**Draft**- SASFAA Executive Board Meeting

Hyatt Regency Atlanta, Atlanta Georgia

August 7-8, 2004

**CALL TO ORDER**

President Janet Sain called the meeting to order at 9:33 am at the Hyatt Regency Atlanta.

**WELCOME**

Freida Jones, Georgia State President welcomed the board to the state of Georgia. President Janet Sain welcomed everyone to the meeting. Janet recognized Suntrust for the hospitality suite, Regions for dinner on Friday night, and Edamerica for dinner Saturday.

**CHANGES TO THE AGENDA AND SUBSTITUTE VOTING**

The following changes to the agenda were noted: Elizabeth McDuffie will not be at the meeting. Brent Tener will give his report at 10:30 followed by Ron Gambill. Everyone else needs to be shifted down. At 2:30 Karen Fooks and Carol Mowbray will give their reports. At 2:00 we will tour the hotel with the Program Committee.

**INTRODUCTIONS**

The following elected board members were present: Janet Sain, President; Guy Gibbs, President-Elect; Ron Day, Past-President; Zita Barree, Vice President; Lester McKenzie, Treasurer and Sandy Neel, Secretary.

State Presidents in attendance were: Heather Boutell, Kentucky; Joanie Walker, Tennessee; Frieda Jones, Georgia; Tom Morehouse, Virginia; Chip Quisenberry, Alabama; Betty Whalen, South Carolina; Sharon Oliver, North Carolina; Laura Diven-Brown, Mississippi and Ron Anderson, Florida.

Committee Chairs in attendance were:Karen Koonce, Finance and Audit; Dee Tally, Diversity; Erik Melis, Electronic Services; Karen Fooks, Management Institute; Carol Mowbray, Special Projects; Forrest Stuart, Membership; Ron Gambill, Site Selection; Bob Godfrey, Vendor and Sponsor; Brent Tener, Conference; Marie Bennett, Legislative; and April Kendrick, Newsletter Editor.

Liaisons present: Jane McNaughton, Lender; Greg Martin, Department of Education

**APPROVAL OF THE MINUTES**

**ACTION: Ron Day moved to accept the minutes of the June 11, 2004 Board meeting held at the Don CeSar Resort in St. Petersburg, Florida. The motion seconded by Guy Gibbs, was approved.**

**REPORTS FROM THE OFFICERS**

**SEE ATTACHMENT A**

**Report from Vice President, Zita Barree**

Zita announced her instructors for the 2005 New Aid Officers Workshop.

**ACTION: Zita Barree made a motion to accept the instructors for the New Aid Officers Workshop with a person from Alabama to be added later. The motion was seconded by Chip Quisenberry.**

Discussion of the motion ensued, and Joanie Walker asked how the instructors were selected. It was thought that the State Presidents were to nominate people for the New Aid Officers Instructors and it is stated in the policies and Procedure manual. Some State Presidents were asked and others were not. Guy Gibbs found the section in the Policies and Procedures manual and noted that it does not state that the Vice-President must solicit nominations from the State Presidents.

**ACTION: The motion carried.**

**Report from Treasurer, Lester McKenzie**

Lester reported that so far we have 275 paid members. 9 people have signed up for the Management Institute. Lester reported that we have conference call capabilities that charge 19 cents per minute and it is a direct billing to go to Lester.

Marie Bennett asked for clarification on the charges. Lester stated that the charges for conference calls are 19 cents per minute per conference call and that there are no set-up charges.

Lester stated there are still charges coming in from the prior year administration.

**ACTION: Lester made a motion to change the following line items to balance the budget for 2003-2004.**

**Line item 201 Budget amount from $6,200 to $2,900**

**Line item 202 Budget amount from $8,000 to $8,550**

**Line item 203 Budget amount from $94,000 to $117,000**

**Line item 206 Budget amount from $162,000 to $159,700**

**Line item 210 Budget amount from $30,000 to $18,900**

**Line item 212 Budget amount from $800 to $0**

**Line item 214 Budget amount from $7,500 to $7,745**

**Line item 216 Budget amount from $3,500 to $900**

**Line item 217 Budget amount from $$4,000 to $1,400**

**Line item 218 Budget amount from $4,000 to $ 2,900**

**Ron Day seconded the motion.**

Discussion occurred on how the Professional Advancement line item was over spent. Frieda Jones 2003-2004 Vice President for Professional Development explained that there were contract issues with the University of South Florida for the New Aid Officers Workshop. The contract was signed at such a late date and it was too late to change the site location. Ron Day stated that this should never happen again in the future because there is a manual to help with planning the workshops and the site selection chair will assist with contract negotiations.

**ACTION: The motion was restated and the motion carried.**

The 2004-2005 budget discussion was tabled until the Audit and Finance report.

**Reports from the State Presidents**

**SEE ATTACHMENT B**

**COMMITTEE REPORTS**

**SEE ATTACHMENTS C**

**Report from Conference Chair, Brent Tener**

Brent announced the theme of the 2005 conference is SASFAA: Directing and Producing Educational Opportunities. This Hotel is costly so the committee is working hard to keep the costs down. Brent thanked the Georgia people for working on local arrangements. Brent presented the following people as committee members:

Lori Dial, Yolanda Blackmon, Wendy Hutchins, Wanda White, Todd Woodlee, Rick Wilder, Lisanne Masterson, Lisa Mitchum, Jolene Burke, Dorenda Adams, Cara Suhr, and Bill Whitlock

**ACTION: Guy Gibbs made a motion to accept the conference committee members as presented by Brent. The motion, seconded by Ron Day, was approved.**

**Report from Site Selection Chair, Ron Gambill**

In 2008 SASFAA will be back in Virginia. Ron was contacted by Conference Global Services, a meeting planner, that assist with contract negotiations. The concept sounded good. Maybe we should setup a subcommittee to look into using this company.

Discussion occurred about the use of this company. Several states within the SASFAA region have been contacted by this organization. Karen Fooks expressed concern when Ron Gambill is no longer serving on the SASFAA Board who will be able to do site selection. She suggested Ron work with a committee and train them on site selection. Janet and Ron reminded everyone that they were doing site selection training on Sunday. Ron Anderson stated that Florida has used the services of a meeting planner to get better rates. President – Elect Guy Gibbs thought it would be appropriate to appoint someone to shadow Ron for a year. To have a person in training to learn about site selection but there would be additional costs to the association.

Upcoming SASFAA sites: February 12-15, 2006, Sheraton Four Seasons in Greensboro, NC; February 11-14, 2007 Renaissance Hotel with the convention center in Nashville, TN and 2008 in Virginia.

**Report from Diversity Chair, Dee Tally**

Dee submitted the following people as committee members on the Diversity committee:

Sam Chuks – Faulkner State Community College, Al Pratt – Chase Education First, Anita Haynes – Emory University, Em McNair – Texas Guarantee Agency, Michael Morgan – KHEAA, RoseMary Stelma – East Carolina University, Robbie Snapp – Middle Tennessee State University, and Liza Bruce – ECMC Group.

**ACTION: Lester McKenzie made a motion to accept the committee members Dee presented as the Diversity Committee. The motion, seconded by Ron Day, was approved.**

**Report from Membership Chair, Forrest Stuart**

Forrest stated that the Membership committee consisted of the Membership Chairs from each of the nine SASFAA States.

**ACTION: Zita Barree made a motion to accept the committee members Forrest presented as the Membership Committee. The motion, seconded by Lester McKenzie, was approved.**

Forrest stated that we will work on a membership brochure or packet similar to Virginia’s membership brochure. A question was asked as to whom we are targeting with the brochure. We will target anyone we think might be interested in joining SASFAA. It is used in Virginia to provide information to College Presidents, high school counselors, etc. about the organization to get more people involved. It was stated that a cover letter should be mailed with the brochure outlining the benefits of becoming a member. Discussion occurred of how we are handling the “members only” section on the Web page. Forrest stated that on August 31, 2004 membership must be current to access the “members only” site.

**Report from Vendor/Sponsor Chair, Bob Godfrey**

Bob presented Keith Reeves and Jackie Bell as his committee.

**ACTION: Guy Gibbs made a motion to accept the committee members Bob presented as the Vendor/Sponsor Committee. The motion, seconded by Tom Morehouse, was approved.**

Discussion ensued over thanking our sponsors and the Web banner ads. Bob Godfrey, Vendor/Sponsor Chair, stated that the banner ads run on a cycle from Oct 1 to Oct 1 of each year. Do the Sponsors feel they are getting their money’s worth on the banner ads? Janet Sain, SASFAA President, asked if we need to look at Sponsorship levels again.

Bob stated he is looking at bids for a drayage company. Ron Gambill stated that we need to view our contract with the hotel because there is an in-house drayage company.

**Report from Budget/Audit Chair, Karen Koonce**

Karen stated we need to review the asset list of the association and determine what needs to be done with some of the property. Discussion ensued and Jane McNaughton pointed out pages 63 and 107 of the Policy and Procedure Manual address disposal of assets. Karen said that Ann Rochester will again do our 990 tax form. The issue of Audit versus Review was discussed in length.

