finance and Audit Duties**

- 464 • Develops and presents the annual budget to the Board of Directors for approval.
465 • Presents and justifies the annual budget to the Association membership at the spring
466 conference business meeting.
467 • Reviews budget requests from the officers and Committee Chairpersons.
468 • Establishes and enforces the Financial Policies and Procedures of the Association (see section 5
469 of this manual).
470 • Researches and makes recommendations to the Board of Directors regarding reserve levels,
471 investment opportunities, and other financial matters as assigned by the Board of Directors.
472 • Conducts the annual audit in coordination with the Treasurer. The audit shall be performed
473 within a reasonable timeframe after fiscal year end.
474 • Submits annual audit report to the President within 30 days after the audit is completed and to
475 the Board of Directors at the Board meeting immediately following the audit.
476 • Reviews and updates the Strategic Fiscal Plan (as described in Section 5.9). Maintains and
477 updates the audit guide (as found in Appendix 3).
478 • The committee shall perform other duties as assigned by the President or prescribed by the
479 Board of Directors.

480 **5.5.3 Finance and Audit Recommended Committee Composition**

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

484 **5.6 NOMINATIONS & ELECTION COMMITTEE [Article VII, Section 6]**

485 **5.6.1 Nominations & Election Purpose**

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

488 **5.6.2 Nominations & Election Duties**

- 489 • Solicits nominations for open positions and obtains resumes of nominees.
490 • Committee meets to develop and approve the final slate of candidates for NeASFAA offices.

- 491 • Conducts the NeASFAA election process by 1) sending the ballot to the voting member of each
492 institution via e-mail/ paper and 2) announcing the slate to the association membership via the
493 listserv and the web page.
- 494 • Ballot collection and tabulation is to be conducted by the Committee Chairperson and
495 designated committee member(s). A candidate who receives the greatest number of votes cast
496 is elected. In the case of a tie vote, the Chairperson of the Nominations and Elections
497 Committee, in the presence of one other NeASFAA member, shall flip a coin to determine the
498 winner.
- 499 • Non-elected candidates are to be notified by the Committee Chairperson before he/she notifies
500 the elected candidates (to ensure courtesy is extended to the non-elected candidates before
501 election results are publicly announced).
- 502 • The election results should be reported to the President by the Committee Chairperson.
- 503 • Election results should be reported by the President to the membership.
- 504 • The Committee is responsible for promoting the summer institute scholarship.
- 505
- 506 • The Chair of Nominations and Elections Committee will contact the summer institute
507 scholarship recipient and include steps for recipient to obtain the scholarship.

508 **5.6.3 Nominations & Election Recommended Committee Composition**

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

511 **5.7 PROFESSIONAL DEVELOPMENT AND RECOGNITION COMMITTEE**

512 **5.7.1 Professional Development and Recognition Purpose**

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

515 **5.7.2 Professional Development and Recognition Duties**

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

531 **5.7.3 Professional Development and Recognition Awards**

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

- 537 • Bob Minturn Special Recognition Award – given to an outstanding financial aid professional who
538 is a NEASFAA member in recognition of their leadership activities within the financial aid
539 profession.
- 540 • Rookie of the Year Award – special recognition given to a NeASFAA member for their first major
541 contribution to the work of the association.

542 Award given by the President:

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

545 **5.7.4 Professional Development and Recognition Recommended Committee Composition**

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

549 **5.8 STATE AND FEDERAL RELATIONS COMMITTEE**

550 **5.8.1 State and Federal Relations Purpose:**

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

552 **5.8.2 State and Federal Relations Duties**

- 553 • Organize work of committee and refer to committee timeline for committee activities
- 554 • Review and adhere to NeASFAA policies for the state and federal relations committee
- 555 • Schedule monthly state and federal relations committee planning meetings
- 556 • Monitor state and federal relations committee budget and spend with Board-approved limits
- 557 • Communicate activities of the committee to the NeASFAA Board and NeASFAA membership
- 558 • Provide a written summary to the NeASFAA Board, noting initiatives that came before the
559 Legislature last year, and laying groundwork for future discussions for the association
560 membership.
- 561 • Develop a set of core principles, agreeable to all the sectors within NeASFAA, for approval by the
562 Board to guide our advocacy work with the Nebraska Legislature.
- 563 • Monitor and provide reports to the association of activities in the Legislature during the
564 legislative session that relate to the Nebraska Opportunity Grant, the Access College Early
565 Scholarship program and any other higher education initiatives
- 566 • Devise a policy position for each of the legislative initiatives that the committee identifies as
567 critical and needs addressed by the committee, keeping in mind the core principles outlined by
568 this committee.
- 569 • Prepare and provide testimony at committee hearings on behalf of NeASFAA when relevant bills
570 are being considered.

- 571 • Assist members with contacting members of the Legislature to advocate on behalf of their
572 students.

573 **5.8.3 State and Federal Relations Recommended Committee Composition**

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

576 **5.9 AD HOC COMMITTEE(S)**

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

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

585 **6 GENERAL ASSOCIATION POLICIES AND PROCEDURES**

586 **6.1 Alcohol Policy**

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

588 **6.2 Awards**

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

593 **6.3 Complimentary Room**

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

- 596 • One "grand suite" for the President.
597 • Standard Rooms for guest speakers, RNASFAA President, NASFAA National Chairperson, and
598 NASFAA President. Standard rooms can be upgraded to suites, if available, for persons listed
599 above.

