



NDASFAA Executive Board Meeting
Tuesday, October 25th, 2022
11:00 am CST
Microsoft Teams

Welcome/ Call to Order – President Sheila Dolan called the meeting to order at 11:00 am CST.

Roll Call Present: Sheila Dolan, Judy Hager, Matthew Sanchez, Amanda Woidyla
Absent: Bethany Vincent, Melissa Casanova

Approval of Agenda – The item of the fall workshop was added to the agenda.

Approval of Minutes – Judy moved to approve the Executive Board Minutes from the April 6th, 2022 meeting. Amanda seconded. Minutes approved.

Treasurer's Report:

Bethany Vincent provided the report dated 10/25/2022 by email. 18 of the 21 Institutions and 11 of 12 Association Members have renewed their memberships. 4 sites hosting in-person counselor workshops and 1 virtual received \$2500 in support, to be earmarked for professional development for NDASFAA members. Funds for President Dolan travel to RNASFAA and account balances recorded.

New Business:

DMCI Proposal: Change name to Diversity, Equity & Inclusion; change responsibility to remove 'provide project ideas or assist the conference committee with the annual spring conference philanthropy project.' Discussion surrounding philanthropy project, that the project details and implementation should be the responsibility of the conference planning committee and it is currently listed on that committee's responsibilities. However, the P&P should be updated to more clearly reflect that it is the conference committee's responsibility to solicit ideas, not only from DMCI, and to carry out the project. The project has evolved to become the responsibility of the DMCI Committee, and it should not be. However, the DEI committee could continue to *provide ideas* and *assist* the conference committee with the philanthropy project. Amanda made a motion to approve the proposal with the amendment to leave the item regarding the philanthropy project as a responsibility of the committee. Judy seconded. Motion carried.

Discontinue High School Scholarship: Sheila explained that the Awareness Committee felt the scholarship was not serving its intended purposes. Rachel LaForce, Awareness Committee co-chair, joined the meeting to provide a bit of background and additional information. Historical background included information about the registration fees collected for counselor workshops, along with funding not used for that provided by BND for breakfast for the counselor workshops, could be used toward a scholarship for students attending the workshops that would be attending in ND college. The Awareness Committee felt that this funding could be better used for professional development of NDASFAA members.

Fall Training: Scheduled for 10/26/2022 2-4 PM by Zoom. No registration fee. Cathy Mueller with Mapping Your Future will be conducting a presentation on FAFSA Simplification followed by a RMASFAA recap from RMASFAA conference attendees.

Old Business:

RMASFAA State Swap: Sheila indicated that the RMASFAA Board is asking that state associations would comp the registration fee for the visiting RMASFAA member and provide \$300 for expenses and RMASFAA would pay the remaining expenses. RMASFAA will determine who goes where. RMASFAA would like the decision of the state associations regarding who will be attending by their December board meeting. Concern that we might find someone to commit to this especially without knowing when or where they will be going. Sheila to send an email to the NDASFAA listserv with information to see if there is anyone interested.

Spring Conference: March 29-30-31 in Bismarck. Contract for Radisson has been signed, Angela Karlin, RMASFAA 2021-2022 President; and Brad Barnett, NASFAA National Chair, have indicated they may be attending. Matt completed the form requesting NASFAA representation. Conference Committee has begun some preliminary planning.

Judy moved to adjourn meeting.

Submitted by Judy Hager for Melissa Casanova



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

IV. General Policies and Procedures; A. Association Funds; 4. Expense Reimbursement; b. Expense reimbursement for the President-Elect is as follows:

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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.
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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