

Agenda: 2022 Annual Business Meeting

March 25th, 2022 11:15 am

NeASFAA's Strategic Direction:

Promote Professionalism	Train and Develop	Coordinate and Network	Influence Legislation
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Voting Board Members		Committee Chairs & Other Guests	
President	Justin Brown	Association Governance	Renee Besse
President-Elect	Kimberly Vanosdall	Corporate Development	Jeff Recker
Past President	Renee Besse	Finance and Audit	Susan Frodyma
Treasurer	Lisa Gdowski	Membership Connections	Erika Kampschnieder
Secretary	Erinn Brown	Nominations and Elections	Kimberly Vandosdall
4-Year Public	Sheila Pourier	Professional Development & Recognition	Matt Johnson
2-Year Public	Erika Kampschnieder	State and Federal Relations	Diana Oglesby
Private	Susan Collins	Historian	Ritchie Morrow
Associate Sector	Jodi Vanden Berge	Safety Task Force	Paula Kohles
		Administrative Business Task Force	Sarah Standley
		FAFSA Simplification Task Force	Becca Dobry

Call to order at 11:15 am

	Agenda Topic	Objective	Discussant
1.	Approval of the Agenda	Decide: Entertain a motion/discuss/vote.	Justin
2.	Approval of March 2021 Minutes	Decide: Entertain a motion/discuss/vote.	Justin
3.	Board and Committee Highlights	Discuss	Leadership
	President		Justin
	President Elect		Kim
	Past President		Renee
	Treasurer		Lisa
	Secretary		Erinn
	Two Year Public Sector		Erika
	Private Sector		Susan C.
	Four Year Public Sector		Sheila
	Associate Sector		Jodi
	Association Governance		Renee
	Corporate Development		Jeff
	Finance and Audit		Susan F.
	Membership Connections		Erika
	Nominations and Elections		Kim
	PDRC		Matt
	SFRC		Diana
	Safety Task Force		Paula

Admin. Business Task Force
FAFSA Simplification Task Force

Sarah
Becca

New Business

- | | | | |
|----|---|------------------------|--------------|
| 4. | 22-23 Budget Approval | Discuss | Justin/Susan |
| 5. | Bylaws Change: Gender
Neutrality | Motion/Discussion/Vote | Renee |
| 6. | Election Results – Incoming
Board. Goals for 22-23 | Discuss | Kim |

Adjournment

Decide: Entertain a motion.

Justin

-Solving: Define, Discuss, Evaluate, Decide

Minutes: 2022 Annual Business Meeting

March 25th, 2022 11:15 am

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4-Year Public	Sheila Pourier	Professional Development & Recognition	Matt Johnson
2-Year Public	Erika Kampschnieder	State and Federal Relations	Diana Oglesby
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Present: Justin Brown, Kimberly Vanosdall, Lisa Gdowski, Erika Kampschnieder, Susan Collins, Jodi Vanden Berge, Jeff Recker, Susan Frodyma, Matt Johnson, Diana Oglesby, Ritchie Morrow, Becca Dobry

Not Present: Erinn Brown, Renee Besse, Paula Kohles, Sheila Pourier

Call to Order. Justin Brown called the meeting to order at 11:45am.

Approval of Agenda. Motion to approve agenda. Motion by Becca Dobry. Second by Doug Watson. Motion carries.

Approval of Minutes from March 2021. No changes. Motion to approve by Margarita Gurrola, second by Daphne Hall. Motion carries.

Officer Reports

President, Justin Chase Brown: Written report. Priorities this year were making sure we had a safe return to activities. Thank you to the safety committee, especially Matt and the PDRC. We implemented Microsoft 365 last year to manage board business and transition storage over from Dropbox. Becca led our FAFSA Simplification taskforce, which did not have to do much this year. This taskforce will continue into next year. Susan, Justin, and Lisa met with Lynx Investment Advisory for options on investing our income. Our reserves are endowed and will hopefully have a larger return in the future. We had a few special board meetings and the RMASFAA conference in Omaha. There was also a virtual fall training with over 90 participants. Justin also had a baby on January 20, 2022!

President Elect, Kimberly Vanosdall: Written report. Kim filled the 21-22 committees in April/May. We had 16 volunteer forms. There will be a new committee for a website taskforce to see if there is anything we can improve the website. Reach out to Bailey if you are interested in this. Kim also assisted the Finance and Audit committee with the 20-21 audit. In October, Kim worked on filling the Board

ballot. Thank you to everyone who accepted nominations. There was an 80% response on the ballot. The ballots were close. Bailey Jorgenson is President-Elect, Lisa Gdowski will continue as Treasurer, Tom Ochsner is Private Sector Rep, Mike Lubben is Associate Sector Rep. RMAFSA Summer Institute Scholarship recipient was selected. Sharlene Harrison Vazquez from Metropolitan Community College was selected as the scholarship recipient for the intermediate/advanced track; congrats to her! The beginner track is still open and is due on 4/15.

