

Massachusetts Association of Student Financial Aid Administrators
Annual Retreat—August 8, 2013 at *The Connors Center, Dover Massachusetts*

In Attendance: Donna Kendall*, Michael Albano, Kathy Anderson*, Meredith Barnhart, Jeff Bentley, Aaron Clark-Melcher*, Christina Coviello, Karensa DiFonzo, Jennifer English*, Beth Feinberg Keenan, Iris Godes*, Alex Gonzalez*, Jennifer Keenan-Jolie, Katie Kelsall, Carla Minchello, Kelly Morrissey, Cathy Nelson*, Kathy Osmond, Christine Padgett, Bonnie Quinn*, Lori Seuch, Stephanie Wells

Absent: Diana Beaudoin, William Buescher, Joanne Dashiell*, Vy Doan Callahan, Alexis Fishbone, Ryan Forsythe, Migdalia Gomez, Jeremy Greenhouse*, Meaghan Hardy-Smith*, Christopher Hart, Lynne Myers*, Amy Proietti, Kate Rajbhandari, Susan Sullivan, Lisa Talbot, Janet Turner

*Voting Members

Meeting Started **10:00am**

President’s Remarks: Donna Kendall*

- Donna recognized new council members and congratulated Joanne on the birth of her new son.
- Donna handed out updated agenda for review and reminded new elected officials and committee chairs that they need pictures taken for the website.
- Group participated in “Get to Know You Bingo” ice breaker activity led by Kathy Anderson as part of introductions.
- Donna reviewed meeting protocols and governing docs from website, mission statement, vision statement and strategic goals. Requested that we keep these in mind as we progress through our meetings. Explained that all are MASFAA Council and elected members are Exec Council – Blue and Green name tags designate MASFAA/Exec Council members.
- Donna provided dates, locations and times for 2013-14 Council Meetings

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| Friday, September 13, 2013 | Bentley University | 10 am to 1 pm |
| Friday, October 11, 2013 | Bentley University | 10 am to 1 pm |
| Tuesday, November 5, 2013 | Showcase Live, Foxborough | 3 pm to 5:30 pm (with dinner to follow) |
| December | No Meeting | |
| Friday, January 10, 2014 (Holiday Weekend) | Bentley University | 10 am to 1 pm |
| Friday, February 14, 2014 (Holiday Weekend) | Worcester Location TBD | 10 am to 1 pm |
| Friday, March 14, 2013 | Bentley University | 10 am to 1 pm |
| April | No Meeting | |
| Friday, May 9, 2013 | Bentley University | 10 am to 1 pm |
| Friday, June 13 (tentative) | Year End Event – Location TBD | TBD |

- One week before meeting Donna will send a call for meeting with meeting details including location, room, parking, etc. and ask for RSVPs so she can order food. Requested that chairs notify her when they want to be on the agenda.
- The minutes and treasurer reports will also be sent out before the meeting.
- Donna explained attendance requirements;
 - For elected members, attendance expected with no two concurrent missed meeting or three total absences.

- We hope for at least one co-chair at each meeting, if neither can attend – please send someone else from committee.
 - Meetings are open to MASFAA members and committee members.
 - 12 Exec Council Members (not 13 because we do not have a Past-Treasurer)
 - 7 is quorum so for vote we need at least 7 Exec Council
 - Name tags are used to vote and raised when you want to speak – we need to vote to approve minutes but only review Treasurer’s report.
- Committee chairs will provide monthly reports directly to technology chair to be put on website Friday before meeting. Iris explained the importance of keeping the committee records not just for membership but for future committee members/chairs. If a committee does not have anything to report, they should list “nothing to report.”
 - Committee co-chairs will get a list of volunteers from membership enrollment as well as receive emails when a member volunteers through registration. Co-chairs also need to make sure their committee members paid their memberships.
 - Handbook indicates that members should only be on one committee and that some members may be on more than one committee so if a committee has too many volunteers, we can cross-reference committee member lists to see if they are on more than one committee. Requested master list of all volunteers and committees for which they volunteered to check for duplicates.
 - Requested that Aaron and Mike speak to Noetic about including the number of and names of committees for which members volunteered.
 - Requested co-chairs look at Chapter 3 of Handbook and goals and objectives to provide updates to technology committee liaison (liaisons will be established at first technology committee meeting). Also review committee webpage to make sure everything is clean, fresh and up-to-date.
 - Committee reports will focus on what works, ideas, suggestions etc.
 - Explained officer duties:
 Kathy Anderson - President-Elect is parliamentarian and in charge of the Roberts Rules of Order.
 Iris – Past President will chair elections committee.
 Cathy Nelson – Secretary will take minutes.
 Jennifer English – Treasurer will provide Treasurer Reports.
 Members at large – will be discussed later