Karen presented the 2004-2005 Proposed Budget. She suggested that we resurrect budget line item 09, Balance Forward, to cover additional expenses that are from the prior year administration for a balanced budget. Karen explained that the budget for the Management Institute has all been moved under line item 203 Professional Development. In was brought to everyone’s attention that in the Policy and Procedure Manual page 152, the accounts show the Balance Forward line item, as well as current and prior year expenses for Professional Development.

**Janet recessed the meeting until 12:40 and the budget discussion was tabled until after lunch**

**The meeting resumed at 1:38**

**ACTION: Zita Barree made a motion to accept the Budget as proposed by Karen. The motion was seconded by Tom Morehouse.**

Discussion ensued about the line item revisions and that they need to be included in the motion.

**ACTION: Zita Barree amended her motion to accept the Budget as proposed and to move the Management Institute from budget line 219-1 to budget line 203-5. The motion, seconded by Tom Morehouse, was approved.**

**Report from Newsletter Chair, April Kendrick**

April announced her committee for Newsletter as the state Newsletter Editors.

**ACTION: Tom Morehouse made a motion to accept the committee members April presented as the Newsletter Committee. The motion, seconded by Heather Boutell, was approved.**

**Report from Carol Mowbray, Special Projects**

Carol announced that her committee was the Past President’s Council.

**SASFAA President, Janet Sain, recessed the meeting until 9:00am Sunday morning. Jane and Marie will finish their reports and move to old and new business.**

**Janet Sain, SASFAA President, called the meeting back to order at 9:01am.**

**Report from Jane McNaughton, Lender Liaison**

Jane presented her committee as the Lender Liaisons from each state association.

**ACTION: Freida Jones made a motion to accept the committee members Jane presented as the Lender Liaison Committee. The motion, seconded by Chip Quisenberry, was approved.**

**Report from Marie Bennett, Federal Relations Chair**

Marie presented her committee as the Federal Relations Chairs from each state association.

**ACTION: Heather Boutell made a motion to accept the committee members Marie presented as the Federal Relations Committee. The motion, seconded by Betty Whalen, was approved.**

**Old Business**

Special Project – see Attachment E

Membership categories and dues structure still need to be reviewed. Use Past Presidents Council to review and make recommendations.

Janet Sain, SASFAA President asked when we last assessed the training needs of the association. Karen Fooks stated that in 1996 a survey was done. Discussion occurred regarding training manual and policy and Procedure manuals for New Aid Officers Workshop, Management Institute, and Mid Level Workshop. Heather Boutell stated that appendix B in the Policy and Procedure Manual is a good guide. It was stated that it should be an on-going process to update these manuals.

President Janet Sain asked Zita Barree, VP for Training, to update the appendix B . Karen Koonce was asked to get together with past budget chairs and Dave Cecil to put together Treasurer training for the Association.

**ACTION: Guy Gibbs moved to have the budget and finance committee review the issue of financial planning and report back to the board and for the VP for Training review the sections in the Policy and Procedure manual for professional development and bring back recommendations to the board at the November Meeting. The motion, seconded by Ron Day, was approved.**

Carol Mowbray addressed the issues put before the Special Projects Committee.

Structure of the Board: Carol suggested that there are different models we should look at to make sure we are not missing anything or do we feel the current structure is meeting the needs of the association.

Membership Categories: Currently we have Active or Honorary. We can further sub-divide the categories based on employment.

Membership dues, is the $25 fee enough. We need to see if all of these are in line with our mission.

Joanie Walker, Tennessee State President stated that she would like more for the State President to do. She also stated that the State Presidents should be able to recommend committee members. Discussion ensued on this issue concerning the role of the State Presidents on the SASFAA Board.

**ACTION: Carol Mowbray made a motion to appoint a task force to review the role of the State Presidents on the SASFAA Board and see what needs to be done. The motion was seconded by Ron Day.**

Carol asked for the motion to be amended to add the structures of the committee.

**ACTION: Carol Mowbray amended the motion to appoint a task force to review the role of the State Presidents on the SASFAA Board and to look at the structure of the committees to see what needs to be done. The motion, seconded by Ron Day, was approved.**

President Janet Sain asked that the task force be made up of State Presidents, the past President, and Lender Liaison. Carol Mowbray stated that all the charges put forth have been assigned to other committees and asked what the role of the Past Presidents Council should be. Janet asked her to continue to meet and work to bring issues before the board.

**New Business**

None.

**ACTION: Ron Day moved to adjourn the Executive Board meeting. The motion seconded by Sharon Oliver, was approved. The meeting adjourned at 11:04 a.m.**

Respectfully submitted,

Sandra J. Neel, SASFAA Secretary

**ATTACHMENT A Officers Reports**

**Report from Guy Gibbs, President -Elect**

The President-Elect has been involved in a number of activities since assuming office July 1, 2004.

Appointment of Committee Chairs

Appointment of Lisann Masterson, Director of Financial Aid, Brevard College, located in Brevard, North Carolina, as Conference Chair. The conference in February 2006 will be held at the Sheraton Greensboro Hotel at Four Seasons, Greensboro, North Carolina. Lisanne will serve as a member of the 2005 Conference Committee.

Appointment of Keith Reeves, Associate Director of Financial Aid, Clemson University, Clemson, South Carolina as Chair of the Vendor/Sponsor Committee. He will work with Bob Godfrey during 2005 to “learn the tricks of the trade.”

Appointment of Ron Gambill as Site Selection Chair. Ron brings invaluable knowledge to this role.

Site Selection Activity for the Board Meetings

The summer board meeting in late July or early August 2005 will be held at the Sheraton Greensboro Hotel at Four Seasons. Dates have not been finalized; however, Ron Gambill is working with the hotel to finalize dates for the board meeting. It is anticipated that the Conference Committee would meet at the same time to begin their work of planning the 2006 conference.

Ron Gambill is working with the President-Elect and evaluating the suitability of sites for the late fall 2005 board meeting to be held in late October or early November. The following locations are being considered:

Savannah, Georgia

Biloxi, Mississippi

Orlando, Florida

Ft. Lauderdale, Florida

It is anticipated that a site will be selected and announced at the November board meeting in Jacksonville, Florida.

State Presidents-Elect Workshop

The State Presidents-Elect workshop will be held on the Sunday preceding the opening of the SASFAA conference in February. The SASFAA President Elect will work with the Chair of the Conference Committee, Brent Tener, to ensure space is reserved. Presidents-Elect of their respective state association are:

William “Buddy” Jackson, Faulkner University, Montgomery, Alabama; AASFAA

Ruth Strum, Clearwater Christian College, Clearwater, Florida; FASFAA

Suzanne Buttram, Georgia College and State University, Milledgeville, Georgia; GASFAA

Shelley Park, Eastern Kentucky University, Richmond, Kentucky; KASFAA

Soraya Welden, Meridian Community College, Meridian, Mississippi; MASFAA

Dana Kelly, High Point University, High Point, North Carolina, NCASFAA

Nancy Garmroth, Spartanburg Technical College, Spartanburg, South Carolina; SCASFAA

Forrest Stuart, Rhodes College, Memphis, Tennessee; TASFAA

Brad Barnett, James Madison University, Harrisonburg, Virginia; VASFAA

The President-Elect would like to thank the current State Presidents for submitting information to him confirming the name of their State President-Elect as well as dates of conferences for fall 2005 and spring 2006. This information is invaluable for planning purposes.

NASFAA

The President-Elect will attend the NASFAA board meeting to be held in New York City, November 14-16. The President-Elect sits as an observer representing SASFAA. Janet Sain, President, and Ron Day, Past President will represent the association as voting members.

**Report from Zita Barree, Vice-President**

The formation of a committee for the purpose of conducting the annual New Aid Officers Workshop has been completed. The members selected are listed below:

Returning

Deborah Barbone, North Georgia College & State University, GA

Michael Barree, Longwood University, VA

Nancy Melton, Alice Lloyd College, KY

Janette Overton, Johnson Bible College, TN

Lynda Sayer, Furman University, SC

Lisanne Masterson, Brevard College, NC

New

Pat Arauz, University of Louisville, KY

Bruce Crain, Mississippi State University, MS

Leonard Gude, University of South Florida, FL

Brent Tener, Vanderbilt University, TN

Michelle Wright, University of South Carolina – Columbia, SC

There is still one instructor slot that needs to be filled but it is still determined at this time.

Curriculum Coordinator: Deborah, “Tolly”, Tollefson, University of North Carolina – Greensboro, NC

Lender Assistants

Jackie Bell, USA Funds Services, SC (new)

Biz Daniel, National Education, VA (returning)

Gary Mann, Suntrust/Nelnet, GA (returning)

Todd Woodlee, NSLP, GA (new)

A site for 2005 has not yet been selected but discussions are underway with Agnes Scott College in Georgia and Brevard College in North Carolina.