600 **6.4 Conference Sponsors and Exhibitors**

601 **6.4.1 Policies**

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

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

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

607 6.4.2 Procedures

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

610 6.4.2.1 Sponsors

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

613 6.4.2.2 Exhibitors

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

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

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

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

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

623 Exhibitors shall pay the established conference registration and exhibition fee.

624 6.5 Electronic Equipment

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

629 6.6 Record Retention

630 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)

631 6.7 Summer Institute Scholarship

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

638 Responsible Committee: Nominations and Elections

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

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

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

657 **7 FINANCIAL POLICIES AND PROCEDURES**

658 **7.1 Accounts Receivable Policy**

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

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

664 **7.2 Membership Dues**

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

670 After the spring budget meeting where dues are set, the first membership invoices will go out by June 1st.
671 By July 15th a second statement will go out to those who have yet to pay their membership. By September
672 1st an invoice will go out to those who have not yet paid their dues with balances due including late fees.

673 New membership applications are reviewed by the NeASFAA Board of Directors during the next regularly
674 scheduled meeting. Membership dues are payable within 45 days following the approval of the
675 application. Membership is established as of the receipt of these dues for the year in which the dues are
676 received. An exception will be made for dues received after the Annual Spring Conference, but before July
677 1, to apply towards the next membership year. Member rates are applicable for NeASFAA functions and
678 conferences following receipt of the dues.

679 7.3 Registration Fee Refund Policy for Conferences and Workshops

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

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

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

685 Registration fees may be transferred to another individual as follows:

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

690 7.4 Late Fees

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

694 7.5 Waiver of Conference Registration Fee

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

698 7.6 Reimbursements, Honoraria, and Travel Expense

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

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

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

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

712 7.6.1 Officer Travel

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

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

717 7.7 Contract Signing Policy

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

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

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

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

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

729 7.8 Insurance Policy

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

732 7.8.1 General Liability

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

736 7.9 Strategic Fiscal Plan

737 The purpose of an investment policy is first to safeguard the funds of the Association, and secondly to
738 produce an interest income which is as high as possible. The Treasurer in consultation with the Finance &
739 Audit Committee and President shall be authorized to invest NeASFAA funds. A review of the investments
740 shall be performed at least annually by the Finance & Audit Committee.

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

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

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

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

749 7.10 Reserve Fund Policy

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

753 7.11 Revenue and Expenditures Policy

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

757 7.11.1 Checking Accounts

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

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

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

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

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

766 The Treasurer is not authorized to cash personal checks.

767 7.12 Sales Tax Reimbursement Policy

768 NeASFAA is a tax exempt organization as classified under Internal Revenue Service Code 501(c)(6) and is
769 exempt from the payment of federal taxes. NeASFAA is not, however, exempt from paying state taxes.

770 7.13 Check Policy

771 If a NeASFAA check becomes void, it is the payee's responsibility to request in writing that a duplicate be
772 issued. Such requests will be sent to the Treasurer.

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

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

777 An ongoing "Stale Check Record" will be maintained as a part of NeASFAA's permanent financial records.

778 NOTE: By declaring a check stale, NeASFAA is not relinquishing its obligation to the payee. Therefore
779 NeASFAA does not deem it necessary to remind the payee to cash a check.

780 7.14 Other Expense Considerations

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

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

784 7.15 Expressions of Condolences

785 From time to time it may be appropriate for NeASFAA to express condolences upon the death of a
786 NeASFAA member or a family member. These guidelines are provided as a suggested response. At the
787 discretion of the President, alternative expressions may be approved.

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

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

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

795 **8 APPOINTED POSITION**

796 **8.1 Historian**

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

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

- 800 • All NeASF AA newsletters
- 801 • All treasurers' reports given at Board of Directors meetings
- 802 • Budgets as initially approved by the Board of Directors and year-end budgets
- 803 • Conference registration and promotional material
- 804 • Membership roster for each year
- 805 • Minutes from all Board Meetings
- 806 • Minutes of Annual Association Meetings
- 807 • End of the year officer and committee reports as presented to the general membership at the
808 annual business meeting.

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

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

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APPENDIX 1

PARLIAMENTARY PROCEDURES: Motions, Debates, and Votes

Note: Nothing should go to discussion without a motion on the floor.

I. How A Motion is Introduced

- a. Member makes motion (voting member) [ex. "I move to..."]
- b. Another member seconds motion (voting member) [ex. "I second the motion to..."]
- c. Modification/Withdrawal of motion (voting member)
 - i. Maker may modify/withdraw motion before Chair (President) states question
 - ii. If maker modifies prior to Committee Chair (President) stating questions, person (voting member) seconding motion may withdraw
 - iii. 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.

II. Committee Chair (President) states question on motion [ex. "It is moved and seconded to..." "Is there any discussion?"]

