

Minutes
NeASFAA Board of Directors Meeting
Friday Oct 11th @ 9:30 am
All American Room, NE Wesleyan

Present at meeting:

Matt Johnson	Ritchie Morrow	Stacy Seim
Tom Ochsner	Lani Swanson	Renee Besse
Laura Schultz	Sara Christensen	Andrea Quimbly
Stacy Dieckman	Marty Habrock	Mary Lohse
Annie Lee	Hylee Asche	
Beth Sisk	Linda Butcher	

Call to Order at 9:45 AM

- I. Approval of Agenda
 - A. Motion to approve by Tom, Second by Marty, all in favor, none opposed
- II. Approval of minutes
 - A. April 24, 2013 board meeting
 - a. Call for corrections: none found
 - b. Motion to approve by Annie, Second by Beth, all in favor, none opposed
 - B. June 7, 2013 board discussion
 - a. Call for updates to minutes: none found
 - b. No need to approve because no action was taken
 - C. Review April 26, 2013 Annual Association business meeting
 - a. Call for updates to minutes: none found
 - b. Approval at next business meeting, not at this board meeting
- III. Officer Reports
 - A. President, Matt Johnson
 - a. Written report attached, no discussion on report
 - b. Looking for recommendations on who to ask to run for president elect.
 - B. Past President, Tom Ochsner
 - a. No written report
 - C. President Elect, Matt Johnson
 - D. Treasurer, Marty Habrock
 - a. Written report, profit and loss, and balance sheet attached. Ritchie commented that the CD's look a lot cleaner. Marty commented about the consolidation of CD's.
 - E. Secretary, Beth Sisk
 - a. No written report.
- IV. Sector Representative Reports
 - A. Private Career, Sara Christensen
 - a. No written report.
 - B. Two-year Public Institutions, Stacy Dieckman

- a. No written report.
- C. Private Colleges and Universities, Annie Lee
 - a. Written report attached. Not thinking of doing a separate training on financial literacy by Dean from NeASFAA. Possible session at a conference as has been done before. Let Dean know an RFP will be coming out for spring conference. Could Dean write an article to post on NeASFAA website? This would let schools know that Dean would be available to provide financial literacy training information.
- D. Four-year Public Colleges and Universities, Erin Dinneen
 - a. No written report.
- E. Associate Membership, Don Buehrer
 - a. No written report.
- V. Committee Reports
 - A. Association Governance, Tom Ochsner
 - a. Committee met to go over P & P Manual. Discussion on changes. Annie moves to update P&P to reflect changes as emailed by Tom to Board on 10/10/13. Stacy S. Seconded. No discussion. All in favor. None opposed. Tom will make all changes to the P&P document and will send to Beth for official archive.
 - B. Awards, Becca Dobry
 - a. No written report.
 - C. Communications, Mary Lohse
 - a. Written report attached. Lani and Linda will attend free SOCS training in Lincoln.
 - i. Can SOCS provide online drop box and can they take online payments? Can they password protect the membership directory? Can they host surveys on their website?
 - D. Corporate Development, Don Buehrer
 - a. Written report attached.
 - b. Aspire will not be renewing corporate membership. Professional Choice Recovery just paid their dues this week (not sure if they paid with the late fee).
 - c. Notes on fees: Some of what is asked in the notes is already addressed in the changes made earlier to the P&P. Notes on fees: Include corporate support fee with membership fee next year? For this spring's conference, include corporate support fee with conference attendance fee?-Yes and on website will do two links, one for schools and the other for associate.
 - d. PDC and Corporate Development committee to work closely together to make sure all corporate sponsors are NeASFAA members. PDC will carefully communicate with corporate sponsors so they know all financial responsibilities.
 - E. Finance and Audit, Renee Besse
 - a. Written report attached.
 - b. NeASFAA insurance policy, reviewed what it covers. Committee will review this and decide if the insurance policy covers what is needed. Then would make recommendations to the board, if needed.
 - F. Membership, Andrea Quimbly
 - a. Written report attached.
 - b. Has NeASFAA mugs that can be given out. Will save for conference for new members.
 - c. Two schools requested to not pay the membership late fee.

- i. Mid Plains-McCook and North Platte have the option to be considered one school instead of two so that they only have to pay one late fee. Would then have just one voting member.
 - ii. Concordia Univ. request to waive late fee. After board discussion, late fee must be paid.
 - d. Recently a school paid membership dues that hadn't paid for several years. They were not actively taken off membership by the board. Guidance on whether or not they have to be reapproved for membership when payment is missed for a year.
 - i. Membership to go through P&P to come up with language to address the situation when a school hasn't paid and what happens with their membership and having to be reapproved.

