

Agenda: NeASFAA Board of Directors Meeting

January 15th, 2021

Zoom Link: <https://unk.zoom.us/j/92366308305>

NeASFAA's Strategic Direction:

Promote Professionalism	Train and Develop	Coordinate and Network	Influence Legislation
------------------------------------	------------------------------	-----------------------------------	----------------------------------

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	Sheila Pourier	Professional Development & Recognition	Kimberly Vanosdall
2-Year Public	Kimberly Vanosdall	State and Federal Relations	Ritchie Morrow
Private	Susan Collins	Historian	Ritchie Morrow
Associate Sector	Jodi Vanden Berge	Guest: Training 2020 Ad Hoc Committee	Mary Sommers

Call to order at 9:00 a.m.

	Agenda Topic	Objective	Discussant/Time
1.	Approval of the Agenda	Decide: Entertain a motion/discuss/vote.	Renee B./5 m
2.	Approval of October 2020 Minutes	Decide: Entertain a motion/discuss/vote.	Renee B./ 5 m
3.	Approval of December 2020 Minutes	Decide: Entertain a motion/discuss/vote.	Renee B./ 5m
4.	Business on the Table		
	Microsoft Business Basic	Purchased. Moving forward update	Ritchie M./10m
5.	NeASFAA Spring Conference 2023 site/contract	Discuss/Decide/Vote	Kim V./15m
	New Business		
6.	Training 2020 and Beyond	Update	Mary S/15
7.	Membership Voting Member Changes -generate ideas	Discuss	Erinn/15m
8.	Audit Completion	Discuss	Laura G/15m
9.	NeASFAA Spring Conference 2021	Discuss/Decide	Kim V/20 m
10.	NASFAA Leadership Conference	Discuss/decide/	Justin B/10m
11.	Corporate Development – Coffee Breaks and Corporate Support	Discuss	Robb C/15

Agenda: NeASFAA Board of Directors Meeting

January 15th, 2021

Zoom Link: <https://unk.zoom.us/j/92366308305>

12. Association Governance – Bylaw Change. P&P Summer Institute modification Discuss/decide/vote Sheila J/20m

Road to Relevance Discussion Lisa/Sarah/Sheila P discuss highpoints of their assigned chapters. Depends on how much time is left

Adjournment Decide: Entertain a motion. Renee

Breakpoint Training

Next Board Meeting: March 2021

Stages of Group Problem-Solving: Define, Discuss, Evaluate, Decide

NeASFAA January 2021 Board Meeting President's Report

Submitted: Renee L. Besse

Date: January 8, 2021

As I begin to put my thoughts together regarding what has transpired since the October Board meeting, I find myself with not a lot the share. Most of what I have done is attempt to support each of you in all the amazing work you do.

Most of this will show up in your reports but a quick list would include:

1. Requested Sector Reps to host another round table with one agenda item to include soliciting ideas for helping with declining FAFSA filing numbers.
2. Used the list-serve as a vehicle to remind members of newsworthy items such as reporting deadlines for CARES money.
3. Helped facilitate NeASFAA audit.
4. Signed and sent letters to congressional members drafted by the SFRC committee and on behalf of NeASFAA supporting the FAFSA Simplification Act (using the new logo – yay team!) Keep an eye on this because it looks like change is a-coming! 😊
5. Called a special Board Meeting on December 7th, 2020 at 9am to call for a budget variance to pay for NeASFAA to purchase Microsoft Business Basic. I can already see that Microsoft Business Basic is going to be a tremendous asset to NeASFAA and future leaders. Thank-you Board for approving this purchase!
6. I attended a portion of the RMASFAA Board Meeting December 11th. There was some confusion on sending out invites to the correct board members and therefore I was unable to attend the transitional board meeting due to previous commitment. I did reach out to some people who were able to attend and did not miss any substantial votes. I will read the minutes when they become available and report anything of importance to you and/or the membership.
7. Set up the president@neasfaa.org email account through Microsoft Business Basic – YAY!!

It certainly has been an 'interesting' year to be President of NeASFAA. I cannot believe that in 3 short months I will be turning the reigns over to Justin. Although I know I am biased, I think the NeASFAA leadership team has done AMAZING things this year. Thank YOU!

Renee

NeASFAA Board Meeting
Past-President's Report
January 15, 2021

- I participated in the RMASFAA transitional board meeting on December 11 as the outgoing Nebraska State Delegate. Items from the meeting to note:
 - The 2019-2020 state delegates updated the existing state delegate handbook for the incoming state delegates.
 - A motion was passed that would allow the Past-President or the President-Elect in addition to the President to represent RMASFAA at member state conferences. RMASFAA will pay travel costs; the state association is expected to waive or pay their registration fee and meal costs and provide a complimentary room, if available.
- I met with Association Governance Committee via email. Separate report is submitted.

Respectfully submitted,

Sheila Johns

2020-2021 BOARD OF DIRECTORS

January 15, 2021

President

Renee Besse
University of Nebraska-Kearney

President-Elect

Justin Chase Brown
University of Nebraska-Lincoln

Past-President

Sheila Johns
Western Nebraska Community College

Secretary

Sarah Standley
University of Nebraska-Lincoln

Treasurer

Lisa Gdowski
Central Community College

2-Year Public Sector

Kimberly Vanosdall
Northeast Community College

Associate Sector

Jodi Vanden Berge
EducationQuest Foundation

4-Year Public Sector

Sheila Pourier
Chadron State College

Private Sector

Susan Collins
Capitol School of Hairstyling and Esthetics

Historian

Ritchie Morrow
Coordinating Commission for Postsecondary Education

Your Nebraska financial aid professionals: Advocating for students and facilitating dialogue for how best to distribute financial resources for students pursuing higher education in the State of Nebraska.

