

AASAP

2022 Fall Conference

CONFERENCE BUSINESS PACKET



HOT SPRINGS,
ARKANSAS

Arkansas Association of
Student Assistance Programs



Business Meeting
Monday October 3, 2022
1:00pm

Call to Order

Roll Call and Determination of Quorum

Adoption of Agenda

Reading of Minutes

Officer's Reports

- | | | |
|----|--------------------------|---------------------------------|
| a. | President's Report | Dr. Desarae Nelson |
| b. | Past-President's Report | Michael Barnes |
| c. | President-Elect's Report | Brooke Siegler |
| d. | Secretary's Report | Pam Freer |
| e. | Treasurer's Report | Shanikia Williams |
| f. | AASAP Representatives | Danita Hayes & Georgia Sherman |
| g. | SWASAP Representatives | Dr. Brannidii Peterson & Vacant |

Standing Committee Reports

- | | | |
|----|----------------------------|--------------------------------|
| a. | Program | Michael Barnes |
| b. | Membership | Shanikia Williams |
| c. | Budget | Marty Mayfield |
| d. | Public Relations | Dr. Desarae Nelson |
| e. | Consultant Services | Danita Hayes & Georgia Sherman |
| f. | Regional & National Issues | Dr. Brannidii Peterson |
| g. | Audit | Dr. Desarae Nelson |

Special Committee Reports

- | | | |
|----|-------------------------|--------------------|
| a. | Fair Share | Brooke Siegler |
| b. | TRIO Achiever | Brooke Siegler |
| c. | Directory | Dr. Desarae Nelson |
| d. | Technology/Website | Dr. Desarae Nelson |
| e. | Scholarships | Gracie Lenderman |
| f. | Nomination and Election | Katrina Curruth |
| g. | ELI Arkansas | Keosha Gulley |

Old Business

New Business

Adjournment

**Arkansas Association of Student Assistance Programs
Business Meeting Minutes
Monday October 4, 2021**

- I. Call to Order
 - a. Meeting was called to order at 1:21pm

- II. Roll Call and Determination of a Quorum
 - a. 60 members present, a quorum was established

- III. Adoption of Agenda
 - a. Desarae Nelson moved to adopt the agenda, Cory Godbolt 2nd

- IV. Minutes of Previous Meeting (October 2020)
 - a. Tiffany Robinson made a motion to adopt the previous meeting minutes, Carla Williamson 2nd

- V. Old Business
 - A. Nothing to discuss

- VI. Officer's Reports
 - A. President's Report Michael Barnes
 - B. Past-President's Report Ashia Hall Muhammad
 - C. President-Elect's Report Desarae Nelson
 - D. Secretary's Report Brooke Siegler
 - E. Treasurer's Report Shanikia Williams
 - F. AASAP Representatives Terry Harden & Tiffany Robinson
 - G. SWASAP Representatives Kathy Fincher & Lacey Beth Gebhart

- VII. Standing Committee Reports
 - A. Program Ashia Hall Muhammad
 - B. Membership Shanikia Williams
 - C. Budget Marty Mayfield
 - D. Public Relations Ashia Hall Muhammad
 - E. Consultant Services Vergina Smith
 - F. Regional & National Issues Kathy Fincher & Lacey Gebhart
 - G. Audit Nicole Woods

- VIII. Special Committee Reports
 - A. Fair Share Desarae Nelson
 - B. TRiO Achiever Ulonda Frazier
 - C. Directory Vacant
 - D. Technology/Website Tiffany Robinson

- | | | |
|----|-------------------------|--------------------------|
| E. | Scholarships | Dorothy Standoak |
| F. | Nomination and Election | Katrina Curruth |
| G. | ELI Arkansas | Cory Godbolt & Pam Frier |