Past President, Renee Besse. Written report. Renee was not able to be here today, but Justin gave her report in her absence. Since Justin ran for RMAFSA Vice-President, this kind of conflicted with his role in NeASFSA. Renee graciously stepped up and stayed on as Nebraska State Delegate for RMAFSA board. Items to remember: 2022 Summer Institute Wichita State University June 11-17, 2022 Fall Conference Salt Lake City Utah October 9-12, and 2023 Fall Conference Colorado October 8-11. We are interested in feedback on RMAFSA's proposal to do a state swap as well as feedback on how RMAFSA can use their reserves to support our members. Justin wants to thank Renee for her help with the RMAFSA responsibilities.

Treasurer, Lisa Gdowski: Written report. Thank you for the opportunity to serve again! This year we cashed out our CDs with US Bank and Union Bank because they weren't earning hardly any interest at all. When those CDs came due, we invested \$50k in the first installment to Lynx, which is a Charles Schwab account based on NASFSA's investment portfolio recommendations. In November, the remaining CDs came due, and we sent another 50k in. The initial investment was 100k, and currently we're at just under 100k. The checking account is healthy with around 48k. The statement of financial position and budget vs actual are included in the report. Finance audit was completed July 20 in Columbus. Association 2020 IRS form 990-N filed October 11, 2021.

Secretary, Erinn Brown: Written report. Erinn was not able to be here today, but Justin gave report in her absence. Erinn took minutes at all of the board meetings and uploaded to Microsoft Office.

Sector Representative Reports

Two-year Public Institutions, Erika Kampschnieder: No written report. Erika brought staff member changes to the board's attention. Sector had discussion about how Tribal colleges are categorized in NeASFSA. We plan to network more frequently as a group.

Private Colleges and Universities, Susan Collins: Written report. Susan was unable to be here, but her report is online!

Four-year Public Colleges and Universities, Sheila Pourier: Written report. Sheila was also unable to be here – report is online as well.

Associate Membership, Jodi Vanden Berge: Written report. Jodi IS here! The Associate Sector didn't have much to discuss throughout the year, but they had a great meeting at the conference yesterday. We have great ideas on how to recognize the vendors at the next year's Spring conference.

Committee Reports

Association Governance, Renee Besse: Written report. Justin gave report in Renee's absence. We did a few bylaw changes including one that the membership will vote on later.

Corporate Development, Jeff Recker: No written report. Jeff also unable to make it today.

Finance and Audit, Susan Frodyma: Written report. We performed the audit as a committee in July, which was one of our biggest tasks for the year. We did it on SCC campus at Lisa's office. Members in attendance were Wendy Cobb, Kim Vanosdall, and Tom Ochsner. We found that NeASFSA is financially healthy, and the responsibilities of the Treasurer are being performed well. This spring we are tasked with sending requests to committees and board members who have line items in the budget. We wanted to know what they expect in the budget for 22-23. Using that information, we put tother the 22-23 budget. We had a zoom meeting to put it together and provided to board this Wednesday. Budget

was reviewed at the board meeting, and was approved. Budget had 30k in expected income, part is reserve to balance budget. Everything is listed out online in more detail. Thank you to the committee members for all of your assistance, and the committee will be in good hands next year with Wendy!

Membership Connections, Erika Kampschnieder: Written report. Over the last year, we made many updates to the website including the membership directory with staffing changes. Also added RMAFSA conference scholarships to website, got conference details up on website for this spring's conference. Those materials will be available until 4/30 in case anyone wants to go out there after the conference and grab anything. We did an audit of the schools in the state to see what institutions are not members, and had Justin reach out to them. We also went through the directory to make sure everything was as current as possible. Also kept meeting minutes up to date on the website after they were approved. Delaney will be incoming committee chair for next year.

Nominations and Elections, Kimberly Vanosdall: Written report. Info given within President-Elect report.

Professional Development & Recognition Committee, Matt Johnson: Written report. Fall training was held in November, and it was a huge success. Membership had indicated previously that they wanted the opportunity for online options, and we were set up well to do that since RMAFSA was in Omaha. We had two sessions, including a NeASFAA coffee break. There were 90+ registrants. After fall training, we started in right away on spring 22 conference planning. Thank you to all of the presenters! We had 73 people registered for this conference, and that is actually a bit higher than our average attendance. This was a great turnout, especially for a post-covid conference. Thank you to everyone who attended. Kristie Artz will be taking over as PDRC Chair.

State & Federal Relations, Diana Oglesby: Written Report. Justin provided report in Diana's absence. Report is online. The committee did a lot of review on legislative activity. There wasn't a ton of activity going on this year, so it was nice to have a bit of a break. We will definitely have advocacy needs in the future, likely beginning next year.

Safety Task Force, Paula Kohles: Written Report. Justin gave in Paula's absence. Thank you to Paula for all of your help. When Justin started this taskforce, he thought Paula would be a great fit because of her role at UNMC. She has done a great job of letting us know best practices in order to keep us all safe. One of the reasons we are able to be here in person today is because of Paula.

