

Agenda
NeASFAA Board of Directors Meeting
Friday, November 2, 2018 @ 9:00 am
NeSIS, 5625 O Street, Suite 8 (2nd floor), Lincoln, NE

Present: Marty Habrock, Janice Volker, Nicole Casey, Sarah Standley, Diana Oglesby, Shareen Thewke, Justin Brown, Lani Swanson, Kent Wolfe, Deana Unger and Cecilia Hernandez.

Present via Zoom: Sheila Johns and Stacy Dieckman.

Not Present: Nichole Benissan, Richie Morrow and Sara Nordquist-Davis.

Marty Habrock called meeting to order at 9:01.

Approval of Agenda. Motion by Deana, second by Janice. Motion carried.

Approval of minutes from June 2018. Minutes approved by Marty.

Officer Reports

President, Marty Habrock: RNASFAA update. State president exchange at conference. Diversity and inclusion for next meeting agenda. Beware of scam emails from the “board”. Written report.

President Elect, Sheila Johns: State and Federal Relations Committee added with Justin Brown as Chair. Needs Analysis and SAP at WNCC in March. Written report.

Past President, Stacy Dieckman: Attended RNASFAA. Talked about oversight of treasurer. Written Report.

Treasurer, Janice Volker: Actual vs Budget on membership income on P&L, some membership payments received before July 1. Discussion about fiscal year dates. Are we down in memberships? Lani mentioned a few that have not renewed, like Grace. Marty said the way we are budgeting and collecting income does not seem like the same model. Credential materials budget is an estimate because of uncertainty of cost or if it would be offered by NASFAA. Written report.

Secretary, Sara Nordquist-Davis: Written Report.

Sector Representative Reports

Two-year Public Institutions, Diana J Oglesby: IWCC not interested in joining NeASFAA, maybe reach out to them for credentialing Fall training in one day – what if people want to do both credentials? Kent will take this back to PDRC to get input if this will work next year. Written report.

Private Colleges and Universities, Nicole Casey: GE and TEACH credentials, CSM would host if no additional cost to buy credentials. Kent will look into pricing, may need to purchase these separately. Written report.

Four-year Public Colleges and Universities, Sarah Standley: Ask Brian from UNO to help with State and Federal Relations Committee, finding examples of letters to send about PSLF. See if NASFAA already has a letter or materials about this. Justin will look more into this. Brian not officially a member of the new committee. Written report.

Associate Membership, Shareen Thewke: Nothing to report. No responses to her email.

Committee Reports

Association Governance, Stacy Dieckman: Did not meet yet. Will be meeting soon to discuss four items on their agenda and will discuss others as needed. The items are Summer Institute Scholarship, Friends of NeASFAA as a duty to Membership Connections committee, timeline to the Association Governance committee as a duty, and adding the State and Federal Relations committee.

Corporate Development, Deana Unger: Written report.

Finance and Audit, Danny McGinnis: Audit done, everything good. Kent asked what liability insurance covers. Written report.

spending a day with a director).

-Maybe we can test this in conference sessions.

-Pre-first board meeting retreat with ethics presentation. Possibly expand transitional board meeting to incorporate something more like an orientation or retreat.

2) Coordinate and Network:

-leadership exchange program

-Shareen: "Member Education Exchange" instead of leader. Idea: if on the exchange they could get member prices for events?

-Kent: Iowa, not in RMASFAA, new state could be good to expand networking.

-Sheila: coordinated Zoom meetings, pop-up statewide roundtable type idea.

-Justin: what research is currently being done and what are findings? How do the findings affect policy and practices?

-High school counselor listserv – President has access to it, use this more.

-Add more information to Resources section of our website.

-Cecilia: Someone at Education Quest has oversight of this high school counselor listserv.

-Assess needs of high school counselors, calendar of info to get out and when.

-Stacy: suggest getting agenda item added to Education Quest counselor update to get info about what resources they need (round table); or send survey.

-Danny: incorporate Trio program, Upward Bound program people.

3) Train and Develop:

-Will discuss at next board meeting. Please review and have thoughts ready.