G. Nominations and Elections, Matt Johnson

- a. Report discussed earlier.

H. Professional Development Committee, Laura Schultz and Ritchie Morrow

- a. Written report attached.
- b. PDC will provide list of attendees to Treasurer.
- c. PDC will reach out to northern Kansas schools to see if they want to attend fall training in Kearney.

VI. Old Business

A. Review of the Strategic Planning Document

- a. Entertain any additional suggestions, ideas, deletions (this is a three-year document)
 - i. Document with changes attached
 - ii. Committees to compile wish list of technology needs for next board meeting.
 - iii. Receive motion to adopt the strategic plan
 - 1. Not ready to do this at this meeting, expected for next meeting.

B. Assign strategic planning initiatives to committees/board members Assigning "Hello NeASFAA" write ups to Board and Committees

- a. Committee chairs and officers write up something to put on the listserv about their position on the board or news. Matt in October, Laura/Ritchie and Beth November, Don in December, Annie and Renee in January, Andrea and Lani in February, Tom and Becca in March, Marty and Erin in April

VII. New Business

A. Budget Variances

- a. Support Staff Workshop
 - i. Cost of room and parking at Mahoney
 - ii. Estimated cost is \$400
 - iii. Tom motions for budget variance for support staff workshop of \$400. Marty seconds. Marty asks for breakdown of expenses. Laura will provide. All approved. None opposed.
- b. Fall Training
 - i. Providing travel and lodging expense to speakers from Ohio State and from Creighton
 - ii. Cost of room and parking at Mahoney
 - iii. Total cost about \$1200 and currently there is no budget for fall training.
 - iv. Tom motions for budget variance for fall training of \$1500. Marty seconds. Marty asks for breakdown of expenses. Meals/breaks, speaker, and meeting room (this includes cost of parking paid by NeASFAA). Laura will provide it. All approved. None opposed.

- B. Review suggestions made by the Audit committee (attached)
 - a. RMASFAA Pipeline – Becca Dobry
 - i. Two-year commitment of \$500. Last year's \$500 was not used by Becca b/c UNK paid the expenses. Requesting \$500 to move to this year. Tom motions to approve budget variance of \$500 for a total of \$1000 this year. Annie seconds. No discussion. All approved. None opposed.
 - b. Online banking-no charge for the account. Recommendation to move to an online bank account. Same banking institution.
 - c. Quicken online-Written report attached.
 - i. If laptop dies, information is lost b/c software is no longer supported.
 - ii. Marty is willing to do the work to transfer data.
 - iii. Marty has some reservations about doing this because he wants to make sure it will do what we need it to do. He provided a document to the committee showing the information.
 - iv. The Audit committee will review the document and determine if they would like to go forward with the proposal to purchase and move to Quicken online.
- C. Build an Association time line for each committee/board member to include in the P&P
 - a. Create a master calendar which would be an addendum to the P&P or to be posted as a calendar on the website. Can SOCS host a calendar?
 - b. All committees and officers-Review P&P for everything that the position does. Bring a list of everything the position does with a date it is done to the next board meeting.
- D. Discuss the feasibility/practicality/improved function of reordering our committee structure
 - a. Bylaw Implications
 - i. Suggestion: Take standing committees out of the bylaws so that committees can be changed as the needs of the organization change. Look to see if committees can be restructured or combined.
 - ii. Suggestion: Keep in bylaws. Combine communication and membership. Make awards part of PDC.
 - iii. Association Governance to review this. Can be taken from NASFAA as they have this model? Research other state's practices. Bring info to next board meeting.
- E. Other new Business
 - a. Inceptia asked if they could post a newsletter on the listserv regarding their free services. The listserv policy states no marketing is allowed. So this posting will not be allowed.
 - b. Education Quest will no longer be able to match the \$500 philanthropy award at spring conference. Matt will ask Don if he would want to reach out to associate members to see if any of them would be able to provide a match.
 - c. ITT didn't pay membership fee last year and didn't pay conference fee for spring 2013. Pay non-member rate plus late fee of \$310. Matt will call to find out about the payment. Will offer for her to pay just last year's membership fee and conference fee, which would be less than the \$310.