Strategic Goal Topics: MASFAA Council

- Donna explained that year before last, MASFAA developed strategic goals and the resulting document is on the website.
- Last year’s primary topic was the role of Associate Members which generated a lot of discussion. Exec Council determined to continue current model, keeping Associate Members as valued members of MASFAA.
- Updated language on membership form to help people self-identify more accurately:
 - Associate Member at a school
 - Associate Member not at a school
 - Active Member in aid at a school
 - Retiree
- Donna explained the Strategic Goals that we will discuss throughout the year:
 - Membership leadership and governance; roles of members at large and moves to sector representation: 6 members: private school member, four-year public, school member, two-year public school member, graduate school/program member, tech/proprietary school member, general member

- Iris emailed entire membership to explain change and requested thoughts; received all positive responses with the exception of one concern.
 - Exec Council voted to approve change to sector membership with caveat that if we are unable to find representative from particular sector, we will allow anyone to run but they will be expected to represent and reach out to that sector.
 - Kathy Osmond asked what happens if we only have one candidate. Donna and Iris will look into whether someone can run un-opposed.
 - Voting by sectors will be based on self-identified sector when completing membership.
 - Effects elections for 2014-15 which will consist of general, tech/proprietary and graduate school Members at Large representatives.
 - We will discuss how members-at-large will engage their sector at a later meeting.
- Timing of meetings and how to make them the most effective and productive. Need to discuss improvements and changes.
- Do we need more committees and how are they chartered.
 - Donna received requests and suggestions for new committees (i.e. nontraditional students, community college and veterans). Discussion will include whether these should be new committees, pilots and/or sub-committees of current committees. Iris indicated that members had been asking for new committees while she was President. Discussed that we are big enough but can we try to create programming/workshops to address topics and see if they lead to new committee/interest. Discussed whether emerging leaders should be their own committee as they are currently a subcommittee but may need more direct contact with council. Jennifer English explained how subcommittees have separate line items in the budget and distinct budgets. Carla asked if non-traditional/veterans could be included in AID as it is access and inclusion.
- Donna explained that in April we began discussing timing of elections and when officers take office. Discussion led to three options which will be discussed later at the retreat.
- Whether our trainings provide what our membership needs, soliciting feedback from membership as to what trainings they want and locations (west and/or east) and the possibility of using technology to make it available to more members. What do we want to do with NASFAA University and do we want to do anything with that?
- How we should store our information and documents. Consider the possibility of management portal, storing docs, cloud storage, Google docs and/or create something on our website that makes it easier to access our information and documents. Strategic goals cover 2012 through 2015 so we probably will not get to the management portal but can look more into accessibility of docs.
- Looking at current MASFAA funds and using interest income for operating budget to help keep conference and member fees down. Need to discuss vendor conference fees structure. Fee had been \$2000 but feedback was that we are higher than other states. Previous discussion had determined that since we are a larger conference with more attendees, we reduced fee to \$1800 and include conference registration. We had a couple of new exhibitors. Kept it same for 2013-14 but we'll continue to discuss this year and explore different options (i.e. tiered option). For 2013-14 conference, we're limited to 12 or 13 vendors given space in Patriot Place. Given the limited vendor space at Patriot Place, Iris suggested easing us to a tiered structure by providing table space for higher cost but for a lower amt, they can have an advertisement somewhere or provide handouts at table-tops. Stephanie suggested using smaller tables instead of six-footers to fit more vendors. Jeff suggested tiered

structure with big table, small table and handout tables. Bonnie asked if we have ever considered one-day vs. two-day sponsorship. Two days would cost more. Alex asked about lounge area but it's not a high traffic area. Kathy Osmond suggested that if we had snacks and water in lounge area, people will go there. Lori suggested that less trafficked areas should be charged an appropriately lower fee than high-traffic areas. As part of package you can pick one of several options (i.e. lanyard, booklet, rolling sponsors on screen). Jennifer Keenan-Jolie suggested discussing new location. Jeff will put together ideas of what he has seen at other conferences and come up with suggestions of fee structure as well as sponsorships (i.e. breakfast, lunch, president's reception).

