



NDASFAA Executive Board Meeting
Wednesday, April 6th, 2022
8:30 am CST
Williston State College

Welcome/ Call to Order – President Judy Hager called the meeting to order at 8:30 am CST.

Roll Call – All board members were present. Members present included: Sheila Dolan, Judy Hager, Marcia Pritchert, Bethany Vincent, Amanda Woidyla

Approval of Agenda – The item of accepting credit card payments was added to the agenda. Marcia moved to approve the agenda. Bethany seconded. Agenda approved.

Approval of Minutes – Bethany moved to approve the Executive Board Minutes from the meeting held on November 9th, 2021. Sheila Dolan seconded. Minutes approved.

Treasurer's Report:

Bethany Vincent stated that the Balance Sheet and Treasurer's Report will be available on the tables and will be posted to website next week. Conference income has not yet been calculated. There are 53 members registered. The majority have paid in full. All 21 institutions have renewed their memberships: as well as 11 Associate members. There were 189 individuals who attended the High School Counselor Workshop in person or virtually. This allowed for seven \$300 scholarships last fall. All filings are current. Our Checking and CD balances are fine.

New Business:

Strategic Long-Range Plan:

There was an Ad Hoc Committee formed of Karrie Huber, JaLee Lynnes, Jacquelyn Zeltinger, and Judy Hager. They determined that we need a Mission and Vision first.

Proposed:

MISSION:

Provide member training and professional development to help student access financial aid.

VISION:

Be the most reliable resource for student financial aid support in ND.

They will take the proposal to the Association for their approval. This will also require editing the P&P.

State Swap:

Judy presented information to the board considering the suggested State Swap. There was concern with funding and who would responsibility fall on. All states would need to agree for this to be adopted. It was determined that we would need more information before deciding.

Credit Cards:

We have been asked to examine the possibility of using credit cards for payments. Some Associate Members only have this option. Judy surveyed the states in our region. Except for Nebraska and Wyoming everyone is accepting credit card payments. PayPal or PayPal Pro are most widely used. Consensus was that we can investigate as a Board.

Fall Training:

During the Professional Development Committee meeting it was determined that we could provide a fall training again. We would not limit it to in-person. This could be done virtually. There has been an offer to utilizing Mapping Your Future resources to provide a FAFSA Simplification session. We will begin to look at dates and avoid activities such as RMASFAA and NDHUEG fall conferences.

Policy and Procedures:

Marcia presented the information provided at the end of this document.

Bylaws:

Marcia presented the proposed changes provided at the end of this document. Because our Bylaws indicate that copies of amendments shall be distributed to the membership at least 30 days prior to a vote on the amendment, we will conduct an electronic vote following the explanation during our Business Meeting tomorrow.

Strategic Long-Range Plan:

This would be an evolving document. We will introduce at the Business Meeting. Consensus was that all supported the idea. We will ask for volunteers for the ad hoc committee.

Mentoring:

The concept of a mentoring program was presented by Brenda Hicks at the Leadership Conference that Judy attended. States were urged to develop within their state associations.

Medical Refund:

The board was approached with the question of refunding a conference registration because of a medical issue. Sheila made a motion to approve the refund for the University of Mary for one registrant. Judy seconded. Motion carried.

Bethany moved to adjourn meeting. Meeting adjourned at 10:05 am CST.

Submitted by Marcia Pritchert



Proposed Changes to NDASFAA Policies and Procedures

III. Committees; C. Conference Management Committee

The Conference Management Committee is referred to differently throughout the document (Conference Planning, Conference Management, etc.). **I propose that we refer to the two committees as Present Conference Management Committee and Future Conference Management Committee.**

At the April 15, 2021, NDASFAA Business Meeting a motion was made and seconded to accept a new rotation for the Conference schedule. Motion carried. The rotation will now be:

- Bismarck
 - Fargo
 - Member's Choice
 - Minot
 - Grand Forks
 - Member's Choice
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III. Committees; G. Professional Development (update Responsibilities)

1. Coordinate all training workshops for NDASFAA membership outside of the state conference
 - a. Selection of training personnel and site coordinators (may be virtual).
 - b. Formulate the agenda.
 - c. Coordinate outside agency participation and sponsorship.
 - d. Coordinate printing or production of workshop materials.
 - e. Notify potential training participants of dates and sites (including virtual option) for workshops with pre-registration options included for the purpose of planning.
 - f. Maintain registration and attendance lists from each workshop.
 2. Vice-Chair of Professional Development Committee shall serve on the Future Conference Management Committee. Chair serves on current Conference Committee.
 3. Alert members to current and emerging federal legislative issues and legislation when deemed necessary.
 4. Create, maintain, and implement a Strategic Long-Range Plan. Send reminders to responsible parties as necessary.
 5. Work toward creating a State Knowledgebase for our state association members.
 6. Work toward creating a mentorship program for our state association.
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IV. General Policies and Procedures; A. Association Funds; 4. Expense Reimbursement; b. Expense reimbursement for the President is as follows:

- Reorder bullets that reference RNASFAA to be followed by bullets that reference NASFAA

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IV. General Policies and Procedures; C. Annual Conference; 2. Exhibit/Display Fee

- Vendors with Gold and Silver Level Sponsorship shall exhibit at the annual conference and any other future NDASFAA events deemed appropriate. Bronze level sponsors may not exhibit as a vendor at the annual conference.

IV. General Policies and Procedures; D. Awards; 3. Awards that may be presented; b. Rookie of the Year Award

As Rookie of the Year nominations were being received this year a question arose. We had several nominations for the same individual. The question was whether the Executive Board needed to vote on this decision.

Recommendation of additional language: "Nominations for this award shall be forwarded to the Executive Board for their review and vote."

Submitted by,

Marcia Pritchert
NDASFAA Past-President
4/06/2022



Discussion on possible Bylaw proposed changes:

Several times throughout the document the word(s) "mail/mailed" are used. **I proposed these to be revised to indicate "send/sent".**

ARTICLE VI. OFFICERS, GOVERNING BODIES, AND ELECTIONS

A. Titles and Responsibilities

6. The Associate Member at Large shall represent the Associate Members at all meetings of the Association and shall have the right to vote **equal** to an Institutional Member.

This is not what ARTICLE IV. MEMBERSHIP, C. Associate Memberships, 2. Indicates:

"Associate members in good standing shall be entitled to attend all meetings of the Association but shall **not be entitled to vote as a member of the Association, except for the election of the Associate Member at Large**, or to hold office in the Association, except for the office of Associate Member at Large."

PROPOSED: The Associate Member at Large shall represent the Associate Members at all meetings of the Association. Association Members shall not be entitled to vote as a member of the Association, except for the election of the Associate Member at Large, or hold office in the Association, except for the office of Associate Member at Large.

ARTICLE VI. OFFICERS, GOVERNING BODIES, AND ELECTIONS

D. Vacancies

The following statement does not seem to have the correct citation of Bylaw of Article VI, Letter A, Number 1:

"If for any reason, a person elected to an office should become ineligible to hold the office for which they were elected prior to the assumption of that office, the office in question shall be re-elected by a majority vote as prescribed in **Article VI, Letter A, Number 1** of these Bylaws from nominations by the Executive Board."

This citation should be Article IV, Letter C, Number 1.

Addition of adopted Mission and Vision

Submitted by,

Marcia Pritchert
NDASFAA Past-President
4/06/2022