VIII. Adjournment

- A. Tom motions to adjourn.

I have been president for a little over a month now. LeAnn Hoffman called in early August to let me know that she had accepted a position at South Sioux City Community College which is just over the border into Iowa. Her last date of employment at Wayne State was August 23rd. I informed her that she had to remain president until I received the gavel – still no gavel! At any rate, this will be my first meeting as president. There are some initiatives that I will be advancing in this my first meeting that I had discussed with LeAnn and with the board in the June meeting. There are other initiatives that were discussed in the Strategic Planning Meeting that I want to continue to explore with the board that we will be discussing in this meeting.

While it is not ideal to come into the Presidency in this manner, I believe there is opportunity here that other presidents do not have. That being, I will be able to start some initiatives and hopefully see them through to fruition before I pass the gavel to someone else. I hope to be able to engage my board and committees in such activity that brings increased positive momentum to the purpose of NeASFAA. Because together, we can do some incredible things.

I will be attending the RMASFAA conference during this next week. As part of this conference, I will sit in on my first RMASFAA board meeting. Tom Oschner has graciously passed along copies of his current and last reports for my review so that I know how to make these reports to the RMASFAA board in the future. I was contacted in August about presenting at the upcoming RMASFAA conference. My presentation is to be a joint session with a NASFAA presenter on verification.

I have attended two meetings of the Audit committee. The first meeting I attended as President Elect and the second one as President. The first meeting was the audit where our books appear to be in good standing as reported by the committee. The second meeting was a planning meeting and a review of the policies and procedures for this committee.

I will be attending the upcoming support staff workshop and providing a presidential welcome. I will also be attending our fall training. Both of these events appear to be well organized. Each one in its own right should have some very interesting and engaging material. I hope that you all encourage persons from your campuses and offices to attend.

Much of my time and attention of late has been with the nominations and elections duties that I have as president elect. I have conversed by email with my Sector representatives asking them to suggest nominations for the officer positions. This year we also need to fill the sector representative positions for Private Career, Private College, and Associate sectors. I asked the current representatives in these positions to solicit nominations to fill their own positions. To date each of the sector representatives have at least one person to list on the ballot to fill their positions. My request to them was to have nominations to me by the board meeting which they have done. I hope to perhaps hear of some more as we converse sometime during the board meeting.

I currently have persons lined up for the secretary and treasurer positions. Three persons have agreed to run for secretary and Marty has agreed to serve again as Treasurer. President elect is not yet nailed down. The good thing is that some of these persons have a desire to run in the future when some personal and professional things are sorted out. I have one person considering it that I have not heard back from as of this report. If this person does not accept I will need to take another look at our membership and cast a wider net. It may be that I need to contact all of the past presidents and solicit nominations from them or perhaps ask if they would serve in this capacity again. I would entertain any suggestions from the board.

Respectfully submitted
Matt Johnson
NeASFAA President

Treasurer's Report

NeASFAA Board Meeting

October 11, 2013

Submitted by Marty Habrock, Treasurer

Item 1) Update on NeASFAA CDs – the consolidation of our previous 7 CDs into 4 CDs each maturing quarterly is now complete. In addition, per recommendations from FAC, \$12,000 has been added from the checking account into CDs. Below is a summary of the transactions.

10/8/2013					
Account #	Bank	Length	Maturity Date	action	value at closing
3-057-9009-7383	US Bank	8 months	11/16/2012	closed 11/16/2012	\$6,854.76
3-057-9009-4547	US Bank	7 months	12/25/2012	closed 1/2/2013	\$6,861.41
80869 CD#38114	Union Bank	9 months	12/27/2009	closed 1/3/2013	\$14,283.80
3-057-9016-7723	US Bank	10 months	6/9/2013	closed 6/14/2013	\$6,044.42
3-057-9024-4209	US Bank	9 months	7/3/2013	closed 7/10/2013	\$27,188.00
3-493-1109-0493	US Bank	12 months	9/13/2013	closed 9/19/2013	\$10,428.39
3-057-2070-6293	US Bank	12 months	10/7/2013	closed 10/8/2013	\$7,106.00
					\$78,766.78

Account #	Bank	Length/Rate	Maturity Date	action	Value	Signatures
3-057-9044-4270	US Bank	12 months - 0.10%	1/3/2014	NEW 1/3/2013	\$ 19,717.00	Marty H
CD #576620	Union Bank	12 months - 0.20%	4/5/2014	NEW 4/5/2013	\$ 14,300.00	Marty H
CD #580134	Union Bank	12 month - 0.30%	7/10/2014	NEW 7/10/2013	\$ 27,188.00	Marty H
CD #586665	Union Bank	12 month - 0.30%	10/8/2014	NEW 10/8/2013	\$ 29,580.00	Marty H
					\$ 90,785.00	

Item 2) On June 14, 2013, paid \$500 to The Harford for NeASFAA's liability policy

Item 3) On July 23, 2013 met with the FAC for the annual audit.