Administrative Business Task Force, Sarah Standley: Written report. Sarah helped with implementing our new storage solution, Microsoft Office 365. It's been quite the learning curve, so thank you to the board and committee members for your patience and flexibility. Access has been a bit of a challenge. We have five email accounts for the President, Secretary, PDRC Chair, Treasurer, and the Membership Connections Chair. Hardest part was learning how to transition these accounts when handing access to a new person. I think we're getting the hang of it. Shout out to Ritchie and Erinn for your instrumental help!

FAFSA Simplification Task Force, Becca Dobry: No written report. We had one meeting, and it all got pushed back to 24-25. I felt we were very successful. Record for shortest taskforce ever.

Old Business

None.

New Business

2022-2023 Budget Approval: Budget was set by line item on what we expect to need in 22-23. Motion to approve the 22-23 budget by Erika Kampschnieder, second by Vicki Kucera. Motion carries.

Bylaws Change – Gender Neutrality: In order to update bylaws, the membership has to come together and approve. This is essentially an effort to update our gender neutrality statements so our legal documents are more gender neutral and not mentioning he/she. We're removing all personal pronouns to make sure all genders are included. Motion to approve change to section 5 gender neutrality by Becca. Second by Kim. Motion carries.

Adjournment. Motion to adjourn by Erika Kampschnieder, seconded by Wendy Cobb. Meeting adjourned at 12:18 pm.

President's Report – March 2022

- I started off my presidency accepting the gavel virtually from Renee Besse in March 2021, one year after the beginning of the pandemic.
- In mid-April, I held a board orientation before our first official board meeting to go over NeASFAA Board duties, responsibilities, scheduling board meeting dates, discussing my priorities and president, and recruiting future leaders for the association.
- My priorities were focused on a safe return to activities, business administration for the association, and training and modeling for FAFSA simplification.
 - Thanks to great leadership and advice of our Safety Task Force and PDRC, thanks to Paula and Matt, we decided to have a fall virtual training which was very well attended and able to be here today.
 - Ritchie and Sarah Standley led our administration priority to continue to get us up and running with Microsoft 365 on the back-end for our documents and email accounts.
 - Becca Dobry led our wildly successful FAFSA Simplification Task Force, which reported a delayed implementation by the Feds until 2024-25.
- In May 2021, I was accompanied by several board members and the Chair of Finance and Audit, Susan Frodyma, and we met with Lynx Investment Advisory regarding options for investment income based on our current reserves. We also reached out to several state and regional associations who had been working with Lynx to get feedback on their service and returns.
- In May 2021, I also met with and discussed the charge of FAFSA Simplification Task Force as they were getting started on their work before the Feds announced a delayed implementation.
- In July we held a special board meeting to make some decisions ahead of RMASFAA in Omaha, sponsoring the Wyobraska Conference with some support, and the direction for our fall training.
- In October, we reviewed our audit report and recommendations from the Audit & Finance Committee and approved new institutional memberships.
- We also worked with RMASFAA to allow Nebraska to send an alternative RMASFAA state delegate to their board meeting since I was elected Vice President and would be fulfilling a different role so that Nebraska would still have a separate and distinct vote on that board and continued representation for Nebraska. Special thanks to Renee for serving in that role for two years.
- In the fall, we were able to get our reserves fully moved to our new investment strategy thanks to our Treasurer, Lisa.
- We discussed ByLaw updates we'll be voting on at the Association Business Meeting.
- I had a baby on January 20, 2022.

It's been a privilege serving as your NeASFAA President.

March 25, 2022
NeASFAA Spring Conference
President Elect Annual Report

Activities:

1. I filled the 2021-2022 NeASFAA committees in April/May. We received 16 volunteer forms.
2. In July, I assisted the Finance and Audit committee with the 2020-2021 audit.
3. NeASFAA decided to provide a scholarship to the 2021 RMAFSA Fall Conference in Omaha. The scholarship application was posted on the NeASFAA website in August. It was open for a month but unfortunately, I did not receive any applications.
4. I attended the 2021 RMAFSA Fall Conference
5. In the end of October, an email requesting Nominations for the NeASFAA Board was sent to the listserv. The nominations were compiled. In November, the Nominations and Elections committee worked to fill the few remaining spots on the 2022-2023 NeASFAA Board Ballot.
6. In December the 2022-2023 NeASFAA Board Ballot was released. We received an 80% response. The responses were counted and verified by two Northeast Financial Aid Staff members. The results of the Ballot were: President-Elect: Baily Jorgenson
Treasurer: Lisa Gdowski
Private Sector Rep: Tom Ochsner
Associate Sector Rep: Mike Lubben
7. The 2022 RMAFSA Summer Institute scholarship application has been added to the NeASFAA website. Notification of the scholarship and a link to the application have been emailed to the listserv. The application for the intermediate/advanced financial aid professionals (3 or more years in the field) was due February 1st and the applications were provided to the Nomination and Elections Committee. The Nominations and Elections Committee selected Sharlene Harrison Vazquez from Metropolitan Community College as the scholarship recipient. The same application is used for the beginner financial aid professionals (less than three years in the field) scholarship. The scholarship opened in March and will be due April 15. The Nominations and Elections Committee, made up of representatives from each sector, will choose the scholarship recipient based on a blind review.
8. I worked with Finance and Audit and Treasurer on the 2022-2023 budget.
9. As I transition to President, I plan to continue the FAFSA Simplification and Administrative Business task forces at the request of the current President. I plan to add an additional task force to review the content and use of NeASFAA.org

