

Call to Role completed. Attendance attached. Quorum Established – Secretary, Dana Kitchens  
Meeting called to order by the President, Stephanie Miller.

### Agenda

Phillip Nelson – Motion to approve. Betty Edwards – 2<sup>nd</sup> motion No discussion.

Vote: Yes = all No = no one Abstain = no one Approved as stated.

### Report Reviews:

Award & Recognition: Kevin Ammons - Report as submitted via Phillip Nelson

Discussion: Betty Edwards expressed need for training and would like announcement made at workshop on Oct 3, 2014 – Need volunteers for Vocational Development Committee.

Program Committee Spring : Ben Baker: Report as submitted.

Had four volunteers to help, Kristi Jones is no longer available. Tammy Spratlin and Lissa Powell are on the committee.

Stephanie Miller: From those who completed volunteer form, one volunteer had not been contacted. Stephanie spoke with her, Janet Poles – she will be helping at the Oct 3 Workshop.

Secretary : Dana Kitchens – Report as submitted. Still seeking bids on banner.

Profit and Loss Report : Jay Powell

Year end -\$333.08 net income.

There was an expense item booked at the end of 1314 – therefore numbers are different from July 2014 meeting notes. Do we want to present in statement to the membership?

Jim Theeuwes should we post for the membership. Stephanie Miller: We can post this information to the membership at workshop Oct 3 on a power point for viewing.

Jim Theeuwes: Budget vs Actuals: comparing years, one particular note – The change in the venue to Battlefield expenses were higher.

Stephanie Miller: Spring 15 Conference is set at Auburn – budget is set at \$31000, expenditures are estimated at \$27000.

Insurance Report: Dr. Wall

Are the bonds for financials protected?

Jay Powell: We are bonded. Documentation is with Ann Campbell. Jim has not yet viewed the actual documents.

Question raised: Where should actual documents be housed?

Jay will ask Ann to scan and send documents to him for review.

Our P&P manual reports liability at \$138. This needs to be reviewed to see if it meets our current needs.

What does \$138 cover?

Debra Moody: AASFAA has general eligibility.

Jim Theeuwes : What is our liability coverage for a function?

Stephanie Miller: Will review SASFAA coverage for comparison.

Unclaimed Funds: Jay Powell

When researching to claim unclaimed funds from the Sec of State, it was found that AASFAA is not registered for the State. We are incorporated, but no registered. State requires AASFAA register as a Business Entity with the Sec of State. Cost cannot be disclosed at this time. The State will only disclose cost is over \$25. Last year we received \$791 in unclaimed funds. These funds were obtained prior to being sent to the Sec of State / Treasurer. Funds were received directly from schools – checks had not been cashed.

Treasurer Elect: Debra Moody – Report as submitted, as attached.

ACHE: Cheryl Newton: no additions to report submitted, attached.

Budget Committee :Jim Theeuwes

Budget to be presented to Association at Business Meeting on Oct 3, 2014. Hope to have more vendor income in future. Spring Conference budget left the same.

By Laws Committee Report - Dr Wall

To consider Treasurer Elect as voting member and added option to have Secretary as a 2 term officer. Would result in a change in P&P manual and Bylaws. Will be presented to Association at Oct 3, 2014 Business Meeting.

Conference Chair: Phillip Nelson - Report as submitted.

Diversity: Vanessa Kyles - Report as submitted.

Electronic Services: Randi Boseman

Stephanie Miller has added 'blogs' option to P&P. A name is needed. Purpose option to have Association submit names for the blog. Will be presented at Oct 3, 2014 Business Meeting.

Archives: Randi Boseman

Request to have archives/documents scanned and store a second/back up of all files on media. Jay Powell – Advised Randi to submit cost of cd, flash drive or the like.

Financial Review: Kristie Jones

Stephanie Miller reported personnel cuts as Nelnet – Kristie has been moved to a different sector. A replacement will need to be found to take her place.