Break for lunch: 12:34 pm

Meeting Resumed: 1:35 pm

Strategic Goal Topics (continued): MASFAA Council

- Donna asked to any further suggestions re: conference vendor fees. Stephanie thought having one level felt simpler.
- Donna provided handout of three options for timing of elections and passing of gavel that were determined last council meeting.
 - Option 1: Change Nothing – Election period opens at conference. Candidates are introduced (and candidates for president speak) at the conference in November. Officers, Reps and Committee Chairs begin term on July 1.
 - Option 2: Change timing of “gavel passing” and keep election timing the same – Elections open at conference, presidential candidates give speeches. Gavel is passed at the November conference. Officers, Reps and Committee Chairs begin term on January 1. Committee Chairs change beginning of academic year for practical purposes.
 - Option 3: Changing timing of election and keep “gavel passing” the same – Elections in spring. Officers, Reps and Committee Chairs assume roles on July 1.
- Donna had attendees list pros and cons of each option which were discussed. Beth asked about with the timing of elections and does the conference lead to more voting. Jennifer English highlighted that our fiscal year runs July 1 – June 30 so if we were to change timing of assuming new roles, a new treasurer would be assuming someone else's budget as well as FY budget crossing over MASFAA years. Donna and Iris explained that the main question comes from the President-elect-elect being an 18 month role. Kathy Anderson pointed out that presidential candidates could submit video or use technology to provide speeches. Iris recommended that we remove the idea of changing timings for committees and focus discussion on elected officials. Iris explained that if election is held after February 15, we need to make change to constitution by-laws. Karensa suggested that the roles change July 1 but that the ceremonial passing of the gavel at the conference. Kelly recommended that we go back to having the head table at the conference so that attendees can see who are on the council. Carla suggested that we have page showing pictures of who was elected. Bonnie suggested we think about options overnight and then consider it for possible motions on 2nd day of retreat. Alex motioned to table a possible decision until day 2 of retreat. Iris seconded, eight in favor, zero opposed to table discussion until tomorrow.

FAFSA Day: Meredith Barnhart and Kelly Morrissey

- Kelly recapped survey from 33 sites; served 1866 families, 3500 total attendees with 60% of attendees filed surveys; percentage was much higher than most states.
- 53% of attendees had income of less than \$20,000.
- Most students referred by high schools.
- Primary goals for 2013-14 are to increase low income attendees and expand services.
- Meredith explained that steering committee spoke about having FAFSA Day on January 26, 2014 and then a date in February (possibly Tuesday, February 25) for a few sites (regionally selected) and one site in March in Worcester to see if we can get increase in attendees who meet low-income/1st generation population.
- Looking to fill gap in South Shore by adding site in Carver/Plymouth/Hanover.
- Christina recommended that they remind colleges to take FAFSA Day information when they do financial aid nights in their communities.
- Iris cautioned growing too big and not having enough volunteers.
- Kathy Osmond highlighted that families from Boston see their neighborhood as their city.
- Meredith talked about creating a webinar that can be available online.
- USA Funds now running the national program and they encouraged state programs to partner with other state programs (i.e. low income housing folks, bottom line, college access groups).
- Iris suggested outreach to GED centers/nontraditional students.
- Discussed giving framed certificates to FAFSA Day locations indicating that it is a FAFSA site and providing date. Certificates in advance can help thank them for participating and advertise next event.
- Providing logo/link for their school websites that would provide/link to FAFSA Day.