Item 4) To date, for 2013-14 have received \$5,700 in school memberships and \$2,200 associate memberships

Profit & Loss Budget vs. Actual

Cash Basis

July 1 through October 11, 2013

	Jul 1 - Oct 11, 13	Budget
Income		
Exhibitor Fees	0.00	2,900.00
Fall Workshop	0.00	300.00
Interest Income	0.00	1.00
Membership Income	7,900.00	10,275.00
Reserve Debit*	0.00	2,234.00
Spring Conference	0.00	7,800.00
Support Staff Workshop	0.00	1,140.00
Total Income	7,900.00	24,650.00
Expense		
Awards		
Fun Awards	0.00	180.00
Prestige Awards	0.00	470.00
Total Awards	0.00	650.00
Communications		
SOCS Annual License Fee	0.00	1,500.00
Total Communications	0.00	1,500.00
Leadership Development		
Membership	0.00	500.00
Printing/Postage	0.00	50.00
Welcome Project	0.00	400.00
Total Membership	0.00	450.00
PDC		
Fall Institute		
Entertainment	0.00	0.00
Meals/Breaks	0.00	300.00
Printing/Postage	0.00	0.00
Speaker Expense	0.00	0.00
Total Fall Institute	0.00	300.00
Meeting Expense	80.27	200.00
Spring Conference		
Entertainment	0.00	2,000.00
Meals/Breaks	0.00	7,000.00
Miscellaneous	0.00	100.00
Printing/Postage	0.00	500.00
Speaker Expense	0.00	5,000.00
Total Spring Conference	0.00	14,600.00
Support Staff Workshop		
Attendee Materials	0.00	50.00
Meals/Breaks	0.00	750.00
Speaker Expense	0.00	250.00
Support Staff Workshop - Other	143.22	
Total Support Staff Workshop	143.22	1,050.00
Training	155.48	
Total PDC	378.97	16,150.00
President/President Elect		
Board Meetings		
Meals	135.00	
Board Meetings - Other	0.00	650.00
Total Board Meetings	135.00	650.00
Leadership Conference	0.00	1,500.00
NASFAA Conference	0.00	1,500.00
RNASFAA Conference	250.00	1,000.00
RNASFAA State Gift	75.00	75.00
Total President/President Elect	460.00	4,725.00

8:24 AM

NeASFAA

Profit & Loss Budget vs. Actual

Cash Basis

July 1 through October 11, 2013

	Jul 1 - Oct 11, 13	Budget
Secretary		
Cards/Memorials/Flowers	0.00	25.00
Total Secretary	0.00	25.00
Treasurer		
Association Liability Policy	0.00	550.00
Banking Expenses	8.00	25.00
Computer Expense	60.95	25.00
Tax Preparation	0.00	50.00
Total Treasurer	68.95	650.00
Total Expense	905.92	24,650.00
Net Income	6,994.08	0.00

8:27 AM

NeASFAA
Balance Sheet

Cash Basis

As of October 11, 2013

	<u>Oct 11, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking- 148985925327	25,340.62
Total Checking/Savings	<u>25,340.62</u>
Other Current Assets	
12 Month CD--Union Bk 4/5/13	14,300.00
12 Month CD-US Bank 1/3/2014	19,717.00
12 month CD - Union Bk 10/8/13	29,580.00
12 month CD -Union Bk 7/10/13	27,188.00
Total Other Current Assets	<u>90,785.00</u>
Total Current Assets	<u>116,125.62</u>
TOTAL ASSETS	<u><u>116,125.62</u></u>
LIABILITIES & EQUITY	
Equity	
3000 - Opening Bal Equity	34,427.98
3900 - Retained Earnings	74,703.56
Net Income	6,994.08
Total Equity	<u>116,125.62</u>
TOTAL LIABILITIES & EQUITY	<u><u>116,125.62</u></u>

NeASFAA Private Colleges and Universities Sector Report

October 11, 2013

An email was sent out to the private colleges and university sector requesting information, I did hear back with the following report:

- Dean Obenauer at Creighton University will present at the “College Success through Financial Literacy” Conference in Kansas City next month. There are 12 universities/colleges, including UNL, represented on the agenda. He will also be co-presenting a session, “What do students think about financial literacy” at the RNASFAA conference in Cheyenne.
 - Dean has asked us to discuss interest our institutions may have in a blog, listserv, or half day training pertaining to financial literacy. If so what would we be interested in and how would we want it to be implemented?

