**Massachusetts Association of Student Financial Aid Administrators**

**Executive Council Meeting**

**November 14, 2018**

**Southbridge Hotel and Conference Center, Meeting Room 3**

**Southbridge, MA**

**Executive Council: (Voting Members)**

◼Melissa Metcalf ◼Susan Sullivan ◼Christina Coviello

◼Karen VanDyne ◼Shannon James ◼Kevin DeRuosi ◼Amy Belina

◼Nicole Cunningham ◼Jason Marsala 🞏Brooke Barbieri ◼Ebony Carter

◼Lisa Talbot

**Committees:**

◼Siobhan Keenan ◼Maria Morrelli 🞏Amy Staffier 🞏Jennifer Bento-Pinyoun 🞏Jan Combs 🞏Arianna Magee 🞏Brandon Cipoletta ◼Susan Kolls

◼Jonathan Sparling 🞏Shawn Morrissey ◼Ben Parsons ◼Ashley Norwood

◼Thomas Hunt 🞏Ina Frye 🞎Migdalia Gomez ◼Dawn Batchelor

🞏Julie Wickstrom ◼Lauren Sullivan ◼Julie Lawton 🞏Beth Feinberg Keenan

◼Sarah Bergeron ◼Jennifer Sheehy 🞏Michelle Clifton

**Other Attendees:**

*Motion to start the meeting: Nicole*

*Second: Susan*

*Meeting began at 2:48 pm*

**Committee Reports:**

**Conference: Susan**

* Bags are ready to be filled
* Committee members are arriving shortly
* We may be looking for a few more volunteers to moderate

**Development: Lisa**

* 20 Vendors and 1 basic sponsor
  + Elm Resources is not in the puzzle because they registered late
  + Raised $24,250

**Welcome: Melissa**

* Welcome
* Conference is the main focus this week

**Executive Council Reports:**

**Past-President: Susan**

* 2 of the 3 award recipients will be here
  + Arrangements will be made for the 3rd person to get the award
  + Chuck Jones’ widow will be here to present the award
  + Storage facility research is still going on
  + Election
    - Secretary and 2-year public
    - Need 4 Presidential Candidates
    - Want to run the election as soon as we get all the slots filled

**Secretary: Christina**

* Motion to approve the minutes, Karen; Second, Susan
* All in favor, minutes are approved

**Treasurer: Shannon & Karen**

* Finance committee will meet tomorrow to discuss moving some money into CDs or other accounts besides the checking so we can earn some money

**President-Elect:**

**President: Melissa**

**Committee Reports:**

**FAFSA Day:**

**Government Relations: no chair, Melissa**

**AID: Maria**

* Will have a meeting here, while at the conference

**EASFAA:**

**GPCC: Thomas**

* Met last week
* Solidifying info for the Symposium in February
  + Betsy Mayotte will do the Federal update
    - Many people wo will go to the symposium won’t be here
  + Reaching out to someone in Enrollment Management to talk about yield
  + Harvard Credit Union about smart borrowing
    - Issues with grad students and budget appeals
  + Office Collaboration topic is a possibility
  + Discover (Heather Ward) is sponsoring the event

**Literacy: Sarah**

* Had a meeting to wrap up the symposium
* Sponsoring 3 sessions
* Talking about the certificate program at the conference, in the brochure and will discuss it at the sessions

**PD&T: Lauren and Julie**

* JTF went well
  + Good feedback from the participants about the condensed version
* Meeting on Friday @ 7:30
* Leadership Academy had 2 sessions so far and both went well
* Finalizing details for the tax workshops in December

**Early Awareness: Ben & Ashley**

* Will be March 22nd at Spark Academy
  + Hoping to get some more volunteers and presenters
* Will talk to Susan about the storage unit size once we have more donations
* Call Ben or Ashley to arrange pick up of donations if you don’t have them today

**Membership: Dawn and Jen**

* Fielding emails and questions, but getting everything processed
* Payments are up to date
  + Have a check from Northeastern, but not a list of who to apply the fees to
* Had an issue with a conference registration payment but no membership dues
  + The institution claims to have paid via electronic check, which has been difficult to figure out who to apply it to
  + Will reach out so that they don’t pay that way in the future

**Technology:**

**Communications: Melissa for Arianna**

* Arianna has been unsuccessful in finding the owners of the social media accounts and has asked to start fresh accounts
* Susan and Melissa think this is a good idea and make a point to track passwords, login info, etc. in the handbook

**Old Business:**

* Term limits for positions and Presidential term schedule
  + Nothing in the bylaws with language about term limits
  + Having the Presidential Election on a different schedule than the other positions, with Conference
* Webinar Platform Options
* Storage Facility

**New Business:**

*Motion to adjourn: Amy*

*Second: Susan*

*Meeting ended at 3:15 pm*

5:00 to the left of the registration desk for a reception