Conference: Jennifer Keenan-Jolie

- November 6th and 7th at Showcase Live, Patriot Place, Foxborough.
- Have draft agenda and great speakers.
 - They expect Jeff Baker for Department of Ed.
 - They will have trivia night.
 - Have “birds of a feather” tables at one of the breakfasts and conference committee members may ask council members to facilitate to encourage networking.
 - Terri Hurdle from Ames will speak and James Allen Fox will speak on campus safety.
- They are looking for session moderators and provided sign-up sheet.
- Discussed securing location for conference further in advance. Looking for spaces that will accommodate 400 people and at least 4 to 5 breakout rooms that will hold enough people.
 - Kelly said there was a new DCU conference center and adjacent hotel in Worcester. Aaron asked if any colleges had any conference centers.
- Conference is doing a ride board for those without a car to get a ride to the conference. People can post whether they need a ride or can offer a ride.
- Will do daily emails for conference to build excitement.
- Schools on Wheels will be the charity at the conference and they will have auction items but will also be accepting donations of school items. They will provide attendees with a list of needed items before conference.
- Meredith recommended that the evaluation is available right after conference feedback is fresh.
- Aaron recommended that surveys be provided both in paper and online/QR code.
- Need to give venue guarantee for attendance ten days before conference.
- Establish cut off date and then access late fee of \$25 on registrations online after cut-off date and an even higher late fee for on-site registrations. Iris suggested early registration at lowest

amount, registration that is a little higher and then onsite would have the highest fee to discourage on-site registration but not calling them 'late fees.'

- Hotel Options are Renaissance Hotel, Best Western and Holiday Inn.

Just the Facts: Karensa DiFonzo

- Karensa indicated that they will move back to Wellesley, Tuesday, September 24th to Tuesday, October 22nd (five weeks).
- 15 registrants so far with fewer than two years in aid.
- Had 38 attendees last year and maximum possible this year is 40.
- 1st come 1st serve for people who meet the criteria for attendees and try for no more than one per school but it depends on numbers; there can be an exception on a case-by-case basis.
- Iris asked if support staff would be appropriate; JTF felt that they would be welcome if their supervisor thinks it's appropriate.
- Need one more volunteer to present on the three R's – Aaron expressed interest.
- At NASFAA, Iris attended breakfast for state Presidents – NASFAA is offering free credentials to attendees of state JTF programs who follow the NASFAA curriculum.
- Lori explained that NASFAA's core materials are available to all members.
- Karensa explained that our program does not cover the module sections of the NASFAA core materials.
- Iris mentioned that this may not be free forever so this opportunity will not be available every year. If we want to consider, we need to flesh out soon.
- Kathy Osmond said that EASFAA is offering NASFAA R2T4 training and wanted to know if we are interested.
- JTF Train the Trainer is later in August.

Development: Jeff Bentley

- Discussed sponsorship ideas:
 - Sponsor break lounge or multiple sponsors for specific areas
 - President's reception
 - Quarter or full-page ads in booklet
 - These could be instead of full sponsorship or add-ons
 - Breakfast/lunch sponsors
 - Logo in slide show
 - Leaving it as is at \$1800 per vendor with comp registration
- Jennifer Keenan-Jolie suggested that we continue as is due to timing but develop Jeff's sponsor ideas for next conference.
- Jeff suggested we keep fee as is but have a couple of add-ons to offer.
- Agreed to keep as is and see if any exhibitors are interest in add-ons.

Membership: Carla Minchello

- Membership enrollment began in July.
 - 160 renewed/not paid
 - 282 paid members registered
 - 24 new members
- Reminders will be emailed.
- Unpaid are mostly recent registrants.
- Membership will connect with conference committee to discuss timing of collecting conference registration fees.
- Membership database needs to be updated:

- Iris recalled that changeover happens Sept 1.
- Membership will be able to eventually access reports based on sector.
- Carla will update membership sectors if registrant left blank.

