



Welcome/Call to Order – Outgoing President Judy Hager passed gavel to incoming President Sheila Dolan. President Dolan called the meeting to order at 12:15 pm.

Approval of the Agenda – President Dolan requested edits to agenda. The item of Fall Professional Development was added. Karrie Huber moved to approve agenda with the addition. Susan Cordahl seconded. Agenda approved.

Roll Call/Approval of the Minutes – Roll was called by outgoing Past-President Marcia Pritchert. 13 of the 21 member institutions were in attendance as indicated below. Quorum was reached. Laurie Weber moved to approve minutes with the correction of the misspelling of Tammy Fraase's name (Tammie Fraase). Jacquelyn Zeltinger seconded. Minutes approved.

Bismarck State College	
Cankdeska Cikana Community College	
Dakota College at Bottineau	X
Dickinson State University	X
Lake Region State College	X
Lynnes Welding Training	
Mayville State University	X
Minot State University	X
North Dakota State College of Science	X
Nueta Hidatsa Sahnish College	X
Rasmussen College	
Sitting Bull College	
Trinity Bible College	
Turtle Mountain Community College	
United Tribes Technical College	
University of Jamestown	X
University of Mary	X
University of North Dakota	X
Valley City State University	X
Williston State College	X
Bank of North Dakota	X
Citizens	
Cognition Financial/SunTrust	
College Ave Student Loans	
Credible	
Discover Student Loans	
Earnest	X
ELM Resources	X

Great Lakes/Scholarnet	
Inceptia	
North Dakota University System	X
North Dakota University System -CTS	X
Sallie Mae	X
SoFi	

Treasurer's Report – Bethany Vincent

Bethany Vincent stated that the Balance Sheet and Treasurer's Report are 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 188 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. Respectfully submitted by Bethany Vincent. She asked for questions. There being none, President Dolan called for a motion. Zackary Rittenhouse moved to approve agenda with the addition. Julie Flakker seconded. The Treasurer's report was approved.

Committee Reports

Nominations: Marcia Pritchert

Three positions were open for election. Votes have been counted, and 12 of 21 member institutions cast ballots. NDASFAA has elected:

President Elect – Matt Sanchez, North Dakota State University

Secretary – Melissa Casanova, University of North Dakota

Associate at Large – Amanda Woidyla, Bank of North Dakota

Marcia asked for motion to destroy the ballots. Tammy Fraase so moved. Karrie Huber seconded. Motion carried.

Conference 2022: Lindsey Benson & Janelle Kilgore, co-chairs

Lindsey reported on the conference. She thanked the Conference Committee and Program Committee as well as Andrea and her staff. Site coordinator Chris from WSC was also recognized for his efforts. She expressed that they are all excited for us to be here. We also need to thank the anonymous donor for the open bar at the banquet tonight. We are also grateful for our corporate support again this year.

Awareness: Tammie Reger & Rachel LaForce, co-chairs

Both co-chairs reported. Most of their focus was related to financial literacy, FAFSA completion, and the High School Counselor Workshop events. The High School Counselor Workshops are big events for us. Again this year we prepared hybrid situations. There were 189 attendees. There will be five \$300 scholarships awarded.

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

JaLee reported for the committee. There are 21 paid institutions and 11 associate members. The committee solicited Rookie of the Year nominations again this year and received three nominations. She thanked the association for taking the time to do that. There were also three retirees this year. Linda Murphy (North Dakota State University), Patti Rickford (Valley City State University), and Donna

Seaboy (Sitting Bull College). There are eleven certificates for years of service including one 20-year award. JaLee thanked Judy, Marcia, Amanda for their additional assistance.

Electronic Initiatives: Crystal Tangsrud, chair

Crystal hosted registration for ND High School Workshop school application, conference registration, maintenance, and membership updates. There are only three people on the committee, so she encouraged individuals to consider membership on the committee. The committee goal is to spend time reorganizing and revamping the website. There will be training with those who are interested. The new co-chair is Sherry Bisek. They plan to review the timeline. Crystal reminded membership to review directory information for necessary updates.