4) Influence Legislation:

-Will discuss at next board meeting. Please review and have thoughts ready.

New Business

Ratify 4 Year Private College and Universities: Diana made a motion to ratify and Shareen seconded. Motion approved.

2021 Spring Conference location: Kent – Omaha and Lincoln locations are a lot more expensive (food cost minimums). Do we make up the cost in income from the conference? Marty suggested Embassy Suites in Papillion. Justin suggests going further west for 2021. Sheila: Even though further west would be nice, still keep attendance in mind. May go down the further west the location is.

RMASFAA updates: Written Report.

Motion to adjourn by Justin and second by Janice. Meeting adjourned at 2:40.

Agenda
NeASFAA Board of Directors Meeting
Friday, November 2, 2018 @ 9:00 am
NeSIS, 5625 O Street, Suite 8 (2nd floor), Lincoln, NE

Present: Marty Habrock, Janice Volker, Nicole Casey, Sarah Standley, Diana Oglesby, Shareen Thewke, Justin Brown, Lani Swanson, Kent Wolfe, Deana Unger and Cecilia Hernandez.

Present via Zoom: Sheila Johns and Stacy Dieckman.

Not Present: Nichole Benissan, Richie Morrow and Sara Nordquist-Davis.

Marty Habrock called meeting to order at 9:01.

Approval of Agenda. Motion by Deana, second by Janice. Motion carried.

Approval of minutes from June 2018. Minutes approved by Marty.

Officer Reports

President, Marty Habrock: RNASFAA update. State president exchange at conference. Diversity and inclusion for next meeting agenda. Beware of scam emails from the "board". Written report.

President Elect, Sheila Johns: State and Federal Relations Committee added with Justin Brown as Chair. Needs Analysis and SAP at WNCC in March. Written report.

Past President, Stacy Dieckman: Attended RNASFAA. Talked about oversight of treasurer. Written Report.

Treasurer, Janice Volker: Actual vs Budget on membership income on P&L, some membership payments received before July 1. Discussion about fiscal year dates. Are we down in memberships? Lani mentioned a few that have not renewed, like Grace. Marty said the way we are budgeting and collecting income does not seem like the same model. Credential materials budget is an estimate because of uncertainty of cost or if it would be offered by NASFAA. Written report.

Secretary, Sara Nordquist-Davis: Written Report.

Sector Representative Reports

Two-year Public Institutions, Diana J Oglesby: IWCC not interested in joining NeASFAA, maybe reach out to them for credentialing Fall training in one day – what if people want to do both credentials? Kent will take this back to PDRC to get input if this will work next year. Written report.

Private Colleges and Universities, Nicole Casey: GE and TEACH credentials, CSM would host if no additional cost to buy credentials. Kent will look into pricing, may need to purchase these separately. Written report.

Four-year Public Colleges and Universities, Sarah Standley: Ask Brian from UNO to help with State and Federal Relations Committee, finding examples of letters to send about PSLF. See if NASFAA already has a letter or materials about this. Justin will look more into this. Brian not officially a member of the new committee. Written report.

Associate Membership, Shareen Thewke: Nothing to report. No responses to her email.

Committee Reports

Association Governance, Stacy Dieckman: Did not meet yet. Will be meeting soon to discuss four items on their agenda and will discuss others as needed. The items are Summer Institute Scholarship, Friends of NeASFAA as a duty to Membership Connections committee, timeline to the Association Governance committee as a duty, and adding the State and Federal Relations committee.

Corporate Development, Deana Unger: Written report.

Finance and Audit, Danny McGinnis: Audit done, everything good. Kent asked what liability insurance covers. Written report.

Membership Connections, Lani Swanson: Lots of updates on the website. Marty asked if Spring Conference page could be updated with new information. Could put up info to come for 2019 conference. Submit dates to RMAFSA for calendar. Members have until the 16th to renew. Written report.

Nominations and Elections, Sheila Johns: Two candidates for each position. Lani will post candidates on the website. Written report.

