Welcome/ Call to Order – President Sheila Dolan called the meeting to order at 10:05 am CST.

Roll Call-  
  • Present:  
    o Sheila Dolan, Judy Hager, Matthew Sanchez, Amanda Woidyla, Bethany Vincent, and Merissa Halvorson

Approval of Agenda – Judy motioned to approve. Matthew seconded. Agenda approved.

Approval of Minutes – Bethany moved to approve the Executive Board Minutes from the October 25th, 2022 meeting. Matthew seconded. Minutes approved.

Treasurer’s Report:  
Bethany Vincent provided the report dated 3/3/2023 by email. 1 of the 21 Institutions has not yet paid their membership dues. Sheila will reach out to this institution. 10 of 11 Association Members have renewed their memberships and we have a new one from Kentucky. There are currently 35 attendants registered for the Spring conference so far. Amanda motioned to approve the treasurer’s report. Judy seconded. Agenda approved.

Old Business:  
New Secretary: Merissa Halvorson- Financial Aid Associate- Lake Region State College

New Business:  
Transitional Items before conference:  
  • Engrave Gavel- Sheila will send the gavel to Capital Trophy in Bismarck to get engraved.  
  • Updates to P & P- Judy will review again but no updates as of now.  
  • President’s Award- Up to the President’s discretion to bring name forward for nomination. There was discussion on the topic. Recipient receives a plaque.  

  • Nominations Committee-  
    o 2 nominees for President:  
      ▪ Andrea Carver- Director of Financial Aid- Williston State College  
      ▪ Kelsey Walters- Director of Financial Aid- Lake Region State College  
    o 1 nominee for Treasurer:  
      ▪ Bethany Vincent- Senior Associate- North Dakota State University
• Chair for Diversity, Equity, and Inclusion- Brenda Zastapouil stepping down. Sheila will reach out to check if there is a co-chair that can step in.

▪ Registration for Spring conference- 50 projected to attend. 35 registered so far.

Next Meeting: March 29th, 2023 at 8:30 am (morning of Spring Conference)

Sheila moved to adjourn meeting.

Submitted by Merissa Halvorson