Respectfully submitted,

Annie Lee

NeASFAA Private Colleges and Universities Sector Representative

NeASFAA Communications Committee Report

October 11, 2013

- Lani Swanson, Mary Lohse and Linda Butcher plan to attend the Fall 2013 SOCS User Group Meeting in Lincoln on October 22. The meeting will discuss recent and future enhancements to SOCS websites and offers a time for discussion.
- Committee members continue to make changes to the website as needed.
- Committee members continue to review the website monthly looking for items to update/delete/change.

Respectfully Submitted,

Mary Lohse, Communication Committee Co-Chair
Lani Swanson, Communication Committee Co-Chair

NeASFAA Board of Directors
Corporate Development Committee
Don Buehrer (Nelnet) and Stacy Seim (EducationQuest)
October 2013

- **The Corporate Sponsorship Committee**, in coordination with the Membership Committee, sent invoices to all 2012-2013 NeASFAA Associate Members. As of October 1, 12 of the 16 members have renewed their membership for the 2013-2014 academic year. Reminder notices have been sent to the 4 members who have not renewed. (ASA, Aspire Resources, Professional Choice Recovery, University of Nebraska Central Administration *for Sharon Thewke*).
- The committee also sent "recruiting" membership letters (emails) to approximately 70 potential Associate Members. Our guess is that these companies will not respond until the pricing structure is set for the 2014 Spring Conference.
- Paid Associate Members for 2013-2014 include:

Coordinating Commission for Post Secondary Education
Discover Student Loans
EducationQuest Foundation
General Revenue Corporation
Great Lakes Educational Loan Services
Inceptia/NSLP
Nelnet
Professional Choice Recovery
Sallie Mae
The First Marblehead Corporation
Wells Fargo
Williams and Fudge

- **Fee Structure**

At the February 1, 2013 NeASFAA Board Meeting, discussion was held regarding our fee structure for Associate Members. The minutes reflect the following.

As a result of our discussion about fees, both the late fees and the associate member fees, the board is charging the Association Governance Committee with looking at these issues. The board is asking that the committee look at the current late fee policy and discuss what its purpose is, how it is to be implemented and whether the committee would have recommendations to change or improve the policy. The board is also asking that this committee look at the fee structure for associate members and determine if there is a more streamlined way in which associate members and interested non-members would be better communicated with in the billing process. The hope is that associate members and especially potential members would better understand the fees structure and know the benefit they are getting by being a member versus not being a member. When exhibiting fees and conference fees were added up, there was concern among the Board that an associate non-member, even after paying the non-member rate for coming to a conference, might actually be paying less than a member.

We're not sure if the Association Governance Committee has or will be making any recommendations regarding these fees.

What we did.

We sent out membership renewal notices using a new layout that was agreed upon by the Membership Committee. We feel this was successful as 12 of the 16 current members have renewed their membership.

Past membership letters also included the exhibit fee structure which caused most of the confusion. This year, we only sent our membership information and will send an additional letter once conference and exhibit fees have been approved. Each "potential" exhibitor will be provided a clear explanation of their fees based on their membership status. We will also make it clear that each member or non-member exhibitor MUST also register for the conference, which is an additional fee.

Regarding fees, our suggestion is:

Make it mandatory that only members may exhibit, **or**, charge non-members an additional exhibit fee that is AT LEAST equivalent to the membership fee.

The Corporate Development Committee recommends that the exhibition fee for the 2014 conference remain at \$250. We also recommend that our committee send out the sponsorship letter once the fees are approved. We will develop a letter noting the current fee structure, which should further reduce the confusion that has happened in past years.

There was some discussion of increasing the exhibit fee to include the registration fee, thus creating less confusion. Our committee would have no objection to this action, but this may cause other issues with the conference committee.

