****

NDASFAA Business Meeting

Thursday, April 15, 2021

1:00 PM CST, Zoom

**Welcome/Call to Order** – Outgoing President Marcia Pritchert virtually passed gavel to incoming President Judy Hager. President Hager called the meeting to order at 1:02 pm.

Outgoing President Marcia Pritchert asked members to indicate their intent to make a motion by raising hand in chat function and to say first and last name for minutes.

**Approval of the Agenda** – President Hager requested edits to agenda. None given. Bethany Vincent moved to approve agenda. Laurie Weber seconded. Agenda approved.

**Roll Call/Approval of the Minutes** – Roll was called by Secretary Chelsea Larson. Eighteen of the 21 member institutions were in attendance as indicated below. Quorum reached. Laurie Weber moved to approve minutes. Scott Lingen seconded. Minutes approved.



**Treasurer’s Report – Bethany Vincent**

See report attached and posted to website. Bethany indicated Conference expected income $1350 from registration of 27 registrants. Twenty-four paid, and the rest are in process. Minimal expenses due to virtual delivery. Renewals included all 21 institutions, 8 associate members, and 3 new associate members: Discover, Credible, Earnest. High School Counselor Workshop was managed virtually, so no expenses. BND donated breakfast money to scholarship fund and awarded for academic year 21-22. Seven scholarships will be awarded based on $2000 donated from BND plus $100 donation from NDASFAA. Thank you, BND! All ND State filings are current. Tina Ploium moved to approve Treasurer’s Report. Donna Seaboy seconded. Treasurer’s Report approved.

**Committee Reports**

Nominations: Chris Meek

Two positions were open for elections. Electronic voting process was used again due to COVID, and voting members received a voting link. Associate members did not receive a ballot because there was not an open associate position. Votes have been counted, and 15 of 21 member institutions cast ballots. NDASFAA has elected:

President Elect – Sheila Dolan, NDSCS

Treasurer – Bethany Vincent, NDSU

Sheila and Bethany thanked the group and are looking forwarding to serving and continuing to serve the association. Chris asked for motion to destroy electronic ballots. Scott Lingen so moved. Becky Nielsen seconded. Motion carried.

Conference 2021: Lindsey Benson & Laurie Weber, co-chairs

Lindsey discussed the change in registration fee to $50 and hoped it was reasonable for members. She will reach out to get all conference attendee listing to ensure communications are received and to provide to the Department of Education. Thanks to the online delivery, we have 15 first-time attendees! It was also helpful that presenters were able to commit quickly. Lindsey hopes that attendees have enjoyed presenters and topics so far. She reminded the group about the Dollars for Scholars philanthropy project. She also announced that next year’s conference will be held at Williston State’s campus at their ARC, April 6-8. Laurie Weber thanked Lindsey Benson for her excellent work to get conference set up and organized.

Awareness: Staci Holzheimer & Tammie Reger, co-chairs

Staci discussed changes this year. High School Counselor Workshop was virtual with seven pre-recorded videos that were uploaded to YouTube and posted on NDASFAA site. Total watch time was over 34 hours. Average duration of viewing was 7 min 51 seconds. No video not watched in its entirety. There is no way to track who watched what. Staci also indicated that 7 $300 scholarships will be awarded from the $2000 contribution from BND and $100 from NDASFAA. 127 students completed Financial Aid Night scholarship applications. Becky and Crystal created a form to collect the applications electronically. This number is down from 389 students last year, which is an indicator that COVID slowed opportunities. Staci will call students tomorrow to award the scholarships. Staci discussed the NDUS FAFSA completion project and SNAP benefits. The committee is looking into how to help as a financial aid community across the state to create standard language to aid in discussion and promotion with students. Bethany offered to reach out to ND Department of Human Services. Awareness committee will meet again in June to help with FAFSA completion initiative. The goal is to work together as unified financial aid team across state. They will work on ideas like email and text templates that high school counselors could plug and send to their students.

Awards & Membership: JaLee Lynnes & Kristen Kihle, co-chairs

Rookie of the Year – President Hager read the nomination of this year’s winner. Congratulations to Kelsey Walters at Lake Region State College! Kelsey thanked the community for their support.

Retirees – we have six this year, and all six will attend tonight’s social. Thank you to the biography writers for these honorees. JaLee reminded everyone to please attend the social to honor these retirees.

JaLee provided an update and thanked those who organized conference. The committee did not meet last year. Tammie Frasee reached out to new people to ask them to join. Some membership changes.

