**NDASFAA Business Meeting
Thursday, April 4, 2019
12:03 pm CDT, Woodland Resort, Devils Lake, ND**

Welcome/Call to Order – Karrie Huber, NDASFAA Past President for the upcoming year passed the gavel to Chris Meek, NDASFAA President for the upcoming year. President Meek thanked the association for the opportunity to serve as president. President Meek called the meeting to order at 12.04 pm CDT. President Meek directed members to review copies of the Agenda, 2018 Business Meeting Minutes and Treasurer’s report available on the tables.

**Approval of Agenda** –Bethany Vincent motioned to approve the agenda as amended; Lindsey Benson seconded; motion carried

**Roll Call/ Approval of Minutes** – roll call was taken by Secretary Hager. 16 of the 21 institutional voting members were present (Bismarck State College, Cankdeska Cikana Community College, Dakota College at Bottineau, Dickinson State University, Lake Region State College, Lynnes Welding Training, Mayville State University, Minot State University, North Dakota State College of Science, North Dakota State University, Sitting Bull College, University of Jamestown, University of Mary, University of North Dakota, Valley City State University, Williston State College). 5 of the 11 associate voting members were present (Bank of ND, CommonBond, NDUS, NDUS-Core Technology Services, and Sallie Mae). Karrie Huber motioned to approve the minutes; Scott Lingen seconded; motion carried

**Treasurer’s Report** – attached; Bethany Vincent, Treasurer – one copy on the table with balance sheets; all institutions have renewed; numbers for high school workshops were down a bit due to inclement weather; expected conference income and conference support $6480; no leadership funds have been spent yet; all state of ND filings are current; College Ave Student Loans, CommonBond and Sallie Mae at Silver Level membership; BND at Gold Member; Katie Nettell motioned to approve the Treasurer’s Report; JaLee Lynnes seconded; motion carried

**Committee Reports**

**Nominations** Lindsey Benson, chairperson - reviewed nominations, encouraged members to consider serving on the board of the association; asked for member votes by paper vote

**Conference 2019** Katie Nettell and Heather Fink, co-chairs – reviewed how committee was formed, thanked everyone for their help and participation

**Awareness** Staci Holzheimer & Lindsey Benson, co-chairs – 193 pre-registered attendees, 163 attendees for high school workshops due to inclement weather; if all pre-registered would have been able to attend, we would have been up; will be giving away 5 scholarships of $300 each; Staci will reach out to those recipients; total of 323 scholarship applicants; this year did short YouTube videos which can be found on BND website – great resource for students;

**Awards & Membership** JaLee Lynnes, co-chairs – committee met yesterday to update things from over the winter, need to make sure our awards are up to date, years of service awards should be submitted by March 1st so it’s good to go for the banquet at the spring conference, this year there are 4 certificates for retirees, two 25-year awards; updated certificate with new logo

**Electronic Initiatives** Becky Gunn, chair – this past year has been super busy for this committee; moving to the new platform as been nice, committee put a log of work into it, thanked Crystal as she did a lot; new logo commissioned by Maggie Erickson, UJ student; new banner sponsored by Bank of ND; Becky renewed the new domain for 2 years for $79; website is mobile friendly; any updates can be submitted via the update form on the website or email Crystal; email committee updates to both Crystal and Becky; Becky has the logo in many different forms, if members need it for anything let her know; will be working on a procedure manual for the website

**Diversity and Multi-Cultural Initiatives** Brenda Zastoupil, chairperson – philanthropy project is running, this year DMCI committee looked at a page called ‘resources’ on the old website and found many were unsecured and were no longer applicable, so recommendation was made to no longer host that on the NDASFAA website; look forward to next year’s conference and philanthropy project; this year committee wants to take on efforts to update association on what’s happening around the state

**Professional Development** Marcia Pritchert, recipient of leadership scholarship to attend FSA, and Heather Fink, chairperson - have not had fall professional development since 2013, and committee may look at credentialing, possibly survey association to this end, will be reviewing committees

**Election Results** –Becky Gunn and Marcia Pritchert running for President-Elect, Marcia elected by a narrow vote (9-7); Bethany Vincent running unopposed for Treasurer was re-elected; Shelly Blom moved to destroy the ballots, Laurie Weber seconded; motion passed

**Old Business**

**New Business**

Motion to Amend NDASFAA Bylaws – Chris read this motion – submitted by EI committee – proposing a records retention policy be put into place to retain information for the last 3 years, question from Katie Nettell – would pictures be included in that policy? Becky indicated pictures would not be included, request to indicate what is included in records to be retained and what would be retained, pages and information could be archived on the website; suggestion to add verbiage about archiving old materials; motion tabled until next meeting to enable the motion to be more clearly defined

2019 NDASFAA Fall Professional Development Training – explained earlier during Professional Development committee presentation; HUG is October 23-24, may work around those dates;

2020 NDASFAA Conference – Grand Forks at the Hilton Garden Inn April 15-17, 2020 – will be 50th NDASFAA conference

**Other**

Leadership Development Scholarship Program **–** Chris encouraged members to submit form for scholarship if interested in attending a professional development opportunity – scholarship form can be found on the NDASFAA website under ‘forms’

**Adjourn** Kathy Lowe motioned to adjourn the meeting; Karrie Huber seconded; meeting adjourned at 12:45 pm CDT

Submitted by Judy Hager, Secretary

**Attachments – Agenda, Treasurer’s Report, Committee Reports**