- X. New Business
 - A. 2022 TRIO Day Location
 - a. Ouachita Baptist University
 - B. 2022 Spring Leadership
 - a. Lacey Gebhart would like to help with Spring Leadership, looking at hosting it outside of an institution
 - C. Nominations and Elections
 - A. Open Offices
 - a. President-Elect
 - i. Brooke Siegler
 - b. Secretary
 - i. Pam Freer
 - c. Treasurer
 - i. Pam Freer nominated Shanikia Williams
 - d. SWASAP Rep
 - i. Destiny Graves nominated Erica Brown
 - e. AASAP Rep
 - i. Georgia Sherman
 - ii. Danita Hayes
 - B. Desarae motioned to accept nominees since they were unopposed
 - C. Installation of Officers

- IX. Adjournment
 - Meeting was recessed at 10:53am until SWASAP in Albuquerque

Upcoming

1. SWASAP Annual Conference (November 7-10, 2021)
2. 41st Annual COE Policy Seminar (March 20-23, 2022)
3. COE National Conference (September 11-14, 2022)
4. AASAP Fall Conference (October 2-5, 2021) Location TBA: Hot Springs likely location.



2022 AASAP Board Report Dr. Desarae Nelson- President

2022 AASAP Executive Board

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SWASAP Representatives

Brandii Peterson, Lyon College
Vacant

AASAP Representatives

Danita Hayes, ASU Beebe – Heber Springs
Georgia Sherman – ASU TR – Malvern

February Meeting

- AASAP Board meeting January 10th.
- Conducted an internal audit using previous year bank statements to ensure all transactions were reconciled and accounted for prior to setting FY22 budget.
- Attended the State Leadership meeting, Regional Fair Share Call, and signed up as Team Leader for Policy in January.
- Attended SWASAP Board meeting on January 10th.
- Attended COE Fair Share Basics January 19th.
- Attended SWASAP Board meeting virtually Feb. 3-4.
- Recruiting qualified AASAP member to participate in AASAP ELI & SWASAP ELI
- Committee appointments from the membership
- Received the Paul T. Spraggins Grant for a Leadership Retreat for AASAP TRIO Professionals
- Seeking corporate sponsors for the AASAP Fall Conference
- Serving on the SWASAP Corporate Development Committee
- Proposing an AASAP Alumni Committee
- Met with Tommy Walls, COE Alumni Relations, for SWASAP Alumni Committee January 10th
- Proposed the standardization of AASAP Scholarship processes

May Meeting

- AASAP Board meeting April 4th.
- Created a new AASAP website using Wild Apricot as the host in order to better align our state with SWASAP
- Coordinated Arkansas' COE Policy Capitol Hill Visits in March.
- Attended Policy virtually
- One Virtual Visit and five in person visits
- Sent Thank You notes to all representatives and followed up with appropriation request forms
- Rick Crawford signed as of 4.14.22
- Recruited qualified AASAP member to participate in AASAP ELI & SWASAP ELI



1 SWASAP ELI Participant; 4 AASAP ELI Participants

Committee appointments from the membership

Planned the AASAP TRIO Day/Spring Leadership event with Chair Dr. Brannndii Peterson to be held at The Vines 4H Center in Little Rock, AR May 7th from 9-2.

- Seeking corporate sponsors and vendors for the AASAP Fall Conference to be held Oct. 2-4, 2022 at Oaklawn Racing Casino Resort in Hot Springs, AR
- Serving on the SWASAP Corporate Development Committee
- Provided list of sponsorship events from SWASAP Conference Chair
- Creating Sponsor/Vendor/Conference Booklet google form
- Created the flyer for the Alumni Committee and working on a promotional video as well for social media
- Charged the 2022 AASAP ELI Class with recognizing past-presidents and assisting with the conference.
- Proposed the standardization of AASAP Scholarship processes
- Created an updated scholarship scoring rubric in a google form
- Selected AASAP Hall of Fame honorees and created a booklet along with planning recognition during TRIO Day/Spring Leadership and Coins for College Scholarship
- Created Save The Date and updated website with all available conference information