The 2005 Mid-level Workshop will be coordinated by SWASFAA and at this time, no information has been provided as to the dates or location.

**ATTACHMENT B State Presidents Reports**

**Report from Ron Anderson, Florida State President**

The following is a synopsis of the current status of FASFAA and action items to be determined by the Executive Board.

June 30, 2004 -759 current members

President’s retreat held July 7-9 2004. Vero Beach Fl.

1st Executive Board Meeting to be held on August 13, 2004, Gainesville Fl.

FASFAA Leadership Institute created to mentor and develop future leaders.

June 30, 2004 Fiscal Concerns meeting to review FASFAA’s investment strategies. Current operating budget $339,000.

Participation in NASFAA’s Decentralized Training. TBD

Participation in College Goal Sunday. TBD

New website host. Migration to Digital Forest completed.

Additional Vo-tech/Proprietary training initiative to be developed

**Report from Heather Boutell, Kentucky State President**

Transition Meeting

The 2003-2004 and 2004-2005 KASFAA Executive Boards met June 28 and 29 at Cumberland Falls State Resort Park. The theme of the meeting, “Working Out the Bugs to Ensure a Smooth Transition”, focused on bug themes for each important topic. Participants spent time getting to know one another, and attending workshops on topics such as parliamentary procedure, travel guidelines, how to conduct effective meetings, goal-setting and actual transition time. Twenty-eight members attended, and participants were invited to share their feedback with our current President-Elect for next year’s workshop. The meeting concluded with the final Board meeting of the 03-04 year.

First 2004-2005 Board Meeting

The first Board meeting of 2004-2005 was held in Owensboro, KY, on July 29 and 30. Thirty members were attendance, where the theme of the meeting was **"Coming together is the beginning. Keeping together is progress. Working together is success."** (attributed to Henry Ford) President Boutell shared her 2004-2005 goals:

Remember KASFAA’s student focus and mission by inviting a student to every Board meeting and KASFAA Conference. The student will share his or her story about how financial aid made a difference, and receive a $100 scholarship to assist with college in 04-05.

Increase KASFAA volunteerism for 04-05. Create an on-line volunteer form, and quickly plug in committee volunteers to committee assignments. Ensure all volunteers have been assigned to a committee by follow-up. Request Committee Chairs to have more active committees and to utilize members for new and creative ideas and goals.

Bring more awareness of KASFAA to legislators. Invite the Governor and Senators to our conferences. Offer to work with legislators on financial aid training and/or success stories thanks to federal and state aid.

Review all policies and procedures in 04-05 and update as necessary.

Review KASFAA’s activities and consider submitting any of our current or new activities for a NASFAA state award.

The meeting began with Bernice Ayer, Director at Owensboro Community and Technical College, and Terry Kelley, student, to share with us a little about what financial aid has done for her. Terry shared her story about being a single parent working in retail, and desiring more out of life. She told the Board about her three children, all who have attended college due to financial aid. Terry will be featured in our newsletter as a success story, and was presented with a $100 check co-payable to her and to OCTC for her expenses next year.

The tone and cooperative attitude of the new Board was evident. All committees had a representative, and all committee chairs or representatives presented a report with goals for 04-05. Board members were challenged to bring operational calendars to the next meeting in October 2005.

Policies and procedures were updated from past Board votes at this meeting. More work needs to be done to the document, and all Board members, as well as the Long Range Planning Committee, make this one of the most important topics of the year.

College Goal Sunday

KASFAA will again conduct College Goal Sunday in Kentucky in late February. Much discussion occurred at the Board meeting regarding funding for this event. The event costs KASFAA $50,000 at a bare minimum, and Lumina will perhaps fund us at $25,000 per year. The Board voted to contact our other vendors and sponsors to find out if they were interested in assisting with the project. KASFAA has received a verbal commitment from KHEAA to fund whatever portion of the project is not sponsored. The Board still decided to offer all of our supporters the ability to contribute to our most expensive event and venture.

Training Events

KASFAA will participate in NASFAA Training this fall. Chris Tolson of Campbellsville University will present in Frankfort at KHEAA’s Training Room on November 18. High School Counselor Training dates have been set all across Kentucky for the month of November. The new theme for 04-05, “Avenues to Achievement”, will allow financial aid professionals, ACT and KHEAA to share financial aid initiatives that are pertinent to secondary school guidance counselors. A Support Staff Workshop will be held in December, but dates have not yet been set.

Fall Program

The fall theme, “Take A Leading Role in KASFAA”, was set at the Program Committee meeting. The conference will be held October 20-22 in Owensboro, KY, at the Executive Inn Rivermont. The theme will center on the movies, and will include the President’s Reception, “A Night at the Movies with KASFAA” and our very own “KASFAA Idol”, a take-off on American Idol. The Thursday banquet will be dressy and be “KASFAA on the Red Carpet”. A hypnotist and a local college choir will entertain us in the Showroom Lounge. The Committee is thrilled to welcome Jeff Baker to the Fall Conference. Jeff will be our keynote speaker, and will conduct as many sessions as he will agree to! Kathie Makowski has also agreed to come as another federal presenter, although Jeff will deliver the Federal Update. Kathie will conduct a pre-conference session on “Basic Electronic Services of the Department of Education”. This session will be held in the computer lab that will be in one of the conference session rooms. The Conference Committee has planned twenty-three concurrent sessions to offer to KASFAA members.

Finances

KASFAA decided this year to attempt to increase our reserve by an additional $2500. The reserve currently is about 20% of the operating budget. This year’s Chair believes that if possible, KASFAA should work to increase the reserve in case of a fiscal emergency.

NASFAA Update

Sixteen Kentuckians registered for the NASFAA conference in Minneapolis, Minnesota. President Boutell attended to represent KASFAA, and attended the Leadership Stories session and implementing College Goal Sunday. It was an honor to represent the state at this conference. One evening, Virginia, Tennessee, Kentucky and Mississippi State Presidents all got together for dinner. The night was enjoyable and allowed us to network, get to know one another, and eat some great Italian.

Volunteerism

KASFAA members volunteered on-line this year at our website. Members were invited to select three choices for committee participation, and each committee was described in detail on the web. As soon as members hit submit, the form came to President Boutell, and President Boutell sent a follow-up e-mail. This year’s committees each have several members, and most have balanced representation from the various sectors. The two-year community colleges and lenders have volunteered at a huge rate, and everyone has been plugged into a committee role.

**Report from Betty Whalen, South Carolina State President**

Transition Board Meeting: The Transition Board meeting was held June 21-22 at The Whitney Hotel in Columbia. Business of the Association was conducted and time was allowed for the outgoing board members to meet with new members to share information and insight gained during the 2003-04 year. The site for the Spring 2006 Conference was selected and SCASFAA will return to its familiar location at Springmaid Resort and Conference Center in Myrtle Beach on April 22-26, 2006.

Budget Committee: The Budget Committee met July 19 at the offices of the SC Student Loan Corporation in Columbia. Each officer and committee chair had been requested to submit a realistic cost estimate for planned SCASFAA activities. Jeff Dennis, Treasurer, directed the meeting and provided worksheets, information on budgets and expenditures for several previous years as well as statistics on membership, attendance records of conferences and vendor support. A balanced budget will be presented at the next Executive Board meeting for approval prior to release to the membership.

Other Committee Activities: Vendor/Sponsor Chair, Tamy Garofano, has presented vendors with a variety of opportunities for sponsorship during the year. SCASFAA is indeed grateful to our sponsors and vendors who provide significant support to the Association.

Membership Chair, Tabatha McAllister, has completed the task of revising our membership form to include more information about our members as SCASFAA seeks to identify and meet changing needs of its members. Kim Jenerette, Legislative Concerns Chair, continues his fine job in keeping the membership up to date on changes at the federal and state levels which impact our offices.

Nancy Garmroth, President-Elect and Special Projects Chair, is developing a survey tool to determine attitudes and opinions of the membership regarding SCASFAA services and activities.

Fall 2004 Conference: Jeff Holliday and the Fall Conference Committee met August 4 in Columbia to lay the groundwork for the fall conference to be held October 25-26 at The Conference Center and Inn at Clemson University. The theme for the conference will be “Elect SCASFAA…The Winning Ticket.”