Meeting Adjourned: 5:02 pm

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In Attendance: Donna Kendall*, Michael Albano, Kathy Anderson*, Meredith Barnhart, William Buescher, Aaron Clark-Melcher*, Christina Coviello, Karensa DiFonzo, Jennifer English*, Beth Feinberg Keenan, Iris Godes*, Jennifer Keenan-Jolie, Katie Kelsall, Carla Minchello, Lynne Myers*, Cathy Nelson*, Kathy Osmond, Christine Padgett, Bonnie Quinn*, Susan Sullivan, Janet Turner, Stephanie Wells

Absent: Diana Beaudoin, Jeff Bentley, Joanne Dashiell*, Vy Doan Callahan, Alexis Fishbone, Ryan Forsythe, Migdalia Gomez, Alex Gonzalez*, Jeremy Greenhouse*, Meaghan Hardy-Smith*, Christopher Hart, Kelly Morrissey, Amy Proietti, Kate Rajbhandari, Lori Seuch, Lisa Talbot

*Voting Members

Meeting Started 10:02am

Intro to Day 2: Donna Kendall*

- Donna provided agenda adjustments and welcomed MASFAA Council members who had been unable to attend Day 1.

President- Elect’s Report: Kathy Anderson*

- Kathy will be requesting nominations for awards soon:
 - Senator M. Kennedy Public Service Award
 - Charles “Jack” Sheehan Distinguished Service Award
 - MASFAA Presidential Award
 - Charles E. Jones Achievement Award

Treasurer’s Report: Jennifer English*

- Jennifer previously emailed treasurer reports and budgets; FY13 year-end reports and FY14 budget.
- Reminded committees that any unpaid expenses from FY13 need to be in to her by end of August.
- Finance Committee meet for FY14 in late June to review budgets. YTD budget report has correct budgets. One correction was necessary as conference has already had a paid expense and budget has been updated to reflect change.
- Jennifer will send request for payment form to committee chairs. Committee chairs are the only committee members who can submit requests.
- Requested questions and changes to budget.

Secretary's Report: Cathy Nelson*

- Cathy previously emailed minutes from April meeting. Several corrections were provided. Decided to table approval to September meeting so that Cathy can provide copy of corrected minutes for approval.

Past President's Report: Iris Godes*

- Iris chairs nominating committee and needs four members. Requested volunteers and suggestions for possible members.
- Iris will email all members a call for nominations and then nominating committee will conference call to determine possible candidates. They will contact nominees and put together slate. Exec Council will then approve slate for announcement at conference.
- Donna and Iris asked why nominations are kept quiet until slate is announced. Asked if we tell nominees who they are running against? Bonnie said that you may not run against certain people. Carla said that someone might want to know before committing to be on the slate. Jen Keenan-Jolie expressed that it's not really a campaign it's more about serving MASFAA. Donna asked Iris to consider timing. Iris will discuss with nominating committee about informing nominees who they are running against a week or so after slate is approved in October.
- Iris gave committee member certificates for committees who did not have a chair at the year-end event to current chairs to distribute.

EASFAA: Kathy Osmond

- Kathy reports to MASFAA what EASFAA is doing and vice versa. She attended the EASFAA retreat and reported on MASFAA. She explained that EASFAA provides projector for reports so entire report is on screen for viewing. EASFAA has two issues; membership and financing. They do not want to use reserves so they are looking at increasing membership. They are concerned that conference site in Puerto Rico will lower attendance because they will not get the day attendees that Boston had from local schools. They are trying to increase their training opportunities and provide niche trainings to increase membership. Goal of 5% increase in membership and states will be encouraging schools in their states to have at least one EASFAA member. Tony Erwin is President-elect.
- EASFAA will offer 5 sessions at upcoming conference.
- Thinking of asking vendors to pay by check so they can lower credit card fees and looking at new credit card processor who will lower fee.
- Looking at a putting together an on-the-hill program to get members to visit government representatives.
- Looking to start blog.
- EASFAA PD&T would like to know if we would like R2T4 training. MASFAA will be offering it so we will not need EASFAA's training.
- EASFAA conference will be Puerto Rico. Room rate set at \$169. Conference is May 18th to 21st. They are currently accepting conference session proposals.
- EASFAA charity is epilepsy. Brian Lemma is President and will visit all state conferences and would like to have opportunity to collect for EASFAA charity at our conference. Kathy explained that we have our own charity that we selected for our conference. EASFAA wanted to sell bracelets at a table. Kathy Osmond asked conference committee to think about it. Donna decided we should discuss and decide now. After much discussion, we decided not to participate as we do not want confusion with our charity that we have already selected for our conference.
- Stephanie suggested that EASFAA have a form like NASFAA provides that people can give their employers explaining why they should attend.