Finance and Audit Committee Report

NeASFAA Fall 2013 Board

Membership: Renee Besse (chair), Hylee Asche (co-chair), Terri Graham, Marty Habrock (Treasurer), Matt Johnson (President/President-elect). Former member – LeAnn Hoffman

The Finance and Audit Committee has met twice since the spring conference.

- Our first meeting on July 23rd, 2013 focused on the annual audit. The audit report was submitted to the President on July 31st, 2013 and will be presented to the Board of Directors at this meeting per NeASFAA's Policy and Procedures. The committee concluded that the association is in good shape financially and all financial records are in good order.
- Our second meeting was held September 24th, 2013. During this meeting we reviewed the Policy and Procedures Manual for updates. Several changes have been recommended by the committee and those suggestions will be forwarded to Association Governance. Each member has taken on one or more task(s) to ensure that our committee is not only supporting NeASFAA but also moving NeASFAA forward. These tasks include; updating the Audit Guide, reviewing the association's insurance policy, preparing a request for Board Review to purchase Quicken Online, updating and merging the Strategic Cash Reserve Plan and Investment Plan into one plan called the Strategic Fiscal Plan. We were on such a role, we even went as far as to set some tentative goals for the 14-15 Finance and Audit Committee 😊

Our next meeting will be in February when we will review budget request and begin building the 14-15 Budget for approval at the Spring Conference.

Respectfully submitted by,

Renee Besse, Chair

To: NeASFAA Board of Directors

From: Finance and Audit Committee – Renee Besse, Hylee Asche, Terri Graham, LeAnn Hoffman, Marty Habrock, Matt Johnson

Date: July 26, 2013

Regarding: Annual Audit for 2012-13 Fiscal Year

The Finance and Audit Committee conducted the Association's annual audit for the 2012-13 fiscal year on July 23rd, 2013. The meeting was held Room 521 of the Health Science Wing at Central Community College in Grand Island. All members of the Finance and Audit Committee were present for the audit. The committee members followed the audit guidelines as written in the NeASFAA Audit Guide. The committee concluded that NeASFAA is financially healthy and that the responsibilities of the Treasurer are being conducted properly.

Items Reviewed

1. Board of Directors Minutes – the 2012-13 Board minutes were reviewed and it was confirmed that all adjustments to the budget were made as requested. The minutes also showed that the Annual Budget was approved.
2. Fiscal Year Trial Balance/Payables – A random review of individual expenses was tracked from claim form, to check book, to detail by Account report to the Trial balance. Everything was responded to in a timely manner and appears in order.
3. Bank Statements – reconciliation is completed on a timely basis.
4. Certificate of Deposit – per last year's recommendations significant action was taken in regards to CDs during 2012-13. A thorough review of the transactions was made and everything appears in order.
5. Membership Roster – a random check of membership showed that those listed has paid their membership dues and those who had not paid were no longer listed in the membership directory.
6. IRS Form 990 – The association no longer files an IRS Form 990. Based on conversation with the Association tax accountant we can now file an IRS Form 990N – Electronic Notice (E-Postcard). Documentation was provided that the form was submitted in a timely manner to the IRS.
7. Insurance Liability Policy – Documentation was provided that NeASFAA has insurance coverage in place for the 2013-14 fiscal year.
8. NeASFAA Policy and Procedures Manual was reviewed and the Treasurer is successfully fulfilling his duties relating to the financial interest of the Association.

The committee concluded that the association is in good shape financially and all financial records are in good order.

Recommendations

1. Upon review of the budget, the committee found that a variance was requested, approved and made to the budget to financially support members participating in RMASFAA's Leadership Pipeline. Rebecca Dobry is currently participating in this program but failed to submit any of her expenses during 2012-13. The Leadership Pipeline is a two year commitment so Becca was contacted and asked to submit a request to have that variance from 2012-13 be added to next year's allowance.
2. Upon review of NeASFAA's operation expenses the Finance and Audit Committee recommends that an additional \$6000 be moved from checking into the next CD that is rolled/opened.
3. Membership follow-up - The treasurer reported that ITT came to the NeASFAA's 2013 Spring Conference and paid a members registration fee. They were unaware that their membership to NeASFAA had lapsed and indicated they would send the membership dues when they got back. Marty indicated that he has received their 13-14 membership dues but still has not received their 12-13 membership dues. The Audit and Finance Committee recommended that Marty contact ITT and request the 12-13 membership dues or the increased cost of a non-membership conference fee.
4. NeASFAA Audit Guide – It was determined that the Audit Guide needs to be reviewed and updated. Renee has agreed to put a draft together for committee review. It was also suggested that the Guide be put on the neasfaa.org website.
5. The Insurance Policy was reviewed; however, no one is really sure what it is covering. Is it too much coverage or not enough? LeAnn Hoffman agreed to take a copy of the policy to her insurance agent to find out exactly the policy covers. She will report back her findings to the Audit and Finance Committee.
6. Upon review of NeASFAA's Policy and Procedures Manual it was determined updates should be made to this document to allow for consistent wording and the update the duties of the committee (section 3.5.5)
7. The Audit and Finance Committee would like the Board of Directors to consider purchasing Quick Books on the web. A formal proposal will be presented to the Board at the fall meeting.