Professional Development & Recognition Committee, Kent Wolfe: Numbers of people attending credential sessions decreasing as we continue to offer. Discussion: Do we cancel due to low turnout? Marty suggests it would be helpful to know the numbers of how many attend and have earned a credential in the past. To get an idea of how many still need them or how many it would benefit to keep offering them. New CFAA program through NASFAA. Kent will put together some metrics to help make decision. Need speaker ideas for conference. Keep in mind RMAFSA conference is in Omaha in 2020 and what training we offer that year. Shareen mentioned structuring the conference agenda to allow for breaks even if a session goes long. Also, a discussion about vendor tables and getting people to stop by and talk. Move away from the idea that we need to “purchase” something. Ask vendors what gets people to stop by at other conferences. Written report.

Continued Business

Board of Directors and Committee Timeline updates: Update by Stacy. Will move to next board meeting.

SI Scholarship – AG updates to P&P:

Technology needs for the future: For board meetings long distance. Using University of Nebraska Zoom account now, which is why we are looking a new options. Possibly consider purchasing NeASFAA Zoom account. Shareen looked into costs of some web conference programs. People calling in to Zoom would have to pay for the phone call. Free Zoom option limits meetings to only 45 minutes. What is the price of renting a meeting room? If at UNL, Justin would be willing to cover parking for people, but lunch would probably be in the dining hall to offset the cost. Doane may be an option (Lincoln or Crete). Kent will contact Peggy about Doane. Lani will look into Wesleyan. Justin suggests coming up with a rotation of locations for board meetings.

State & Federal Relations committee – AG updates to P&P: Justin recommends that sector reps automatically be on the committee to represent the whole membership. Also suggested Ritchie Morrow on the committee. (Or someone that has a lot of knowledge of state and federal regulations.) Need to get AG to add this committee to P&P, so the board can approve it. Justin will draft addition to P&P and send to sector reps & Marty, then send to AG. Justin will do this by Dec 15 so AG has time to review before Feb 1 board meeting. Based on board approval the committee would come up with talking points to represent membership’s input. Suggest legislative speakers for conference. Annually request Financial Aid Day (proclamation request). Maybe October 1 or February 1. Meeting day at the capitol. Soliciting feedback from membership on what NeASFAA should advocate for. Provide updates on legislative bills introduced. Marty suggested spring conference session about advocacy. Shareen suggested a Chancellor at UNK that was a legislator previously, maybe he would be willing to do a session?

Strategic Directions: Strategic plan should expand off the mission statement. Did we put in P&P if a certain committee was supposed to do something each year in support of the strategic plan? Marty would like to keep 4 summary goals and just update how we achieve those.

Brainstorming within each of the 4 summary goals

1) Promote Professionalism:

- State and Federal Relations Committee: Roleplaying, getting people comfortable speaking about advocacy.
- Facilitating access for a certain number of members to RMAFSA Leadership Pipeline, NASFAA Leadership Conference. Encourage members to attend these.
- 1st bullet on current Strategic Directions doc about examining roles, should this be kept? Added to P&P?
- Keep conflict of interest/ethics statement bullet point.
- Shareen: idea about a workshop where people can share their career path in financial aid.
- Idea about one day meeting like a round table where people in different positions can see what others do (ex: counselor

spending a day with a director).

-Maybe we can test this in conference sessions.

-Pre-first board meeting retreat with ethics presentation. Possibly expand transitional board meeting to incorporate something more like an orientation or retreat.

2) Coordinate and Network:

-leadership exchange program

-Shareen: "Member Education Exchange" instead of leader. Idea: if on the exchange they could get member prices for events?

-Kent: Iowa, not in RMASFAA, new state could be good to expand networking.

-Sheila: coordinated Zoom meetings, pop-up statewide roundtable type idea.

-Justin: what research is currently being done and what are findings? How do the findings affect policy and practices?

-High school counselor listserv – President has access to it, use this more.

-Add more information to Resources section of our website.

-Cecilia: Someone at Education Quest has oversight of this high school counselor listserv.

-Assess needs of high school counselors, calendar of info to get out and when.