- a. Motion is pending
- b. Motion is open to debate

III. How Debate is Handled

- a. Three cases where floor assigned to person who may not have been first to rise and address chair (President). Anyone invited to the Board meeting may participate in debate.
 - i. Member making motion has not already spoken; preference over others.
 - ii. No one entitled to floor second time in debate on same issue, same day, if other member not spoken desires floor.
 - iii. Committee Chair (President) 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.

IV. Speaking in Debate

a. Obtaining and Assigning the Floor

- i. A member asks to be recognized (e.g., raises hand or placard) when no one else has the floor.
- ii. The Chair (President) or Parliamentarian (President-Elect) recognizes the individual.
- b. Each member has the right to speak twice on the same question, same day. Maker of the motion has the first right to the floor. Debate must be confined to the merits of the motion.
- c. Member spoken once cannot make second speech, same question, if other member not spoken on question desires floor.
- d. Asking a question or making brief suggestion is not considered speaking in debate.

V. Closing Debate

- a. Presiding officer (Chair/President) can close debate after each member has exhausted right to debate or no further debate [ex. "Any more discussion?"]
- b. Order of assembly

- 855 i. Move the previous question (move to vote now) [ex. "I move to vote now..."]
- 856 1. Brings assembly to immediate vote
- 857 2. Takes precedence over all debatable or amendable motions
- 858 3. Out of order when another has floor
- 859 4. Must be seconded
- 860 5. Not debatable or amendable
- 861 6. Requires 2/3 vote
- 862 c. Limit or extend limit of debate
- 863 i. Reduce number of length of speeches permitted; require certain hour or specified
- 864 length of time debate to close
- 865 ii. Takes precedence over all debatable amendable motions
- 866 iii. Out of order when another has floor
- 867 iv. Must be seconded
- 868 v. Not debatable
- 869 vi. Is amendable; any amendment not debatable
- 870 vii. Requires 2/3 vote
- 871 **VI. How A Vote Is Handled**
- 872 a. Committee Chair puts questions [ex. "It is moved and seconded to..."]
- 873 b. States exact question assembly deciding
- 874 c. May explain effect of "aye" vote and "not" vote
- 875 **VII. Committee Chair takes vote [ex. "Those in favor, say 'aye' (pause), those opposed, 'nay'"]**
- 876 a. By voice
- 877 b. By show of hands
- 878 c. Affirmative vote called first
- 879 d. Negative vote always called for
- 880 **VIII. Committee Chair (President) announces results**
- 881 a. Report of voting, stating which side has motion
- 882 b. Declares motion adopted or lost [ex. "The ayes/nays have it, the motion carries/fails."]
- 883 c. States effect of vote or orders execution
- 884 d. Announces next item of business, as applicable

HOW TO ACCOMPLISH WHAT YOU WANT IN A MEETING:

- 887 • Motion/Amendment: Propose new idea or action for group or change wording being discussed.
- 888 • Refer to committee: Idea or proposal being discussed needs more study and investigation.
- 889 • Postpone/Lay on the table: Want membership to have more time to consider the question
- 890 under discussion and postpone it for future consideration (usually next meeting).
- 891 • Postpone indefinitely: Kill a motion that is being discussed.
- 892 • Previous question: Discussion has gone far too long and you want to stop discussion and vote.
- 893 • Limit/extend debate: Discussion is getting long and you want to limit debate or you think it
- 894 deserves more attention and want to extend debate.
- 895 • Recess: Take a break.
- 896 • Adjournment: You want the meeting to end.
- 897 • Call for Orders of the Day: You feel the Chair (President) is not following the approved agenda.
- 898 • Point of Order/Request Information/Parliamentary Inquiry: You have a comment/question
- 899 about something, but aren't debating; clarification of rules, facts of the motion, etc.

900 **APPENDIX 2**901 **PARLIAMENTARY PROCEDURES: Table of Precedence of Parliamentary Motions**

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

904 **PRIVILEGED MOTIONS (1 to 5)** have to do with special matters of immediate importance which, without
 905 debate, should be allowed to interrupt consideration of anything else.

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

907 **SUBSIDIARY MOTIONS (7 to 15)** assist the assembly in treating or disposing of a main motion.

908 **MAIN MOTIONS (16)** are equal in rank among themselves. They have zero precedence since they may not
 909 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	Chair	Assert rights
5	Orders of the Day	N	N	N	Chair	Assert rights
6	Appeal Decision	Y	N	Y	Maj.	Assert rights
6	Close Nominations	Y	Y	N	2/3	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	2/3	Hasten action
6	Methods of Voting	Y	Y	N	2/3	Types of votes
6	Request for Information	N	N	N	Chair	Seek 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 w/ Reading/Minutes	Y	N	N	Maj.	Hasten action
7	Lay on the Table (temporary)	Y	N	N	Maj.	Delay action
8	Previous Question	Y	N	N	2/3	Close debate
9	Limit/Extend Debate	Y	Y	N	2/3	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	2/3	Change decision
16	Take from Table	Y	N	N	Maj.	Hasten action
16	Special Order/Business	Y	Y	Y	2/3	Hasten action

910 **APPENDIX 3**
911 **AUDIT GUIDE**

912 **I. Purpose:**

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

916 **II. Audit Procedure:**

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

922 **III. Items to Review during the Audit:**

923 a. Board of Directors Minutes

924 i. Review Board minutes to ensure approval of annual budget.