2004-05 Executive Board and Committee Chairs:

President – Betty Whalen, Winthrop University

President-Elect – Nancy Garmroth, Spartanburg Technical College

Vice President – Elizabeth Milam Lomas, Clemson University

Treasurer – Jeff Dennis, Southern Wesleyan University

Secretary – Martin Carney, Furman University

Member-at-Large – Tabatha McAllister, York Technical College

Past President – Keith Reeves, Clemson University

Budget – Jeff Dennis

By-Laws – Martin Carney

Counselor/Consumer Relations – Meg Hurt, Coastal Carolina University

Diversity – Bridget Blackwell, USC Columbia

Legislative Concerns – Kim Jenerette, USC Upstate

Lender Liaison – Bill Mackie, SC Student Loan Corporation

Long Range Planning/Governance – Keith Reeves

Membership – Tabatha McAllister

Newsletter Editor – Amy Driggers, Spartanburg Methodist College

Nominations and Elections – Keith Reeves

Peer Support – Ed Miller, USC Columbia

Professional Development – Elizabeth Milam Lomas

Program-Fall – Jeff Holliday, Anderson College

Program-Spring – Jennifer Jones Gaddy, SC Student Loan Corporation

Site Selection – Hank Fuller, The Citadel

State Agency Liaison – Eddie Shannon, SC Tuition Grants Program

Vendors/Sponsors – Tamy Garofano, USC Columbia

Listserv Manager – Bob Godfrey, USC Columbia

Web Manager – Keith Reeves

**Report from Tom Morehouse, Virginia State President**

The Virginia Association of Student Financial Aid Administrators held its Board Retreat and Transition in June at the Peaks of Otter Lodge on the Blue Ridge Parkway. . It was time well spent, with several themes coming from a well-facilitated transition meeting. Thanks to Tara Telfair for her efforts in facilitating the transition. She is a member of the UVA Leadership Development Group, and a very capable change agent. Also, thanks to Sherwin for his help and efforts in this past year. It’s been a great year.

The theme for 2004-2005 is “keep the light shining”. This was chosen by the President of VASFAA as he is an avid sailor, and the lighthouse is a beacon for any sailor, whether it’s to show the way to safe harbor or out of protected waters to adventure, or to keep a sailor from shoals and running aground, or other hazards. With this in mind, the lighthouse is a metaphor as a beacon for our students, lighting the way to a better future, or their own “safe harbor” or “adventure”. The theme can also be a metaphor for “the lamp of knowledge” and our ability to provide a means to achieve an education, be it through awareness or access. As Financial Aid professionals, students are guided to help avoid “hazards” by enabling them to start or continue their education through the opportunities afforded by financial aid.

One of the emerging themes for 2004-2005 and beyond is one of continuity. The President and the President Elect are working very closely to make the next two years an era of building membership and membership involvement, enthusiasm and organizational stability. Part of this is a “leadership initiative” which is a three-prong effort. One is an initiative of leadership development. This will be exemplified through VASFAA’s first annual Leadership Symposium, to be held in Charlottesville in November. Yvonne Hubbard of UVA is working very diligently with a wonderful committee to make this a truly memorable event for the attendees. Second, VASFAA intends to develop leaders, that is, assist the members who have the potential to lead the profession and the association and help them develop as leaders through several programs and events. Third, VASFAA strives to be a leader among the associations when it comes to awareness and training. Potential partnerships are looming with some non-traditional affiliations, as well as some traditional ones. For instance, the board recently approved support of excellent publication “Opportunities” previously published by SCHEV with support from ECMC; that support will now include VASFAA. There will be more information to come on these themes in future newsletters.

The VASFAA Board will meet next week, August 11th, to finalize the 2004-2005 budget and the 2005 Annual Conference Contract, as well as review the proposed site selection for 2006 and 2007. The next VASFAA Board meeting will be in November (14-15), in conjunction with our Leadership Symposium (Nov 15-16), both to be held I Charlottesville.

**Report from Joanie Walker, Tennessee State President**

Transitioning from President-Elect to President in TASFAA has been successful and full of challenges. The June annual transition meeting went well as did the first “real” board meeting which took place on July 27th and Program Committee meeting on July 28th.

Several challenges that were immediately present were that Nancy Beverly, TASFAA President 2003-04 and currently serving as Past President experienced a career change, going from being an active financial aid administrator to a member of the Regions Bank marketing team. The TASFAA by-laws were specific in who is able to serve as president and president-elect but there were varying opinions on the specifics for past-president. A proposal to change the by-laws will be brought before the membership at our spring 2005 conference that will require that the past-president also be an active financial aid administrator employed at an institution of higher learning. The previous year was also a year that was costly to the association and after researching conference registration fees and sponsorship levels from all states in SASFAA, a proposal was made to increase funding in these areas. Those increases were voted on and passed by the executive board and TASFAA members have been notified of the increases.

Other challenges: Lottery training in Tennessee was planned on the same day as the July board and program committee meetings and system training for all TBR schools was planned on the same days as the fall conference. Conflicts in all areas have been resolved with the TASFAA calendar having been in place prior to the other events. Does “dodging bullets” come to mind?

Plans are well underway for the fall conference with Forrest Stuart chairing the program committee. The theme is “Access & Opportunity 24/7”.

On a personal note: I have accepted the position of Assistant Director of Enrollment Services/Financial Aid at Columbia State Community College with the first day being August 26, 2004. Columbia is a small town about 40 minutes south of Nashville and I am totally excited about this new opportunity.

**Report from Chip Quisenberry, Alabama State President**

The AASFAA Executive Boards for 2003-04 and 2004-05 held the annual transition meeting in late June at the Legends in Prattville. Highlights of the meeting included adoption of a proposal from the Vendor-Sponsor Committee to revise many of the rates charged to vendors and sponsors for various conference and other sponsorships. The Budget Committee made a good start on formulating the 2004-05 budget. Dee Talley and Dr. Bill Wall led an informative training session on the AASFAA Bylaws and Policies and Procedure Manual, and the Board approved recommendations from the Site Selection Committee for sites for the Fall 2005 and Fall 2006 AASFAA conferences.

Incoming AASFAA President Dr. Chip Quisenberry shared a few of his goals for AASFAA for the coming year with the elected officers and committee chairs. Stated goals included the following: expansion of training opportunities, including both New Aid Officers’ Workshops and NASFAA Decentralized Training; imaging of archived material and a new repository location for that material, creation of a Vendor-Sponsor page on the website for our lender colleagues; the securing of affordable conference sites at least two years out (and preferably three); completion of last year’s AASFAA Special Project to conduct financial aid presentations in all 67 Alabama counties; and the continuation of the “meat and potatoes” approach to the level of program content at both the Fall and Spring conferences.

Chip encouraged the Board to plan to attend the AASFAA Fall 2004 Conference to be held October 12-15, 2004 at the historic Tutwiler Hotel in downtown Birmingham, as well as the annual SASFAA conference next February 13-16 at the Hyatt Regency in Atlanta. He informed the Board that the Fall Program Committee has already met, and that they are planning a conference full of content.

In other activity since the transition meeting:

The final 2004-05 budget has been proposed, but not adopted.

The Fall Program Committee has met again and is finalizing plans and speakers for the October conference.

Chip represented AASFAA at the annual NASFAA Conference in Minneapolis, MN in mid-July.

**Report from Laura Diven Brown, Mississippi State President**

The MASFAA Transitional Board Meeting was held at the Golden Moon Resort in Philadelphia, Mississippi on July 29-30,2004. The event was fast-paced and productive—and set the stage for a lively, fun, and interesting year!

The Executive Board and Committee Chairs for 2004-05 are:

Elected Board Members  
Soraya Welden, President-Elect, Meridian Community College  
Lori Ball, Vice President, Mississippi State University  
Levis Hughes, Secretary, Nelnet  
Ann Margaret Mullins, Treasurer, Delta State University  
Janice Prather, Member-at-Large, Northeast Mississippi Community College  
Anne Grove, Director, Hinds Community College  
Billye-Jean Stroud, Director, Citibank  
Robyn Cilwik, Director, William Carey College  
Patrick James, Past President, Millsaps College  
Laura Diven-Brown, President, The University of Mississippi  
  
Committee Chairs  
Louanne Langston - Archives, USA Funds  
Jane McNaughton - Audit and Finance, Edamerica  
Wendy Hutchins - Conference, Sallie Mae  
LaShanda Chamberlain - Diversity, Mississippi Gulf Coast Community College  
Debbi Braswell - Electronic Services, Millsaps College  
Donna O'Quinn - High School Relations, University of Southern Mississippi   
Michael Roberts - Legislative, TSAC  
Robert Givens - State Aid Programs, The University of Mississippi   
Jennifer Medley - Vendor/Sponsor, Student Loan Xpress

At the Transitional Meeting, participants reviewed their individual goals for the upcoming year. These include:

Work with ATAC on the issue of whether two membership years can be opened at once

Implement income/expense “detail tracking” categories (following SASFAA format)

Encourage ongoing mentorship activities

Complete a comprehensive overhaul of the Policies & Procedures, including committee job descriptions

Transfer historical records to imaging

Encourage diverse candidates on the nominations slate

Poll the membership regarding diversity and explore ideas for ongoing diversity initiatives

Plan an educational, enlightening, and entertaining conference while remaining within the established budget

Promote increased use of the listserve

Survey high school administrators and counselors regarding how MASFAA can best serve them

Encourage members to become actively involved in reauthorization issues

Work with the state financial aid office to receive funds by wire and explore the possibility of a standardized format such as Common Record for electronic rosters

Use the printed newsletter effectively to promote upcoming events, acquaint members with each other, and provide substantive articles for FA professionals

Get on a cycle of advance planning for the fall training workshops and the transitional board meetings

Explore leadership development on behalf of the association

Evaluate sponsorship levels and incentives, identify new sponsors, and encourage higher contribution levels from previous sponsors

Upcoming events:

The Conference Committee has invited Ron Gambill to provide training on site selection on August 11, 2004.