-Stacy: suggest getting agenda item added to Education Quest counselor update to get info about what resources they need (round table); or send survey.

-Danny: incorporate Trio program, Upward Bound program people.

3) Train and Develop:

-Will discuss at next board meeting. Please review and have thoughts ready.

4) Influence Legislation:

-Will discuss at next board meeting. Please review and have thoughts ready.

New Business

Ratify 4 Year Private College and Universities: Diana made a motion to ratify and Shareen seconded. Motion approved.

2021 Spring Conference location: Kent – Omaha and Lincoln locations are a lot more expensive (food cost minimums). Do we make up the cost in income from the conference? Marty suggested Embassy Suites in Papillion. Justin suggests going further west for 2021. Sheila: Even though further west would be nice, still keep attendance in mind. May go down the further west the location is.

RMASFAA updates: Written Report.

Motion to adjourn by Justin and second by Janice. Meeting adjourned at 2:40.

November 2, 2018

President Report – Marty Habrock

NeASFAA Board of Directors Meeting

I attended that RMASFAA board meetings and conference October 5-10 in Fargo, ND.

Friday, October 5, 2018 –attended the Transitional Meeting of the 2018-19 RMASFAA Board as the incoming Nebraska State Delegate. The purpose of the meeting was to acclimate new executive board officers, committee chairs, and state delegates for the 2018-19 year by reviewing and discussing the RMASFAA Mission, Strategic Plan and budgeting process in conjunction with officer and committee goals.

Saturday, October 6, 2018 – attended the 2017-18 RMASFAA Board of Directors meeting as an observer.

Sunday, October 7, 2018 – Meeting of the 2018-2019 RMASFAA Executive Board, State Delegates, and Committee Chairs. This was the first “unofficial” meeting of the 2018-19 RMASFAA Board. Discussed formulation of the budget.

- During the transitional board meeting, a couple topics of interest to report and begin thinking about at the state level:
 - Would NeASFAA find value in exchanging state presidents, meaning NeASFAA president attend another state conference and that state president attend NeASFAA’s conference?
 - Strengthening the state and regional collaboration and support. For example, South Dakota reached out to me to extend an invitation to our membership to their credentialing sessions.
 - Diversity and inclusion. Why does it matter at the state, regional and national association level? Use of NASFAA Diversity toolkit. How to incorporate at regional and state level.

Other items of note:

- Rob Cummings, Electronic Initiatives Chair, reported another instance where scammers sent an email to the elected BOD members and state delegates posing as the RMASFAA president asking them to purchase \$100 gift cards on his behalf. Other scamming has also occurred targeting the RMASFAA treasurer. SO BE AWARE.
- First action of the 2018-19 RMASFAA board was to approve the 2019 operating budget. Fiscal transparency is important, thus wanted to report this action at the state level. After discussion at the transitional board meeting it was recommended to balance the budget utilizing reserve funds of \$20,929.00. The reserve funds needed are based on the following projections:
 - Decrease in attendance at the 2019 Conference (Montana) based on location
 - Decrease in corporate support for the 2019 Conference based on location
 - Reduction in membership renewals and new: associate members and consolidation of schools

NeASFAA Board Meeting
 November 2, 2018
 President-Elect Report
 Sheila Johns

The 2018-2019 committee memberships have been finalized since the June board meeting. See the list below.

I have participated in two Professional Development and Recognition Committee meetings and I am coordinating two credentialing sessions to be held at WNCC in March 2019.

The Nominations and Elections Committee was busy contacting members to run for 2019-2020 elected positions and the slate of candidates has been finalized. The ballot will go out to the membership the week of November 12.