Respectfully Submitted,

Kimberly Vanosdall, Northeast Community College
NeASFAA President-Elect



NEASFAA

Nebraska Association of Student Financial Aid Administrators

NeASFAA Past President Board Report

Date: March 24th, 2022

Submitted: Renee Besse- Past President

As past president of NeASFAA I am currently the Nebraska State Delegate representative on the RMASFAA Board of Directors. As a reminder I will continue in this role for 2022-23.

Items to Calendar

2022 Summer Institute Wichita State University June 11-17
2022 Fall Conference Salt Lake City Utah October 9-12
2023 Fall Conference Colorado October 8-11

Time to Dream

RMASFAA would like to invest some of their resources back into the membership. I did not receive any ideas from the NeASFAA Membership regarding innovative ideas. However, there was considerable discussion at the RMASFAA Board meeting regarding this topic. At this time, the topic has been tabled while the leadership attends attend State Conferences to gather interest.

Feedback and Commitment to Proposal - State Representative Swap

Purpose of Swap: The purpose of the swap is to enable learning opportunities for board members by observing board meetings and attending conferences in other states. The benefit is also for the host state, as they have access to additional expertise for presentations or panels during their conference.

State Representative: The individual would be selected by the state, but ideally it would be someone that is part of their board. Ideas for swap could be president-elect, treasurer, etc.

Expectations of Swap: The host state will invite the visiting board representative to attend all conference meetings and events, including board meeting

Rotation of Swap: While a rotation schedule will be created, it may have to be adjusted annually based on the schedule of state conferences. The rotation decision would be finalized during the October transitional board meeting. Representatives would not need to be identified until the formal invitation is sent by the host.

NeASFAA's Strategic Direction:

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Legislation**



NEASFAA

Nebraska Association of Student Financial Aid Administrators

Funding for Swap: Hosting state will be responsible for covering/comping registration and hotel nights. RNASFAA will cover travel expenses as well as any meals that are not part of the registration fee. If hosting state is unable to cover all or part of the hotel nights, they can request RNASFAA approval for additional support.

If approved by all 8 states, the first official state swap would occur in 2023

Need for Nominations

It is time to fill the RNASFAA Ballot again. Becca Dobry has provided descriptions of each open position in the RNASFAA Blog. Sometimes these end up in spam so if you have not seen them, please check your spam or simply ask Becca about them at the Conference. Please consider nominating someone from Nebraska to continue the strong leadership we have maintained on the Board through the years.

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Treasurer's Report
March 23, 2022

Account Balances

Account	Bank	Value
Checking	US Bank	\$48,680.57
6226-1637	Charles Schwab & Co Inc	\$96,599.30
Total		\$145,279.87

1. Statement of Financial Position
2. Budget vs Actual
3. Audit Completed July 20, 2021 in Columbus
4. Association 2020 IRS Form 990-N filed October 11, 2021
5. Certificates of deposit were cashed out and \$100,000 was invested in a Charles Schwab account with Lynx Investment Company.

Respectfully submitted,
Lisa Gdowski

Nebraska Association of Student Financial Aid Administrators

Statement of Financial Position

As of March 23, 2022

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
Checking	48,680.57
Total Bank Accounts	\$48,680.57
Other Current Assets	
CD 3-057-9044-4270 US BANK 4/3/21	0.00
CD 576620 Union Bank 10/5/21	0.00
CD 580134 Union Bank 7/10/21	0.00
CD 586665 Union Bank 11/8/21	0.00
Charles Schwab & Co Inc 8226-1637	96,599.30
Total Other Current Assets	\$96,599.30
Total Current Assets	\$145,279.87
TOTAL ASSETS	\$145,279.87
LIABILITIES AND EQUITY	
Total Liabilities	
Equity	
Opening Balance Equity	131,935.88
Retained Earnings	10,131.74
Net Revenue	3,212.25
Total Equity	\$145,279.87
TOTAL LIABILITIES AND EQUITY	\$145,279.87