The MASFAA Fall Training Workshop, featuring NASFAA’s fall topic of loans, will be held at the Mississippi State University – Meridian Campus on November 12, 2004.

**Report from Sharon Oliver, North Carolina State President**

***NCAFAA is very pleased to be the recipient of the 2004 NASFAA State Award for Service to Financial Aid Profession with the submission of the Neophte Listserve. This listserve connects new aid professionals with Veteran Administrators.***

The North Carolina Association of Student Financial Aid Administrators’ (NCASFAA) transitional board meeting was held on June 6-7, 2004 at Aqueduct Conference Center, Chapel Hill, NC. The theme for the transitional board meeting centered on leadership and teamwork. The board members learned that as a team, we can build a super highway within minutes. Pictures are available on NCASFAA’s website. The board members reviewed annual reports, budgets, and developed goals and objectives for 2004-05.

On July 12, 2004, an executive board meeting was held at North Carolina Central University. The President’s goals for 2004-05 indicated below were presented:

\*Provide excellent professional training and develop programs considering members experience, institutional type and level of responsibilities

\*Establish an email financial aid hotline for students

\*Explore electronic voting

\*Develop future leaders

\*Develop a long-range plan

\*Establish a NCASFAA scholarship

The board approved the budget for 2004-05 which included a scholarship of $1,000 to be given out at each conference. Approval was also rendered for the President to attend SASFAA’s Management Institute. Rose Mary Stelmar was selected as the NASFAA trainer. Immediately following the executive board meeting, the program committee met at the sight in which our fall conference will be held.

The program committee meeting was held at the Marriott in Durham because of challenges encountered with board members reserving rooms for the conference and issues surrounding our contract. A verbal commitment was made by Durham Convention Center to host the President’s Reception, tour Duke Gardens, and provide transportation for evening events. Unfortunately, the person who made these commitments is no longer employed by the Durham Convention Center. In addition to over 30 program committee members in attendance, there were representatives from the Marriott and Durham Convention Center. All program committee meetings will be held at the host hotel. Our theme for the fall conference is "Spotlight on NCASFAA: the Premiere of the Fall Conference.” Members will have an opportunity to compete for NCASFAA’s Best Actor and Actress Awards by impersonating their favorite actor or actress at the banquet. We are rolling out the red carpet.

The greatest challenge has been the resignation of both program chairs. We are very fortunate that two other program committee members have agreed to serve as chairs. After experiencing the majority of Robert’s Rules of Order (modified and amended motions) at the initial executive board meeting, I feel that I am fully prepared for the entire year.

# Conference Dates

Fall Conference November 8-10, 2004 Marriott, Durham, NC

Spring Conference April 11-13, 2005 Hilton, Wilmington, NC

Newsletter Article Deadlines**:** September 30, 2004, November 30, 2004, February 15, 2005, May 1, 2005

**Report from Freida Jones, Georgia State President**

The GASFAA Board met July 30, 2004, to resolve some issues that were begun last year and never completed.

Update By-laws and Policy and Procedures to reflect electronic voting.

VP for Programs/Appointed vs. Elected

Right of first Refusal

Our goal this year is simple. We have a Strategic Plan and we intend to carry out that plan as much as possible. The plan is a living document so there should be no stagnation in terms of ideas. It is the Board’s responsibility to make it happen. This is somewhat like SASFAA’s GAP report. I used the Strategic Plan to develop my charges to the elected officers and committee chairs.

GASFAA is looking forward to hosting the SASFAA Conference this year.

Our next Board meeting will be in October just prior to the GASFAA Conference.

**ATTACHMENT C-Committee Reports**

**Report from Brent Tener, Conference Chair**

The Conference Committee is scheduled to meet August 7 – 9, 2004 at the Atlanta Hyatt Hotel. On July 29, the Conference Committee participated in a conference call to decide on a theme. The chosen theme will be: SASFAA: Directing and Producing Educational Opportunities. Following this meeting, a call for sessions will be conducted with a due date of September 15, 2004. Plans are to once again offer concurrent sessions by tracks such as new aid officers, diversity, technology and a new track for experienced aid officers.

The Georgia Higher Education Assistance Corporation has offered to sponsor the commuter suite and computer lab for the conference. We will be working with GASFAA to finalize this arrangement. In addition, USA Funds is planning to sponsor the opening speaker again this year.

Lisa Mitchem and Todd Woodlee have met with various individuals in the Atlanta area, and are well on their way with planning the local arrangement aspects of the conference.

Pending Board approval, committee members are as follows:

Dorenda Adams, Alabama rep

Yolanda Adams, DOE rep

Jolene Burke, Virginia rep

Lori Dial, Kentucky rep

Ron Gambill, Hotel Liasion

Wendy Hutchins, Mississippi rep

Lisanne Masterson, 2006 Conference Chair

Lisa Mitchem, Georgia rep and Local Arrangements Co-Chair

Wanda White, North Carolina rep

Bill Whitlock, South Carolina rep

Rick Wilder, Florida rep

Todd Woodlee, Local Arrangements Co-chair

Cara Suhr, Tennessee Rep

Ex-officio members are as follows:

Janet Sain, President

Dee Talley, Diversity chair

Bob Godfrey, Vendor/Sponsor chair

Zita Barree, Vice President

Lester McKenzie, Treasurer

Forrest Stuart, Membership chair

**Report from Karen Koonce, Budget and Finance Chair**

Karen reported on the SASFAA investments. Jane McNaughton purchased the last CD in June. Karen has already been in touch with Jim Mills, our Suntrust investment manager. She will contact Anne Rochester, CPA, to begin the 990 tax filing process for this past year.

Karen will work on updating the asset list, along with rewriting the section of the policy and procedures manual that speaks to the disposition of assets. Section 3.4 only speaks of the ballot boxes and computers. We may also need to come up with a depreciation schedule.

There was a discussion about the need of a financial review vs. an audit. Page 105 of the financial management guide speaks to a committee doing a review. A discussion was held about the Sarbanes-Oxley Act, and it’s implications on non-profit institutions. Further investigation will be done.

The 04-05 Budget was also discussed. Prior to the board meeting, Karen was made aware of the fact that several bills from the 03-04 year would have to be paid out of the 04-05 budget. The two in question were the bills from the new aid officers’ workshop, and the transitional board meeting at The Don. With some investigation she found an account that had not been used for several years. It is account 09 – carry forward. Since these expenses were budgeted in the 03-04 year and the funds were available, they were brought forward so that it would not affect the other income and expense categories for 04-05. Karen will ask Anne Rochester how this will affect our bookkeeping.

Karen did not finalize the Budget and Finance committee since she is waiting to hear back from a few people. The committee is primarily used to balance the daily cash receipts at the annual conference. She would also like to find committee members who may be interested in running for the SASFAA Treasurers position in the future. If the Board of Directors has any suggestions, they would be welcomed.

**Report from Dee Tally, Diversity Chair**

The following SASFAA colleagues have agreed to serve as members of the 2004-2005 SASFAA Diversity Committee:

Sam Chuks – Faulkner State Community College

Al Pratt – Chase Education First

Anita Haynes – Emory University

Em McNair – Texas Guarantee Agency

Michael Morgan – KHEAA

RoseMary Stelma – East Carolina University

Robbie Snapp – Middle Tennessee State University

Liza Bruce – ECMC Group

The committee had a conference call on Tuesday, August 3, 2004. The following activities were discussed:

Work with the Conference Committee to plan a cultural outing for the membership. Atlanta has many historic and cultural sites that could prove to be of benefit to the Association. The Atlanta Chamber of Commerce and the Visitors Bureau are being contacted by the committee in an effort to identify possible historic and cultural activities.

Identify a speaker for a general session and a luncheon that would benefit the entire membership. Several speakers that are being considered include: Dr. George Reed, Program Director of the National Association for Equal Opportunity; Mark Abelson, a diversity consultant; Frank Scalon; and our own SASFAA colleagues Mike O’Grady and Michael Tapscott.

Work with the Conference Committee to plan concurrent interest sessions on diversity.

Continuing the financial aid fair, but having it as a local arrangements committee activity rather than Diversity. The committee is seeking the input of SASFAA President Janet Sain and Conference Committee chair Brent Tener on this issue.

Updating the Diversity brochure from 2003-2004.

Developing a directory called “Minorities for the Asking”, which would be similar to the booklet developed by SASFAA in 1990-91. The directory was designed to promote professional development among minorities in SASFAA, and to encourage more minority participation in our regional association. Information was solicited from minorities in SASFAA and permission was requested to include these members in the publication.

Developing a diversity survey to determine what diversity means to our members and what activities they would like SASFAA to offer to them in this area.

The SASFAA membership did not show much interest in the diversity booth, primarily because there were no giveaways. The committee discussed the possibility of not having the booth this year, or doing some type of giveaway to promote interest in the booth. The committee is seeking input from SASFAA President Janet Sain on this issue.