925 ii. Review Board minutes to ensure any Board action(s) pertaining to budget and/or
926 financial adjustments were subsequently enacted by the Treasurer.

927 b. Balance Sheet and Profit/Loss Statements

928 i. The Treasurer will provide a Fiscal Year Trial Balance Report that reflects all
929 financial transactions for the year.

930 ii. Randomly select expenses and track them from claim form, to check book, to the
931 detail on the Fiscal Year Trial Balance Report. Confirm payments were made
932 accurately and within 30 days.

933 iii. Randomly select different types of deposits (conference, membership...) and
934 track them from the "make deposit" page in QuickBooks to the detail on the Fiscal
935 Year Trial Balance Report. Confirm that deposits were made within 15 days.

936 c. Bank Statements and Reconciliation Reports

937 i. Verify the bank statement reconciliations were processed and balanced

938 ii. Verify that all checks are accounted for and all were related to Association
939 business

940 iii. Verify that the beginning balance and ending balance on the bank statement
941 match those on the QuickBooks reconciliation report.

942 d. Certificate of Deposit Review

943 i. Treasurer needs to provide bank statements for each CD that had activity during
944 the fiscal year in review.

945 ii. Review bank statements to the QuickBooks report that shows activity including
946 interest, purchases of CDs and closing of CDs.

947 iii. Verify the CD balances are correctly reflected in the Balance Sheet

- 948 iv. Verify signature authority on Association CDs
- 949 e. IRS Form 990N
- 950 i. Verify the IRS tax documents were submitted on time
- 951 f. Insurance Liability Policy
- 952 i. Verify the association has an active Insurance Policy.
- 953 ii. Review the Insurance Policy to ensure the Association is protected from liability.
- 954 g. NeASFAA Policy and Procedures Manual
- 955 i. Review the NeASFAA Policy and Procedures Manual to ensure that the Treasurer
- 956 is complying with the outlined duties/responsibilities pertaining to the financial
- 957 interest of the Association.
- 958 h. Reserve Fund
- 959 i. Verify the reserve fund is at least 50% of the Association's Annual operation
- 960 budget.

Linda Butcher Memorial Suggestions

1. I heard from the Butcher family, and their preference is for memorials to go to Hearts United no-kill animal shelter at www.hua.org or mailed to P.O. Box 286, Auburn, NE 68305.
2. I would like to suggest NeASFAA consider a scholarship collection for her grandchildren - Jack is 5 and Natalie is 6 months. I am very happy to make a donation as well. Where would I send the check? If this is not accepted or acceptable, Linda was a devoted master gardener. That is another opportunity and I am happy to make a donation to that option too.
3. Linda was a master gardener and was very active as a docent for the Sunken Gardens and volunteered with 4-H and FFA. I think any memorial we could contribute, as an organization, to her passion for horticulture would be appreciated by her family.

State and Federal Relations Committee
May 2020

Members of the committee for this year are:

- Diana Oglesby, Southeast Community College – Vice Chair
- Beth Sisk, College of St Mary
- Doug Watson, Midland University
- Justin Brown, University of NE Lincoln
- Paula Kohles, Creighton University
- Renee Besse, University of NE at Kearney
- Stacy Dieckman, Northeast Community College
- Vicki Kucera, Central Community College

It's been announced the Legislature will reconvene July 20. The budget will be priority, but after that there's no telling what bills will make the agenda. I've asked the committee to start drafting a letter to send to Speaker Scheer and the Education and Appropriations Committees to remind them of our priority bills. The concern is if we don't get them in front of someone the bills may get lost in the short amount of time Senators will be in session. We would just like direction from the board as to which bills we should specifically mention...all that we are interested in? One or two? The bills that we have been following are:

- LB1008 – create Nebraska Career Scholarships; includes LB894 (would appropriate \$1M to community college for dual-enrollment expenses) and LB1050 (would appropriate an additional \$1M to the Nebraska Opportunity Grant)
- LB1089 – would require all graduating high school students to complete the FAFSA
- LB1131 – includes LB950 (would change eligibility for Access College Early (ACE) Scholarship; includes LB1076 (would allow tribal college to participate in the GAP Scholarship)
- LB1160 – includes LB563 (would create the Access College Early (ACE) Tech Promise Scholarship)
- LB1168 – includes LB920 (would change disbursement of lottery funds)

Respectfully submitted,

J. Ritchie Morrow
Committee Chair

NeASFAA Board Meeting
May 28, 2020
Two-Year Public Sector Report

I sent out a request for updates to the Two-Year Public Sector members. I received responses of no new news to report. The 2-year public sector held two COVID-19/Cares Directors Zoom meetings. The meetings were well attended and had good discussion regarding COVID-19/Cares Act issues. At this time we have not scheduled any additional meetings

Respectfully Submitted,

Kimberly Vanosdall, Northeast Community College
Two-Year Public Sector Representative

Associate Sector Board Report 4-28-2020

NeASF AA May 2020 Board Meeting Associate Sector Report

Submitted: Jodi Vanden Berge

Date: May 21, 2020

Below are the actions I have taken in the last couple of months:

- I sent an email to all Associate Sector Members asking if they had any questions or issues for me to bring to the Board Meeting.
 - The one comment I received asked if the next Conference will be in person or virtual.
 - Asked what we could do to provide more visibility to vendors if we have a virtual conference.