Committees	2018-2019
Association Governance	
Chair	Stacy Dieckman (Past-President)
ex-officio	Sheila Johns (President-Elect)
Member	Ritchie Morrow
Member	Mary Sommers
Corporate Development	
Chair	Deana Unger
Vice-Chair	Cecilia Hernandez
Ex-Officio	Marty Habrock (President)
Finance and Audit	
Chair	Danny McGinnis
Vice-Chair	Janet Solberg (formerly Yale)
Ex-Officio	Janice Volker (Treasurer)
Ex-Officio	Sheila Johns (President-Elect)
Member	Laura Thayer-Mencke
Membership & Communication	
	reps from each sector
Chair	Lani Swanson
Vice-Chair	Lani Swanson
Member	Sarah Standley
Member	Diana J Oglesby
Member	Shareen Thewke
Ex-Officio	Janice Volker (Treasurer)
Member	Erinn Brown

Past President's Report

NeASFAA November 2, 2018 Board of Directors' Meeting

Attended the RMASFAA conference & board meetings in October in Fargo, ND.

Highlights from the Board meeting.

Made changes to improve oversight over the treasurer's position and approved of online banking and clarified who has access

Added a three tier structure to committees – chair and two vice chairs with one vice chair assuming duties after one year and will include vendor participation in all committee work

Respectfully Submitted

Stacy Dieckman

NeASFAA Past President

Balance Sheet

Cash Basis

As of October 31, 2018

	<u>Oct 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Checking	30,352.83
Total Checking/Savings	<u>30,352.83</u>
Other Current Assets	
CD # 580134 -Union Bk 7/10/13	27,959.70
CD #3057904 -US Bank 1/3/2014	19,793.66
CD #586665 - Union Bk 10/8/13	30,223.14
CD#576620--Union Bk 4/5/13	14,632.32
Total Other Current Assets	<u>92,608.82</u>
Total Current Assets	<u>122,961.65</u>
TOTAL ASSETS	<u><u>122,961.65</u></u>
LIABILITIES & EQUITY	
Equity	
3000 · Opening Bal Equity	34,427.98
3900 · Retained Earnings	85,954.42
Net Income	2,579.25
Total Equity	<u>122,961.65</u>
TOTAL LIABILITIES & EQUITY	<u><u>122,961.65</u></u>

17-18				18-19		
Board Positions	Name	Phone number	email address	New Name	New Phone	New email
President	Stacy Dieckman	(402) 844-7288	stacyd@northeast.edu	Marty Habrock	(402) 554-3408	mhabrock@unomaha.edu
Treasurer	Janice Volker	(402) 554-3465	jvolker@unomaha.edu	same	same	same
Private Career Sector Rep	Heather Kester	(402) 474-5315	hkester@kaplan.edu			
4-Yr Private Sector Rep	Taryn Rouse	(402) 486-2505	tarouse@ucollege.edu			
Associate Member Sector Rep	Kent Wolfe	(402) 479-6940	kentw@inceptia.org			
Secretary	Sara Nordquist-Davis	(402)339-2416	snordquist-davis@CSM.edu			
Past President	Beth Sisk	(402) 399-2415	bsisk@csm.edu	Stacy Dieckman	(402) 844-7288	stacyd@northeast.edu
President Elec	Marty Habrock	(402) 554-3408	mhabrock@unomaha.edu			
4-Yr Public Sector Rep	Sarah Standly	(402)472-2030	Sarah_standley@unl.edu	E14		
2-Yr Public Sector Rep	Diana Oglesby	(402)437-2273	DOglesby@southeast.edu			