NeASFAA Membership Committee Report.

October 11, 2013.

1. The Member Directory has been updated as requests come in.
2. Invoices were sent in early June.
3. Reminders for schools not paid have been sent.
4. We have received two requests to have the late fee waived.
5. There are NeASFAA cups available to use for the support staff workshop if needed.

October 11th, 2013

NeASFAA Professional Development Committee Report

Our committee met in July to plan out the 4 trainings that we will provide the membership this year. Our overarching theme for the year is 'Looking Back to Move Forward'. We hope this theme will inspire and motivate more seasoned professionals to give back to NeASFAA while welcome new members to the association.

Support Professional's Workshop:

Friday, November 1st

Mahoney State Park, Peter Kiewit Lodge

Topics to be discussed:

- Student Loan Fundamentals
- R2T4
- Customer Service
- Information 101—A Helpful Tool Kit
- Fun and networking

Fall Trainings:

Monday, November 4, 2013

OR

Tuesday, November 5, 2013

9:00 a.m. – 3:00 p.m.

9:00 a.m. – 3:00 p.m.

Mahoney State Park

University of Nebraska at Kearney

Peter Kiewit Lodge

Ockinga Seminar Center

Fall Training Topic:

- Preparing for U.S. Department of Education Program Review. This training will explain how your campus needs to prepare and what is required by the Department prior and during a program review.

Subject Matter Experts:

- Diane Stemper---Director of Student Financial Aid, The Ohio State University
- Bob Walker---Director of Financial Aid, Creighton University

Spring Conference:

April 10th and 11th, 2014

Divots Conference Center

Norfolk, NE

Topics and Presenters:

- Pam Fowler---Director of Financial Aid, University of Michigan and Past NASFAA Chair
- Tony Lubbers---Assistant Director of Financial Aid, Friends University and KASFAA President
- Ron Brown
- Open Forum Session

Respectfully Submitted,

Ritchie Morrow—Professional Development Committee Co-Chair

Laura Schultz—Professional Development Committee Co-Chair

Finance and Audit Committee Proposal

NeASFAA Fall 2013 Board

Membership: Renee Besse (chair), Hylee Asche (co-chair), Terri Graham, Marty Habrock (Treasurer), Matt Johnson (President/President-elect). Former member – LeAnn Hoffman

The Finance and Audit Committee would like to propose purchasing Quicken Online for use by NeASFAA. The cost is \$39.95 per month or \$431.46 (10% discount) if annual payment is made up front.

Justification

- Aging Laptop which has a limited life span.
- No support for current PC version of Quick Book Software
- Functionality to upload files from the US Bank checking account for easier reconciliation
- Quicken Online allows for up to 5 users which allows for additional oversight as well as cross training so the Treasurer is not the only one with access to the finances of the association
- We have an experienced treasurer who is willing to make the move to Quicken Online

Respectfully submitted by,

Renee Besse, Chair



NeASFAA Strategic Directions – April 2013 through April 2016

(First Draft: June 07, 2013)

(Second Draft October 11, 2013)

NeASFAA exists to:

PROMOTE PROFESSIONALISM

Develop professionalism among aid officers of Nebraska – to include fostering and promoting professional standards, effectiveness and recognition. *(Bylaws, History, P&P)*

- The NeASFAA Board of Directors along with the committees will annually examine their role and function ~~of as the officers,~~ board of directors and committees with an emphasis on efficiency, sustainability, representation, conflict of interest and cost savings opportunities.
- NeASFAA will develop an ethics statement
- NeASFAA will provide a leadership seminar for ~~new~~ financial aid professionals with ~~three years or more of experience~~ by April 2016. The focus will be on coordinating this training in the off-year of the RMAFSA leadership pipeline.
- ~~NeASFAA will implement a conference reporting program utilizing veteran members of the association for the purpose of sharing important takeaways from the RMAFSA, NASFAA and FSA conferences with the rest of the association membership by December 2012.~~

Comment [BS1]: This is being done in many states. This would be a feeder to board participation. Possibility to do this as a part of the spring conference.