I did not submit a topic discussion request as I feel we can discuss this as Conference Planning will start later.

The Association Governance Committee comprised of Justin Brown, Marty Habrock, and Sheila Johns (Ritchie Morrow was absent), met on April 6, 2020 and have the following to report:

Addressed correcting the IRS tax code section in Bylaws and P&P from 501(c)(3) to 501(c)(6):

- The articles of incorporation identify NeASFAA as 501(c)(6). The tax code section is not identified on any other documents to which we currently have access.
 - **Bylaws (Article II Purpose) and P&P (7.12 Sales Tax Reimbursement Policy) were updated to correct the tax code reference from 501(c)(3) to 501(c)(6) and submitted to the Board for consideration and approval**
 - AG agreed it is not necessary to send the Bylaws update to Membership for approval until March 2021 meeting
- To make certain that we have all necessary documents updated, I contacted the accountant to inquire if there are other documents or entities we need to inform of the correction—tax forms, state reporting, any others. Per email received from Christy Hadden, CPA, on May 22, 2020 (copied below), she confirmed no other documents need updated.

Signatures on checks:

- AG reviewed the wording in the Bylaws again to ensure that current practice of Treasurer signing is in compliance, and AG felt it is.
- AG reviewed the Treasurer's Responsibilities listed in P&P (4.8.5) and they describe, in general terms, the disbursing of money using supporting documentation and under the directives established by the BOD. If the BOD feels there needs to be more detail added, AG will revisit it.

Finance and Audit Committee directives:

- AG reviewed the list I had sent to Laura and Renee regarding items referred to F&A during the 2019-2020 year.
- AG reviewed the P&P (4.8.5 Treasurer Responsibilities and 5.5.4 Finance and Audit Committee Duties) with regard to audit responsibilities. **AG recommends revision to the Finance and Audit section that identifies the timeframe in which the audit needs to be completed.** The Treasurer's section already contains that language, so no need for revision there.
 - **Recommended revision: Conducts the annual audit in coordination with the Treasurer. The audit shall be performed within a reasonable timeframe after fiscal year end.**
- AG felt the other items listed needed to be addressed first by the Finance and Audit committee: investment options that provide appropriate levels of security in accordance with P&P, moving funds out of checking to investments in order to reduce the checking balance kept on hand, research NASFAA investment opportunities, revise the expense reimbursement form in accordance with the 2019 audit recommendations. If the F&A needs assistance with wording recommendations, AG would gladly assist, or if there are recommendations to revise the Bylaws or P&P, they will be addressed by AG at that time.
- AG recommending using the F&A Committee as the task force to address these items rather than convening a separate task force.

Respectfully submitted,


Sheila Johns
NeASFAA Past-President




Fri 5/22/2020 2:10 PM

Christy Haddan <chaddan@schulzcpas.com>

RE: tax code status for NeASFAA

To  Sheila Johns

 You replied to this message on 5/22/2020 2:12 PM.

[Phish Alert](#)

[Bing Maps](#)

+ Get more apps

Sheila,

I am not aware of any other federal or state agency that would need to be notified or updated on this change.

Thanks,

Christy Haddan, CPA
Schulz & Associates, PC

PO Box 535 - 300 6th Street
Fairbury NE 68352
Phone (402) 729-6137
Fax (402) 729-6337
chaddan@schulzcpas.com

106 Eastside Blvd
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From: Sheila Johns [<mailto:johnss23@WNCC.EDU>]

Sent: Friday, May 22, 2020 1:58 PM

To: Christy Haddan <chaddan@schulzcpas.com>

Cc: Sheila Johns <johnss23@WNCC.EDU>

Subject: RE: tax code status for NeASFAA

Hi Christy,

I'm sorry to bother you with this request again, but I'm wanting to follow up so I can report back to the NeASFAA board.

Thanks so much.
Sheila

From: Sheila Johns <johnss23@WNCC.EDU>
Sent: Tuesday, April 7, 2020 5:00 PM
To: Christy Haddan <chaddan@schulzcpas.com>
Cc: Sheila Johns <johnss23@WNCC.EDU>
Subject: RE: tax code status for NeASFAA

Hi Christy,

My name is Sheila Johns and I am the past president of NeASFAA (Nebraska Association of Student Financial Aid Administrators), and I lead the Association Governance committee for the organization.

It was brought to our attention that our Bylaws and Policy and Procedure manual reference tax section 501(c)(3) when in fact our articles of incorporation (copy attached) state we are 501(c)(6). This came to light when our current president phoned the IRS to ask a question and was told we are 501(c)(6). We will amend our Bylaws and P&P, but our question is whether there are other documents or agencies (state or federal) we need to check with to make sure we are listed correctly with them? I've looked for the state's nonprofit corporation biennial form online to see if it is listed on the form, but could not locate a paper version of the form. It appears we don't file an actual Form 990 with the IRS.

We are just wanting to make sure we have this cleared up and are listed correctly anywhere else this might be reflected. If you don't mind pointing me in the right direction for this, that would be especially appreciated.

