

NeASFAA
Board of Directors Meeting
Thursday, October 5, 2017 @ 9:30 am
College of Saint Mary, Omaha NE

Present: Stacy Dieckman, Marty Habrock, Janice Volker, Heather Kester, Kent Wolfe, Sara Nordquist-Davis, Beth Sisk, Sarah Standley, Diana Oglesby, Jodi Vanden Berge, Lisa Gdowski, Erinn Brauer, Bailey Jorgensen, Ritchie Morrow and Taryn Rouse

Stacy Dieckman called meeting to order 9:47 AM.

Approval of Agenda. Motion Beth, second by Heather. Motion carried.

Approval of minutes from June 20, 2017 & Online Minutes August 20, 2017. Motion made by Diana for approval of June minutes, second by Marty. All approved. June minutes approved. Motion made by Diana for approval of August minutes, second by Kent. All approved. August Minutes approved.

Officer Reports:

President, Stacy Dieckman: Report Attached. Scholarship provider meeting. Purpose of meeting was barriers. One scholarship application for all scholarship. Student would fill out one application that would go out to all organizations. Seemed in favor of it.

President Elect, Marty Habrock. Report Attached. NASFAA realignments.

Past President, Beth Sisk. No Report Attached. RNASFAA two electronic votes for two new vendors to join.

Treasurer, Janice Volker. Report Attached. None of the CD's have changed. A few members have not paid their membership fees. Omaha School of Massage is not renewing, Bellevue is on the way, and Wells Fargo contacted but didn't get anything back. No one knows who the contact is. Beth would follow up with other State Representatives to see if they have any information about a contact. Kent is going to reach out to someone as ASA.

Secretary, Sara Nordquist-Davis. Nothing to report.

Sector Representative Reports:

Private Career, Heather Kester. Report Attached. Accreditation is the last hurdle for Kaplan to become Purdue.

Two-year Public Institutions, Diana Oglesby. Nothing to report.

Private Colleges and Universities, Taryn Rouse. Nothing to report. Bailey asked that information be sent not just to Directors.

Four-year Public Colleges and Universities, Sarah Standley. Sent out emails but nothing to report.

Associate Membership, Kent Wolfe. Kent has response thanking him. The KASFAA and NeASFAA state conferences are the same day. He was asked to coordinate the dates. Could put ours out to other states and see if others will release dates? Suggest looking to see on RNASFAA website what other states have planned (April 4-6). Bailey is going to reach out to Janet Dodson to post our schedule for conference on the RNASFAA website.

Committee Reports:

Association Governance, Beth Sisk. Report Attached. Discussion of adding co-chair for Professional Development and Recognition Committee (PDRC). Committee agreed to language for the Policy and Procedure manual. Concern of a three year commitment. The thought by the committee was that the chair and co-chair is on for two years and a one year term for a vice chair. Suggestion brought up about having two co-chairs and then two vice chairs. Then the vice chairs

take over. There is a concern over the workload for the chairs because of the conferences and credentialing sessions. Or should it be left as is. There was a concern brought up about who would decide if there is a disagreement between the chairs. Suggestion for the committee to resolve disagreement if they can't reach a conclusion goes to President. Pull vice chair from the committee, that way not a three year leadership commitment. Committee motioning to the board. Decision to table it until January Board meeting. Have PDRC take it back to the committee to review the language. Secretary position: Report Attached. Mixed at what other state organization are doing for their terms. If two year less of an opportunity for others to come on board but two year to give them an opportunity to learn what to do. People like the two year term idea. Maybe have them attend the January board meeting so they can learn more. Concern that new people would not get opportunity but we have a small group of people to choose from and we may not be taking away an opportunity. Task Association Governance to go back and write language to add to the Policy and Procedure manual about adding a two year term for Secretary.

Corporate Development, Jodi Vanden Berge. Nothing to report.

Finance and Audit, Lisa Gdowski. No Report Attached. Will be finishing the association audit this afternoon.

Membership Connections, Erinn Brauer. Report Attached.

Nominations and Elections, Marty Habrock. Report Attached. Would like people to know if they would like to nominate someone for Associate Sector Representative.

Professional Development & Recognition Committee, Bailey Jorgensen. Report Attached. Signed contract for Kearney. Still working on credential sessions would like to draw some non-members.

Continued Business:

Fall Training & Spring Conference Update. No additional information. Will have another committee meeting in October. Change to Policy and Procedure manual to add Co-Chair to Profession Development & Recognition Committee. Tabled for more discussion in January.

Length of term for Secretary. Should the length be increased to two year term? Talked about during Association Governance report.