Comment [BS2]: The board had discussion on doing this, but couldn't come up with a realistic way to get written reports and to communicate them without overloading information that is provided elsewhere.

COORDINATE AND NETWORK

Provide a means to bring together all aid officers, counselors and public & private agencies for the discussion of common problems related to the distribution of financial aid to students. *(Bylaws, History, P&P)*

- NeASFAA will implement a mixer at the annual spring conference with the goal of facilitating a ~~minimum of two new connections per participant.~~
- ~~NeASFAA will implement a program to connect each new member to the association with an experienced member of the association for the purpose of welcoming the new person to the field of financial aid and the NeASFAA association. The program will be fully documented and implemented by April 2014.~~
- NeASFAA sector representatives will reach out members with the intent of encouraging participation in the organization.

- NeASFAA will explore the feasibility of an inter-state leadership exchange program to allow the office of the President meaningful connection to the leadership and inner workings of other state associations for benchmarking and idea generation. A report including a cost analysis for implementing such a program will be provided to the board by April 2016.

Promote and facilitate coordination of student financial aid plans and programs between and among financial aid administrators, post-secondary counselors and public and private agencies. *(Bylaws)*

- NeASFAA will solicit and document the technology needs and wishes for each board member and committee chair by April 2014.
- NeASFAA will evaluate the current website against the technology needs to determine its usefulness to the membership. A report will be given to the board concerning recommendations for website enhancements and/or changes including cost estimates by April 2014.
- NeASFAA will ask its membership for ways to utilize technology to increase interactivity between and among its members and provide a report with recommendations to the board by after April 2014.

Comment [BS3]: Will include in spring conference survey.

~~Assist secondary school counselors in their work with students in planning their future by providing timely and updated information concerning financial aid. *(Bylaws, History, P&P)*~~

~~— THERE WERE NO DIRECTIONS DEVELOPED TO ASSIST THIS PURPOSE AT THIS TIME — PERHAPS WAITING TO GET DUCKS IN A ROW?~~

TRAIN & DEVELOP

Stimulate, promote and encourage leadership, continuing education, conferences and other related activities for aid officers. *(Bylaws, History, P&P)*

- NeASFAA will create and publish in electronic form timelines for each office and committee by April 2014.
- NeASFAA will hold a transitional board meeting at the annual conference board meeting for the purpose of informing and training new officers, board members and committee chairs concerning their responsibilities.
- NeASFAA will ensure that vice chairs are invited and attend 50% of the board meetings during their year as vice-chair.

Provide training for aid officers. *(History, P&P – indirectly in Bylaws)*

- NeASFAA will annually evaluate the location and timing of the conference for optimum attendance and provide a report and recommendation to the board at least one year prior to the actual conference date.
- NeASFAA will implement at least one new programming idea per spring conference.
- NeASFAA will ensure that 50% of its annual conference breakout sessions utilize institutional members as presenters.

- NeASFAA will ensure that in each of its training events ~~spring conference~~, a minimum of 20% of the content is devoted to financial aid 101 basics and a maximum of 20% of its content is devoted to topics that are "fluff." Each ~~training event~~ spring conference will have at least one of each of the following types of sessions: best practices panel, financial aid hot topics, financial aid basics, birds of a feather sessions.
- ~~Develop and advertise a mobile multiple-site training program with instructors for the purpose of deploying training on location throughout the state by April 2015.~~

Comment [BS4]: Two locations for fall training.

~~Provide a means of affiliation with RNASFAA and NASFAA. (History, P&P — indirectly in Bylaws)~~

- ~~THERE WERE NO DIRECTIONS DEVELOPED TO ASSIST THIS PURPOSE AT THIS TIME — PERHAPS WAITING TO GET DUCKS IN A ROW?~~

INFLUENCE LEGISLATION

Influence federal and state legislation dealing with student financial programs and provide an avenue for dissemination of ideas and concerns of students and administrators in financial aid problems.

(History, P&P)

- NeASFAA will ensure that each annual conference addresses some form of training on the legislative process.
- NeASFAA will ~~develop a page on the website devoted~~ have a link to legislative resources.