Profit & Loss Budget vs. Actual

Cash Basis

July through October 2018

	Jul - Oct 18	Budget
Income		
Credentiaing Income		
Application Processing	160.00	
Packaging	80.00	
Total Credentiaing Income	240.00	
Fall Workshop	0.00	3,250.00
Interest Income	3.74	12.00
Membership Income	7,225.00	10,600.00
Reserve Debit*	0.00	2,345.00
Spring Conference	0.00	10,500.00
Total Income	7,468.74	26,707.00
Gross Profit	7,468.74	26,707.00
Expense		
Membership		
Printing/Postage	0.00	25.00
Welcome Project	0.00	100.00
Total Membership	0.00	125.00
PDC		
Credentiaing		
Credentiaing Materials	1,900.00	
Total Credentiaing	1,900.00	
Fall Institute		
Credential Materials	0.00	500.00
Meals/Breaks	0.00	950.00
Speaker Expense	0.00	800.00
Total Fall Institute	0.00	2,250.00
Meeting Expense	78.19	400.00
Spring Conference		
Audio/Visual Needs	0.00	100.00
Credential Materials	0.00	500.00
Entertainment	0.00	500.00
Meals/Breaks	0.00	9,100.00
Printing/Postage	0.00	250.00
Speaker Expense	0.00	4,050.00
P - Prestigious Awards	0.00	550.00
Total Spring Conference	0.00	15,050.00
Total PDC	1,978.19	17,700.00
President/President Elect		
Board Meetings		
Meals	0.00	500.00
Transitional Board Meeting	0.00	200.00
Total Board Meetings	0.00	700.00
Leadership Conference	0.00	2,100.00
Miscellaneous	13.65	
NASFAA Conference		
Airline/Hotel/Meals	1,618.29	
NASFAA Conference - Other	0.00	2,150.00
Total NASFAA Conference	1,618.29	2,150.00

Treasurer's Report

October 31, 2018

CD Balances

Account #	Bank	Length	Rate	Maturity Date	Value
CD 3-057-9044-4270	US Bank	12 months	0.10%	01/03/19	\$19,793.66
CD #576620	Union Bank	18 months	2.35%	04/05/20	\$14,632.32
CD #580134	Union Bank	17 months	2.37%	02/10/20	\$27,959.70
CD #586665	Union Bank	13 months	1.35%	03/18/19	\$30,223.14
					\$92,608.82

1. Balance Sheet
2. Profit and Loss Statements
3. Audit Completed
 - a. Following up with insurance carrier regarding current declaration
4. Credential Payments coming in
5. Membership Payments still trickling in
6. Submitting Tax Documents to file in November
 - a. Need Updated BOD Info

**Secretary Report
NeASFAA Board Meeting
November 2, 2018
Sara Nordquist-Davis**

I took the minutes for the June 29, 2018 board meeting and placed in the Dropbox.

I sent a sympathy card on behalf of NeASFAA to Mary Sommers on August 7, 2018 for the passing of her mother.

I also reviewed the organization of the Dropbox and made subfolders when necessary for easier viewing. I made sure that all current board members were given permissions to the Form, Association Business Meeting, Regular BOD Meeting Reports and Official Bylaws and P&P folder. I removed all past members that continued to have access to folders. Please let me know if some does not have permission to a folder that should.

I collected and scanned in the signed Conflict of Interest forms submitted by the board at the June 29, 2018 board meeting and placed them in the Conflict of Interest Documents folder.

Submitted Respectfully,
Sara Nordquist-Davis

Two-Year Public Sector Report
NeASFAA Board Meeting
November 2, 2018
Diana Oglesby

During this past quarter, I reached out to Iowa Western Community College regarding their 2017 request to join NeASFAA. After leaving several voicemails with our contact person (Keri Zimmer), I received a voicemail from a representative of the Financial Aid office (the representative's name was garbled in the voice mail) stating Iowa Western is no longer interested in joining the Nebraska Association. The caller thanked me for the invitation and for following up with them.

I am currently serving on the Nominations and Elections committee along with Nicole Casey, Shareen Thewke and Sarah Standley, and chaired by Sheila Johns. We had our first conference call meeting on October 15.

I sent out a request to the members of the Two-Year Public sector, asking for updates in their offices, or for any information they would like to share.

Erinn Brown from Mid-Plains Community College thanked the Board for accommodating the western side of the state by offering the credential session in Grand Island on October 19. They are excited the spring conference will also be centrally located.

Erinn offered a comment on the Fall training to be held November 14 and 15 – having the training on two separate days is a challenge for those who need to travel and may have to stay overnight. If some staff are attending both days, the school may need to provide multiple vehicles or have more people out of the office for a longer time. She asks if it is possible to hold both the neophyte and intermediate/advanced training on the same day since much of the content is the same, and then separate the groups for the credential sessions.