August Meeting

- AASAP met Fair Share
- AASAP Conference registration opened
- Vendors and Sponsors solicited
- Opened the SWASAP Vendor/Sponsor form
- Working with AASAP Conference Chair to finalize details and provide support for the conference planning
- Board met virtually Friday, July 22, 2022 to discuss conference details
- Met with AASAP ELI class Monday, July 18, 2022 to discuss history and leadership positions in the association. Also charged them with assisting with the conference planning.
- Monitoring AASAP membership and conference registrations for first year with wildapricot.
- Membership is open for renewal and is required for conference registration
- Discussed the survey results from the TRIO Day/Spring Leadership and have incorporated feedback into the conference planning
- Created social media campaigns for membership
- Working on the proposal requests and pre-con sessions for the AASAP annual conference
- Monitoring the receipt of sponsors/ vendors for AASAP and SWASAP via the google form
- Continuing to solicit sponsors/vendor for the conferences
- Proposed to the board the recognition of scholarship recipients, Hall of Fame inductee, AASAP TRIO Achiever, and Past Presidents at the 50th AASAP conference
- Sent announcements for conference, scholarship, Achiever, and grant competition updates



Updated social media for all AASAP correspondence

Responded to inquiries about AASAP and the conference

Filled orders from the AASAP Store

• Continued to update website and social media for AASAP

- Filled in for committee chairs for SWASAP committees as well after being asked by SWASAP Treasurer
- Coordinated and planned the SWASAP Alumni Event for the conference in Oklahoma City.



**2022 AASAP
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SWASAP Representatives

Lacey Gebhart, UA Fayetteville
Kathy Fincher, Arkansas Northeastern

AASAP Representatives

Tiffany Robinson, UALR
Terry Harden, SEARK

**2022 AASAP Officer Report
Michael D. Barnes Jr.
Past-President**

January 2022

- AASAP Board Meeting Jan
- Select Conference Hotel

February 2022

- Create Written Agreement Conf. Hotel
- Establish Conference Committees

March 2022

- Initial Contact of Fall Conference Speakers

April 2022

- AASAP Board Meeting
- Conference Save the Date & Location Announcement

May 2021

- Initiated Vendor & Sponsorship Campaign
- Finalized Early Conference Registration & Rates
- Initial meeting with AASAP ELI

June 2021

- Worked on Annual Conference Planning
- Released Call for Proposals and Moderators
- Finalized Pre-Conference

July 2021

- Attended AASAP Board Meeting
- Attended SWASAP Board Meeting
- Meet with Hotel Staff Conference Planning

August



- Finalized Speakers
- Meetings with Conference Committees
- Conference Registration Gift Design and Order

September

- AASAP Board Call Meeting
- Meet with Hotel Staff
- Countless Conference Task
- Meet with Speakers and Presenters
- Meet with COE
- Booked Entertainment
- Final Vendor & Sponsorship Tally

October

- 50th Fall AASAP Conference (Welcomes You)



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Kathy Fincher, Arkansas Northeastern
Erica Brown, Ouachita Baptist University

AASAP Representatives

Danita Hayes, ASU Beebe – Heber Springs
Georgia Sherman – ASU TR - Malvern

2022 AASAP Board Report

Brooke Siegler – President - Elect

January

Attended SWASAP Board Committee Assignment Zoom Meeting
Attended AASAP Board Meeting
Attended Fair Share update with COE
Attended State Leadership meeting with COE
Emailed AASAP Board & Membership about COE's 10 for 10 Fair Share Campaign
Went to Little Rock to get access to AASAP Bank Account

February

Attended SWASAP Board Meeting virtually
Attended State Leadership Meeting with COE
Contacted institutions regarding COE membership
Sent information regarding COE Policy Seminar
Sent out information regarding COE's 10 for 10 campaign

March

Attended State Leadership Meeting with COE
Followed up with institutions regarding institutional membership