Thank you, Christy.

Best regards,
Sheila Johns



Sheila Johns
Financial Aid Director
P: 308.635.6366
E: johnss23@wncc.edu



Corporate Development Committee Report
NeASFAA Board of Directors Meeting
May 28, 2020

Committee Members: Robb Cummings (Sallie Mae) – Chair
Becky Davis (Ascendium) – Vice Chair
Peggy Wilson (Southeast Community College) – Committee Member
Jodi Vanden Berge (EducationQuest Foundation) – Associate Sector Rep.

We have had one committee meeting via video conference call on May 15. The purpose of the call was to become acquainted with each other and review committee responsibilities and timeline. Most of our work will begin in the second half of our term as we solicit corporate supporters for the spring 2021 NeASFAA Conference.

We are looking at other potential corporate development opportunities, specifically one that could be delivered remotely considering the COVID-19 pandemic. We have discussed Zoom “happy hours” that could be scheduled on a regular basis that would be hosted/sponsored by an associate member. We continue to explore this possibility and will keep the Board informed as we develop this initiative.

No other issues to report.

Respectfully Submitted,

Robb Cummings

Membership Connections Report

May 28, 2020 Board Meeting

I met with Justin on vice chair, committee structure, and committee goals. The Membership Connections committee members have confirmed their desire to participate. We will be looking into freshening up the website. The 2020-2021 Board was updated on the website, photos will be added soon. I confirmed that the dues structure for 2020-2021 NeASFAA membership has not changed in preparation for Membership Renewals, which will go out in late May or early June. Our new associate member for 2020-2021, ELM Resources, was alerted of the Board's decision and contact information was obtained for the Membership Directory. I also worked with Renee to ensure the Membership Directory was up to date so that sector reps could reach out to set up COVID related sector meeting.

Respectfully submitted by Erinn M. Brown, Membership Connections Chair

NeASFAA May 2020 Board Meeting President's Board Report

Submitted: Renee L. Besse

Date: May 20, 2020

It has been a pretty quick turn around since our March Board Meeting and yet it amazes me how much has happened and changed in eight short weeks.

Here is a brief list of activities I have addressed as President.

1. Accepted Fallon Watt's resignation as Private Sector Rep and appointed Alaina Popp Interim.
2. Had individual Zoom Meeting with PDRC and Finance and Audit Committee Chairs while Justin, President Elect has Zoom Meetings with the other committees. Our goal was simply to touch base with each chair to help with goal setting if it was warranted and to let them know that Board members were available for help and support at any time.
3. Had meeting with Lisa Gdowski regarding timing for implementation of Quick Books Online.
4. Requested the school sector reps to initiate Zoom Director Round Table discussion by Zoom by sector to collaborate on CARES act implementation. The meetings were well attended and allowed for great collaboration and sharing. Hats off to the sector reps for pulling this off in such a short time.
5. Sent proposed change of Policy and Procedures to the Association Governance Committee for review.
6. Worked with Brenda Hicks, NASFAA Chair Elect to plan our first Board learning opportunity which will occur after today's formal board meeting.
7. Wrote State of the State article for RNASFAA Blog
8. Sent Presidential Welcome Letter to newly approved associate member Robert Smith – Elm Resources.
9. When Summer Institute was cancelled, I sent an email to Chantel reminding her that the scholarship will be honored for 2021.

I know we are all extremely busy with home and work life as we continue to navigate the changes the pandemic has brought. None of us ever fathomed what we would be facing when we agreed to volunteer for NeASFAA, but I for one am very grateful for your continued commitment and dedication!

NeASFAA Board Meeting
Past-President's Report
May 28, 2020

- Participated in RMASFAA conference meetings as chair of registration committee on April 2 and 30. Developed the conference registration form for the 2020 conference.
- Met with Association Governance Committee on April 6. Separate report is submitted.

Respectfully submitted,

Sheila Johns

PDRC Report: Board Meeting May 28, 2020

Our committee met via zoom on May 20, 2020. We had introductions and discussed our goals for the year.

It was decided to not hold credentialing in the Fall due to COVID-19. NASFAA has not yet made a determination on allowing States to hold credential online for 2020-2021. We will re-evaluate this in the future if NASFAA changes their requirements.

The committee discussed new training and professional development ideas, as well as ways to engage the association members. The ideas were monthly zoom support calls or training, having an association member of the month, emailed quizzes with small prizes for the winner. The committee will meet in June to start bringing these ideas to live.

Also, I have a bid from Divots for the 2022 Spring conference.