Diversity and Multi-Cultural Initiatives: Brenda Zastoupil & Melissa Casanova, co- chairs

Brenda Zastoupil reported. The 2021 conference raised \$1,101.54 in philanthropy project for ND Dollars for Scholars. This was used to award two \$551 scholarships. Thank you for this year's support with supplies and monetary donations. It is another successful donation. The committee is also providing a session at this conference. A goal for next year is to consider a name change for the committee to better reflect diversity and inclusion. Something will be presented to Executive Board this year.

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

A survey was sent to the membership during the spring of 2021 to determine a desire for a fall training workshop, as well as interest in developing a Strategic Long Range (SLRP) Plan for NDASFAA. 28 responses resulted in 22 yes answers for interest in a fall training; and 22 yes answers for developing a SLRP, and 6 of those indicating interest in helping with development of the plan. Because we neglected to have respondents indicate who they were, an email was sent to the association listserv inquiring about interest in serving on a SLRP ad-hoc committee. 3 people responded and a committee was formed including JaLee Lynnes, Karrie Huber, and Judy Hager. These three members have met a few times this year to create a SLRP for review at the NDASFAA conference. Due to the craziness of COVID, we have not had a fall training workshop for a few years.

Old Business

Policy & Procedures Amendments:

As part of the Past-President's responsibilities, that individual is to review the Policy and Procedures for necessary updates. Marcia presented the proposed P&P changes at the end of this document.

New Business

Bylaws Amendments:

Marcia also reported that as she was reviewing the P&P, there may also need to be updates voting on for the NDASFAA Bylaws. She presented the proposed Bylaw changes at the end of this document.

Fall Professional Development and Professional Development Activities:

Judy reported on the Professional Development information.

In the past the Professional Development Committee's major focus has been on training workshops. We believe we need to expand on this. Is in-person training what really needs to be provided? We have just experienced that virtual training opportunities work very well. The committee will re-evaluate our focus. We do have the opportunity for Mapping Your Future to present on FAFSA

Simplification as a possible Fall Training opportunity. The Executive Board has approved this. More information will be forthcoming.

Strategic Long-Range Plan:

The Professional Development Committee surveyed the association this past year and one of the items was the interest in developing a Strategic Long-Range Plan for the association. The results indicated that the membership was interested, and a second listserv email was sent to collect names of individuals who would be interested in this effort. We will share with the association what has been developed to this point. If you have concerns or questions, please let them know. As this was being developed a Mission and Vision was also necessary. That will also be sent to review as well. Anyone interested in working on these items, please let Judy know.

State Swap:

RNASFAA has entertained the idea of a State Swap and this information will also be sent to the association. We have met as board and have some further questions for the RNASFAA board. This is just in the development stages.

Mentorship program:

NASFAA has suggested the idea of implementing a mentorship program in the state association. The NDASFAA Executive Board believes this may be a great time with so many new members. This could be a great opportunity and is still in the infant/development stages. Volunteers are encouraged. This is an exciting process that could benefit many.

Other

In conclusion, Sheila welcomed new board members. She thanked Marcia and Judy as well as the Conference Committee and Becca Dobry (RNASFAA President-Elect) for their contributions.

Karrie Huber moved to adjourn. Meeting adjourned at 1:05 pm.

Minutes 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

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



As discussed during the Annual Business Meeting during the Spring Conference, proposed changes to the NDASFAA Policy & Procedures and Bylaws were presented to the association. To follow Article XI of the Bylaws, “copies of amendments shall be distributed to the membership at least 30 days prior to a vote on the amendment”, proposed changes were presented at the Business Meeting.

An email vote was performed. Eighteen of the twenty institutional members voted to approve these changes. Documents were updated as of May 13, 2022.