Nebraska Association of Student Financial Aid Administrators

Budget vs. Actuals: 2021-2022 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
Income				
Associate Membership	2,400.00	2,800.00	-400.00	85.71 %
Credentialing Session Registrations		1,900.00	-1,900.00	
Institutional Membership	3,875.00	7,200.00	-3,325.00	53.82 %
Late Fees	100.00		100.00	
Reserve (to balance)		7,032.00	-7,032.00	
Spring Conference Registrations	6,325.00	11,100.00	-4,775.00	56.98 %
Total Income	12,700.00	30,032.00	-17,332.00	42.29 %
Uncategorized Income	3,615.47		3,615.47	
Total Revenue	\$16,315.47	\$30,032.00	\$ -13,716.53	54.33 %
GROSS PROFIT	\$16,315.47	\$30,032.00	\$ -13,716.53	54.33 %
Expenditures				
Bank Charges & Fees	4,292.87		4,292.87	
Membership Committee				
Printing/Postage		25.00	-25.00	
Welcome Project		100.00	-100.00	
Total Membership Committee		125.00	-125.00	
PDRC Committee				
Credentialing	1,000.00	1,900.00	-900.00	52.63 %
Meeting Expense		400.00	-400.00	
Spring Conference				
AV Equipment		100.00	-100.00	
Entertainment		500.00	-500.00	
Meals/Breaks		9,500.00	-9,500.00	
Prestigious Awards	331.54	550.00	-218.46	60.28 %
Printing/Postage		250.00	-250.00	
Speaker	1,642.00	4,050.00	-2,408.00	40.54 %
Virtual Meeting/Conference Space		700.00	-700.00	
Total Spring Conference	1,973.54	15,650.00	-13,676.46	12.61 %
Total PDRC Committee	2,973.54	17,950.00	-14,976.46	16.57 %
President/President Elect				
Board Meetings	1,409.00	250.00	1,159.00	563.60 %
Leadership Conference	1,566.61	3,000.00	-1,433.39	52.22 %
NASFAA Conference		1,500.00	-1,500.00	
President's Task Force - FAFSA Simplification		850.00	-850.00	
President's Task Force - Safety		1,000.00	-1,000.00	
RMAFSA Conference	158.34	1,000.00	-841.66	15.83 %
RMAFSA Support		625.00	-625.00	
Summer Institute Scholarship	1,500.00	1,500.00	0.00	100.00 %
Total President/President Elect	4,633.95	9,725.00	-5,091.05	47.65 %

Nebraska Association of Student Financial Aid Administrators

Budget vs. Actuals: 2021-2022 Budget - FY22 P&L

July 2021 - June 2022

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Secretary				
Cards/Memorials/Flowers		75.00	-75.00	
Microsoft Business Basic Implementation	276.75	756.00	-479.25	36.61 %
Total Secretary	276.75	831.00	-554.25	33.30 %
Treasurer				
Association Liability Policy		500.00	-500.00	
Banking Expense	145.11		145.11	
Intuit Quickbooks Plus Online	710.00	840.00	-130.00	84.52 %
Postage	11.00	11.00	0.00	100.00 %
Tax Preparation	60.00	50.00	10.00	120.00 %
Total Treasurer	926.11	1,401.00	-474.89	66.10 %
Total Expenditures	\$13,103.22	\$30,032.00	\$ -16,928.78	43.63 %
NET OPERATING REVENUE	\$3,212.25	\$0.00	\$3,212.25	0.00%
NET REVENUE	\$3,212.25	\$0.00	\$3,212.25	0.00%

Secretary Report
NeASFAA Annual Business Meeting
March 25, 2022

I took minutes at the May, October, and January regular Board meetings and at the July and February special meetings. In March and April, I collected Conflict of Interest forms from Board members and committee chairs, they were saved to SharePoint. I granted permissions to NeASFAA folders as needed. I also sent sympathy cards on behalf of the NeASFAA Board to Mary Sommers after the passing of her father and to Stacy Dieckman after the passing of her mother.

Lisa, Ritchie, and I met about record retention and storage guidelines for the Office 365 account. I assisted in sending out HEERF letters to Congress members by putting the letters on NeASFAA letterhead and creating both electronic copies to be emailed and physical copies which were sent via postal mail.

Based on the Board's discussion in January, I created a Historical Archive folder and granted permissions to Ritchie Morrow as Historian and Justin Brown as President.

Respectfully submitted,

Erinn M. Brown

NeASFAA Annual Board Meeting
March 23, 2022
Four-Year Public Sector Report

During the 2021-2022 year I have attended each board meeting. Prior to each meeting I have reached out to the Four Year sector asking for update, concerns and celebrations and have not received any feedback to bring to this meeting.

In August I held an open forum to discuss hot topics going on and to get feedback from the institutions. We had great discussions on HEERF III, Special Circumstance notification requirement and the DOE Verification Relief and how institutions are handling them. In addition, I shared updates regarding RMAFSAA's conference and information on the scholarships that NeASFAA is offering.

Prior to each meeting I have reached out to the sector asking for update/concerns and do not have anything to bring to this meeting.

Respectfully Submitted,

Sheila Pourier
Four-Year Sector Public Representative

Associate Sector Board Report 3-23-2022

NeASFAA March 2022 Board Meeting Associate Sector Report

Submitted: Jodi Vanden Berge

Date: March 22, 2022

I have contacted the Associate Sector and no one provided me with concerns to bring before the board.

I would like to take this time to let the Board know that I have appreciated the opportunity to be a member for the last two years. NeASFAA is a great organization.



