

Massachusetts Association of Student Financial Aid Administrators
December 9, 2011 at *Ahlfors Building, Quinsigamond Community College*

In attendance: Joanne Dashiell, Christine McGuire*, Aaron Clark-Melcher, Debbie Gronback, Donna Kendall, Amy Johnson, Lori Moore*, Kerry Davis-Jacob, Christina Coviello, Bonnie Quinn, Bernie Pekala*, Melissa Metcalf*, Alex Gonzalez, Kendra Lider-Johnson, Migdalia Gomez*, Pam McCafferty*, Colleen Burke, Leah Barry*, David Janey, Meaghan Hardy Smith, Kimberly Gargano, Iris Godes*, Kathy Osmond,

Absent: Amy Stewart*, Catherine Ryan*, Cathy Nelson*, Dan Forster, Gail Holt, Jennifer Schott, Jillian Glaze, Kori Ferris, Patricia Reilly, Robert Coughlin*, Beth Feinberg Keenan,

**Voting Members*

10:15 a.m. Bernie started the meeting.

Secretary-Migdalia Gomez*

- Reviewed November minutes, no edits or suggestions
 - Iris motioned to “Accept October minutes with the corrections”.
 - Pam second
 - No discussion
 - 7 in favor; 0 opposed; 0 abstained
 - Motion passed to accept November minutes
- Discussion to add “Other Business” to November Business meeting to include recipients of awards. Migdalia will send November Business meeting minutes to review prior to January meeting.

Treasurer- Leah Barry*

- Distributed financials
- Discussed logistics, in process of doing clean up on membership and conference payments. Will be finalized next month.
- Net worth looks good.
- Edward Jones account has increased, almost back to the way things were last year.
 - Melissa motioned to “Accept October minutes with the corrections”.
 - Bernie second
 - No discussion
 - 7 in favor; 0 opposed; 0 abstained
 - Motion passed to accept financials

President-Bernie Pekala*

- Discussion about lifetime membership.
 - Will add “Exceptions are made on special occasions at the discretion of Executive Council” to Handbook section of lifetime membership. Need to confirm if Executive Council needs to vote on this change.

- Discussion about Conference registration and how to better track registrants to prevent being off by over 100 registrants and scrambling last minute.
 - Who should be responsible for managing this data?
 - Also need to build a way to keep prior year's information
 - Discussion to form a committee
 - Leah is chairing
 - Bernie can assist
 - Technology will help
 - Include data on all events, not just Conference.

President-Elect- Iris Godes*

- Discussion about a "form bank". It would be an added membership resource. Colleges could access form bank if they were in need of a new form.
 - Suggestion to include "disclaimer" regarding that the documents may not comply with federal regulations
 - Discussion to have PDF of the form on the website and have email address of the form provider available so receiving school can request a Word document to modify needed.
 - This will be a multi-phase process, currently in Phase 1 of Form Bank Project
 - Technology will follow up
- Campus Technology magazine had November issue on the "Cloud"
- Technology has been researching Cloud technology and the legalities & logistics
- Technology has spent the past 3 weeks trying to fix errors on website due to change in server.

Past-President-Christine McGuire*

- Congrats and thank you to those that won elections and helped with the process.
- Strategic Planning-thank you for those that participated during conference.
- Hold Jan. 20th on calendar. Need separate Exec Council meeting for Strategic Planning.
 - However, Christine will look for additional dates due to conflict with Director's Summit
 - Kerry, Christine and Bernie will confirm dates
 - Christine will follow up about group size for Strategic Meeting- unsure if it will be all of Executive Council or just voting members.
 - Lori suggested using the Jan 13th meeting for Strategic Meeting
 - Christine will check to see if Jan 13th works for Strategic Planners
- Hoping to have Strategic Plan wrapped up by February

11:15 a.m. Break

11:25 a.m. Break ended

AID Committee (formerly CEED)—David Janey

- Diversity library- interested in creating a Facebook fanpage for diversity library and other AID related postings.
- Discussion: Does AID need to disclose this with Executive Council?
 - MASFAA should be aware but shouldn't affect work of committees
- Discussion to include retention information in diversity library and posts

- General guideline for Facebook, and other Social Media outlets: keep Executive Council included in discussion when Committees create pages.

Communications Committee—Christine Coviello

- Will distribute via email toolkit to committee chairs (includes press release example, how to write press release and two letterhead samples)
- Updated Committee member list and will be sent to committee chairs
- Important to maintain correct member list as it affects Year-End event and certificates

FAFSA Day Massachusetts—Joanne Dashiell, Migdalia Gomez*

- 270 volunteers as of today,
- 158 students registered as of today, last year 91 had registered at this time last year
- Will work with Technology to get list of members that are interested in volunteering for FAFSA Day
- Massasoit Community College will host Jan 30th, now have Brockton site!
- Still need FAFSA Experts to volunteer for many sites
- Discussion about term “FAFSA Day Expert” perhaps using “FAFSA Day Coach” as many people do not consider themselves experts but are familiar with the FAFSA.

PD&T— Kerri Davis-Jacob

- January is busy with various events
 - Jan 20th Direct Summit
 - Jan 24th IM Just the Facts
 - Jan 25th & Feb 17th Tax workshop
- Will publish new calendar as soon as Director’s workshop date is confirmed
- 10 events this year
- Last event was SAP and Verification; there was room for 50 but 58 attended
- Just the Facts! has 42 registrants maximum number of registrants is 45. Cut off is next week.
- Decided Just the Facts! doesn’t describe the program any more, program goes offer much more than “Just the Facts”.
 - Started to refer to trainer as “faculty” and not trainers.
- Next year going back to fall schedule

GPP— Kimberly Gargano

- February 10th Suffolk Law GPP Symposium
 - Topics: Financial lifecycle of a Professional and Graduate Student
- Might start February Exec Council meeting at around 10:30 a.m. to accommodate for Bernie speaking at GPP Symposium

Technology Committee—Debbie Gronback, Aaron Clark-Melcher

- Since 2004 ballots have been electronic
- Discussion regarding whether election data should be deleted, and if so, when?
 - Order is more important than the number of votes- in case someone is unable to complete their term, would need to know who had the second most votes

- Need to track number of voters
- Per Gail, data needed to be deleted within 30 days; will follow up with Gail regarding where she saw the 30 days. Technology reviewed MASFAA documents and could not find the “30 days” reference.
- Conversation to be continued
- QRC code- “MASFAA Maze” how else can it be used? Do other Committees have use for it?

Old Business

- Voting by email will be added to Agenda under Treasurer’s report.
- Thank you to Conference Committee Chairs for great job.
- Received feedback that the greenroom for the speakers was very convenient

New Business

- Old documents that were in Cathy’s basements have been archived

12:21 p.m.

Christine Motion to “Adjourn meeting”

Melissa second.

No discussion.

8 in favor; 0 opposed; 0 abstained

Meeting adjourned.