Dear Board of Directors,

Happy New Year! I have been engaged in the following activities since our last meeting:

- Solicited nominations and held elections for the 2021-2022 NeASFAA Board of Directors! I was very impressed with our nominations and interest in volunteering for leadership positions. The results are listed below and will be ratified after the spring conference by the new board.
 - President-Elect: Kimberly Vanosdall
 - Secretary: Erinn Brown
 - 2-Year Public Representative: Erika Kampschnieder
 - 4-Year Public Representative: Sheila Pourier
- Still working on getting added to our U.S. Bank and UBT accounts.
- Engaging with the State and Federal Relations Committee as Ex-Officio member and reviewing bills in the new legislative sessions (still being introduced).
- I have announced the Summer Institute application for our two scholarships, one for intermediate/advanced and one for beginner. The intermediate/advanced application is due February 1. We have one applicant at this point. The beginner application period begins at the conference and is due April 15 (although the application is already out there because it's the same application).
- I was elected Vice-President Elect for RMAFAA so I attended the transitional board meeting. Renee will be our NeASFAA delegate for RMAFAA in her role on the NeASFAA board. A future NeASFAA Board will need to decide on a delegate after Renee since I will already be on the RMAFAA Board as Vice-President.
- Reviewed the Policies and Procedures and discovered a section on travel that was approved by the 2020-2021 board that did not make it to the final P&P copy, so discussed with Shelia as AGC Committee who would make the updates.
- Discussed the NeASFAA leadership conference with several folks as this will be virtual this year to bring to the board if we want to send additional people. Typically, we just send the President-Elect and the Treasurer-Elect. Lisa wasn't able to attend last year and since it will be cheaper with no travel involved, we could send her and others who will be on the 2021-2022 board for the association management track.

Respectfully Submitted,

Justin Chase Brown
NeASFAA President-Elect, 2020-21



Secretary Report

NeASFAA Board of Directors Meeting

January 15, 2021

Sarah Standley

I assisted Ritchie and team with the final research components to solidify Microsoft Business Basic as the best choice for NeASFAA's storage solution. This product will allow us to create NeASFAA email addresses, it has more storage than we would ever need, and it will provide us a platform to host virtual board meetings via Microsoft Teams. As an added bonus, it is incredibly cost-effective.

I sent a sympathy card on behalf of NeASFAA to Lani Swanson whose mother passed away.

I took minutes at the October BOD meeting as well as the Special BOD Meeting on December 7th where we discussed adding a budget variance for purchasing Microsoft Business Basic as our new storage and email address creation solution.

Respectfully submitted,

Sarah Standley

Treasurer's Report
January 13, 2021

Account Balances as of 1/13/2021

Account	Bank	Length	Rate	Maturity Date	Value
Checking	US Bank				\$44,118.22
CD 3-057-9044-4270	US Bank	9 months	.05%	4/3/2021	\$20,389.27
CD 576620	Union Bank	18 months	2.35%	10/5/2021	\$15,278.38
CD 580134	Union Bank	17 months	1.95%	07/10/2021	\$29,318.03
CD 586665	Union Bank	16 months	.80%	11/08/2021	\$31,900.79
					\$141,004.69

The Association's 2019 IRS Form 990-N was filed on November 11, 2020.

The Association books for the 2019-2020 year were audited by the Finance and Audit Committee on Thursday, November 19th via Zoom.

I have been monitoring the outstanding checks from the prior fiscal year.

Check #3129 3/16/20 to Iowa Student Loan for \$450 (reimbursement for the 2020 Spring Conference) Gary Adams contacted me to reissue the lost check. This was sent January 12, 2021. (Prior years expenditures)

Check #3138 6/1/20 to Hearts United for \$25 Linda Butcher Memorial

Check #3139 6/1/20 to Lincoln Sunken Gardens \$25 Linda Butcher Memorial

I am writing a letter to the family of Linda Butcher to ask them to void the checks and, with permission, new checks will be reissued and sent directly to Hearts United and Lincoln Sunken Garden in memorial.

I have been in contact with Quickbooks Online to upgrade the plan and will be entering the budget information by the next BOD meeting.

I have submitted the following reports:

1. Statement of Financial Position
2. Statement of Activity
3. Transaction Report
4. Budget vs Actual

Respectfully submitted,
Lisa Gdowski

Nebraska Association of Student Financial Aid Administrators

STATEMENT OF FINANCIAL POSITION

As of January 13, 2021

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	44,118.22
Total Bank Accounts	\$44,118.22
Other Current Assets	
CD 3-057-9044-4270 US BANK 4/3/21	20,109.06
CD 576620 Union Bank 10/5/21	15,133.52
CD 580134 Union Bank 7/10/21	28,883.06
CD 586665 Union Bank 11/8/21	30,624.20
Total Other Current Assets	\$94,749.84
Total Current Assets	\$138,868.06
TOTAL ASSETS	\$138,868.06
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	131,935.88
Retained Earnings	7,472.18
Net Revenue	-540.00
Total Equity	\$138,868.06
TOTAL LIABILITIES AND EQUITY	\$138,868.06

Nebraska Association of Student Financial Aid Administrators

STATEMENT OF ACTIVITY

July 1, 2020 - January 13, 2021

	TOTAL
Revenue	
Sales	8,875.00
Uncategorized Income	2.11
Total Revenue	\$8,877.11
GROSS PROFIT	\$8,877.11
Expenditures	
Advertising & Marketing	500.00
Legal & Professional Services	500.00
Office Supplies & Software	100.00
Other Business Expenses	10.90
Taxes & Licenses	50.00
Travel	685.00
Total Expenditures	\$1,845.90
NET OPERATING REVENUE	\$7,031.21
NET REVENUE	\$7,031.21

