



NDASFAA Business Meeting
Monday, November 23
2:00 PM CST, Microsoft Teams

Welcome/Call to Order – Marcia Pritchert, NDASFAA President, called meeting to order at 2:01 pm CDT. President Pritchert asked the members to review copies of the Agenda, 2019 Business Meeting Minutes, and Treasurer’s report, which were attached to the Teams invite. She opened the floor for additional agenda items, and none were requested.

Approval of the Agenda – Bethany Vincent moved to approve the agenda; Scott Lingen seconded; motion carried.

Roll Call/Approval of the Minutes – Roll was called by Secretary Chelsea Larson. Fifteen of the 21 member institutions were in attendance:

Member Institution
Bismarck State College
Dakota College at Bottineau
Dickinson State University
Lake Region State College
Mayville State University
Minot State University
North Dakota State College of Science
North Dakota State University
Sitting Bull College
United Tribes Technical College
University of Jamestown
University of Mary-Bismarck
University of North Dakota
Valley City State University
Williston State College

Quorum reached. The following associate members were also present:

Associate Members (non-voting)
Bank of North Dakota
NDUS – Core Technology Services
North Dakota University System
Sallie Mae

Chris Meek moved to approve the minutes; Lindsey Benson seconded; motion carried.

Treasurer's Report – Bethany Vincent, Treasurer, reported that all 21 member institutions have renewed as have 11 associate members. High School Counselor Workshop was moved to virtual, which eliminated the registration fee. BND offered to donate \$2000 that is normally for breakfast to scholarship fund. Thank you, BND! The Board approved another \$100 for scholarships to give 7 \$300 scholarships in April for 2021-22. Five scholarships were awarded last year. All State of ND filings are current. Scott moved to approve Treasurer's report; Karrie Huber seconded; motion carried.

Committee Reports

Nominations: President Pritchert reported that the electronic ballot was held in April and positions have been filled as follows:

Chris Meek - Past President

Judy Hager – President-Elect

Bethany Vincent – Treasurer

Chelsea Larson – Secretary

Amanda Woidyla - Associate at Large

Recognition was also given to Kristie Myers for 30 Years of Service. Crystal Tangsrud was awarded Rookie of the Year. Thank you, Crystal! Marcia also thanked Karrie Huber for working on this committee.

Members were reminded to send committee membership to Crystal Tangsrud. The question was also raised as to how the previous conference committee membership should be handled. Normally, conference committee members would move to another committee.

Conference 2020: Lindsey Benson, chair – 2021 – The Grand in Minot has been booked for 4/14-4/16. The group discussed whether to move forward with planning an in-person or a virtual event since we are unsure what April will look like, due to COVID. Tonya Critz is co-chair. In addition, 2022 is a Members choice year. To discuss further under New Business. Bethany reminded the group that the prior conference committee should present. Chelsea Larson indicated that only a small expense was incurred prior to canceling the 2020 conference to have been held in Grand Forks in April 2020. UND is willing to assist Minot with planning.

Awareness: Staci Holzheimer, chair – Minutes on website. Five scholarships were awarded this year to students out of 389 students who had applied for scholarships.

Awards & Membership: JaLee Lynnes & Kristen Kihle, co-chairs – Did not meet this year. One member left from list; otherwise, membership is stable.

Electronic Initiatives: Becky Gunn & Crystal Tangsrud, co-chairs – Crystal indicated that minutes are available online. She reminded the group to send any membership committee changes to Crystal. She also offered partnership to the conference committee, whether in-person or virtual to assist with registration and logistics. Reminded institutions to review directory information for your institution. Either send updates to Crystal or fill in Contact Us form. The committee has been very busy this year in helping provide HSCW online.

Diversity and Multi-Cultural Initiatives: Brenda Zastoupil, chair – Not met since December. The group had been helping with the conference philanthropy project until the 2020 conference canceled. They are willing to help in Minot, if the conference committee would like.

Professional Development: Marcia Pritchert & Judy Hager, co- chair – No plans for in-person professional development at this time due to COVID. Marcia and Judy will be attending other virtual conferences on behalf of NDASFAA. Let Judy and Marcia know if there are any requests for professional development programming.

Old Business

Motion to Amend NDASFAA Bylaws on Archiving (Electronic Initiatives Committee) – At 2019 conference, discussed archiving website. The Electronic Initiatives Committee is researching options and will bring to next meeting. Everything was brought over from last website and space/storage is not an issue. The committee will bring a motion forward to next business meeting. Judy sent all old minutes to Becky, and Becky and Crystal archived them. No more paper files.

NDASFAA Fall Professional Development Training – no immediate plans.

New Business

NDASFAA Policies and Procedures – Karrie as past president made updates to P&P. Revisions sent this morning. Refreshing committee responsibilities to what they actually do. One adjustment for meals to indicate the current state rate. No major changes. Karrie reviewed the language with respective committees, and edited as needed. Bethany Vincent moved to approve; seconded by Judy Hager; motion carried.

2021 NDASFAA Conference – Minot

The contract with the Grand did not require a down-payment, and there is no date to cancel. Discussion around planning for in-person, but being ready to move virtual. Tammy Fraase indicated that budgets are tight, and travel budgets very limited. Also, more people can attend if virtual. Lindsey indicated that the Grand is honoring a lower than state rate room of \$74/night. Crystal indicated that it is a lot of work to move to virtual. Need to plan for both. May be hard to do both in-person and remote. Health concerns. Hybrid model? Costs may change if not meet food quota. Only charged for meals, rooms. President Pritchert encouraged members to bring thoughts to board/conference committee. Lindsey will issue a survey to members in early January as to whether they can attend in person or would prefer not to in order to gauge how folks are feeling. Lindsey will ask RNASFAA what other states are doing. Board will discuss at meeting in January.

2022 Member's Choice for Conference Location

VCSU only has one hotel option – would be tight with few accommodations. VCSU and Jamestown co-hosted one year. Mayville is smaller with one small hotel. Collaboration between two schools is needed in the smaller areas. Need to amend P&P to remove VCSU and allow for members choice only. Williston may be able to host; Andrea will research options and report to the Board in January. Bethany asked whether UND would be interested in hosting since the conference had been canceled. Chelsea noted that it could be an option. Brenda offered that Medora rates are reasonable this time of year, and they would have capacity, but it may be

difficult to organize outside of campus locations. Need to know by April 2021 of the site for next year. Board will review options and decide which site.

Other – Marcia expressed her gratitude for the association and colleagues.

Adjourn – Moved to adjourn by Judy Hager. Seconded by Lindsey Benson. Meeting adjourned at 2:47 pm CDT.