Membership: Lissa Powell

As of Oct 2, 2014 date: 109 paid memberships, 94 to renew/ not yet paid. Stephanie Miller reported she sent handwritten 'Welcome' notes to new members this past week. New members attending workshop on Oct 3, 2014 will be recognized during lunch break.

Membership reports list of non-paid 1314 memberships. Question raised: did any of the unpaid members attend an AASFAA function? Jay Powell reported only 2 of the unpaid attended Fall 2013 workshop.

Lisa Powell: We have two/three people attending Oct 3 workshop have outstanding invoices – Shall we approach these individuals?

There are 94 individuals who have not paid. How long shall we wait to cancel/inactivate these individuals. There is no direction in the P&P. Decision to be tabled at this time.

Legislative Relations: Kelly Dearth ???

Spring conference dates to be corrected on report – April 28 – May 1, 2014.

Policies and Procedures Manual: Dr Wall

Report as submitted. Reviewed and edited spell corrections, grammar where necessary. Notes attachments are misdirected , committee meetings vs conference call references corrected.

Dr. Wall will forward edits to Stephanie Miller to allow electronic copy of P&P to be corrected. Stephanie will forward edited copy to Dana Kitchens for records.

Scholarship: Dr. Wall

The packets for scholarships are put together. Congratulations letters are written to recipients. AASFAA has an old brochure which needs to be updated. Dr. Wall will work on brochure.

1314 budget \$1250. Awarded 5 at \$250

1415 budget \$1500 – Propose to award 5 scholarships at \$300 each.

Will go to membership for approval at Business Meeting on October 3, 2014.

Jim Theeuwes: Could we establish \$5000 as a line item in budget?

Dr Wall: There are scholarship funds awarded at Spring 2014 conference, which have not been invoiced. Schools need to invoice AASFAA to receive awarded funds. The schools are notified via letter and the awards are made to only schools who attend the Spring conferences. The member's attendance allows the school to be placed in the drawing.

Site Selection: Tammy Spratlin : Report as submitted.

Special projects: Report as submitted.

Sponsorship: Paul Mittelhammer

As of this date, AASFAA has one Bronze member. Emails have gone out to all of last year's sponsors. Next plan of action is to approach new vendors to meet target numbers for year.

**Unfinished Business**

Approved Committee Members: Stephanie Miller

All committee members must be approved by Board and be paid AASFAA members. As committee members are selected, Committee chairs should send list to Dana Kitchens. Dana will then send list of prospective committee members to Executive Board for vote and approval.

New Banner: Dana Kitchens

Quotes are currently being received.

Credit Card Payment Option: Jay Powell

Options available include on site payment and on line payment.

A cost will be incurred will be a 2.5 – 3.5 % merchant fee. We can offer payment through PayPal, which has no fee.

On the accounting side of this option, a method to match payments received to membership will be necessary. Payments on line are not always in member's name. The online payment option can be available for the Spring 2015 conference. Procedures will need to be added to the P&P and payment of fees added to the budget - once the final decision is made. Payment of fees could be tracked on the Miscellaneous line item of the budget.

Paul Mittelhammer : Payment on line and upfront will help keep receivables clean.

Jay Powell: Will need to monitor how it actually works, if approved.

Debra Moody: Some schools do not allow prepayment, therefore will not be utilized by all schools.

Jim Theeuwes: Question, are debit cards charges available?

Jay Powell: Yes, debit card option is available.

NASFA Core

Stephanie Miller: Initially, thought if an event was held with SASFAA, we could teach the course and then attendees could take the test at no charge – this was not approved by NASFAA.

The cost of purchasing the Core is \$800-\$1000. Can we use someone else's licensors?

Paul Mittelhammer: Would Inceptia be available to teach? Topic tabled at this time.

New Aid Officer's Workshop

Stephanie Miller: USA Funds was utilized in the past to teach and provide literature.