- Brian Lemma, EASFAA President, has initiated partnership with other regional associations for conference calls to find out what other regions are doing. Iris recommended that he do that with state presidents within EASFAA so presidents from different states can connect.

Early Awareness: Beth Feinberg Keenan and Katie Kelsall

- Katie explained that they had end of year meeting in June and had several new members join committee.
- They are in beginning stages of planning upcoming carnival.
- They were unable to go to New Bedford in spring so they are reaching out for this year.
- One goal is to try to go to non-Gear Up school in spring (Brockton).
- Bonnie asked if we lose resources by going to non-Gear Up school.
- Trying to grow pilot program with school counselors and have them think of MASFAA as contact. Considering creating magnet that counselors can have with contact information to remind them of MASFAA as resource.
- Training for guidance counselors facilitated by ASA – six sessions every Tuesday in October.
- Next meeting is the end of August and they have the site selected for fall carnival which will be week before Thanksgiving.
- Biggest challenge is getting school volunteers. They reach out to financial aid folks but they really need people from Admissions and academic programs.
- They will be collecting college related items at conference. Early Awareness and Conference Committee will work together so that the supplies donated for the charity and donated for Carnival do not overlap nor compete.

GPCC: Christine Padgett and Janet Turner

- Submitted 3 sessions for conference.
- Planning for symposium in February.
- Extend invitation to undergrad financial aid folks who would like to attend as they have many sessions that do not just apply to graduate aid.
- Iris suggested incorporating issues concerning non-traditional students.
- Location has not been selected but they are considering Harvard again as it was a good location last year and good for public trans
- Iris recommended providing driving/parking suggestions in promotion emails.

Communications: William Buescher

- Communications has external hard drive with archival information.
- Press kit is ready and available for any committees.
- They will be updating co-chairs who receive volunteer emails.
- Requested roster of all current committee members from co-chairs so they can provide chairs with names of new volunteers.
- Donna asked chairs to contact all committee members to confirm that they are continuing before submitting list.
- Communications is available to assist committees when needed.
- They will have two newsletters coming out this year.

Government Relations: Stephanie Wells

- They held State House Day last year with Deval Patrick as the keynote speaker.
- Hope to increase student attendees from public schools as mostly private school students attend SHD.

- We collaborate with AICUM but it's about state funding for all students so we really want students from all schools.
- Iris explained that there is a state event that students from state colleges attend around the same time. Stephanie would like to find out who coordinates the state day to try to combine events.
- They also hope to coordinate efforts and combine SHD and legislature training day.
- Iris recommended that they contact the state schools that are close to the SHD.
- Lynne suggested inviting specific academic programs of campuses like political science classes.
- Increase communications of important topics from the hill to members.
- Goal to connect with key legislators regarding aid topics.
- Create MASFAA position paper on higher education reauthorization.
- Update RFI template to include feedback they received.
- Submitted two official conference sessions and one panel discussion session.
- One session will cover the supreme court, DOMA and how it relates to aid.

AID: Donna Kendall* reporting on behalf of Alexis Fishbone

- Alexis Fishbone is co-chair was unable to attend
- Submitted conference session for panel with METCO, Robert Dais from Gear Up and DCF discussing obstacles that students face with aid process.
- Connecting members with high school's statewide as liaisons

