

MEMBERS:

Co-Chair: Kevin Derousi
 Co-Chair: Jen Keenan-Jolie
 Co-Chair: Kate Rajbhandari

Members:

Last Name	First Name	Title	Institution/Organization
Belina	Amy	Associate Director	Holyoke Community College
Celestin	Yvrantz		American Student Assistance
Dreves	Dan		
Dudley	Jennifer	AVP, Market Relationship Manager	Wells Fargo
Eagan	Shannon	Assistant Director	Bentley University
Griffis	TJ	Assistant Director	Elms College
Guay	Alexis	Financial Aid Counselor	MGH Institutes of Health Professions
Leahey	Brendan	Assistant Director	Worcester Polytechnic Institute
Marlow	Candy	Associate Director	Wellesley College
Newnum	Eric	Assistant Director	Stonehill College
Smith	Michelle	Senior Associate Director	UMASS-Lowell
Zarlengo	Denise	Financial Aid Counselor	Springfield Technical Community College
Wagner	Wende	Financial Aid Systems Manager	Middlesex Community College

PURPOSE:

The purpose of the Committee is to plan the annual fall conference for the MASFAA membership.

2014-2015 OBJECTIVES:

1. Plan the overall conference format, program, activities and agenda that will attract both novice and seasoned members of the Association
2. Solicit session proposals from the MASFAA membership
3. Select and arrange an array of sessions and presentations that appeal to the MASFAA membership and support the Association's strategic mission
4. Execute hotel arrangements and other provisions to support conference activities as necessary
5. Develop and execute a scheduled plan to publicize the conference through the newsletter and other sources
6. Coordinate the Annual Business meeting with the President of MASFAA.
7. Coordinate with the liaisons from the Technology and Membership Committees to conduct conference registration on-line via the MASFAA website
8. Prepare and make available the agenda book, name tags, and other conference materials
9. Coordinate the availability of session presentation materials on the MASFAA website
10. Solicit evaluation of the conference from participants and make recommendations for the future

11. Recommend conference fees

MONTHLY REPORT: AUGUST 2014

- ◆ A committee meeting was held on August 7th at UMASS-Lowell. Topics discussed included a MASFAA Retreat update, a communication schedule for the membership, preliminary set up and testing for the registration site, and charity donation solicitation.

MONTHLY REPORT: SEPTEMBER 2014

- ◆ A committee meeting was held on September 18th at Wellesley College. Topics discussed included:
 - Online registration go-live
 - Entertainment options for the reception
 - Website updates
 - Keynote speaker ideas
 - Printing schedule for agenda book

MONTHLY REPORT: OCTOBER 2014

- ◆ A committee meeting was held on October 16th at UMASS-Lowell. Topics discussed included:
 - Keynote speaker updates
 - Breakout session room assignments
 - Event publicity
 - Subcommittee updates
 - Use of the QR code
 - Venue layout, signage, traffic flow
 - Evaluations

MONTHLY REPORT: NOVEMBER 2014

- ◆ A committee meeting was held on November 6th at UMASS-Lowell. Topics discussed included: On-site logistics; communications plan during the conference; charity and registration table staffing; parking
- ◆ The conference was held November 13-14, 2014 at UMASS-Lowell

MONTHLY REPORT: DECEMBER 2014

- ◆ The conference committee did not meet in December but we were busy gathering and compiling session and overall conference evaluations

MONTHLY REPORT: JANUARY 2015



MONTHLY REPORT: FEBRUARY 2015



MONTHLY REPORT: MARCH 2015



MONTHLY REPORT: APRIL 2015



MONTHLY REPORT: MAY 2015