Nebraska Association of Student Financial Aid Administrators

TRANSACTION DETAIL BY ACCOUNT

October 14, 2020 - January 13, 2021

DATE	TRANSACTION TYPE	NUM	NAME	MEMO/DESCRIPTION	SPLIT	AMOUNT	BALANCE
Checking							
10/30/2020	Deposit	INTEREST		Interest Earned	Uncategorized Income	0.37	0.37
11/13/2020	Expenditure	draft	Intuit Quickbooks	November 2020 Quickbooks online	Office Supplies & Software	-20.00	-19.63
11/30/2020	Deposit	INTEREST		Interest Earned	Uncategorized Income	0.35	-19.28
12/09/2020	Receipt	1036	College of Hair Design		-Split-	225.00	205.72
12/09/2020	Receipt	1039	ScholarNet		-Split-	250.00	455.72
12/09/2020	Receipt	1037	Hastings College		-Split-	225.00	680.72
12/09/2020	Receipt	1038	Midland University		Sales	250.00	930.72
12/12/2020	Expenditure	draft	Intuit Quickbooks	December 2020 Quickbooks online	Office Supplies & Software	-20.00	910.72
12/31/2020	Deposit	INTEREST		Interest Earned	Uncategorized Income	0.37	911.09
01/12/2021	Expenditure		Intuit Quickbooks	January 2021 Quickbooks online	Office Supplies & Software	-40.00	871.09
01/12/2021	Expenditure	3145	Schulz & Associates, P.C.	Filing 2019 IRS Form 990-N	Taxes & Licenses	-50.00	821.09
01/12/2021	Expenditure	3146	Iowa Student Loan	Reissue reimbursement for check #3129 (lost check) 2020 Spring Conference cancellation	Sales	-450.00	371.09
Total for Checking						\$371.09	
Sales							
12/09/2020	Receipt	1039	ScholarNet		Checking	200.00	200.00
12/09/2020	Receipt	1036	College of Hair Design		Checking	50.00	250.00
12/09/2020	Receipt	1037	Hastings College		Checking	50.00	300.00
12/09/2020	Receipt	1039	ScholarNet		Checking	50.00	350.00
12/09/2020	Receipt	1038	Midland University		Checking	250.00	600.00
12/09/2020	Receipt	1037	Hastings College		Checking	175.00	775.00
12/09/2020	Receipt	1036	College of Hair Design		Checking	175.00	950.00
01/12/2021	Expenditure	3146	Iowa Student Loan	Reissue check for 2020 Spring Conference Reimbursement	Checking	-450.00	500.00
Total for Sales						\$500.00	
Uncategorized Income							
10/30/2020	Deposit	INTEREST			Checking	0.37	0.37
11/30/2020	Deposit	INTEREST			Checking	0.35	0.72
12/31/2020	Deposit	INTEREST			Checking	0.37	1.09
Total for Uncategorized Income						\$1.09	
Office Supplies & Software							
11/13/2020	Expenditure	draft	Intuit Quickbooks	November 2020 Quickbooks Online	Checking	20.00	20.00
12/12/2020	Expenditure	draft	Intuit Quickbooks	December 2020 Quickbooks Online	Checking	20.00	40.00
01/12/2021	Expenditure		Intuit Quickbooks	January 2021 Quickbooks online	Checking	40.00	80.00
Total for Office Supplies & Software						\$80.00	
Taxes & Licenses							
01/12/2021	Expenditure	3145	Schulz & Associates, P.C.	Filing 2019 IRS Form 990-N	Checking	50.00	50.00
Total for Taxes & Licenses						\$50.00	

2020-21 NeASFAA BUDGET

1/13/2021

	BUDGET	ACTUAL
INCOME		
Membership Income	\$ 9,425.00	\$ 9,125.00
Interest Income	\$ 12.00	\$ 2.11
Late Fees		\$ 200.00
Reserve (to balance)	\$ 10,011.00	
Spring Conference	\$ 10,050.00	\$ -
Credentialing Sessions	\$ 1,900.00	
Fall Workshop	\$ -	
Total Income	\$ 31,398.00	\$ 9,327.11

Notes:	
Membership 2020-21 Actual	
Associate	\$ 2,200.00
Institutional	\$ 6,925.00
	<u>\$ 9,125.00</u>
1-999	\$ 1,750.00
1000-4999	\$ 3,000.00
5000-9999	\$ 1,300.00
10000-19999	\$ 400.00
20000+	\$ 475.00

EXPENSES

Membership		
Welcome Project	\$ 100.00	
Printing/Postage	\$ 25.00	
Budget Variance Website Logo Update	\$ 350.00	
Total Membership	\$ 475.00	
PDRC		
Meeting Expense	\$ 400.00	
Credentialing	\$ 1,900.00	
Spring Conference		
Entertainment	\$ 500.00	
Meals/breaks	\$ 9,500.00	
Printing/Postage	\$ 250.00	
Speaker Expense	\$ 4,050.00	
AV Equipment	\$ 100.00	
Credentialing Material	\$ -	
Prestigious Awards	\$ 550.00	
Total Spring Conference	\$ 14,950.00	
Fall Training		
Meals/breaks	\$ -	
Printing/Postage	\$ -	
Credentialing Material	\$ -	
Speaker Expense	\$ -	
Facility Expense	\$ -	
Total Fall Training	\$ -	
Total PDRC	\$ 17,250.00	
President/President Elect		
Board Meetings	\$ 500.00	
Transitional Board Meeting	\$ 200.00	
Leadership Conference	\$ 2,500.00	\$ 685.00
NASFAA Conference	\$ 2,150.00	
RMASFAA Conference	\$ 1,500.00	
RMASFAA State Gift (Past-President)	\$ 75.00	
Budget Variance - EducationQuest Virtual College Fair	\$ 500.00	\$ 500.00
Budget Variance - Membership Leap - NeASFAA Logo	\$ 600.00	\$ 500.00
Summer Institute Scholarship	\$ 750.00	
Budget variance-SI Scholarship	\$ 1,500.00	
Goal Setting Speaker	\$ 600.00	
Road to Relevance Book	\$ 100.00	
QuickBooks Online	\$ 420.00	\$ 100.00
Budget Variance-Quickbooks Plus	\$ 420.00	
Quickbooks books & consulting	\$ 780.00	

Adhoc Committee - "What Does Training Look Like for NeASFAA 2020 and Beyond"	\$ 100.00	
Total President/President Elect	<u>\$ 12,695.00</u>	
Secretary		
Cards/Memorials/Flowers	\$ 75.00	
Budget Variance - Microsoft Business Basic	\$ 300.00	
Total Secretary	<u>\$ 375.00</u>	
Treasurer		
Association Liability Policy	\$ 500.00	
Banking Expense	\$ -	
Biannual Non-Profit Filing	\$ 23.00	
Change of Agent Fee	\$ 10.00	
Computer Expense	\$ -	
Tax Preparation	\$ 50.00	\$ 50.00
Treasurer Other	\$ -	\$ -
Budget Variance-postage	\$ 20.00	\$ 10.90
Total Treasurer	<u>\$ 603.00</u>	
Total Expenses	<u><u>\$ 31,398.00</u></u>	<u>\$ 1,845.90</u>

NeASFAA Board Meeting
October 23, 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 changes. On November 12, 2020, I held a Two-Year Public Sector round table via zoom. We discussed 2021-2022 FAFSA numbers and ways to increase completion rates.