Should we make this workshop longer? Should we make it separate from the Spring conference?

Jim Theeuwes: Option to have as an all day workshop, with additional charge for the workshop on top of the Conference fee.

Lissa Powell: Option given to have a 'blend.' Offer a half day workshop with additional sessions geared toward new aid officers.

Stephanie Miller: Taught Core at the Summer 2014 SASFAA session. Could take the test and then be ready to teach New Aid workshop in Spring 15.

Milage Rate Reimbursement

Stephanie Miller: At this time State Rate for mileage is 56.5 cents per mile. The transition meeting expenses were high due to mileage reimbursement.

SASFAA states they pay the IRS rate – although they reimburse based on the non profit rate of 14 cents.

Jay Powell: Motion made to pay at IRS non profit tax mileage rate of 14 cents per mile.

Betty Edwards: 2<sup>nd</sup> the motion

Discussion:

Lissa Powell: Is mileage to be reimbursed. The P&P states that AASFAA business is to be reimbursed, although members do not have to submit for reimbursement.

Paul Mittlehammer: Instead of a change, should individuals request funds by submitting an expense report before and report must then be approved?

Jay Powell: P&P states we will approve, therefore preapproval is not required.

Association is a volunteer organization. Individuals can claim mileage on their personal tax returns. Some schools are limited the amount of reimbursement for travel, etc.

Vote: Approved: All Not Approve: None Abstain: None

Motion Passed to make mileage rate reimbursement at IRS non Profit rate of 14 cents per mile.

#### Spring Conference Fee:

Stephanie Miller: Previously in email communications a motion and discussion was made to increase the Spring 2015 conference fee to \$225.

Additional Discussion: non

Vote: Approve: All No Approve: None Abstain: None

Motion passed to increase Spring 2015 conference rate to \$225.

#### Committee Chair Change

Stephanie Miller: Nominating Clark Aldridge Financial Review Committee Chair and Chip Quisenberry Long Range Committee Chair;

Jay Powell: Motion to approve Phillip Nelson: 2<sup>nd</sup> Motion

Vote: Approve: All Not approve: none Abstain: none

Motion passed on nominations given.

#### Archives:

Randi Boseman: requesting authority to scan and save archives to allow back up of documents.

Phillip Nelson: Motion to approve Dana Kitchens: 2<sup>nd</sup> motion Discussion: none

Approve: all Not approve: none Abstain: none

Motion passed on authority to scan and create back up of documents.

Randi Boseman directed to submit cost for Budget to purchase usb, disc or the like.

#### By Laws changes:

Dr Wall: Has reviewed and made corrections to wording, grammar, etc.

Presented option to make the Secretary a two year term.

Discussion: Jim Theeuwes – would it be effective to have a Secretary elect to help in the transition and understanding the fuctions of the position.

Stephanie Miller: With an additional member on the Board, a vote with a tie could not be resolved.

At this point in time the President has the tie breaking vote when necessary. The elect position could be created without voting rights. SASFAA's Treasurer and Secretary positions hold two year terms.

Motion : Betty Edwards. 2<sup>nd</sup> made by Jay Powell.

Vote: Approve: All Not approve: None Abstain: None

The motion to make the Secretary a two year term will be presented to the membership on Oct 3, 2013.

If approved, the two year term position will begin in the 2015-16 year.

#### Reconsider Treasure Elect as Budget Committee Chair person to Past treasurer as Budget Chair committee.

Motion made by Jay Powell to make Immediate Past Treasurer the Budget Committee Chairperson

Phillip Nelson 2<sup>nd</sup> the motion.

Discussion:

Paul Mittelhammer: need to consider checks and balances due to a three year term for both Treasurer and President.

Jay Powell: Association currently has another individual who is not on the Board reviewing. The auditing process is done through this committee.

Paul Mittelhammer: Would this limit a person to a specific service to the Association. Individuals cannot progress to a higher office. It can postpone a leadership role.