Private Career Sector. Should the Private Career and Private Colleges and Universities be combined? Heather is stepping down as representative because she is leaving Kaplan. Kaplan is not going to be able to send anyone going forward. It is very difficult to fill the Sector Representative for the Private Career. Need to check with the four colleges if they can designate someone or what they would like to have happen. What will happen the future? What if a school then chooses to participate for their sector? Heather is going to reach out to them to see what their thoughts are on the change. She could potentially get someone to fill the position and maybe next term too. She will send out email carbon copying Beth and Marty. She will call them tomorrow if no responses or no opposition. Would then in November ask the Association Governance to meet about changing the Bylaws to combine the two sectors. The representative change could be made by the Board and just ask for a commitment to finish out the term. Ask them to attend the two board meetings. After that, the sectors could be combined. Ask Association Governance to look at the bylaws about the change for the January Board Meeting.

New Business. Adding Little Priest Tribal College. They are NASFAA members. Make sure they pay membership fee before they do the credentialing. LPTC approved for NeASFAA membership.

Adjournment. Motion by Marty, second by Heather. Motion carried. Meeting adjourned at 11:40 a.m.

Respectfully Submitted,
Sara Nordquist-Davis, Secretary

October 4, 2017

President Report- Stacy Dieckman

NeASFAA Board Meeting Report 10/05/2017

I represented NeASFAA at a Scholarship Providers meeting hosted by Education Quest. The discussion focused on scholarship application barriers. Eric Drumheller shared his idea about having one scholarship application which would be shared with all the Foundations. I enjoyed the meeting and I was happy to represent NeASFAA.

Sincerely,

Stacy Dieckman

October 5, 2017

President-Elect Report – Marty Habrock

NeASFAA Board Meeting

1. Attended the NASFAA National Conference June 26-27 in San Diego as the NeASFAA representative.

- Attended an invitation only session - Forum on National, Regional, State Association Partnerships – hosted by Justin Draeger, Lisa Blazer, Billie Jo Hamilton and Daniel Mann. NASFAA convened a task force of past regional presidents and some state association leaders in 2016 to examine potential realignments between the national, regional, and state associations. Considerations from that task force were passed along to a larger group of regional and state association leaders who convened later that year.

At the NASFAA forum we discussed how the collective associations could move toward a shared vision, mission, and strategic goals and generate economies of scale. Examples might be operations such as Treasurer, Membership, and Website.

With states having different resources, this shared idea would be a way to help.

What should we do? At the state level, provide input and feedback for this process. Many states like Kentucky and Mississippi were not impressed, even though small and limited resources they have good volunteer support. Is a way for them to develop leadership within their ranks. If NASFAA took over some of this functionality then that would be gone. NASFAA continued to stress that no decisions have been made, just exploring.

- Attended the President's breakfast

Make sure President and President-Elect are signed up for the NASFAA listserv

In May of each year, that is when NASFAA completes planning for the next fiscal year, so if you want them to come to your conference you should invite them, send request to Beth Magglio

2. Finalized the 2016-17 committee membership:

Association Governance	
Chair	Beth Sisk (Past-President)
ex-officio	Marty Habrock (President-Elect)
Member	Matt Johnson
Member	Ritchie Morrow

Corporate Development	
Chair	Jodi Vanden Berge
Vice-Chair	Deana Unger
Ex-Officio	Stacy Dieckman (President)

Finance and Audit	
Chair	Lisa Gdowski
Vice-Chair	Danny McGinnis
Ex-Officio	Janice Volker (Treasurer)
Ex-Officio	Marty Habrock (President-Elect)

Membership & Communication	
Chair	Erinn Brown
Vice-Chair	Nichole Benissan
Member	Linda Butcher
Member	Judith Sasso-Mason
Member	Lani Swanson
Ex-Officio	Janice Volker (Treasurer)

Nominations and Election	
Chair (President-Elect)	Marty Habrock
Private Career Sector Rep	Heather Kester
4-Yr Private Sector Rep	Taryn Rouse
Associate Member Sector Rep	Kent Wolfe
4-Yr Public Sector Rep	Sarah Standley
2-Yr Public Sector Rep	Diana J. Oglesby

Professional Development and Recognition	
Chair	Bailey Jorgensen & Kent Wolfe
Vice-Chair	Stacy Seim
Ex-Officio	Marty Habrock (President-Elect)
Member	Lynn Shriver
Member	Lisa Gdowski
Member	Jordan Eisenmenger
Member	Peggy Trvdy
Member	Brittnee Terrill
Member	Kim Vanosdall
Member	Lauri Oswald
Member	Deana Unger
Member	Hylee Aschee
Member	Angie Pinkerman

Treasurer's Report

October 2017

1. CD Balance – 3 of the 4 CD's have been switched to 16/18-month CD, increasing the interest rate. As others renew they will be reviewed to determine if better rates can be secured.