Years of Service – Please see listing attached to minutes.

President’s Award – Outgoing President Marcia Pritchert awarded the President’s Award, the highest award of NDASFAA for those making a long-term contributions to the association. Marcia read the nomination and presented the award to Lindsey Benson!

JaLee indicated that plaques will be mailed to award winners.

Electronic Initiatives: Becky Nielsen & Crystal Tangsrud, co-chairs

Becky Nielsen indicated that the group had a few new attendees yesterday, which is very exciting. Their busiest time is before the conference to update members and forms. Timeline and files will be better organized on website.

Diversity and Multi-Cultural Initiatives: Brenda Zastoupil, chair

Brenda Zastoupil discussed the philanthropy project that the group worked on for last year’s conference but which we were unable to complete due to cancellation of the conference. She thanked BND and Staci for help with this year’s project. Our goal is to fund 2 $500 scholarships, and we are 88% of way to goal today. Will go to first-time ND residents in AY22-23. The committee lost several members this year. Kathy Lowe handled yesterday’s meeting. The committee is looking to add a few members.

Professional Development: Marcia Pritchert & Judy Hager, co- chairs

Marcia Pritchert discussed the option of fall training, which has not been held since 2018. She will work with the Electronic Initiatives committee on a survey to members. Discussed whether the pandemic has changed training since there are now so many virtual training opportunities. The group will post a resource page to website to inform members of these other options. The group is also considering a monthly newsletter to share opportunities. Marcia and Judy discussed the development of a Strategic Long Range Plan (SLRP). Many associations have their own and are willing to share. They asked the association for thoughts and feedback and discussed forming an ad hoc committee to work on this. Judy provided background on NASFAA encouraging state associations to develop their own SLRP’s. Our first step would be to develop a mission statement first. Brenda asked what other associations have thought about their SLRP’s once they implemented them. Judy indicated that it helps prioritize activities, what to improve, and development needs. It is a pivotal time in our association, given so many retirements and leadership changes. It would help with continuity for the association going forward. The committee will issue as a survey to the group and ask anyone who may be interested in this sort of project to raise your hand to assist. Marcia also indicated that the RMASFAA Board is interested in knowing whether state members are planning to attend the RMASFAA conference in-person or virtually. She asked members to please email her. RMASFAA will be in Omaha, Nebraska, October 10-13. Judy also noted that she and Karrie Huber are driving to Summer Institute, in Kearney, Nebraska together and that others are welcome to join them. April 30th is early bird registration deadline.

**Old Business**

NDASFAA Bylaws on Archiving (Electronic Initiatives Committee)

Crystal Tangsrud discussed that the old website content was discussed at the 2019 conference. The committee was tasked with reviewing options for archiving the old content. Space is not an issue in the online library. Concerns were raised around access to historical information. There is a tool (plugin) that would allow for organized archiving and then grant access by request to individuals to search pictures, documents, etc. The information would not live publicly. It would help with classification and improve search functionality on website and would be a project to get it organized. The association had discussed a 5-year retention for public facing website content. After five years, it would move to the archive. The archive website would be updated to indicate how to get access. This product would be no cost as it is part of NDUS website platform already.

**New Business**

Conference Rotation Schedule (Policy & Procedures)

Judy proposed a change on behalf of the Board to the rotation schedule. Currently, Williston is the proposed site for 2022. Per the schedule, Valley City is scheduled for 2023. The current schedule puts pressure on smaller institutions/sites to host with limited local resources. The Professional Development committee discussed this yesterday. The Executive Board proposed a rotation revision: Bismarck, Fargo, Members’ Choice, Minot, Grand Forks. Bethany Vincent added that proposal is a result of smaller institutions and towns not being able to accommodate larger groups. It would still allow a Members’ Choice location/institution an opportunity to host and would reduce the sites from seven to five. Laurie Weber asked whether DSU has lost some space. Chris Meek indicated that it has not lost space, but that hotels are difficult to reserve and prices are very high. However, it could still be a Members’ Choice in future. Judy indicated the proposal would begin in 2023 and would work as follows:

2022 = WSC

2023 = Bismarck

2024 = Fargo

2025 = Members’ Choice

2026 = Minot

2027 = Grand Forks

Donna Seaboy moved to accept new rotation and to update the Policy and Procedures. Becky Nielsen seconded. No further discussion. Motion carried.

**Other**

Karrie Huber moved to adjourn. Laurie Weber seconded. Meeting adjourned at 2:02 pm.

*Minutes submitted by Chelsea Larson, Secretary.*