There have been a few changes in the Southeast Community College Financial Aid office:

- Charles Brewer, Austin Simpson and Mary Gordon have left SCC and are pursuing other interests
- Peggy Wilson has been promoted to Associate Director of Financial Aid
- Linda Butcher (formerly from Doane University and Inceptia), has been promoted to Financial Aid Loan Analyst
- Lauren Rinne has been promoted to Financial Aid Technician
- Cing Sian Ciin has been hired as a Financial Aid Technician and started with the Financial Aid team on October 29.

4 Year Private Colleges
Sector Update 11/2/18

Bryan College of Health Sciences – Deborah Wilke (Financial Aid Director) retired 8/31/18. Maggie Hackwith (previous Assistant Director) is now the Director. Brigid Vail is the new Assistant Director.

Union College – Taryn Rouse no longer works in financial aid. New Director is Laurie Wheeler. Other staff members at Union College are Jan Heinrich - jan.heinrich@ucollege.edu, and Stephanie Wylie - stephanie.wylie@ucollege.edu.

Doane University (Lincoln campus) – Abby Monson no longer at Doane. New financial aid counselor, Liz Bentle, previously a counselor at Grace University.

Submitted by Nicole Casey

I sent an email to members of the Four Year Public Sector on October 19, 2018.

Brian Meints from UNO responded with concern about PSLF and the lack of assistance this program has provided to students. He cited that there has been a 99% denial on PSLF applications. He mentioned that many states have been taking action on students' behalf. Examples include State Attorney Generals writing letters to Secretary DeVos or even suing. Nebraska has not been mentioned in any articles he has seen, and he feels that Nebraska has historically been one of the last states to take action in situations like this.

I responded and notified him of the new committee that is currently being developed to address legislative issues such as this. I advised that we will add this to the list of concerns the committee can address. I also informed him that he is welcome to volunteer to be a committee member if he is interested, and I asked him to let me know if there are any other issues he would like the committee to address. He responded and said he was interested in volunteering and was wondering what the time commitment would look like.

Corporate Development Report
NeASFAA Board Meeting
November 2, 2018
Deana Unger

Our committee's primary responsibilities will begin in January of 2019 as we prepare for the Spring Conference. At that point, Cecilia Hernandez-Chavez (Co-Chair) and I will work together on the following:

- We will reach out and encourage Associate Sector members to register for the conference and exhibit.
- We will research and recommend a recipient for the philanthropy for the Spring Conference.
- We will send messages via the list serve to promote the philanthropy prior to the conference.
- We will work with PRDC to communicate conference details and logistics to exhibitors.
- We will provide materials to recognize Associate Sector members and exhibitors at the conference.

MEMORANDUM

To: NeASFAA Board of Directors

From: NeASFAA Finance and Audit Committee, ^{DM} Danny McGinnis, Janet Solberg,
Laura Thayer-Mencke

Subject: Annual Audit Report for Fiscal Year 2017-2018

Date: October 25, 2018

CC: NeASFAA Treasurer, Janice Volker

The Finance and Audit Committee conducted the Association's annual audit for fiscal year 2017-2018 on October 24, 2018 at 1:00PM. The meeting was held in the Office of Financial Support & Scholarships located in the Eppley Administration Building at the University of Nebraska at Omaha. Danny McGinnis, Janet Solberg, Laura Thayer-Mencke, and Janice Volker 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 2017-2018 Board minutes were reviewed. Confirmation of all budget adjustments requested were made. Also, it was confirmed that the Annual Budget was approved April 4, 2018.
2. Balance Sheet and Profit/Loss Statements – A random review of individual expenses were tracked from claim form, to checkbook, bank statement, and to the detail on the Fiscal Year Trial Balance Report. Everything was processed in a timely manner and appears to be in order.
3. Bank Statements and Reconciliation Reports – Reconciliation was completed for all months of the fiscal year in a timely manner. Everything was accounted for and balances on the bank statements match QuickBooks records.
4. Certificates of Deposit – The CD's were reviewed and are in order.
5. IRS Form 990N – It was confirmed that the IRS Form 990N was filed and accepted on November 15, 2017.
6. Insurance Liability Policy – The NeASFAA Insurance Liability Policy from The Hartford was reviewed and provides the Association coverage for the period of July 1, 2017 through June 30, 2018. The Treasurer is contacting the insurance agent to obtain an updated policy declarations document for this fiscal year. The Association is protected as per policy.
7. NeASFAA Policy and Procedures – The Treasurer is successfully fulfilling the duties pertaining to the financial interest of the Association as outlined in the NeASFAA Policy & Procedures Manual.
8. Reserve Fund – The reserve fund meets the 50% requirement of the Association's annual budget as stated in the NeASFAA Policy and Procedures Manual.