NEASFAA

Nebraska Association of Student Financial Aid Administrators

NeASFAA Association Governance Board Report

Date: March 22, 2022

Submitted: Renee Besse- Chair

Modified at Board Request 1/28/2022

790 7.15 Expressions of Condolences

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

794 In remembrance of a NeASFAA member, a donation of \$25 is suggested. The President shall direct the
795 Treasurer to send a check to the Secretary. The Secretary will send a sympathy card along with a check to
796 the member’s family.

797 In remembrance of a spouse, child or parent of a NeASFAA member, a sympathy card is suggested. As
798 notified by the NeASFAA membership, the Secretary may send a sympathy card to a NeASFAA member.

799 In all situations, the Secretary shall send an e-mail to the NeASFAA list serve notifying the membership at
800 large of any expressions of condolences.

Update text below is suggested to replace lines 794-798

In remembrance of a current NeASFAA member, a memorial of \$25 is suggested. The President shall direct the Secretary to send a sympathy card to the family indicating the recipient of the memorial. The memorial check will be sent directly to the designated organization by the Treasurer.

Sympathy cards will be sent, by the Secretary, at the direction of the President the Secretary. Monetary remembrances will be made at the discretion of the Board of Directors. Upon Board approval, Treasurer will send a memorial directly to the organization. Examples might include children, spouse or parent of current members, past members, retired members or regional and national colleagues.

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NEASFAA

Nebraska Association of Student Financial Aid Administrators

In front of Membership for vote at Business Meeting.

Current:

ARTICLE XII: GENERAL PROVISIONS

Section 1. Fiscal Year The fiscal year of the Corporation shall be from the 1st day of July through the 30th day of June.

Section 2. Corporate Seal The seal of the Corporation shall contain the name of the Corporation.

Section 3. Amendment All or any portion of these Bylaws may be altered, amended or repealed, or new By-laws adopted, only by the voting representatives of the Corporation. Such proposed amendment(s) shall be provided, in writing, to the membership no later than thirty (30) days prior to a vote on the amendment(s) at the annual meeting of the members.

Section 4. Voting Representatives The voting representatives of the Corporation shall come from the institutional and associate members of the Association for the purposes of electing members to the Board of Directors and other general business before the Corporation. Each member organization shall indicate, to the Secretary of the Corporation, the person designated as its voting representative.

Section 5. ~~Gender Words imparting a particular gender shall include the other gender where the text requires~~

Updated text below is suggested to replace all current wording in Section 5.

Section 5: **GENDER NEUTRALITY**. All personal pronouns used in NeASFAA documents, whether used in the masculine, feminine or **gender-neutral form**, shall include all other genders, and the singular shall include the plural and vice versa.

NeASFAA's Strategic Direction:

**Promote
Professionalism**

**Train and
Develop**

**Coordinate
and Network**

**Influence
Legislation**

Finance and Audit Committee Report

March 25, 2022 Meeting

The Finance and Audit Committee conducted the Association's annual audit for fiscal year 2020-2021 on July 20, 2021 at Central Community College as this was the location of the NeASFAA Treasurer. Present at the audit were the Finance and Audit Committee members (Susan Frodyma, Wendy Cobb, Tom Ochsner, and Kim Vanosdall) and Lisa Gdowski, NeASFAA Treasurer. 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.

Budget request forms were sent to the NeASFAA Committees and Board officers on 2/10/22. The budget figures were compiled on the proposed budget worksheet for the 2022-23 year based on projected budgetary expenses and income submitted.

A budget work session was held via Zoom on 3/1/22. Susan Frodyma led the meeting with Wendy Cobb, Tom Ochsner, Kimberly Vandosdall and Lisa Gdowski in attendance. The income and expenses submitted by the committee chairs and the board officers were reviewed and discussed. The group prepared the 2022-23 Budget Proposal. The final copy has been made available to the board and to the organization.

During the Zoom meeting on 3/1/22, we discussed the new investments made with Lynx Investments in a Charles Schwab account. A total of \$100,000 has been invested after cashing out all CD's previously held by NeASFAA and adding some excess funds from our cash on hand. The earnings from this new investment are being reinvested in the same account. We are estimating that we will earn \$4000 per year as compared to approximately \$1500 per year on the CD's.

Respectfully submitted,

Susan Frodyma

Finance and Audit Committee Chair

Membership Connections Annual Report

March 25, 2022 Association Business Meeting

The following tasks were performed throughout the year:

1. Numerous updates to the membership directory to add and remove members
2. The membership renewal email and follow-up correspondence were sent to the primary contact for 2020-21 members to encourage membership in 2021-22
3. The Board of Directors were updated on the website to reflect the 21-22 board
4. Shelby Hills assisted in updating Committee Chairs and Vice Chairs on the website
5. The RMASFAA Fall Conference scholarship application was added to the website.
6. The website was updated to reflect upcoming events (Fall Training and Spring Conference)
7. Prior meeting minutes were posted after approval at each board meeting
8. We welcomed numerous members into the organization:
 - a. Alan Ishida, Funding U
 - b. Jeff Recker, Ascent Funding
 - c. Chester Priest, KHEAA
 - d. York College
 - e. Ciel Senechal, College Ave Student Loans
9. Delaney Vaccaro Bednar and I performed a review of NE higher education institutions and provided the President contact information so he could do individual outreach to anyone that was not previously a member
10. The membership directory was compared to the membership dues roster; anyone that was not a dues paying member was removed
11. Fall training attendees were compared to the membership directory. Anyone not clearly identified as a NeASFAA member was sent to Matt Johnson and the President for consideration of further outreach to encourage membership
12. 2021-22 Advocacy Letters were added to the website
13. The Summer Institute Scholarship Application was added to the website
14. The 2022-23 Volunteer Form was added to the website
15. The Annual Association Business Meeting agenda was added to the website