April

Assisted institutions in paying their COE institutional membership
Attended AASAP Board Meeting

May

Attended Spring Leadership
Attended AASAP Board Call
Attended SWASAP ELI Training
Attended AASAP Board Call (2)

June

Sent final reminders about COE institutional membership
Arkansas met its Fair Share goal: \$107,531.96

July

Attended State Leadership Meeting with COE
Attended AASAP Board Meeting
Reached out to a speaker for fall conference

August

Attended SWASAP Board Meeting in Oklahoma City, OK
Attended Fair Share Regional Meeting
Created Fair Share raffle flyer



Sent information out about COE's Power of Persistence Campaign

September

Handled service and Fair Share awards

Attended conference hotel walkthrough and logistics meeting

Emailed membership regarding Fair Share raffle at the conference



2022 AASAP Board Report

AASAP Secretary Pam Freer

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Kathy Fincher, Arkansas Northeastern

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Georgia Sherman, ASU Three Rivers,
Malvern

January 2022

January 10: Attended and conducted all secretarial duties for the virtual AASAP Meeting via Zoom.

February 2022

February 10: Attended the AASAP Follow-Up Board Meeting.

February 22: Attended the virtual AASAP Board Budget Meeting via Zoom. Recorded all minutes and emailed them to the Executive Board.

April 2022

April 4: Attended the virtual AASAP Board Meeting via Zoom. Recorded all minutes and emailed them to the Executive Board.

April 27-29: Attended the SWASAP Board Meeting as Proxy for President-Elect Brooke Siegler and attended all committee meetings.

May 2022

May 7: Attended TRIO Day/Spring Leadership at The Vines 4H Center in Little Rock.

May 23: Attended the virtual AASAP Board Meeting via Zoom. Recorded all minutes and emailed them to the Executive Board.

July 2021

July 22: Attended the virtual AASAP Board Meeting via Zoom. Recorded all minutes and emailed them to the Executive Board.

Sept. 2022

Contacted all Board Members and Committee Chairs to gather reports and compiled them into the Conference Business Packet.
September 20-24: Attended the COE Conference in San Diego, California.

October 2022

October 1: Attended the AASAP Executive Board meeting and assisted with pre-conference set-up.

October 2-4: Attended the AASAP Fall Conference in Hot Springs, Arkansas.



2022 AASAP Board Report January 2022

Attended Board Meeting (ZOOM)

Email- missing receipts

Account card holder name change (bank)

Updated board Report Template emailed out

Reconciled Jan. Log

Payment of bills

Submit AR Excise Tax Return to Jasmine

(Arkansas Department of Finance and Administration Revenue Division
Tax Investigator)

Pay Bills checks for scholarships

Reconcile

February 2022

rRECONCILE

March 2022

Consult with Cory on Documents for Treasure

Consult with Cory on filing taxes with Adam.

Submit AR Excise Tax Return to Jasmine

Accepted to moderate at Spring Leadership

Reconcile

April 2022

Taxes are completed

Cory - budget for ELI

Filed AASAP 2020 Taxes with Adam Herrod

Attended AASAP board meeting

Submit AR Excise Tax Return to Jasmine

Set up eventbrite setup for Spring Leadership

Reconcile

May 2022

Submit AR Excise Tax Return to Jasmine

Process invoices for Spring Leadership (Event Brite)

Reconcile

Set up Coins for College flyer

Attend AASAP Board Meeting

June 2022

Putting off AR Excise Tax Return (1x a year)

Reconcile

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July 2021

Brain storm for hospitality & Awards For conference
Reconcile
Attend AASAP Board Meeting
Reconcile

Aug. 2022

Set up Student leadership & Conference on Eventbrite
Prepare checks from SWASAP

Sept. 2022

Emergency Board meeting for Conference
Send out Quotes & Invoices for Conference and Student leadership
Reconcile Sep. Files