Respectfully Submitted,

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

Private Sector Board Report

January 2021

Submitted by: Susan Collins

I would like to say that I was instrumental in eliciting tons of insight from my colleagues, but sadly ... that didn't happen. Not for lack of trying 😞

Nebraska Wesleyan was my only participant and Tom reports that things are going pretty well. They met their budgeted enrollment goal in the fall and it is still too early to determine how they will fair in Spring, but they are right where they expected to be for enrollment.

Students don't seem to appreciate the hybrid instruction modality, but it is working and keeping everyone healthy. No spring break for them this year 😞 Spring term will start 1/19/21 and run straight for 16 weeks to May 8th graduation.

Capitol we are doing well. Enrollments are up for us as we continue to grow under our newish ownership 😊 We are currently looking to switch to an integrated Student SIS and Financial Aid system starting the 21-22 award year ~ so that has a ton of my attention 😊

Susan Collins



Corporate Development Committee Report
NeASFAA Board of Directors Meeting
January 15, 2021

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

Jeff Recker (Ascendium Education) has agreed to join the Corporate Development Committee as Vice Chair. Thank you for saying “yes”, Jeff!

Based on guidance from the Board, we will be hosting NeASFAA Coffee Break Zoom Calls this year. These are in the same spirit as the Happy Hour calls we hosted last year. It is an opportunity to gather virtually, network, and share the latest about what is happening in our industry and on our campuses.

Since the 2021 NeASFAA Conference will be held virtually, sponsorship opportunities may not be available as they have been traditionally. In addition, the NeASFAA Philanthropy Project may be challenging when we aren’t gathering in person. I’ve submitted an agenda item to discuss these topics as well as the Coffee Break participation, at our meeting.

We will continue to work with the Board and the PDRC to maximize Corporate Development opportunities in 2021 and forward.

No other issues to report.

Respectfully Submitted,

Robb Cummings

Membership Connections Report

January 15, 2021 Board Meeting

Since the last Board meeting, the Membership Connections Committee has worked on several projects. As chair, I contacted SOCS to get new logo on the website and was excited to hear that they would not charge us for the change. I was a part of the meeting with Breakpoint with Ritchie, Sarah, and Susan to get started on email and storage solutions. To help with ballot tabulation, I provided a list of primary contacts and email addresses to Justin to follow up on ballots not received. At Renee's request, I reached out to UNMC to rejoin. UNMC has rejoined NeASFAA as a member. I also followed up with members who hadn't renewed and received confirmations from a couple of institutions that they intended to renew and would submit payment. Erika and I spent time training on website changes. Finally, I reached out to SOCS for list of who is on listserv.

The committee worked on directory updates and added missing board pictures to the website. We also brainstormed on several items including what to do when members don't renew; how to keep membership, voting contacts, and billing contacts up to date; and how to make it easier for new members to have staff added to listserv.

Respectfully submitted by Erinn M. Brown, Membership Connections Chair

State & Federal Relations Committee Report
Board of Directors Meeting
January 2021

In December the SFRC drafted a letter for Renee to send to our Congressional representatives encouraging their support of the FAFSA Simplification Act. At the time of the writing the Act was still in the negotiating stage between the House Committee on Education and Labor and the Senate Health, Education, Labor and Pensions Committee. Since then it was amended into December's Pandemic Relief Package where it was approved by Congress and signed (eventually) by the President.

January 6th marked the start of the 107th Nebraska Legislature. Since this is a budget year the session is scheduled to run 90 days or through June 10th. Of course this is subject to change like it did last year depending on the pandemic. Senator Lynne Walz of Fremont was elected Chair of the Education Committee defeating Senator Mike Groene of North Platte who had served previously as Chair. Almost ½ of the Committee is new members so there will be a learning curve.

Respectfully submitted,
J. Ritchie Morrow, Chair

NeASFAA Board Meeting
October 23, 2020
PDRC Report

Our committee met via zoom on November 11 and December 16. We discussed the fall training series, 2023 sites and the 2021 Spring conference.

The final fall training – What’s in Your Toolkit was held on November 17th and 19th. Three 30 minute sessions were provided on the resources and tools within COD, IFAP and the NASFAA website.

We have received three bids form Younes Convention Center in Kearney, Ramada North Platte-Sandhills Convention Center and Ramada Inn in Grand Island for our 2023 conference. We did request a bid from Hampton Inn and Suites in Scottsbluff twice but a formal bid was never received. An agenda idea has been added to discuss the three bids that were received. After reviewing the bids, the committee is recommending the Ramada Inn in Grand Island for the site of our 2023 conference.

The committee continues to plan for the Spring conference. In November the decision was made to move to a virtual conference. A save the date was sent in December informing the members of the change to a virtual format. A request for session proposals was sent on January 11, 2021. We have confirmed sessions from Justin Draeger - NASFAA and David Bartlett - FSA. We have set the conference rates as \$35 for institutional members and \$50 for associate members. Zoom webinar will be purchased to provide the virtual conference.

Kimberly Vanosdall
PDRC Chair

NeASFAA 2023 Conference Proposal

Potential Sites	Younes Conference Center (North/South)	Ramada
Location	Kearney, NE	North Platte, NE
Dates	March 15-17	March 15-17
Transportation	complimentary parking, hotel connected to conference setting	
HOTEL/ROOM INFORMATION		
Sleeping room block	unknown	45 per night
Hotel Rate	\$119.95	\$101.72 including tax
Taxes	16.74%	14.30%
Hotel Ammenities	Free WiFi, fitness, pool	Free WiFi, business center, pool, canteen bar & grill
Meeting Room Rentals	\$350	\$3,000
Other	1 complimentary room each night of the group room block, \$200 Kearney Vistor's Bureau Incentive	1 complimentary room per 20 cumulative rooms
FOOD - see other sheets for more info		
Breaks	Varying costs based on individual items/requests	
Continental Breakfast	Complimentary breakfast for registered guests	\$11-\$16
Breakfast Buffett	\$14.95-\$16.95	\$14-\$17
Plated Breakfast	\$11.95-\$13.95	
Lunch Buffet	\$15.95-\$18.95	\$23-\$26
Plated Lunch	\$14.50-\$23.95	\$11-\$25
Dinner Buffet	\$19.95-\$21.95	\$28-\$45
Plated Dinner	\$18.50-\$34.95	\$20-\$36
Bar - Per Bar	\$200 - \$100 fee if sale falls below \$200	\$75 bartender fee if sales do not exceed \$300
Tax & Gratuity	22% taxable service on food/beverage	25% gratuity and sales tax
Other	No food/drink minimum for the event	\$6,000 food/beverage minimum - cash bar sales count
AUDIO/VISUAL		
AV Costs	\$45/day for wireless mics and projection screens. Each room comes with some complimentary AV. \$25/day for additional podiums.	\$75/day for LCD screen and projector. \$25/day/wireless mic.
Vendor Tables	\$15/table	Waived \$35 table fee
Deposit	unknown	unknown