PDRC Business Meeting Report – March 2022

Fall training was held November 17, 2021 in collaboration with the SFRC committee. Much thanks to Diana and her team. The following were the presentations and presenters.

9 am - Session 1. Presented by Mary Sommers/Ritchie Morrow/SFRC committee "The Nebraska Unicameral and Advocacy"

10 am - NeASFAA Coffee break, Sponsored by Shiela Cain with Professional Choice Recovery

10:30 am - Session 2, Presented by Jo Tederman/Christopher Simpson "Policies and Procedures – Definition, Development and Dissemination"

Additionally, I want to thank the presenters Mary Sommers, Ritchie Morrow, Jo Tederman and Christopher Simpson for the excellent training. I also thank Shiela Cain and her staff that joined the call during the Coffee Break time.

Fall training was a success. We had over 90 persons on the Zoom session. The exact count was difficult to monitor based on login count and people coming and going in the log, but it was a very successful training event and well received.

PDRC has been working on Spring Conference, "Family Reunion", as its primary focus. Everything appears to be in place as much as it can be as of the writing of this report. There are a few last minute details to complete that will need to be managed as necessary and the committee is working on these. Divots Conference Center staff and facilities has been good to work with. They have been responsive to what I have questioned and our needs.

We have 73 persons scheduled to attend the conference. This is an excellent response from the membership and what is perhaps average or slightly higher than average attendance for an in person conference as of late. There were no concerns or cancellations from folks concerned about the Covid policy change made by the Board

Programming is all in place and I am very pleased with the sessions and topics we have planned. The program is listed online if you want to review it. Special thanks to all of our speakers who agreed to present at the conference.

- Shelby Hills
- Anita Olivencia
- Becca Dobry
- Gina Moulas
- Brenda Hicks
- Sarah Standley
- Jeff Lackey
- Anna Plank
- Kristie Artz
- Doug Henely
- Laramie Sproles
- Delany Funkhouser

The Business on the table as of the writing of this report is regarding the choice of the 2024 conference site location. The locations being considered are Divots Conference Center and Comfort Inn Grover location, Omaha, NE. This is set to be decided at our Wednesday board meeting. Based on this vote, we will contact the hotel to set up a contract.

I want to thank my wonderful slate of committee members. Each one has made excellent contributions to the work completed by the committee. As anyone who has worked on a PDRC like committee knows, you really do lean on the members of the committee and I really felt I could count on every one of the folks on my PDRC committee. Committee members are:

Chair	Matthew Johnson, UNK
Vice-Chair	Kristie Artz, UNK
Vice-Vice-Chair	Jordan Eisenmenger, CCC
Committee Member	Richelle Saalfeld, UNL
Committee Member	Nicole Casey, UNO
Committee Member	Dawne Price, NICC
Committee Member	Andrew Landrum, UNO
Committee Member	Melissa Troyer, SECC
Committee Member	Laramie Sproles, BU
Ex Officio (President-Elect)	Kimberly Vanosdall, NECC

Respectfully Submitted,
Matt Johnson
PDRC Chair

NeASFAA Annual Board Meeting
State and Federal Relations Committee
March 24, 2022

During this past year the State and Federal Relations Committee was busy with the following activities:

- To keep our colleagues apprised of potential changes, the Committee sent out information on pending legislation to the NeASFAA membership
- The Committee helped compose a "Thank you" letter to Nebraska members of Congress, thanking them for their continued support of Nebraska students, especially during the pandemic
- Sheila Johns provided a very complete analysis of the Pell Grant Preservation Act
- The Committee participated in the November 17th training that was hosted by the PDRC. Ritchie Morrow and Mary Sommers presented on the Unicameral and Advocacy, respectively.

I want to thank all of the SFRC members, Ritchie Morrow, Sheila Johns, Doug Watson, Mary Sommers, Shiela Cain, Kimberly Vanosdall and Justin Brown for their support and willingness to assist whenever help was needed during this past year. All of your contributions have been deeply appreciated!

Respectfully submitted,

Diana Oglesby

March 25, 2022

NeASFAA Spring Conference

Safety Task Force Annual Report

Committee members: Susan Collins, Lynn Shriver, Jodi Vanden Berge, Peggy Wilson

The goal of the Safety Task Force was to hold an in-person spring conference in a safe manner. We met in mid-January to develop recommendations for the Board to consider during the January meeting. While the recommendations were approved at that time, due to the significant drop in COVID cases, the Safety Task Force submitted updated recommendations to the Board at the end of February. The updated recommendations were approved by the Board on February 25, 2022.