NeASFAA Membership Communications Committee Report

Board Meeting November 2, 2018

- Worked with Janice Volker to send a reminder invoice to members who had not renewed their membership. Extended the deadline to renew without a late fee to November 1 since the reminder emails were not sent as planned.
- Erinn Brown and I made numerous updates to the NeASFAA website including:
 - Adding all current Board of Director Members and picture
 - Updated committee listings
 - Updated pictures that scroll in the banner
 - Updated listing of award winners
 - Updated calendar with upcoming NeASFAA and RMASFAA events
 - Updated membership directory with changes from NeASFAA members
 - Added NASFAA U Credentialing materials for trainings

Respectfully submitted

Lani Swanson, NeASFAA Membership Connections Chair

NeASFAA Board Meeting
November 2, 2018
Nominations and Elections Committee Report
Sheila Johns, Chair

The Nominations and Elections Committee met via phone conference on Monday, October 15, 2018. The committee was charged with filling a ballot for the 2019-2020 elected positions for:

- 2-year public sector representative
- 4-year public sector representative
- Secretary
- President-Elect

The committee has 2 candidates confirmed for each position. The chair is in the process of obtaining bios for the ballot from each candidate and the ballot will be drafted and finalized this week.

Ballots will be sent to the membership the week of November 12, 2018, with a deadline to vote of Friday, December 7, 2018.

The committee is excited about the slate of candidates and wishes to thank the members who have agreed to run for elected office.

**PDRC Report
NeASFAA Board Meeting
November 2, 2018**

We held a conference call October 25.

- Credentialing
 - October Sessions
 - 4 people attended each of the first two, including two people who attended both.
 - Split two dates (19th and 23rd) instead of one due to allowing for more people to attend.
 - Becca D. presented on one. Penny J. was to present on the other but Lisa G. did due in part to the rescheduling.
 - Linda sent vouchers to attendees who had paid already.
 - Upcoming Sessions
 - Eastern Nebraska
 - Sites and dates are confirmed for the rest of the scheduled sessions.
 - Western Nebraska
 - Sheila is coordinating with Susan Stephenson of Eastern Wyoming College. Colleges in western Nebraska and Eastern Wyoming were contacted to determine interest.
 - Will be held March 8 or March 22 in Scottsbluff.
 - Sessions will be SAP and Needs Analysis

The low registration numbers for October led to discussion of value of having presenter drive to present vs. value to those who want training. The board does need to discuss whether NeASFAA offers credentialing next year.

- Nov. workshops (Subcommittee: Kent/Lynn/Brittnee/Mason) including:
 - Cost \$50 per day
 - Registration numbers are running higher for Intermediate/Advanced than Neophyte right now
 - Will be held at Doane, Crete again. Logistics have been taken care of.
 - Nov. 14 Neophyte
 - Nov. 15 Intermediate/Advanced
- Spring Conference
 - Theme is being decided
 - Registration
 - Save The Date will be sent January 7
 - Opening of on-line registration - Kent to find out when hotel reservations open.
 - Featured speaker
 - TBD
 - Session topics:
 - We have begun talking session topics. Sheila has been communicating with NASFAA about having Justin, Megan or Steven P. present in person or remotely.
 - RFP for sessions will be sent in late 2018
- Kim Vanosdall will be PDRC's "third" person to become Vice Chair next year and then Chair the following year.
- Next PDRC meeting will be a January site visit in Kearney.

Kent Wolfe
PDRC Chair