Cancellation: % of anticipated revenues-sleeping rooms/food and beverages, etc	4 weeks to hold room block, it is released but can still be booked at the same conference rate.	unknown
---	---	---------

Ramada Midtown
Grand Island, NE
March 15-17
Complimentary parking, shuttle from airport available if necessary
unknown
\$101.95
Free WiFi, business center, convention office, pool, bar & grill, recreational activities (pool table, mini golf, etc.)
\$300, discounted from \$2,500
2 complimentary rooms each night, \$300 from the Conventions and Visitors Bureau to go towards conference expenses
Varying costs based on individual items/requests
Complimentary continental breakfast for all registered guests
Plated breakfast served in hotel restaurant only
\$12.99-\$15.99
\$9.99-\$14.99
\$17.99-\$21.99
\$15.99-\$18.99
\$50/bar <i>or</i> \$50/hour if sales fall below \$350
7.5% on food, 20% service
No food/drink minimum for event
Standard audio/visual equipment (one wired mic, screen, easle, podium, and projection cart) complimentary. If needing wireless mics (\$25/event) or additional equipment available for rental. Tech assistance will always be available for each room
Appears to be included with the conference room rental
unknown

Cancellation fee assessed if conference is cancelled without time to find another group. Cancellation is based on a sliding scale: 120-180 days = 30%; 61-120 days = 50%; 0-60 days = 100%

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

Report to the NeASFAA Board of Directors
Ad Hoc Committee on Training
December 2020

The NEASFAA Board of Directors, under the direction of President Renee Besse, convened a task force in the spring of 2020 to revisit a primary aspect of the organization's mission: ". . .to promote the professional preparation, effectiveness and mutual support of persons involved in student financial aid administration." Within its statement of purpose, NeASFAA exists to "provide training for newly appointed aid officers and develop professionalism among aid officers in Nebraska".

A significant portion of the membership dues NeASFAA receives are dedicated towards training and professional development. The creation of this task force provides an opportunity to reflect on current activities and consider how, over the next three years, the association leaders might consider changing training and professional development to better meet the needs of the membership.

It should be noted that the task force was established before COVID-19 erupted. The task force conducted a survey of members in the summer of 2020 during the pandemic. These circumstances are reflected in both the feedback the task force received from members and the recommendations we are providing to the Board.

Summary of Recommendations:

1. Institutions of higher education have been impacted by the global pandemic in multiple ways. Some of those ramifications are yet unknown. Therefore, NeASFAA should avoid any significant changes to its training and professional development programs over the course of the 2021-2022 year.
2. Quality Matters. The quality of training/professional development provided by the Association is the most important factor to members.
3. Distance Learning is Acceptable. Members have experienced more distance delivered training and they now see advantages to it.
4. The current calendar works. Fall training that is typically a drive-in, drive-out program along with the tradition two-to-three -day spring conference is still supported.

Summary of Project:

The task force determined during our first meeting that a survey would provide a good starting point for this project. A consensus was reached that the survey needed to wait however until the summer when the pressure to administer the CARES Act and some of the disruptions related to the pandemic were reduced. The task force developed a Qualtrics survey of members (Attachment I) which was sent via email to members in late July. Two-hundred and five individual surveys were sent. Responses were received from 60 members. Survey responses were divided among three of the task force members by sector for a thorough review. We shared our analysis and found a fair amount of common ground. The primary themes reflected from the survey drive our recommendations.

Recommendations:

1. Many of the survey responses received are influenced by the current circumstances surrounding the pandemic. We do not know how our schools and members will emerge from this. Therefore, any significant changes may be best delayed until that is clearer for NeASFAA leadership. Specifically, there were indications from some that budgets were reduced for the current year. Whether funds for travel and training would be restored at the same level in the future is not clear at this point. Prior to launching training/professional development initiatives for Fall of 2021 and Spring of 2022, we recommend a focused survey on this question be disseminated again.
2. Respondents to our survey emphasized repeatedly, no matter who and how the information is provided, quality matters most. Therefore, NeASFAA leadership should prioritize the quality of the information when planning training and professional development programming. This was prioritized over cost. This was prioritized over the quality of the presenter. That may indicate our members are willing to participate in training even if the presenter is not a “superstar”. Additionally, in comments provided on the survey respondents indicated that “meaty” topics are attractive. There is a need to stay “on top” of changes in statutes and regulations. Nuts and bolts training topics should be prioritized when developing content.
3. Opportunities for training and professional development delivered using distance platforms are now perceived as acceptable, even popular. Post-COVID-19, this may need to be revisited. But the survey indicates that a significant number of members prioritize distance delivered training over in person. There were some generational differences reflected in the survey responses in this area. An area of investment the association may want to consider investigating are platforms for providing quality training via distance. While there could be significant cost there could also be significant return on the investment.
4. Support remains high for the current calendar: providing programming in the fall and a 2-3-day spring conference. However, respondents did indicate some erosion in the desire for or ability to attend a full two to three-day conference. There is significant interest in drive-in, drive-out same day training opportunities. This reinforces our recommendation to assess the readiness for our members to return to normal activities after the pandemic subsides. Specifically, the survey should determine if institutional budgets are reinstated at the level to support attendance at two to three conferences verses one day activities.