Account #	Bank	Length	Rate	Maturity Date	Value
CD 3-057-9044-4270	US Bank Union	12 months	0.10%	01/03/18	\$19,779.42
CD #576620	Bank Union	18 months	1.20%	04/05/17	\$14,414.91
CD #580134	Bank Union	18 month	1.00%	11/19/17	\$27,433.92
CD #586665	Bank	16 month	1.00%	02/18/18	\$29,847.55
					<u>\$91,454.17</u>

2. Balance Sheet
3. Profit and Loss Statements
4. Members not yet renewed (Bellevue, Omaha School of Massage, ASA, Wells Fargo)
5. Treasurer Audit Schedule for 10-5-17

Profit & Loss Budget vs. Actual

Cash Basis

July through September 2017

	Jul - Sep 17	Budget
Income		
Credentialing Income		
Application Processing	385.00	
Late Fees	10.00	
Needs Analysis	350.00	
Packaging	420.00	
Verification	280.00	
Total Credentialing Income	1,445.00	
Fall Workshop	0.00	3,000.00
Interest Income	2.03	12.00
Membership Income		
Late Fee	150.00	
Membership Income - Other	6,350.00	10,600.00
Total Membership Income	6,500.00	10,600.00
Other		
Bid Incentive	0.00	270.00
Total Other	0.00	270.00
Reserve Debit*	0.00	2,945.00
Spring Conference	0.00	10,500.00
Total Income	7,947.03	27,327.00
Expense		
Membership		
Printing/Postage	0.00	25.00
Welcome Project	0.00	100.00
Membership - Other	-875.00	
Total Membership	-875.00	125.00
PDC		
Credentialing		
Breaks	0.00	200.00
Credentialing Materials	1,600.00	1,000.00
Trainer Expenses	0.00	100.00
Total Credentialing	1,600.00	1,300.00
Fall Institute		
Meals/Breaks	0.00	850.00
Speaker Expense	0.00	750.00
Total Fall Institute	0.00	1,600.00
Meeting Expense	0.00	350.00
Spring Conference		
Entertainment	0.00	1,000.00
Meals/Breaks	0.00	9,000.00
Printing/Postage	0.00	250.00
Speaker Expense	0.00	4,000.00
P - Prestigious Awards	0.00	520.00
Total Spring Conference	0.00	14,770.00
Total PDC	1,600.00	18,020.00
President/President Elect		
Board Meetings		
Meals	80.00	
Board Meetings - Other	0.00	700.00
Total Board Meetings	80.00	700.00
Leadership Conference	0.00	3,150.00

Profit & Loss Budget vs. Actual

Cash Basis

July through September 2017

	<u>Jul - Sep 17</u>	<u>Budget</u>
NASFAA Conference		
Airline/Hotel/Meals	1,365.02	
NASFAA Conference - Other	0.00	2,150.00
Total NASFAA Conference	1,365.02	2,150.00
RMASFAA Conference		
Registration	275.00	
RMASFAA Conference - Other	0.00	2,500.00
Total RMASFAA Conference	275.00	2,500.00
RMASFAA State Gift	0.00	75.00
Total President/President Elect	1,720.02	8,575.00
Treasurer		
Association Liability Policy	0.00	500.00
Banking Expenses	0.00	24.00
Biannual Non-profit Filing Fee	0.00	23.00
Change of Agent Fee	0.00	10.00
Tax Preparation	0.00	50.00
Total Treasurer	0.00	607.00
Total Expense	2,445.02	27,327.00
Net Income	5,502.01	0.00

Balance Sheet

Cash Basis

As of September 30, 2017

	<u>Sep 30, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	28,260.57
Total Checking/Savings	28,260.57
Other Current Assets	
12 Month CD--Union Bk 4/5/13	14,393.28
CD # 580134 -Union Bk 7/10/13	27,433.92
CD #3057904 -US Bank 1/3/2014	19,779.42
CD #586665 - Union Bk 10/8/13	29,847.55
Total Other Current Assets	91,454.17
Total Current Assets	119,714.74
TOTAL ASSETS	119,714.74
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	34,427.98
3900 · Retained Earnings	79,784.75
Net Income	5,502.01
Total Equity	119,714.74
TOTAL LIABILITIES & EQUITY	119,714.74

Private Sector Career College Report- October 4, 2017

Emails were sent to all members of the Private Sector Career Colleges with no response.

October 2, 2017

Association Governance Committee Report – Beth Sisk
NeASFAA 10/5/2017 Board of Directors meeting

In the June 2017 NeASFAA Board of Directors meeting, the Association Governance committee was asked to do two tasks. The Committee communicated via email to discuss both.