Initiate development of a general financial aid brochure in Spanish that could be posted on SASFAA’s website for member institutions to download and distribute to their students.

Work to develop diversity needs other than race concerns; diversity is more than black and white.

The conference call was very successful and generated a lot of good ideas. The committee has a great deal of work ahead, but they are confident that they can meet their goals. In an effort to keep down expenses, the committee will do as much of its work as it can via conference calls and e-mails.

**Report from Erik Melis, Electronic Services Chair**

The following updates have been made to the web site, through coordination with ATAC, since the February board report:

SASFAA President’s Welcome letter update submitted to ATAC and updated on web.

Membership Welcome letter update submitted to ATAC and updated on web.

Temporarily disabled link for 2004-2005 sponsorship pending review and update feedback from Vendor/Sponsor chair.

Submitted updates for Executive Board and Committee Chair listings and photos to ATAC. Not yet updated on web as of the completion of this report.

2004 SASFAA Management Institute information posted to web including registration forms for event and for hotel.

Draft minutes for June 2004 Board meeting forwarded to ATAC. Not yet updated on web as of the completion of this report.

Calendar updates were made on the web site.

The following web-related projects are planned, are in progress or will be continued by the 2004-2005 Electronic Services Committee.:

Electronic Services, in coordination with the appropriate other committees and board members, will review the functionality of the new SASFAA web site and recommend P&P changes to the various committees now that users have a chance to experience the functionality of the web site.

Possibly will revisit the issue of a jobs posting section on web site since there is some concern about the posting of jobs through the listserv.

Will work with ATAC to investigate the possibility of capturing “comped” status during registration/sponsorship sign up to make the process of identifying these categories more easily for the purposes of invoicing.

Will prepare a proposal for disposition processes for obsolete/non-working electronic equipment within SASFAA

Will work with Membership Committee chair to determine an appropriate strategy for dealing with the deadline for access to member areas of the web.

The following items related to SASFAA Listserv maintenance are continuing for 2004-2005:

Continue to evaluate the need for listservs other than the main SASFAA listserv.

Throughout the course of the upcoming year, the Electronic Services Committee will continue to work with the elected Board, State Presidents, and Committee Chairs to get input on improvements and updates for the SASFAA web site and to determine ways that the Electronic Services Committee can assist in meting goals and objectives.

**Report from Forrest Stuart, Membership Chair**

2004-05 *proposed* SASFAA Membership Committee members are:

Christy Chesnut, Salem College (NC)

Stephanie Aylor, Tennessee Student Assistance Corporation (TN)

Janice Prather, Northeast Mississippi Community College (MS)

Tabatha McAllister, York Technical College (SC)

Shannon Cross, AmSouth Bank Student Lending (AL)

Michael Poma, Bank One (VA)

Maureen McFarlane, Valencia Community College (FL)

Donja Tripp, Georgia Southwestern State University, (GA)

Mary Anne Olson, Kentucky Community and Technical College System (KY)

As of August 4, 2004, SASFAA currently has 291 PAID members for 2004-05.

Besides continuing to develop the membership, the 2004-05 SASFAA Membership Committee will work to develop a new SASFAA brochure that details the benefits of membership and explains who we are and what we do. The brochure will be modeled after VASFAA’s. Permission to do so has been granted by VASFAA.

VASFAA reports the price per brochure was $1.42, and we will mail one to each institution in the SASFAA region. The board can decide if we need to mail to more than one person or office (i.e. president’s office) at each institution.

We will continue to report membership statistics to the Board as well as to the nine SASFAA state associations on a regular basis.

**Report from April Kendrick, Newsletter Editor**

*SASFAA Policy and Procedure Manual, Newsletter, Section 8.1.1*

Section 8.1.1 states, “The primary purpose of the newsletter is to disseminate information that may be of interest to the financial aid community. Generally the newsletter shall be published in October, December, April and June. Each newsletter shall include news of interest to student aid administrators including professional development information and events pertaining to aid administrators in the SASFAA region.”

**2004-2005 Proposed Newsletter Committee Members are:**

Anthony Richey - Auburn University at Montgomery (AL)

[Roseann Amato](http://www.sasfaa.org/cgi-sys/cgiwrap/sasfaa/membership/memSearch.cgi?config_file=default&indiv_ID=1757&display_results=indiv) – USA Funds (FL)

Tess Underwood - Nellie Mae (GA)

Terri Parchment – Edamerica (KY)

Soraya Weldon - Meridian Community College (MS)

Bill Cox - North Carolina State University (NC)

Amy Driggers - Spartanburg Methodist College (SC)

Karen Hauser- Vanderbilt University (TN)

Gary Spoales - Bank of America (VA)

*\*Proposed Committee Members are currently State Newsletter Editors for 04-05.\**

**Each newsletter shall contain:**

a calendar of training and development activities in the region provided by state associations, the SASFAA vice president, the U.S. Department of Education, guarantors and state agencies;

board meeting highlights;

message from the president;

treasurer’s report;

committee reports

state reports

**Each Newsletter will highlight State Presidents with the following schedule:**

**October-** *VA State President*, Tom Morehouse and *NC State President,* Sharon Oliver

**December-** *TN State President*, Joanie Walker and *SC State President*, Betty Whalen

**April-** *FL State President*, Ron Anderson and *MS State President*, Laura Diven-Brown

**June**- *AL State President*, Dr. Chip Quisenberry; *KY State President*, Heather Boutell and

*GA State President*, Freida Jones

**The deadline for the October Edition of the SASFAA Newsletter will be September 10th, 2004.**

\*Persons submitting articles, advertisements, etc. are reminded that the 10th of the month is the date that all submissions should be provided to the Newsletter Editor. Articles are to be submitted to April D. Kendrick, Lexington Community College. The e-mail address is April.Kendrick@kctcs.edu , telephone number 859-257-4872 ext. 4235, fax number 859-257-6274. Materials should be sent as a Word attachment, New Times Roman font, 10 pitch, and third person. Questions should be addressed to the Editor.

**Report from Ron Gambill, Site Selection Chair**

The focus of the Site Selection Committee for 2004-2005 will be securing locations for Executive Board meetings, committee meetings, when requested, and for the SASFAA Conference for 2008. There will need to be a subcommittee formed to develop a pro-forma hotel contract that could be used for any meetings utilizing a hotel, and in particular the annual meeting.

Assistance will be provided to the Vice President for determining a new aid officers’ workshop location if requested. Otherwise, assistance will be in the form of contract review.

For 2008, the annual meeting rotation would be Virginia. Initial contact indicates that the Virginia Association is willing to serve as host and suggestions for cities and hotels will be provided.

Conferon Global Services contacted the Site Selection Chair regarding a formal proposal of services to SASFAA for the selection of hotels for meetings. They claim to be able to negotiate contracts to reduce exposure with the hotel. It was indicated that site sourcing and contract negotiations are offered as a free service. Fees are paid by the contracting hotel based on the room block.

The Site Selection Chair seeks direction from the SASFAA Board as to follow-up.

**Report from Bob Godfrey, Vendor/Sponsor Chair**

Please join the sponsorship chair in expressing appreciation to the following friends and colleagues who have provided sponsorship for our Board meeting.

Friday Dinner – Regions Bank

Hospitality – Sun Trust

Saturday Breakfast – Educaid/Wachovia

Lunch – USA Group

Break – KHEAA

Saturday Dinner – Edamerica

Sunday Breakfast – Citibank

Budget Goal

The 2004-05 Sponsorship Budget goal is $134,250 is a 12% increase over the 03-04-budget target. Extra efforts will be made to meet this goal.

The past year has seen a couple of bank mergers which bear close monitoring to see how it affects our sponsorship activities.

Chase/Bank One

Wachovia/South Trust

Annual Conference

Sponsorship at our annual conference provides the association with the lion’s share of the sponsorship budget. The sponsorship chair will work closely with the conference chair to assure a smooth and well-executed vendor display area. Exhibit space will not be as generous as Birmingham, so we are not sure how much sitting space we will have to work with, which was a favorite of last year’s vendor area.

Exhibit Management

The chair will soon request informal bids for the exhibit management of the vendors for the conference. The hotel conference staff will be asked for their experiences with the companies in an effort to identify the track record of the companies at the Hyatt hotel.

Management Institute

Efforts to secure sponsorship for the Management Institute will be made in conjunction with the chair of the planning committee.

Banner Ads on Web Page

**Report Karen Fooks, Management Institute**

Plans continue on schedule for the 2004 SASFAA Management Institute to be held December 10-12, 2004 at the Grove Park Inn in Asheville, NC.

We have received a commitment from Sandy Baum, Jackie King, Shirley Ort and Terry Hartle as speakers and a tentative OK from Don Heller. Negotiations continue with other speakers to round out the conference.

The agenda will focus on four major issues in higher education including; Demographics (Who's going to college and what does the future hold?), Cost/Affordability. Economic Outlook for Higher Education and a Washington Update (focus on results of election and/or reauthorization).

