

MEMBERS:

Co-Chair: Jillian Glaze, Bunker Hill Community College

Co-Chair: Meaghan Hardy-Smith, Boston College

Co-Chair: Colleen Burke, Fisher College

Members:

Anne-Marie Caruso, Wentworth Institute of Technology

Kathleen Flanagan, Massachusetts Office of Student Financial Assistance

Rick Goodenough, National Education

Jean Jeffers, Simmons College

Jennifer Keenan-Jolie, Westfield State College

Michele Kosboth, Lasell College

Katherine Lang, Mount Holyoke College

Wenimo Poweigha, Tufts University

Jennifer M. Schott, American Student Assistance

Lisa Talbot, Sallie Mae

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.

2011-2012 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: MAY 2012

- ◆ *First meeting of our new year was on April 12th followed by second meeting on May 3rd.*
 - *Reviewed survey evaluations with members and new thoughts/ideas for this year.*
 - *Assigned sub-committee groups*
 - *Met with venue contact and began contacting hotels*
 - *Proposed budget to Exec. Council*
 - *Working on possible themes and Charity.*

MONTHLY REPORT: MARCH 2012

- ◆ *No meeting in March*
 - *Recruited and finalized members for upcoming year.*
 - *Reviewed survey results .*
 - *Created meeting calendar and contact list.*

MONTHLY REPORT: FEBRUARY 2012

- ◆ *No meeting in February*
 - *Developed and edited Conference 2013 survey*
 - *Worked with Technology to make survey 'live' and emailed listserv*
 - *Reviewed first round of survey results, set survey end date for Friday, March 9th.*

MONTHLY REPORT: JANUARY 2012

- ◆ *Wrap-Up meeting 1/6/2012*
 - *Committee gathered to go over conference overall evaluations and also individual session evaluations.*
 - *Talked about what worked at the conference and any ideas for next year.*
 - *Established new chairs for next year: Colleen Burke, Jillian Glaze and Lisa Talbot.*

MONTHLY REPORT: December 2011

- ◆ *No meeting in December*
 - *Chairs ensured that invoices were received/paid.*

- *Set up 'Wrap-up' meeting for January 6th with committee to discuss results of Conference survey and to discuss any problems and/or suggestions for next year.*

MONTHLY REPORT: NOVEMBER 2011◆ *Meeting Date 11/1/2011*

- Conference held on 11/2/11 through 11/3/11.
- Committee met on 11/1/11 to set up registration name tags, book distribution and to go through final logistics. Members put together working schedule for registration and charity tables.
- Laptops and presentations were set up prior to start of conference and last minute details were worked out with presenters or speakers.
- Vendor area set up and Evaluation packets were put together.
- Overall conference was a success!

MONTHLY REPORT: OCTOBER 2011◆ *Meeting Date 10/7/2011*

- *Report:*
- Had final meeting with committee prior to conference. Discussed final preparations from each subcommittee.
- Finalized presentations and powerpoints as well as A/V needs for presenters.
- Organized logistics for Volunteer Fair and Presidents' Reception
- Finalized QR code, agenda/program, and conference speakers
- Went 'live' on website with Agenda, Charity, Presentations, etc. Also worked with Tech. committee to add Conference Attendees to website.
- Met with venue coordinator to go over final logistics and do a conference 'run-through'
- Closed online registration on Friday, October 28th.

MONTHLY REPORT: SEPTEMBER 2011◆ *Meeting Date 9/15/2011*

- *Report:*
 - Confirm technology resources and accommodations with session presenters and conference venue.
 - Set up registration site and hotel information.
 - Assigned Communications Liaison –Jennifer Kennan-Jolie (Westfield State).
 - Ironed out session details, presenters, speakers, moderators, and room assignments.
 - Worked on agenda and QR code
 - Finalized committee meeting schedule and prep day on Nov. 1st.

MONTHLY REPORT: AUGUST 2011

◆ *Meeting Date 8/4/2011*

• *Report:*

- **Finalized MASFAA Conference logo.**
- **Confirmed hotel accommodations and room rates**
- **Sent session confirmation and adjusted agenda, as needed.**
- **Confirmed conference speakers and times.**
- **Worked with Lori Moore on logistics for vendors.**
- **Worked on registration online site and updates for MASFAA website.**
- **Tri-chairs attended MASFAA retreat on 8/8/11 and 8/9/11.**