



**NDASFAA Executive Board Meeting
Wednesday, April 5, 2017
9:00 am – 12:00 pm MST
Ramada Grand Hotel, Dickinson, ND**

Welcome/ Call to Order

President Scott Lingen called the meeting to order at 9:05 a.m.

Roll Call – Present: Bethany Vincent, Lindsey Benson, Tom Ternes, Scott Lingen, Judy Hager, and Janelle Kilgore (via phone)

Approval of Agenda – Janelle add P&P review, Scott add business meeting review; Tom moved to approve with edits, Bethany seconded; agenda approved with edits.

Approval of Minutes from last month's board meeting – Scott motioned to approve, Janelle seconded

Treasurer's Report – Bethany passed out today's and tomorrow's reports. All 22 institutions renewed, income was \$1,950. Annual conference – 45 registered, 2 complimentary (V Kucera and J Massman), Corporate Support – received \$1700, expect \$2900; Total expected income = \$6395. Scholarships – 2016 awarded six \$300 scholarships for a total of \$1800; Leadership – awarded two RNASFAA Summer Institute Scholarships \$1500 total; Account balances included in report. Corporate support is up from last year. For tomorrow's report for Annual Business Meeting – Bethany indicated we should discuss how leadership scholarship is supported. Scott motioned to approve treasurer's report, Lindsey seconded.

Old Business:

- NDASFAA Annual Conference 2018 – Fargo, Ramada, April 4-6
 - o Bethany reported that Ramada is now a Delta by Marriott – Contract is ready to go.
 - o RNASFAA calendar review – need to contact RNASFAA to get our state conference on their calendar. Scott will do this and will also reach out to other state delegates to find out when their state conferences are scheduled.
- NDASFAA Annual Conference 2019 – Location TBA – 2018 was supposed to be member choice, but we flipped that with Fargo so 2019 is going to be member choice and 2018 will be in Fargo. Discussion about member choice and how that works, may need to revisit the rotation of locations for the conference in our P&P. Will continue to discuss during executive board meetings and tap into members who have been involved for some time about their thoughts.
- RNASFAA Annual Conference 2018 – Fargo, Ramada, Oct 5-11 – contract is ready to go, needs Vicky Kucera's (RNASFAA President) signature.
 - o NDASFAA Involvement – promote involvement – will bring this up during the

business meeting tomorrow; Janelle suggested we consider looking into Dawn Kaiser presenter who presents on 'how to navigate change'.

New Business:

- NDASFAA & RMASFAA Board Attendance – roll of NDASFAA president being involved as a state delegate in RMASFAA – Scott went to RMASFAA board meeting last month – gave them our state update, re: our economy and state school budget cuts, RMASFAA in Fargo, 50th anniversary celebration (separate committee). Discussion about responsibilities of state delegate. Scott will not attend RMASFAA this fall. Linsey will go as NDASFAA president and NDASFAA will pay her expenses to RMASFAA.
- Associate Membership & Support Restructure for 2017
 - o Review effectiveness of changes – this has been a benefit to NDASFAA. Wells Fargo hopes to move to the next level for support for next year. Tom indicated that the financial impact on associate members primarily shows support of the association rather than a benefit to the associate members.
 - o Conference support / Training & Leadership Support - \$1200 top-tier membership plus additional \$300 support option – Tom indicated that there may be issues with BND doing the additional \$300 but he'll check on that. Will discuss more about supporting volunteers within the association later in meeting.
- NDASFAA Leadership Development Scholarship applications review – Scott shared applications with board members. Discussion about applicants and what amount to award. Also need to consider funding available now and in the future.
 - o Recipients to serve on Prof Development committee
- NDASFAA Committee involvement
 - o Committees to meet Wednesday during conference – committees will be assigned to different tables indicated by signs on the tables
- NDASFAA Website and Electronic Initiatives update
 - o Recognition of Webmaster, Dennis Junk – in the past we've given a gift certificate, Scott motioned that we give a \$50 gift card, Tom second, motion passed
 - o Webmaster apprentice search – Becky is the electronic initiatives chair, in her committee update she indicated that Dennis made the suggestion to ask if BND might be willing to take on the NDASFAA website maintenance.
- NDASFAA Fall Professional Development Training Conference
 - o Location/Date – Lindsey indicated that Minot is a possibility, on campus would be free just pay for the food, another possibility is The Grand Hotel. Scott made a motion to have the fall development conference in Minot, Bethany seconded, motion passed. November 8th and 9th is a possibility for dates.



- Conference Refund requests
 - o Brenda Zastoupil, NDUS – Not able to attend due to illness, Scott motioned to refund, Bethany seconded, motion passed
 - o Bank of ND (2 registrants) – paid for 2 extra attendees so due refund for 2, Scott motioned, Lindsey seconded, motion passed; Tom motioned to NOT refund the money (\$170), but rather move it to leadership. Scott seconded, motion passed.
- Transition of Leadership – Lindsey will be officially taking over the Presidency when Scott hands her the gavel at the start of the business meeting tomorrow.

Other:

- Nominations for board members – Janelle - Val will run that portion of the meeting in Janelle's absence. Nominees for President-Elect are: Karrie Huber from U Mary, Sheila Dolan from Wahpeton; Tom for Associate Member at Large; Bethany for Treasurer;
- P&P – NASFAA annual meeting and conference – Scott attended last year – this year it's in San Diego June 24-29 Lindsey will check to see if she can attend – NDASFAA covers expenses for the NDASFAA president to attend. Also under 'nominations committee', it indicates that the committee is composed of the 3 most recent past presidents. Janelle made a motion to remove the first sentence in # 5 under nominations committee 'Committee is composed of the 3 most recent past presidents.' Scott seconded, motion passed. Janelle will make that change. Janelle - under meal reimbursement - \$45/day, now it's \$35 in state, different for other states. May want to look at this to see if change would be appropriate. Brenda also had some suggestions for changes – Scott will bring these up at our next Board meeting.
- Janelle suggested NDASFAA send a letter of support to keep Pell, SEOG, and Federal Work Study to Senator Heitkamp, Senator Hoeven and Representative Kramer. Lindsey will draft letter and send it to the association.

Next board meeting – Lindsey will send out a Doodle to determine next board meeting

Adjourn – Scott motioned to adjourn at 12:37 p.m., Tom seconded