Debra Moody: Could the election of these officers be alternate years? Could we stagger the terms?

Motion to approve Immediate Past Treasurer also hold the Budget Chair Committee position.

Vote: Approved: None                      Not approve: All                      Abstain: None

Motion was not passed approve Immediate Past Treasurer also hold the Budget Chair Committee position

#### Budget Committee:

In the past the President has appointed the Budget Committee Chair.

Motion made by Phillip Nelson to leave Budget Committee Chair as an appointment of the President and have the Treasurer as the Budget Committee Chair.

Resind the Treasurer Elect to be Budget Committee Chair.

Motion by : Phillip Nelson                      2<sup>nd</sup> by: Betty Edwards      Discussion: None

Vote: Approve: All                      Not approve: None                      Abstain: None

Motion passed to leave Budget Committee Chair as an appointment of the President and have the Treasurer as the Budget Committee Chair.

#### Membership Rates and Types:

Stephanie Miller: Some schools will not pay membership dues.

Option to offer an Institutional Membership. Schools would pay a flat fee for a specific number of members.

Phillip Nelson: Could offer levels, example: \$100/ 4 or \$200/ 10 members

Stephanie Miller: SASFAA does not have an Institutional membership.

NASFAA does have this option, they use a formula to determine cost to schools.

Jay Powell: Don't change what we have, but simply offer option for schools who cannot pay individual membership dues.

Discussion closed. To be continued at later date.

#### Blog Name:

Randi Boseman: Bring new 'Blog' to membership's attention. Option given to request members to submit names. Could offer prizes for names submitted. Topic will be brought to the membership at Oct 3, 2014 meeting.

#### 1314 Membership Cleanup:

Lissa Powell: Requesting to clean up unpaid memberships from 1314 year.

Members to be changed to inactive.

Motion made by Philip Nelson, 2<sup>nd</sup> made by Betty Edwards, Discussion: none

Vote: Approve: All                      Not Approve: None                      Abstain: none

Motion approved to make clean up 1314 membership.

The Following topics will be 'tabled' due to time limitations:

P&P Manual, Service Pins, Email address/membership, Mentor Program, AASFAA Blog vs Newsletter  
Business Cards for sponsors, Support Staff Training: Free, not cost to the Association, host at a school,  
individuals provide own meal.

Phillip Nelson: Motion to adjourn  
Meeting Adjourned

Betty Edwards: 2<sup>nd</sup> Motion.

Minutes Respectively Submitted  
Dana Kitchens / Secretary

**Attendance:****Officers Present:**

President	Stephanie Miler	
President Elect	Phillip Nelson	
Past President	Kevin Ammons	Not present
Vice President	Betty Edwards	
Secretary	Dana Kitchens	
Treasurer	Jay Powell	
Treasurer Elect	Debra Moody	

**Committees**

ACHE	Cheryl Newton	
Award & Recognition	Kevin Ammons	Not present
Budget	Jim Theeuwes	
Bylaws	Dr Bill Wall	
Conference Chair	Phillip Nelson	
Diversity	Vanessa Kyles	Not present
Electronic Services	Randi Boseman	
Financial Review	Kristie Jones	Not Present
	Clark Aldridge	Not Present
Long Range Plan/ Governance	Andy Weaver	Not Present
	Brian Quisenberry	
Membership	Lissa Powell	
Nominations/Elections	Kevin Ammons	Not present
Policy & Procedure	Dr Bill Wall	
Professional Dev	Betty Edwards	
Program Comm – Fall	Betty Edwards	
Program Comm – Spring	Ben Baker	
Scholarship	Dr Bill Wall	
Site Selection	Amy Rowell	Not present
	Steve Smith	Not present
	Tammy Spratlin	
Special Projects	Fred Carter	Not present
Sponsorship	Paul Mittelhammer	
Two-Year College Concerns	Joan Waters	Not present