Following each major speaker, there will skill-building sessions such as dealing with the media, how to make your case to your administration, effective legislative advocacy, etc. and then small group sessions to further discuss both the issue and the tools.

The committee will meet August 8-9, 2004 and a subcommittee is scheduled to meet with the hotel the weekend of Sept. 10.

LOGISTICS

*registration form was added to the website in early July and a notice sent via SASFAA-L to all members advising them that registration is open and encouraging them to take advantage of the "early bird" registration fee discount. Registration fees approved by the SASFAA Executive Board in June:*

$195 for early registrants (before Sep 1)

$225 for regular registration (9/1- 10/31)

$275 for late registration (11/1-conference)

Attendance will be limited to 100 participants. While targeted to senior financial aid administrators, registrations will be accepted from all interested administrators regardless of role or years of experience. However, if the number or registrants exceed available spaces, the committee proposes to limit the number attendees per institution and give preference to senior administrators (directors/associate directors with 5+ years of experience.

We have signed a contract with the Biltmore Estate for a reception Friday night, 12/10 in the "Horsebarn".

**Report Carol Mowbray, Special Projects**

Ron, this is the report I made to the SASFAA Board earlier this month. As I stated at the meeting, this report was generated based on a request from you for the past presidents to review several topics. We met at the SASFAA meeting in February 2003 and agreed to work as a group on issues you presented. There were conference calls between you, Clark Aldridge and myself, a survey was sent to all past presidents to determine who was available to assist, four groups of past presidents were assigned to one of the topics listed below with a conference call to discuss our work before the written report was finalized.

There were four areas discussed: Levels of Membership, Voting Expansion of Board Members, Financial Issues, Construction, and Training Activities. We are cognizant that this report is advisory in nature; the Executive Board obviously has the full decision making authority over any suggestion which is being made.

Levels of Membership

Currently, SASFAA has one basic active membership category. Should we consider others, some voting some not; or, a different dues charge for categories?

Every regional association other than SASFAA and the three largest state associations (NY, CA, TX) have at least two levels of membership. The two levels are associate members which includes everyone who is not actually working in an institutional student financial aid office and full members who are practicing aid administrators.

Associate members do not vote or hold office. They pay regular dues and can be committee chairs and/or committee members. Several associations have a lender liaison voting position on the Executive Board which is elected by lender representatives during the regular election process. This provides direct lender input to the Board deliberations.

Several issues support the formation of a dual membership model

1) Only school members have the perspective of the full range of financial aid programs and activities and can speak to the issues concerning these. This has a direct impact on our comprehensive training activities.

2) The full view of a student’s aid package and process are best represented by those who deal with all programs.

3) Only practicing aid administrators can sit on the NASFAA Board which creates problems if one of an association's three presidential positions is held by a lender representative.

The past presidents’ counsel recommends that the Board approve a By‑Laws change proposal to be presented to the membership in February for a vote on allowing for a dual membership model. Definitions such as those represented in the EASFAA By-Laws should be included as the Board wishes.

1. The Associations shall have three (3) classifications of membership.

1. Life membership shall be an honorary membership granted by the Regional Council for appropriate reason. A Life member shall be entitled to all rights of membership except those specifically reserved for Regular members.

2. Regular memberships shall be the voting membership and shall be limited to individuals engaged in the administration of student financial aid in post‑secondary education institutions and public and non‑profit corporations and agencies involved in the student aid process within the states, commonwealths and territories of Maine, Vermont, New Hampshire, Rhode Island, Massachusetts, Connecticut, New Jersey, New York, Pennsylvania, Maryland, Delaware, the District of Columbia, Puerto Rico and the Virgin Islands.

3. Associate membership shall consist of all members not eligible for Life or Regular membership. Associate members shall be entitled to all rights of membership except those specifically reserved for Regular members.

The issue of differing dues amounts for different levels of membership is an issue we felt to be separate from the actual membership levels. All regional associations have a higher dues charge than does SASFAA. Therefore, we believe that the issue of varying dues amounts is part of a larger issue of the amount of dues we charge and should be addressed elsewhere, perhaps by the Task Force mentioned in the next section.

Voting Expansion of Board Members:

\*Currently SASFAA has 5 elected officers and 9 state presidents who are voting members of the Board. A survey of other regional associations was conducted to see how their voting is structured. Would SASFAA be benefited by having elected representative‑at‑large with specific responsibilities which might even include chairing committees? There has been some discussion that some of our members do not perceive that SASFAA does much for them. Should the SASFAA Mission Statement be reviewed to determine if the responsibilities of it are being met?

Other regional associations have structures much like SASFAA’s, with one exception. MASFAA By‑Laws indicate that:

The Executive Council shall be composed of the incumbent officers, the immediate Past President, one member selected by each of the state associations listed in Article IV, Section 2(a), and four members elected at large. Members elected at large serve two‑year terms with two terms expiring each year. All members of the Executive Council must be members of MASFAA. The members of the Executive Council shall be not less than three.

Also, two other associations have an elected position "Lender Liaison" (see the topics above concerning membership levels). This provides a voting member representing the lending community. Several state associations have regional representatives and representatives‑at‑large but no other regional association seems to follow that lead.

The past presidents were unable to come to a consensus on this topic. The depth of the issues seemed to be beyond our charge. Therefore, we recommend that the Board consider naming a Task Force to consider the basic organization structure of the Association. This could include a survey of the membership to determine their wishes/perceptions. Typically, at large slots are set to add representation to the Board. Additional members could represent minorities, lender or guarantee members, or even types of institutions which are underrepresented on the Board. Or, an advisory committee which represents various constituencies might be a better consideration. There are many ways of configuring the Executive Board. A review of the current structure and any possible changes at least would confirm that what we have is the best structure to meet the needs of our members.

Any changes should take into consideration the intent of our Mission State. The 1996‑2001 Long Range Plan has a Mission Statement but we were unable to determine if it is accurate.

Financial Issues:

In a period of tight dollars and concerns about saving for a rainy day, is seems appropriate to review the entire process by which SASFAA manages its funds.

Are there ways we might make better use of our dollars?

There was general agreement that SASFAA is managing its money appropriately. The core mission of SASFAA is to provide training/professional development activities. A review indicates that our number of participants at both the annual conference and New Aid Officer's Training seem to have topped out in the mid‑90's. Our annual conferences seem to have peaked at roughly 850 and now are attracting close to 800. There has been a decrease from 125 to roughly 100 participants at the Summer Workshop. We recommend a review of the numbers for the past 3‑4 years to determine if any characteristics of our decline can be determined ‑ sector, size of school, state, etc. to see if any proactive actions can be taken to increase meeting participation. It will also be important to determine as early as possible federal and other training opportunities to confirm that we are not duplicating efforts. Consideration should be given to maximizing publicity for all of our workshops and confirming that the VP has strict control over the budget of any training activity.

Are we setting aside adequate dollars in our reserve or are we saving too much?

The committee noted that we have $400,000 in the reserve fund which is approximately equal to one year's expenses. There were two perspectives on this question. One was to increase our reserve from the current $400,000 to an amount equal to 18 months’ budget ($600,000). The reason for this to be considered is the increasing punitive nature of hotel contracts in today's economy. Penalties for reducing the number of participants or, in a catastrophic situation canceling the entire meeting have become extreme. The opposing view is that we need to be providing more services to our membership and should be using our resources for current membership enhancement.

The intent to maintain a healthy reserve fund is strongly supported, with a suggestion that a goal of $600,000 be set for a target reserve. However, the length of time needed to obtain this reserve should be carefully considered. With a strong reserve already in place, SASFAA should balance carefully the need to save versus using our available dollars to provide services to our members. There is a balance to be reached between saving too rapidly to the detriment of training and other activities versus going on a spending spree and depleting the resources we have. With our historical conservative fiscal policies, there is no danger of spending too freely; rather it might be possible to focus on saving at a rate which could decrease funds available to meet the stated mission of the Association.

Do we have adequate safeguards in how our dollars are handled?

It was noted that SASFAA has a Guide to Financial Management as well as a Treasurer's Policy and Procedures Manual. Use of these, along with the current structure of the Finance and Audit committee, provides very good safeguards for the Association. Otherwise, there are no comments on this topic.

Do we need to mandate electronic or other specific financial management means in order to have consistent budget information available from year to year?

It was noted that the current year‑end budget reports are not available in Excel or any other common format. We encourage addressing this as soon as possible. NOTE: Dave Cecil has volunteered, if it would be helpful, to gather the paper end‑of‑year audit reports for the past 5 years and post them to the Web site in Excel for reference by all. A second part of this recommendation would be for the Finance and Audit committee to annually post the end‑of‑year budget report to this site as soon as it is available. The committee also recommends that SASFAA strongly encourage future Treasurers to use the current electronic banking features of Quick Books to the fullest extent as is being done now.