Summary:

When this project was proposed none of us had any idea how fundamentally everything was going to change for NeASFAA and all its members and their institutions. The professional development and recognition committee deserves congratulations for quickly pivoting over the past year to provide the spring conference via distance. This fall the NeASFAA Discussion Sessions along with the panel discussion on professional judgment and COVID 19 have provided excellent information to members in a socially distant manner. The NeASFAA Happy Hour events have given us the opportunity to network. Kudos to all who have worked on these efforts.

The strength of NeASFAA has always been the relationships we have developed as colleagues and friends over the years. That is rooted in the opportunities we have invested in to be together at conferences and training event. In a post-COVID world training and professional development that occurs in a conference location, away from our offices when our attention can be focused on the content and each other will be welcomed. But we should not discount what we learned over the past year about distance learning. Just as our students have had to adapt, so have we. We are grateful for the opportunity to assist the association with this important effort and look forward to helping advance the goals of the association in whatever way we can.

Paula Kohles, Director of Financial Aid, University of Nebraska Medical Center, NeASFAA Past President 2001-2002

Vicki Kucera, Director of Financial Aid, Central Community College, NeASFAA Past President 2002-2003

Mary Sommers, Director of Financial Aid, University of Nebraska Kearney, NeASFAA Past President 1999-2000, 2007-2008.

We are grateful for the assistance of the current sector representatives who assisted in the survey design and promoted its completion among its members:

Sheila Pourier, 4-year Public

Kimberly Vanosdall, 2-year Public

Susan Collins, Private Sector Rep

Jodi Vandenberg, Associate Sector

We are also thankful for Erinn Brown, chair of the Membership and Communication Committee who assisted in providing the contact information for the survey. Thanks also to Grace Magill, Communications Coordinator at UNK who managed the Qualtrics survey.

The Board of the Directors of the Nebraska Association of Student Financial Aid Administrators has created a task force this year charged with revisiting and establishing a vision and strategic approach on training and professional development. The results of this survey will assist the task force with formulating recommendations for the Board.

Your time and honest responses to this survey are appreciated.

1. Describe your current role in the financial aid profession:
 - a. Director or chief financial aid officer of a college, school or university.
 - b. Associate or Assistant Director of financial aid at a college, school or university.
 - c. Financial aid officer, counselor or advisor at a college, school or university.
 - d. Support staff member within a financial aid office at a college, school or university.
 - e. Professional representing or providing services to financial aid offices and/or students.
2. What are your total years of experience within the financial aid profession?
 - a. 0-3 years
 - b. 4-6 years
 - c. 7-10 years
 - d. 10-20 years
 - e. 20+ years
3. Where do you work?
 - a. Community College
 - b. Public 4-year + University
 - c. Private not-for-profit College of University
 - d. Private Foundation
 - e. Student Loan lender or servicer.

What is your priority when you attend an in person NeASFAA sponsored training event? Select just one response.

1. To improve my expertise and understanding of a topic.
2. To grow my professional network
3. To exchange ideas with other financial aid professionals
4. To solve a problem or improve a process on my campus or in my office.

Training and professional development opportunities are available through the Department of Education, NASFAA, RMAFAA and NeASFAA.

What primarily motivates you to attend a NeASFAA sponsored event? Select just one response.

1. Location
2. Affordability
3. Anticipated quality of the information
4. Anticipated quality of the presenters
5. Opportunity to see my friends and colleagues
6. I rarely/never attend NeASFAA training

What motivates you to attend a NASFAA sponsored training event? Select just one response.

1. Location
2. Affordability
3. Anticipated quality of the information
4. Anticipated quality of the presenters
5. Opportunity to see my friends and colleagues
6. I rarely/never attend NASFAA training

What motivates you to attend a RMASFAA sponsored event?

1. Location
2. Affordability
3. Anticipated quality of the information
4. Anticipated quality of the presenters
5. Opportunity to see my friends and colleagues
6. I rarely/never attend a RMASFAA training event

What motivates you to attend a Department of Education sponsored event?

1. Location
2. Affordability
3. Anticipated quality of the information
4. Anticipated quality of the presenters
5. Opportunity to see my friends and colleagues
6. I rarely/never attend a Department of Education training event.

Please provide any comments or explanation for any of your answers to the previous four questions:

Circle the statements below that best describe your opinion about NeASFAA- sponsored training/professional development opportunities over the next three years:

1. NeASFAA should prioritize providing training using distance learning platforms.
2. NeASFAA should prioritize in person regional one-day training events.
3. NeASFAA should prioritize an annual two to three-day conference.

Please provide any comments or explanation for your answer:

Will your institution provide budget support for travel and registration for professional development and training in the next year?

Yes

No

Maybe (please provide an explanation below regarding your answer)

Please provide any further explanations regarding your answer:

Circle the statements below that best describe your personal priority for training/professional development over the next three years:

1. My priority is to better understand the “nuts and bolts” of financial aid administration.
2. My priority is to better understand higher education trends, opportunities, and challenges.
3. My priority is to improve my management and leadership skills.
4. My priority is to solidify and grow my professional network.
5. My priority is _____

Please provide any comments or explanations for your answers:

NeASFAA has traditionally provided in-person one-day training opportunity in the Fall and a two to three-day conference in the spring. Please select the response below that best describes your feeling about this calendar.

Neasfaa should continue this general calendar

Neasfaa should discontinue fall training

Neasfaa should discontinue a spring conference

Please provide any further explanation you would like to your answer for the previous question:

Thank you for taking the time to respond to this survey. We will provide a summary to the NEASFAA Board of Directors and members in the fall.

MEMORANDUM

To: NeASFAA Board of Directors

From: NeASFAA Finance and Audit Committee (Laura Thayer-Mencke, Susan Frodyma, Wendy Cobb)

Subject: Annual Audit Report for Fiscal Year 2019-2020

Date: November 19, 2020

CC: NeASFAA Treasurer, Janice Volker (Past Treasurer)

The Finance and Audit Committee conducted the Association's annual audit for fiscal year 2019-2020 on November 19, 2020. The meeting was held virtually via Zoom due to restrictions on our respective campuses due to COVID-19. The audit took a bit more time than it would have if the committee had been able to meet in person, however, we were able to successfully complete the audit. Laura, Susan and Wendy were present for the audit. Janice Volker (past treasurer) and Lisa Gdowski (current treasurer) were also in attendance to answer questions. The committee members followed the audit guidelines as written in the NeASFAA Audit Guide. The committee concluded that NeASFAA is financially healthy and that the responsibilities of the Treasurer are being conducted properly.

