

MEMBERS:

Co-Chair: Jennifer Keenan-Jolie

Co-Chair: Kate Rajbhandari

Co-Chair: Lisa Talbot

Members:

Kathleen Flanagan, Massachusetts Office of Student Financial Assistance

Kevin Derousi, Salem State University

Dan Dreves, Nelnet

Beth Ingle, HEAG

Jennifer Miller Dudley, Inceptcia

Amy Belina, Springfield Technical Community College

Shannon Eagan, Bentley University

Candy Marlow, Wellesley College

TJ Griffis, Elms College

Eric Newnum, Stonehill College

PURPOSE:

The purpose of the Committee is to plan the Annual Fall Conference for the MASFAA Membership.

2011-2012 OBJECTIVES

Plan the overall conference format, program, activities and agenda that will attract both the novice and seasoned members of the Association.

Identify an array of topics and presentations that appeal to the MASFAA membership.

Execute hotel arrangements and other conference activities as necessary.

Develop a schedule and assignments for the planning of publicity through the newsletter and other sources.

Coordinate the Annual Business meeting with the President of MASFAA.

Coordinate with the liaison from both the Technology and Membership Committees to assist with the online registration process.

Print all conference materials and prepare conference packets.

Conduct conference registration on-line via the MASFAA website.

Solicit evaluations of the conference from participants and make recommendations for the future.

Recommend the Conference registration fee.

Develop a workplan and timeline for producing the Conference in order to aid the work of current and future committees.

PURPOSE:

Enter the purpose of your committee here.

2012-2013 OBJECTIVES:

- Plan the overall conference format, program, activities and agenda that will attract both the novice and seasoned members of the Association.
- Identify an array of topics and presentations that appeal to the MASFAA membership.
- Execute hotel arrangements and other conference activities as necessary.
- Develop a schedule and assignments for the planning of publicity through the newsletter and other sources.
- Coordinate the Annual Business meeting with the President of MASFAA.
- Coordinate with the liaison from both the Technology and Membership Committees to assist with the online registration process.
- Print all conference materials and prepare conference packets.
- Conduct conference registration on-line via the MASFAA website.
- Solicit evaluations of the conference from participants and make recommendations for the future.
- Recommend the Conference registration fee.
- Develop a workplan and timeline for producing the Conference in order to aid the work of current and future committees.

2012-2013 MASFAA GOALS:

- Advance the Art and Science of our Profession
 - with students, families, on and off-campus colleagues, faculty and administration, elected and governmental officials
- Increase engagement of members
- Continued commitment to high quality, cost effective training and professional development
- Update the Association's Strategic Plan

MONTHLY REPORT: JULY 2013

- ◆ Committee meeting held on July 11th at Bentley University to review session proposals, select sessions for presentation, and determine the schedule for the conference
- ◆ We also approved the conference logo and finalized hotel options, and decided on the topics and format for Birds of a Feather discussions

◆ MONTHLY REPORT: JUNE 2013

- ◆ A committee meeting was held on June 6th to discuss the following items:
 - Keynote speaker
 - Charity selection – selected Schools on Wheels of Massachusetts
 - Birds of a Feather sessions
 - Social event on evening of day 1 – will do trivia again
 - Fee structure for late registrants

MONTHLY REPORT: MAY 2013

- ◆ Tri-chairs met with Joe Norman and Karen Jenkins at Showcase Live on April 30th to meet the new site managers and to discuss the venue proposal for 2013. We came away from this meeting with a good impression of the new management and a revised contract proposal is forthcoming.
- ◆ Full committee meeting held on May 3rd to discuss the following items:
 - Finalized subcommittee assignments, timetables and next steps
 - 2013 theme – “Meeting Needs, Giving Thanks”
 - Reviewed Conference-related sections of MASFAA Handbook

MONTHLY REPORT: APRIL 2013

- ◆ Meeting held on April 5th to discuss the following items:
 - 2013 conference site update
 - Subcommittee responsibilities and assignments
 - 2013 conference theme
 - Committee meeting schedule for 2013 cycle

MONTHLY REPORT: MARCH 2013

- ◆ Tri-chairs met via conference call on March 1st to discuss the following items:
 - Committee membership for 13-14.
 - Meeting schedule and locations.
 - Preliminary budget.
 - Next steps for site selection.

MONTHLY REPORT: FEBRUARY 2013

- ◆ Meeting held on January 28th at QCC to discuss the following items:
 - Overall conference evaluation results.
 - Individual session evaluations results.
 - Feedback –positive and negatives.
 - 2013 conference location options.
 - Returning committee members.
 - Overall strategy for 2013 conference

MONTHLY REPORT: JANUARY 2013

- ◆ **Conference Committee did not meet in December, schedule a wrap up meeting for Monday, January 28th.**
 - **Confirmed billing for agenda books**
 - **Confirmed charity donation check to MEF**

MONTHLY REPORT: NOVEMBER 2012

- ◆ **MASFAA Conference was held on November 7th and 8th at Showcase Live in Foxboro.**
 - **EC meeting held on Tuesday, November 6th.**
 - **Post-conference, created conference evaluation and emailed to membership**
 - **Started pulling together session evaluations results**
 - **Set wrap up meeting date**

MONTHLY REPORT: OCTOBER 2012

- ◆ ***Our committee met on September 13th at Lasell College and worked on the following conference logistics:***
 - *Session Descriptions/Moderators*
 - *Schedule/Agenda*
 - *Confirmed logo*
 - *Registration site*
 - *QR code*
 - *Charity donation letter and speaker*
 - *Agenda Book layout*
 - *Hotel accommodations (cont'd)*

MONTHLY REPORT: SEPTEMBER 2012

- ◆ ***Conference Committee met on August 16, 2012 at Lasell College and met the following objectives: Committee has taken care of hotel accommodations; all session confirmations have been sent out for all sessions for conference; Logo for conference will be available next week; website for conference has been expanded and will be added to as conference draws near.***