October 2022

Attended AASAP Fall Conference
Attended board Meeting
Collect all receipts and requisitions from AASAP Fall conference
Reconcile from AASAP Conference
Send Membership to SWASAP



2022 AASAP Board Report

Danita Hayes – AASAP REP 2

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Vacant

AASAP Representatives

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Georgia Sherman – ASU TR - Malvern

January

Attended AASAP Board Meeting via Zoom

February

Attended AASAP Board Meeting via Zoom

April

Attended AASAP Board Meeting via Zoom
Zoom with Georgia to discuss Sponsorship/Vendor
Packages with pricing
Created list of potential sponsors/vendors

May

Attended AASAP Board Meeting via Zoom
Sponsorship/Vendor Packages approved

July

Attended AASAP Board Meeting via Zoom
Created Sponsor/Vendor invoice template

August

Zoom meeting with Michael & Georgia to discuss and
divide list of potential sponsors & vendors
Contacted potential Sponsors/Vendors

September

Contacted potential Sponsors/Vendors
Attended call meeting at Oaklawn Resort in Hot Springs

October

Attended 2022 AASAP Conference in Hot Springs



2022 AASAP Board Report

Brandii N Peterson, PhD – SWASAP Rep.

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May

Attended AASAP Board Call
Attended SWASAP ELI Training
Attended AASAP Board Call #2

June

N/A

July

Attended AASAP Board Meeting

August

Attended SWASAP Board Meeting in Oklahoma City, OK



2022 AASAP Board Report Budget Committee Committee Chair: Marty Mayfield

2022 AASAP Executive Board

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2022 AASAP Budget Worksheet Observations: The budget is well organized and appropriately detailed. All line items appear to be within reasonable parameters. No line item transfers have occurred as of the date of this report 09.26.22.

Findings:	
Budget Items with Negative Balances	Comments:
No line items had negative balances.	
Budget Items with Pending Balances	Comments:
2022 AASAP Annual Conference	Currently within budget
2022 SWASAP Annual Conference	Currently within budget

Significant Actions:

None



2022 AASAP Board Report 2022 Scholarships Gracie Lenderman, Committee Chair

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SWASAP Representatives

Brandii Peterson, Lyon College
Vacant

AASAP Representatives

Danita Hayes, ASU Beebe – Heber Springs
Georgia Sherman – ASU TR - Malvern

As of Tuesday, September 27th there has been no submitted scholarship applications. I have been checking the email daily and have only received one question from a student regarding the scholarship link.

We need to really push AASAP members to share the graphic on social media pages and via email to qualifying students to get the word out.

The deadline is October 14 in order to get things done and in order before SWASAP so please encourage and contact potential candidates soon so they can take advantage of these scholarship opportunities!

Gracie Lenderman, Scholarship Chair



**2022 AASAP
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**2022 AASAP Board Report
Emerging Leaders Institute
Committee Chair: Keosha Gulley**

AASAP

5820 Asher Ave, Suite 800

Little Rock, AR 72204

Arkansas Association of Student Assistance Programs Emerging Leaders Institute overview: The Arkansas Emerging Leaders mission is to gain valuable knowledge, training, and professional development in leadership.

Dear AASAP,

2022 was an excellent year for us. We would like you to join us in welcoming new cohort

Dr. Brannidii Peterson, Marty Mayfield, Ulonda Fraizer and Wes Henry to the team and thanking them for their big impact.

Some of my personal highlights from our activity this year include:

- AASAP ELI class assisted with planning specific aspects of the Fall Conference.
- Identify individual leadership skills.
- Train for higher responsibilities within the organization.

Our success is also directly linked to the hard work of our team. We have made extraordinary progress this year, and I would like to personally thank every team member for their energy, commitment, and consistency with AASAP Emerging Leaders Institute.

Thank you all for an excellent year.

Keosha Gulley

Chairing 2022 ELI Committee