Items reviewed:

1. Board of Directors Minutes – The 2019-2020 Board minutes were reviewed. The Annual Budget was approved March 27, 2019. No budget adjustment requests were made.
2. Balance Sheet and Profit/Loss Statements – A random review of individual expenses were tracked from claim form, to checkbook, to bank statement, and to the detail on the Fiscal Year Trial Balance Report.
3. Bank Statements and Reconciliation Reports – Reconciliation was completed for all months of the fiscal year in a timely manner. Everything was accounted for and balances on the bank statements match QuickBooks records.
4. Certificates of Deposit – The CDs were reviewed and are in order.
5. IRS Form 990N – It was confirmed that the IRS Form 990N was filed and accepted on 11/9/20.
6. Insurance Liability Policy – The NeASFAA Insurance Liability Policy from The Hartford was reviewed and provided the Association coverage for the period of 7/1/19 through 7/1/20. The Insurance Liability Policy was renewed for the period of 7/1/20 through 7/1/21. The Association is protected as per policy.
 - a. Recommendation – Ensure that the liability policy already contains or consider adding coverage for unforeseeable circumstances (force majeure). The NeASFAA Spring conference cancelled due to COVID-19. Although the association was fortunate to work with an understanding conference venue, a liability policy that includes coverage for unforeseeable circumstances may be a good idea.
7. NeASFAA Policies and Procedures – The Treasurer is successfully fulfilling the duties pertaining to the financial interest of the Association as outlined in the NeASFAA Policies and Procedures Manual.
8. Reserve Fund – The reserve fund meets the 50% requirement of the Association's annual budget as stated in the NeASFAA Policies and Procedures Manual. All CD's and excess cash are considered "reserves."
9. Other – Next Treasurer (Lisa Gdowski) will need to follow-up on stale checks.
 - a. Iowa Student Loan on 3/16/20 for \$450.00
 - b. Sunken Gardens (Memorial) on 6/1/20 for \$25.00
 - c. Hearts United (Memorial) on 6/1/20 for \$25.00

The Finance and Audit Committee found the accounting records to be well documented. The Treasurer was very cooperative throughout the audit process. The Association appears to be fiscally sound and all financial records are in order.

Respectfully submitted,

Laura Thayer-Mencke, Chair
Finance and Audit Committee

NeASFAA audit – 11/19/20

Items Reviewed:

Board of Directors Minutes

Task: Review Board minutes to ensure approval of annual budget.

Reviewed minutes from Board Meeting from 3/27/19 and budget was approved as presented. Conversation about budget but no variances at that time.

Task: Review Board minutes to ensure any Board actions(s) pertaining to budget and/or financial adjustments were subsequently enacted by the Treasurer.

Reviewed minutes from board meetings on 7/19/19, 11/1/2019, 1/31/20, 3/13/20 for budget variances.

7/19/19 – no budget variances

11/1/19 – discussion was tabled regarding investment of checking account funds. Proposal to add a Treasurer elect to reduce Treasurer timeframe. Proposal to pay Past President for RMAFSA conference meeting expenses (Motion carried – will be built into next year's budget.) Discussion of other conference expenses – no motion.

1/31/20 – Tabled investment of checking account funds. Approved purchase of date stamp (\$60). Discussed reduced fee for first time attendees at next conference.

3/13/20 – Discussed cancelling spring conference. Talked about refund policy for the conference.

Balance Sheet and Profit/Loss Statement

Task: Randomly select expenses and track them to claim form, to check book, to the detail on the Transaction Detail by Account Report. Confirm payments were made accurately and within 30 days.

Checked a sample of 6 expenses:

1. Claim form: UNL City Union for PDRC meeting lunch dated 10/7/19, check #3109 for \$108.66 (VOIDED-confirmed), received new invoice (email) dated 10/19/19 for a new amount – Wrote check # 3113 for \$84.78 on 10/28/19 (this amount replaced the \$108.66 as the Union had forgotten to apply a discount.) Check #3113 cleared on November bank statement on 11/25/19 for \$84.78 and check is listed on transaction detail report.
2. Claim form: Sheila Johns NeASFAA board meeting lunch dated 11/7/19, check #3114 for \$176.27. Issued check on 11/7/19. Cleared bank on 11/26/19 on November bank statement.
3. Claim form: Norfolk Lodge and Suites for Juli Burney speaker dated 2/24/20. Check #3120 \$102.77. Issued check on 2/28/20. Cleared 3/11/20 on March bank statement.
4. Claim form: Midland Lutheran reimbursement of spring conference registration dated 3/16/20. (No claim form submitted as conference was cancelled. Treasurer found all amounts and sent

reimbursements after Board approved refunds in 3/13/20 meeting.) Issued check #3131 for \$225.00. Issued check on 3/16/20. Cleared 3/20/20 on March bank statement.

5. Claim form: Sunken Gardens for memorial for Linda Butcher dated 6/1/20. Check #3139 for \$25. Issued check on 6/1/20. Check has not cleared the bank as of 6/30/20.
6. Claim form: Renee Besse for meals at Freddy's for Board lunches dated 1/30/20. (actual date on receipt is 1/31/20) Check #3118 dated 1/31/20 for \$89.27. Check cleared February bank statement on 2/5/20.

Note: All checks were written within 30 days.

Task: Randomly select different types of deposits (conference, membership...) and track them from the "make deposit" page in Quickbooks to the detail on the Transaction Detail by Account Report. Confirm that deposits were made within 15 days.

1. 9/30/19 – Interest Income \$1.52
Checked on detail report and bank statement
2. 12/17/19 – Membership dues \$200 (for Professional Choice Recovery Inc. – Associate Member)
Checked on detail report and bank statement
3. 2/28/20 – Airline, hotel, meals for Justin Brown \$983.11 (we have voided check #3119. Since check was created and then voided, it must be entered as a deposit.)
Checked on detail report and bank statement
4. 3/31/20 – Norfolk Lodge and Suites - \$102.77. Conference was cancelled so amount paid for speaker was refunded to NeASFAA.
Checked on detail report and bank statement
5. 9/4/19 – Membership dues \$1650.00 – group of Xenon \$175, Peru State \$300, Ed Quest \$200, UNL \$475, Doane \$250, Wayne State \$250 for a total of \$1650.
Checked on detail report and bank statement

Bank Statements and Reconciliation Reports

Task: Verify the bank statement reconciliations were processed and balanced

Wendy Cobb verified all bank statements were present for all 12 months (July 2019 through June 2020). Quickbooks printout shows that all statements were reconciled and balanced.