- 1) Add language to the P&P for the PDRC committee changing the leadership to a co-chair structure. There is a separate document in the Dropbox with the updated language recommendation from the committee.
 - The committee discussed some concern about having more than one leader of the committee if there was a disagreement between the co-chairs. There were a few options presented that I am passing on the board for their information and discussion.
 - Use our current vice-chair structure to share the responsibilities
 - Have three people acting as Chair, Co-Chair and Vice Chair in a three year progression
 - Have the past-president act as the co-chair
- 2) Research length of secretary term on other boards. Separate document shows term length in the RMASFAA Region.
 - Depending on what the board decides, AG will propose P&P wording changes to the term length or a requirement for the new elected secretary to attend board meetings.

Current P & P:

3.2 Committee Membership Policy

Committee members must be NeASFAA members in good standing as defined in the Bylaws.

All committees should have "two-deep" leadership with a Chairperson and a vice chair. The Vice Chairperson succeeds the Committee Chairperson for the second year on the committee at the Annual Business Meeting, except for the Professional Development and Recognition Vice Chairperson who will succeed the Professional Development and Recognition Chairperson following the conclusion of the spring conference. This shall assist in developing continuity on all committees.

Proposed changes:

3.2 Committee Membership Policy

Committee members must be NeASFAA members in good standing as defined in the Bylaws.

All committees should have "two-deep" leadership with a Chairperson and a vice chair, except for the Professional Development and Recognition Committee which should have two Chairpersons acting as Co-Chairs. The Vice Chairperson succeeds the Committee Chairperson for the second year on the committee at the Annual Business Meeting, except for the Professional Development and Recognition Vice Co-Chairpersons who will succeed the Professional Development and Recognition Co-Chairpersons following the conclusion of the spring conference. This shall assist in developing continuity on all committees.

RMASFAA Secretary – one-year term

Colorado Secretary – one-year term

Kansas Secretary – one-year term

Montana Secretary – two-year terms, combined with Vice President

North Dakota Secretary – two-year term

South Dakota Secretary – two-year term

Utah Secretary – two-year term, combined with Treasurer

Wyoming Secretary – one-year term

Current P&P:

2.8.4 SECRETARY [Article VI, Section 9]

The Secretary is responsible for recording, distributing, and maintaining the records of the Association and the Board of Directors as described in Section 4 of this manual. Performs other duties as assigned by the President or prescribed by the Board of Directors.

Responsibilities

Prepares and distributes Board meeting minutes to the Board of Directors, Committee Chairpersons, and other designated Association members within a four week time period of any meeting of the Board or Association.

Manages the DropBox account, maintaining an organized file structure and moving documents within the DropBox as necessary to accommodate the file system.

Maintains the most current electronic version of the Association Policy & Procedures Manual and Bylaws.

Shall keep all emails with motions, seconds, discussions, and votes until the end of the following fiscal year. It is allowable to keep these records in electronic form provided they can be reproduced as necessary.

Serves as the official correspondent for the Association. Responsible for sending sympathy cards to members in accordance with Section 5.15. Responsible for sending cards to members leaving the Association.

Retains the Association's corporate seal and makes available for Association business needs when appropriate.

Maintains the electronic version of the Association's letterhead and logo and coordinates its use.

Collects Association paperwork as outlined in Section 6.1 and forwards all required documents to the Historian for storage.

Length of Office

A period of one year, following the Business Meeting of the NeASFAA Spring Conference.

Membership Connections Committee Report

October 5, 2017

Erinn Brauer, Committee Chair

The final picture for the 2017-2018 Board was added to the website. Pictures from the spring conference were added to the header. Committee information was also updated. Updates to the membership directory are being made as time allows once they are received. Information was added to a private section of the website for the credential sessions on Application Process, Need Analysis, Packaging and Notification of Awards, and Verification.

Reminder membership renewal statements were sent out on July 31st to 27 members. Late payment notices were sent out to 8 members on 9/10/17. Herzing University has decided not to renew their membership.

Little Priest Tribal College has requested NeASFAA membership.

October 5, 2017

Nominations and Elections – Marty Habrock

NeASFAA Board Meeting

I have not officially asked anyone to run, but have a few names in mind. Need to fill the following elected positions for 2018-19:

President Elect

Secretary

Four-Year Private Sector Representative

Private Career Sector Representative

Associate Member Sector Representative

Treasurer – Janice has agreed to complete another 2 year term

If you know anyone you would like to nominate, please let me know.

Professional Development and Recognition Committee Report
10/5/17

Contract signed for Holiday Inn in Kearney for 2019 conference.

First credential session held in Columbus. 11 participants for Needs Analysis and 13 for packaging.

Next credential session will be held on October 13 in Seward. As of 10/3 have 22 signed up for Verification and 15 for Application Process.

Will have credential session in Western Nebraska at WNCC on November 10.

Fall training will be held at Doane on November 15 & 16. One credential will be held each day as part of the training.

Respectfully submitted,

Bailey Jorgensen