PD&T: Christina Coviello and Susan Sullivan

- Will provide standard workshops, i.e. Support Staff and tax workshops.
- Putting together committee and begin planning possible trainings.
- Sending survey to membership to see what programming members want
 - i.e. FISAP, R2T4
 - Something for mid-level people (i.e. how to manage people in different generations, directors panel to speak to mid-level, how to do performance reviews, full day for mid-level who want to move up)
 - Refresher type trainings for current staff like counseling, customer service skills
 - Something for staff who have been working too long for novice/JTF but not trying to move up
- Jennifer English reminded PD&T that Support Staff Workshop attendees do not have to be MASFAA members.
- Lynne explained idea of IM roundtable discussion where members can discuss IM.
- Bonnie requested something like 'back to basics' training.
- We purchased the FM training through NASFAA core materials that members have access to online.
- Emerging Leaders is subcommittee of PD&T with their own budget and co-chairs and they have expressed that recent attendees of the Emerging Leaders program were not necessarily invested in participating. They also indicated that the program is to develop leadership within MASFAA but that there is not a clear track towards leadership opportunities. Iris indicated that it may be helpful to move it towards leadership not only within MASFAA but leadership within their offices. Bonnie recommended that Emerging Leaders consider staff that have been employed for more than three years and provide trainings that are applicable to the office. Meredith recommended that both the supervisor nominating and the nominee write statements of intent. Iris recommended that timing would be 2+ years and topics could include running an effective meeting. Bonnie recommended renaming it developing leaders or leadership development. Susan and Christina will work with Emerging Leaders to make sure that their needs are addressed and shared with MASFAA Council.

Technology: Michael Albano

- Aaron and Debbie will be meeting with Mike this week to update Mike of current projects and issues and then they will meet as a full committee.
- FAQ webpage project will be carried forward.
- They will have Noetic make sector and type membership questions mandatory on membership form.
- They will contact current committee members to see if they plan to continue and reach out to new volunteers so they can assign committee liaisons.
- Requested photos from all committees and that co-chairs provide committee goals and objectives to Aaron or Debbie until they get liaisons.
- Create elections webpage for elected officials who will take office next years.
- As votes need to be deleted within 30 days, we will keep statistics but delete specifics.
- For storage, we were initially going with Google docs and so far have not needed to expand but if we have anything we want to add to Google docs, give it to Aaron.
- Technology can help committees create member surveys for committees

Strategic Topic (Continued): MASFAA Council

- Continued discussing the timing of elections and “passing the gavel.”
 - Reviewed three options that were discussed yesterday.
 - Reminded everyone that bylaws indicate that elections have to be completed by Feb 15.
 - Donna highlighted repeated statements from Day 1 – conference is great place to see/hear candidates but technology could be used – we like idea of having ceremonial gavel passing but that option 2 was not convenient – discussed having better communication around elections so that members know who was elected and when they take office.
 - Lynne suggested that we define the role of the President-elect-elect so they have specific duties for six months prior to assuming President-elect role.
 - Donna recalled that day before; Kelly had remembered that we had moved elections earlier so that newly elected President could attend NASFAA leadership conference in March.
 - Katie stressed that we need to increase communications with members regarding elections, newly elected officers, and timing of when they assume position.
 - Christina suggested that President-elect-elect should be encouraged to attend meetings to begin learning the role.
 - Jennifer English suggested hyperlinks on elected officials’ webpage taking people to handbook description of elected role. Aaron said Technology would add to list of things to do.
 - Susan suggested lanyard labels to showcase elected officials and candidates which is another reason for providing slate in advance of conference.
 - Bill recommended adding year to elections so people know that their electing President for 18 months in future.
 - Iris said there is state Presidents' list serve that we can reach out to find out how other states time their elections and taking office.
 - Bonnie recommended that we not change anything for this election and work on the research we have discussed (i.e. President list serve) so that if we need to have membership vote on bylaw change we can present to membership at conference.
 - Jennifer English called for straw poll for 1 and 3
 - Stephanie stressed that for either option, we increase communication with membership.
 - Option 1 – 16
 - Option 3 – 2

- Abstain – 2
- Jennifer English motioned to adopt Option 1 to Change Nothing. Kathy Anderson seconded. 5 approved, 1 opposed, 2 abstaining – motioned passed.

Wrap-up:

- Aaron confirmed that Members at large will be planning year end event.
- Kathy Osmond asked if Donna can check with states that have sector representatives through the Presidents' list serve how they manage it and the duties of the sector representatives.
- Jeremy suggested that someone who has previously worked in a sector be able to represent in a pinch.
- Sector representation and site selection will be discussed in September meeting.

Old Business:

- None

New Business:

- None

Lynne motioned to adjourn. Jennifer English seconded. Unanimous vote to adjourn.

Meeting adjourned: 2:49 pm