Kimberly Vanosdall
PDRC Chair

NeASFAA May 2020 Board of Directors President-Elect Report

Submitted by Justin Chase Brown, President-Elect

May 25, 2020

It has been a very active few months since our board orientation. I am saddened by the impact the global pandemic has had on our normal operations with all of our meetings held remotely and cancelling the spring conference, yet I am continuously impressed by the resiliency of our profession and our association. We will see ourselves through the challenges we are facing and our profession and association will be stronger and we will continue to serve our mission. Below are the actions and activities I have been working on as your President-Elect:

1. On March 26, conducted an orientation for the NeASFAA Board of Directors and board meeting participants. The PowerPoint is enclosed with this report. The orientation include on-boarding and training in the following areas:
 - a. NeASFAA's mission, purpose, governance, and policies;
 - b. Board member and committee roles and responsibilities;
 - c. Legal duties of the Board of Directors, including duty of care, loyalty, and obedience;
 - d. Traits of an effective board;
 - e. Parliamentary procedures, format, and effective and efficient board meetings; and
 - f. Volunteerism and identifying future leaders.
2. Accepted Diana Oglesby's resignation as Chair of the State and Federal Relations Committee and coordinated with her to agree to move into the role of Vice-Chair for the year to support the new Chair. Recruited Ritchie Morrow to serve as the new Chair of the committee.
3. Conducted individual committee chair meetings with Corporate Development, Robb Cummings, and Membership Connections, Erinn Brown, while Renee, President, met with PDRC and Finance and Audit committees. Our goal was to touch base with each chair to help with goal setting, if necessary, and let them know that Board members were available for help and support, if needed. Have not yet met with Ritchie for SFRC in this regard.
 - a. Among discussing committee duties, timelines, etc. with Corporate Development Chair, ideated having producing virtual happy hours sponsored by Associate members.
 - b. Among discussing committee duties, timelines, etc. with Membership Connections Chair, ideated refreshing the NeASFAA website with aesthetic/cosmetic updates.
4. Brainstormed with Renee, President, to help members navigate COVID-19 issues. As a result, President requested the sector representatives hold remote round table discussions by sector to discuss CARES Act implementation. Attended each meeting as a board representative.
5. **AGENDA ITEM.** Discussed changes to policies and procedures as part of the Association Governance Committee meeting as well as discussions with the President and my own observations of antiquated policies. Was assigned to redraft the P&Ps to number pages and have formulated 8 distinct updates for board review and approval. The proposed P&Ps with a new versioning system awaiting board approval are enclosed with this report and the 8 change are as follows:
 - a. (1) reformatted P&P with page numbers and line numbers,
 - b. (2) content needing review or removal,
 - c. (3) new version control procedures,

- d. (4) clarification on rules of order,
 - e. (5) corrected tax section to comply with articles of incorporation,
 - f. (6) added to duties to capture desired audit timeframe to the Finance and Audit Committee section,
 - g. (7) move access to Dropbox from President's responsibilities to the Secretary per actual practices, and
 - h. (8) strike duties of the President to serve as ex officio on all committees.
6. Recruited committee vice-chairs, trying to balance sector representation, and coordinated committee membership for the committees. Forwarded committee recommendations to committee chairs to finalize their committees and send their final committee membership to Membership Connections Chair for the website. Committee Vice-Chairs are as follows:
 - a. Corporate Development: Becky Davis, Ascendium
 - b. Finance and Audit: Susan Frodyma, University of Nebraska-Lincoln
 - c. Membership Connections: Erika Kampschnieder, Mid Plains Community College
 - d. Profession Development & Recognition: Tabby Haynes, Doane University
 - e. State and Federal Relations: Diana Oglesby, Southeast Community College
7. As part of the volunteerism survey used to form the committees, solicited recommendations, referrals, nominations, and interest in who may be interested in running for office for the next cycle. I will be spending the next few months actively recruiting members to run for office and start developing who may appear on the ballots for the 2021-2022 election cycle. The following offices will be up for election (please send me the names of any member you think we could recruit for any of these positions):
 - a. President-Elect
 - b. Secretary
 - c. Four-Year Public Representative
 - d. Two-Year Public Representative
8. As part of the volunteerism survey used to form the committees, also solicited information regarding satisfaction with NeASF AA. These results are in the reports folder. Overall, results can be summarized as follows:
 - a. The vast majority of members are satisfied with their membership and believe NeASF AA does a good job meeting its main objectives.
 - b. Of our four main objectives, respondents believed we are better at promoting professionalism and influencing legislation than at training and development and coordinating and networking.
 - c. Our strengths are in our membership, smaller scale, and training opportunities.
 - d. Our weaknesses are in communication, distance, and balance of responsibilities.
9. Attended the PDRC initial committee meeting (as ex-officio member).
10. **AGENDA ITEM:** Gathered bids for a new NeASF AA logo. Per our conversation in March, I researched some options for designing a new NeASF AA logo and am ready for a board decision. I was unable to secure any information from schools in our area as this does not appear to be a normal function and service that the design schools provide. However, I was able to secure a bid from MemberLeap, who did RMAF AA's website and logo, as well as LogoWorks.