The following practices will be in effect for the spring conference: Attendees can pick a sticker to add to their name tags in indicate comfort level with others (red – prefers others to stay at a distance, yellow – check first before getting too close, and green – comfortable with people being close). Hand sanitizer will be placed throughout the common gathering spaces and there will be social distancing in meeting rooms and meal functions. While masks are recommended, they are not required. There will be a supply of disposable masks available for attendees.

Respectfully Submitted,

Paula Kohles, UNMC

Chair

Administrative Business Annual Report

My role on the board this past year was to help with any tech issues and oversee implementation of our new storage solution through Microsoft Office. This has certainly been a learning curve, and I am grateful to the board and committee members for their patience and flexibility through this process.

The most difficult part of this transition has been access. It's been a bit of a challenge granting access to new members coming on to the board. As you may know, we have five email accounts for the President, Secretary, PDRC Chair, Treasurer, and the Membership Connections Chair. These accounts change hands each time the member transitions out and a new person comes in. I think we are starting to get a better hang of things as we get more repetition with handing access over to the new person.

Special shout out to Ritchie and Erinn who were both instrumental in helping us decide on this system as well as implementing it.

Proposed 2022-23 NeASFAA Budget			Notes/Reasoning for Increase or Decrease	Breakdown of Income Figures			
INCOME				<u>2021-22 Actual Membership Income</u>			
	Membership Income	10,475.00		Institutional	\$7,100		
	Interest Income	4.00		Associate	\$3,400		
	Reserve (to balance)	8,563.00		Total	\$10,500		
	Spring Conference	11,100.00		<u>2022-23 Projected Membership Income</u>			
	NASFAA Credentialing Sessions (for fall training)	400.00	(only charge for fall - no charge during spring conference)	Institutional	\$7,275		
	TOTAL INCOME	30,542.00		Associate	\$3,200		
				Total	\$10,475		
EXPENSES							
	Membership			<u>Spring 2023 projection Conference Breakdown</u>			
	Welcome Project	100.00		65	\$150	\$9,750	attendees*
	Printing/Postage	25.00		3	\$450	\$1,350	exhibitors*
	Total Membership	125.00				\$11,100	
	PDRC			*based on historical data			
	Meeting Expense	400.00					
				<u>Fall 2022 Projected Training Income</u>			
	Fall Training			0		\$0	Training
	Meals/Breaks	0.00		10	\$40	\$400	Credentialing
	Printing/Postage	0.00				\$400	*
	NASFAA Credential fee	0.00	1 session				
	Speaker Expense	0.00					
	Facility Expenses	0.00					
	Spring Conference						
	Entertainment	900.00	Pulled from credential savings to explore different entertainment options.				
	Meals/Breaks	8,850.00					
	Conference Supplies	1,000.00					
	Speaker Expense	5,000.00	Per research of current speakers bureau information				
	AV Equipment	0.00	Included with Conference Supplies				
	NASFAA Credential fee	1,900.00	2 sessions				
	Prestigious Awards	600.00	Increased to account for inflation				
	Virtual Meeting/conference Space (Zoom)	0.00	No expected need to purchase with in-person conference				
	Total PDRC	18,650.00					
	President/President Elect						
	Board Meetings	250.00	2 virtual and 2 in-person board meetings				
	Transitional Board Meeting	200.00	In person, meals				
	Leadership Conference	2,000.00	Will be 1 instead of 2: 2023-24 Pres-Elect - increase cost of flight/hotel				
	NASFAA Conference	1,500.00					
	RMASFAA Conference	2,500.00	In Utah more expensive with flight, hotel, etc				
	RMASFAA Support	75.00	Back to original amount of state gift				
	Summer Institute Scholarship	1,500.00	2 scholarships (intermediate/advanced and beginner)				
	President's Task Force: Safety	0.00	Task Force is complete				
	President's Task Force: FAFSA Simplification	850.00	Meetings, materials, travel, etc.				
	President's Task Force: Website (incl online payment)	500.00	Meetings, materials, travel, etc.				
	Total Pres/Pres-Elect	9,375.00					
	Secretary						
	Cards/Memorials/Flowers	75.00					
	Microsoft Business Basic	756.00	(55.35 per license for 5 licenses plus \$480 for possible additional licenses)				
	Total Secretary	831.00					
	Treasurer						
	Assoc Liability Policy	500.00					
	Banking Expense	0.00					
	Nonprofit Corporation Biennial Filing	30.00	7/1/21 Fee changes				
	Change of Agent Fee	0.00	This will change when there is a new Treasurer \$25				
	Tax Preparation	60.00	\$10 increase in 2021-22				
	Postage	11.00					
	Quickbooks Plus Online	960.00	\$80/month-Increase from \$70/month effective 8/2021				
	Total Treasurer	1,561.00					
	TOTAL EXPENSES	30,542.00					