Training Activities Review

All training activities of SASFAA should be reviewed in the context of what should be continued, discontinued, expanded or changed. Each event should be reviewed for an affirmation of who is the intended audience and is it fiscally responsible/feasible to continue? This would include the New Aid Officers' Workshop, Management Institute, and the Mid‑Level Workshop held in conjunction with SWASFAA.

Our first recommendation is that SASFAA determine and keep an annual record of whether or not we are making any money on our three training events ‑ New Aid Officers' Workshop, Middle Managers, and the Annual Conference. This relates back to the recommendation that end‑of‑the year budget reports be posted to the Web site.

Without knowing the status of PPM's for the training events, it is recommended that SASFAA confirm that all three training events have detailed Manuals for use by those responsible for organizing the events. These may already be in place. We were just not certain of that fact and believe the Mid‑Managers Workshop as the newest event might need the most work on a PPM.

For the Management Institute, it is recommended that:

SASFAA not just do routine training topics, but should continue to focus on significant management issues. An emphasis should be placed on actually giving participants something to take back to their offices from the training. This could be software, detailed instructions for an assessment of some part of their office operation of other types of hands‑on assistance. The choice of speakers should be crafted to build skills needed by upper‑level managers in student financial aid. A training environment which provides actual experiences which can be taken back to the participants’ offices and used should be a constant training goal. Our perception is that the Management Institute has not been a money‑making event but that it definitely should be continued. The possibility of announcing the scheduled years of the Management Institute very early on was recommended (a 3‑4 year rotation that could be publicized).

There was strong agreement among the past presidents that SASFAA should endeavor in all of its training activities to speak to the core reason we are in the profession. Something which would speak to the "missionary zeal" with which many go about their professional lives and how we impact students should be a part of all training activities to remind us that students are our business, not just regulations.

A final training consideration is for SASFAA to determine if it is feasible to provide a cutting‑edge listing of all other training activities in the region as they are announced. Perhaps a calendar on our Web site with Dept. of Education, NASFAA, state and SASFAA training events so that members would be aware of all sources of training assistance.

The past presidents would like to thank President Ron Day and the entire Board for the opportunity to provide some input into these important issues. We appreciate this means of staying active in SASFAA and hope that you will use us as a resource whenever you feel it is appropriate.

Committee members [continuing from 2003-2004 Associational Year]

Chair – Karen Fooks – University of Florida, FL

Dave Cecil – Transylvnia University, KY

Shirley Ort – University of North Carolina, Chapel Hill, NC

Cruzita Lucero – Northeaster Technical Community College, TN

Mike O’Grady – Bank of America, VA

Carol Mowbray – Northern Virginia Community College, VA

Joel Harrell – Clark Atlanta University, GA

Ron Day – Birmingham Southern College, AL

Janet Sain (ex officio) – ECPI, NC

Next Meeting - August 8 and 9, 2004

Atlanta, Georgia

Objectives – To conduct a successful, professional development experience for seasoned financial aid administrators on a timely topic.

Program Date and Location – December 10 –12, 2004

Grove Park Inn, Asheville, NC

Status – On schedule

**Past President’s Council (PPC)**

Committee members – All interested past SASFAA presidents

*Co-Chairs – Susan Little , University of Georgia GA*

*Ron Day, Birmingham Southern College, AL*

Meetings – To be held by teleconference

Objectives – The objectives need to be defined by the SASFAA Board of Directors and provided to the PPC.

Status –

PPC presented its report to SASFAA Board in November 2003, with specific recommendations in the following areas: Membership, Financial Management, Board Structure and Training. The recommendations were tabled with the request that they be raised in the subsequent Associational Year.

The PPC requests direction from the SASFAA Board of Directors on the priorities that it wishes to consider. The report of November 2003 is attached with the recommendation that the current sitting Board of Directors review it and provide to the PPC its expectations and direction.

Long Range Planning Committee

Committee Members

*Co –Chairs – Cruzita Lucero, Northeast State Technical Community College, TN*

*Carol Mowbray, Northern Virginia Community College, VA*

Juanita Russell, Alcorn State University, MS

Peggy Loewy-Wellisch, Nova Southeastern University, FL

Jane C. McNaughton, Edamerica, MS

Janet Sain (ex-officio) , ECPI, NC

Meeting(s):

To be scheduled in mid-October

Location to be determined

SASFAA Annual Conference

February 2005

Mid-April 2005 (tentative)

Location to be determined

Objectives – To review the current Long-range plan and to develop a Long-range plan for the next five year period, 2007 to 2012, which takes into consideration the vision, mission and by-laws of the Association.

Status – On schedule

**ATTACHMENT D-Liaison Reports**

**Report from Jane McNaughton, Lender Liaison**

Alabama - Melinda Calhoun, Edamerica

Florida – Anna Zawisza, Nellie Mae

Georgia – Larry Coles, Wells Fargo

Kentucky - Theresa Hulsey, PNC Bank

Mississippi – Jan Lee, Trustmark National Bank

North Carolina – JoAnn Carreras, SunTrust Bank

South Carolina – Jennifer Jones Gaddy, South Carolina Student Loan Corporation

Tennessee – Anthony Bowles, Fifth Third Bank

Virginia – Mike O’Grady – College Loan Corporation

Jane presented the following report as lender liaison.

Reauthorization and legislation provisions affecting FFELP and Direct Loans

HR 4283 The College access and Opportunity Act of 2004 - introduced May 5, 2004. John Boehner (R-OH) is the Chairman of the Education and Workforce Committee and Howard P. “Buck” McKeon (R-CA) is the Chairman of the 21st Century Competitiveness Subcommittee.

According to Dallas Martin at the recent NASFAA conference in Minneapolis, Reauthorization of the Higher Education Act will not be completed during this Congress. Congress will adopt an extender to keep the programs operational after the September 30, 2004 expiration date and committee hearings are likely to continue.

Provisions of HR 4283 that affect FFEL and Direct Loans:

Increases annual subsidized loan limits for 1st year students from $2625 to $3500 and for 2nd year students from $3500 to $4500

No increases in aggregate limits

Increases annual unsubsidized loan for graduate/professional borrowers from $10,000 to $12,000

Repeals current law move to 6.8% fixed interest rates on Stafford loans on July 1, 2006

Retains variable interest rate capped at 8.25%

Repeals single holder rule

Establishes variable interest rate capped at 8.25% for FFEL and Direct consolidation loans after July 1, 2006.

Provisions affecting FFEL Loans:

Reduces FFEL origination fees:

From 3% to 2% after July 1, 2006 and before July 1, 2008

From 2% to 1.5% after July 1, 2008 and before July 1, 2010

From 1.5% to 1.0% after July 1, 2010

Provisions affecting Direct Loans:

Reduces Direct Loan origination fees:

From 4% to 2% after July 1, 2006 and before July 1, 2008

From 2% to 1.5% after July 1, 2008 and before July 1, 2010

From 1.5% to 1% after July 1, 2010

Restores expired loan disbursement provisions

A bill co-sponsored by Thomas Petri (R-WI) and George Miller (D-CA) and introduced on May 17, 2004, The Direct Loan Reward Act of 2004 (HR 4370) , has picked up 24 co-sponsors, 5 Republicans and 19 Democrats. The bill calls for all student loans to be issued directly by the federal government. The National Direct Student Loan Coalition (NDSLC) is aggressively pushing this legislation.

**Report from Elizabeth Mc Duffie, Agency Liaison**

Agency contacts with the states have been established, and a timetable for soliciting input from the contacts has been developed. The agency liaison will solicit reports from the agencies two or three times during the year with the goal of providing timely and relevant information to the SASFAA Board about legislative and processing issues that affect state agencies in the southeast.

The following is a list of the contacts for each state agency.

Alabama Cheryl Newton [cnewton@ache.state.al.us](mailto:cnewton@ache.state.al.us) 334-242-2273

Florida Theresa Antworth [theresa.antworth@fldoe.org](mailto:theresa.antworth@fldoe.org) 850-410-5185

Georgia Shelley Nickel [shelleyn@gsfc.org](mailto:shelleyn@gsfc.org)

Kentucky Michael Morgan [mmorgan@kheaa.com](mailto:mmorgan@kheaa.com) 502-696-7221

Mississippi Mary Jane Covington [maryc@ihl.state.ms.us](mailto:maryc@ihl.state.ms.us)

North Carolina Elizabeth McDuffie [mcduffie@ncseaa.edu](mailto:mcduffie@ncseaa.edu) 919-248-4673

South Carolina Eddie Shannon [eddie@sctuitiongrants.org](mailto:eddie@sctuitiongrants.org) 803-896-1120

Karen Woodfaulk [kwoodfau@che.state.sc.us](mailto:kwoodfau@che400.state.sc.us)

Tennessee Michael Roberts [Michael.roberts@state.tn.us](mailto:Michael.roberts@state.tn.us) 615-741-1346

Naomi Derryberry [Naomi.derryberry@state.tn.us](mailto:Naomi.derryberry@state.tn.us)

Virginia Lee Andes [LeeAndes@schev.org](mailto:LeeAndes@schev.org)