- a. MemberLeap: \$500 basic package includes up to 2 simple revisions (less than 30 minutes each of designer time) with any additional changes billed at \$100 per hour.
 - b. LogoWorks: \$200 basic package includes 2 design concepts, 1 designer, and 3 rounds of revisions (<https://www.logoworks.com/pricing/>);
 - i. LogoWorks also has stationary design for \$119 for letterhead and envelope design (2 concepts and 2 rounds of revisions) if we wanted to explore that option.
11. I sent an email to Jackie Cottom, the new NASFAA State Relations and Advocacy hire to let her know about NeASFAA and our State and Federal Relations Committee. I introduced her, via email, to Ritchie, as the new SFRC Chair and Renee as President. She responded that she would be more than happy to attend meetings and learn more about Nebraska and would be willing to provide any help we would need with advice on advocacy. I think she would be a great resource if we wanted to do a state Hill Visit Day in the Spring or a cooperative meeting with legislative staff on higher education issues with EducationQuest and CCPE.
12. **AGENDA ITEM:** With the cancellation of RNASFAA's 2020 Summer Institute, we will honor Chantel Merchen's SI scholarship award for Summer 2021. This also provides us with a unique opportunity to adjust our timeline for the SI scholarship for which we seek board approval:
- a. Do not award a new SI scholarship for Summer 2021 and have Chantel be our single scholarship recipient in attendance this upcoming summer. Update the SI scholarship timeline to begin recruitment in March at the Spring conference to have the application available for the following Summer Institute (Summer 2022) and due June 1, 2021. The recipient will be announced in Summer 2021 and have a year to be celebrated and mentored before attending Summer Institute. That individual can also help recruit for the new application process each year.

Secretary Report
NeASFAA Board of Directors Meeting
May 28, 2020
Sarah Standley

Minutes were taken at all of our meetings, which have been held via zoom lately. We had a Special BOD Meeting on 3/13, our Regular BOD meeting on 3/25, and the Association Business Meeting on 3/27. The minutes have all been uploaded to the appropriate folders in the Dropbox.

I also went through the Dropbox and reassigned permissions. I removed everyone from the 2019-2020 board and added all the new 2020-2021 board members per the Dropbox Protocol document. I also am collecting Conflict of Interest documents and will upload once I have them all.

Respectfully submitted,

Sarah Standley

Report to the NeASFAA Board of Directors
Training Task Force
May 22, 2020
Prepared by Task Force Chair, Mary Sommers

Our task force executive team which includes myself, Vicki Kucera and Paula Kohles have met virtually. We reviewed the strategic directions document and our task force assignment.

We believe the appropriate starting place will be a general survey of our membership to garner some feedback on training wants and needs. Our plan is to have sector representatives help us with the distribution and completion of the survey.

However we did have some hesitation in immediately developing and sending out survey as the current disruptions to all of our campus operations made us hesitant. At this point, knowing that we will have a new normal – we are ready to finalize and distribute the survey over the next four weeks.

Timeline:

1. Finalize survey questions and distribution plan: June 1-June 15.
2. Distribute survey June 16 through 30 with assistance of sector reps to maximize responses.
3. Task Force and sector representatives review and analyze responses to determine next steps.

Our objective will be to identify training priorities – both topics for training and mode of training – for NeASFAA members that will reflect how things have changed for us, our institutions and our students.

Treasurer's Report

May 28, 2020

Account Balances

Account #	Bank	Length	Rate	Maturity Date	Value
Checking	US Bank	N/A		N/A	\$37,182.85
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%	10/05/21	\$15,133.52
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
					\$131,932.70

1. Balance Sheet
2. Profit and Loss Statements
3. Transaction Report

Balance Sheet

Cash Basis

As of May 22, 2020

	<u>May 22, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	37,182.85
Total Checking/Savings	37,182.85
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	15,133.52
Total Other Current Assets	94,749.84
Total Current Assets	131,932.69
TOTAL ASSETS	131,932.69
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	34,427.98
3900 · Retained Earnings	95,449.18
Net Income	2,055.53
Total Equity	131,932.69
TOTAL LIABILITIES & EQUITY	131,932.69

Custom Transaction Detail Report

Accrual Basis

March 21 through May 22, 2020

Type	Date	Num	Name	Memo	Account	Class
Mar 21 - May 22, 20						
Deposit	03/31/2020		Norfolk Lodge & Suit...	Deposit	Checking	
Deposit	03/31/2020			Interest	Checking	
Transfer	04/05/2020	dep		Funds Transfer	3900 · Retained Ear...	
Transfer	04/05/2020	dep		Funds Transfer	CD#576620--Union ...	
Check	04/26/2020	3132	Lisa Gdowski		Checking	
Check	04/26/2020	3133	Renee Besse		Checking	
Check	04/26/2020	3134	Kim Vanosdall		Checking	
Check	04/26/2020	3135	Lynn Shriver		Checking	
Deposit	05/12/2020	DEP	Nebraska Indian Co...	Deposit	Checking	
Check	05/12/2020	3136	Regal Awards		Checking	
Check	05/12/2020	3137	Lynn Shriver		Checking	

Mar 21 - May 22, 20

Custom Transaction Detail Report

Accrual Basis

March 21 through May 22, 2020

Clr	Split	Amount	Balance
X	Speaker Expen...	102.77	102.77
X	Interest Income	1.65	104.42
	CD#576620--U...	-501.20	-396.78
	3900 · Retaine...	501.20	104.42
	Quickbooks O...	-181.66	-77.24
	Road to Relev...	-53.55	-130.79
	Printing/Postage	-25.00	-155.79
	Prestigious Aw...	-100.00	-255.79
	Membership D...	175.00	-80.79
	Prestigious Aw...	-253.54	-334.33
	Printing/Postage	-18.80	-353.13
		-353.13	-353.13