Task: Verify that all checks are accounted for and all were related to Association business

Reviewed a sample of checks and all were related to Association business.

Also reviewed "transaction detail by account" and all expenses are related to Association business.

Task: Verify that the beginning balance and ending balance on the bank statement match those on the Quickbooks reconciliation report

Reviewed every month of bank statements and found that every “cleared” balance matched the amount in Quickbooks – done by Wendy Cobb and communicated to Susan Frodyma and Laura Thayer-Mencke during the zoom meeting. Matched beginning balance with the “cleared” balance.

Certificate of Deposit

Task: Review bank statements to the Quickbook report that shows activity including interest, purchases of CD's and closing of CD's.

Purchases or Closings – None in 19-20 year

Reviewed bank statements for earned interest for 4 CDs

3 CDs at Union Bank –

1. CD #576620 - 18 month 2.35% maturity 10/5/21, 6/30/20 balance \$15133.52
2. CD # 580134 - 17 month 1.95% maturity 7/10/21, 6/30/20 balance \$28883.06
3. CD #586665 - 16 month 2.75% matured 7/8/20, 6/30/20 balance \$30624.20

1 CD at US Bank –

CD #3-057-9044-4270 - 9 month .05% matured 7/03/20, 6/30/20 bal \$20109.06

Note: Interest is recorded in Quickbooks at time of maturity and interest amount is determined by subtracting the current balance from the maturity statement and previous statement in Quickbooks.

Note: Balances as of 10/13/20

1. Union Bank CD #576620 18 month 2.35% maturity 10/5/21, balance \$15278.38
2. Union Bank CD # 580134 17 month 1.95% maturity 7/10/21, balance \$29318.03
3. Union Bank CD #586665 16 month .8% maturity 11/8/21, balance \$31900.79
4. US Bank CD #3-057-9044-4270 9 month .05% maturity 4/3/21, bal \$20389.27

Task: Verify the CD balances are correctly reflected in the Balance Sheet

Verified all balances.

Task: Verify signature authority on Association CDs

Verified Janice Volker has signature authority.

IRS Form 990N

Task: Verify IRS tax documents were submitted on time.

2019 tax year 7/1/19 to 6/30/20 – 990N was filed on 11/9/20 (11/15/20 was the deadline).

Insurance Liability Policy

Task: Verify the Association has an active Insurance Policy

Policy is with The Hartford.

Policy was 7/1/19 to 7/1/20.

Policy for 7/1/20 to 7/1/21 was paid on 6/25/20 for \$500.

Task: Review the Insurance Policy to ensure the Association is protected from liability

Coverage indicates liability of \$1M for medical and \$1M for automobile (hired, non owned auto liability).

Possible Audit Recommendation: Maybe need to add coverage for unforeseeable circumstances.

NeASFAA Policy and Procedures

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

Reviewed policy and confirmed that Treasurer performed all duties.

Audit Recommendation: Next Treasurer (Lisa Gdowski) will need to follow-up on stale checks (Iowa Student Loan 3/16/20 for \$450 and possibly Memorials (Sunken Gardens for \$25 and Hearts United \$25 from 6/1/20).

Reserve Fund

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

Budget for 19-20 was \$30590.

Reserve far exceeds 50% of the budget (CD's and checking account balance.)

The Association Governance Committee comprised of Justin Brown, Ritchie Morrow, Marty Habrock, and Sheila Johns met via email to review the additional revisions suggested by the Board to the Summer Institute Scholarship P&P revision approved during the May 28, 2020 Board meeting and presented at the October 23, 2020 Board meeting. An agenda request was submitted to review and approve the proposed revision below. The changes to the policy from what was submitted in October are highlighted in yellow. If approved, the P&P, as well as the Timeline, will be updated and submitted to Membership Connections to be updated on the website.

6.7 Summer Institute Scholarship

NeASFAA will provide two scholarships annually to NeASFAA members for the RMASFAA Summer Institute, one for a member on an intermediate/advanced track and one for a member on a beginner track. The amount of the scholarships will be determined by the Board each year. Applications for the scholarship are annually publicized throughout the association and made readily available to all members. Scholarship recipients are asked to contribute back to NeASFAA by volunteering for and actively participating on a NeASFAA committee, volunteering as a trainer, or presenting at a NeASFAA conference.

Responsible Committee: Nominations and Elections

Application Process: Applications for the intermediate/advanced track will be made available in September/October timeframe; applications for the beginner track will be made available during February/March. Scholarship application and draft are both located in Dropbox. Sector representatives can reach out to members in their sector and encourage applications. Completed scholarship applications will be sent to the Chair of the Nominations and Elections Committee via mail, email, or fax by the designated due date.

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

Notification/Awarding: The Chair of Nominations and Elections Committee will contact the scholarship recipients and include steps for recipient to obtain the scholarship. A scholarship acceptance letter has been developed and was added to Dropbox for future use. The Chair will complete the Expense Reimbursement form (from NeASFAA website) and coordinate with the NeASFAA treasurer for payment of the scholarship. Should RMASFAA Summer Institute not be held as scheduled, scholarship awarding and approval is at the Board's discretion.

An agenda request was submitted for the Board's consideration to correct the IRS tax code section in the Bylaws from a 501(c)(3) corporation to a 501(c)(6). The P&P was corrected during the May 2020 meeting.

- Article II: Purpose
The Association, organized as an educational and charitable organization within the meaning of section 501(c)(6) of the Internal Revenue Code, as amended...

It was brought to my attention by the President-Elect that the action taken by the Board at its November 2019 meeting to approve funding of the Past-President's travel expenses to attend the RMASFAA conference and board meeting was not incorporated into our current P&P. No new action is required by the Board; I will add the approved wording to the Officer Travel section of the P&P:

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

Respectfully submitted on behalf of Association Governance,

Sheila Johns

NeASFAA Past-President and Association Governance Chair