

## Massachusetts Association of Student Financial Aid Administrators

December 14, 2012 at 10 a.m.

**Attendees:** Migdalia Gomez\*, Cathy Nelson\*, Meaghan Hardy-Smith\*, Debbie Gronback, Joanne Dashiell, Dan Forster, Lisa Talbot, Lynne Myers\*, Donna Kendall\*, Bernie Pekala\*, Diana Beaudoin, David Janey, Chris Hart, Bob Coughlin\*, Catherine Ryan\*, Aaron Clark-Melcher\*, Jennifer English\*, Alex Gonzalez,

**Absent:** Kendra Lider-Johnson, Katie Kelsall, Amy Johnson, Janet Turner\*, Bonnie Quinn, Iris Godes\*, Gail Holt, Leah Barry\*, Jillian Glaze, Colleen Burke, Lori Moore\*, Kori Ferris, Karensa Macgregor, Denice Carryl, Ryan Forsythe, Kim Gargano, Kathy Osmond, Kristin Hawley-Johnson,

### *\*Voting Members*

Meeting started            10:10 a.m.

### Secretary-

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- November Business Meeting Minutes
  - Cathy motioned to accept w/change from Strategic Plan to Strategic Goal
  - Bernie second
  - 10 in favor, 0 opposed, 0 abstained
- November MASFAA Council Minutes
  - Bernie motioned to accept with change for “2 day” conference
  - Cathy second
  - 10 in favor, 0 opposed, 0 abstained
- Handbook
  - MASFAA Council accepted suggestion to remove all years in the Handbook so it’s easier to update
  - Discussion regarding Pg. 5- Chapter One
    - “MASFAA now has over 750 members...”
    - A new sentence will be added- Iris will provide Migdalia with sentence
    - Amy will check records for past memberships and we’ll add them to the Membership section.
  - Change “two associate members” on pg. 24 to “one”
  - Discussion on pg. 24, “Members at Large” section doesn’t have description
  - Before “Chapter 3” need to add section for Members at Large
  - Need to add sentence from Strategic Goals 1g “Associate members involved in MASFAA leadership activities are to conduct MASFAA business only, and are not there to advance products or services”.
  - Iris will think over MASFAA Council term and where to add MASFAA leadership and will bring thoughts back to MASFAA Council
  - Pg. 29 President’s section #10: “at least” before “four member”
  - Change pg. numbers to section throughout the Handbook

- Pg. 33 #9, add “obtain countersignatures”
- Pg. 35 Secretary section
  - Move “A” to the President’s section, “Under the Direction.” add to “A”, new section in #1
  - Section 3 to Presidents, Secretary shall notify the President when someone has missed more than 2 days
  - #10→ Jen and Leah will connect about the phone, and give us recommendation as how it should be best handled. Top of page. 91 “MASFAA Office” section
  - Pg. 36 #8 update to reflect changes
- Pg. 38 “Adequate” – delete
- Pg. 39 → “Annual Report of the Committee” – section is being deleted
- Chairs or Co-chairs- “change to Committee Chairs”
- Pg. 41 “Add Awards” under “Selection of Committee”
- Pg. 45 FAFSA Day “FAFSA Day Massachusetts” formerly known as...
- Pg. 47 #7 “Produce semi-annual issues of the Newsletter”
- Pg. 49 Composition: “ by the Associate Member at Large or designee” – add to Associate Member at Large section
- Pg. 53 “Past-Treasurer”, delete years,
- Pg. 58, - Membership #2 will be discussed at another meeting
- Just the Facts! needs to be part of PD&T
- Membership Pg. 73- number
- Pg.80 update “Frequency of Publication”
- Pg. 81 delete “It also serves...”
- Pg. 83 add “Kennedy Award”
- Pg. 88 update Committees
- Pg. 94 logo name versus typeface- Iris will check with Communications regarding specifics
- Pg. 94 Discussion regarding “Please note that product promotion is not an appropriate use of the MASFAA listserv.” - no change made.

### Past President

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- Election closed- all candidates were notified of election results
- Will notify MASFAA membership on Monday morning of election results

### President

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- Acknowledged the great work that was put into the conference
- Denise Carol- from AID is now in Texas and needs to be replaced. Dave doesn’t have anyone at this point- let Iris or Dave know about any potential chair for AID
- Kendra Lider-Johnson- will no longer be on FAFSA Day , moving to New York - Joanne has someone in mind.
- NASFAA Focus Groups were completed the first week of Dec.
  - Students gave feedback on different sheets.
  - Report is going to White House and Congress

### Treasurer

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- Financials were distributed via email
- Meeting with Leah in early January

### FAFSA Day

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- Register to Volunteer!
- Going forward with pilot program – two days in January
  - Both after the main event-→ Worcester Public Library and Durfee
- Focusing on main event now, and then will switch to focusing on pilot date
- Requesting press release from MASFAA regarding FAFSA Day

\*Migdalia Gomez had to leave the meeting early, and Cathy Nelson took the following minutes on her behalf.

### Just the Facts

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- Just the Facts is going very well but additional registration for the IM portion will not be available due to space limitations.

### PD & T

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- Dan indicated that the tax workshops with Jim Briggs will be held February 12 in Wellesley and February 14 in Worcester.
- Bernie requested suggestions for possible tax trainers other than Jim Briggs because he has indicated that he plans to retire.

### Conference

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- Iris drew the names of the prize winners from the conference evaluations
  - \$10 Dunkin Donuts gift cards to Elaine Toomey from MA School of Professional Psychology and Jeff Feroce from AidCalc.com
  - \$20 Amazon Gift Card to Meredith Barnhart from MEFA

### Old Business

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- Aaron had emailed Iris, Bernie and Donna regarding Cloud storage security.
- Noetic can provide security but they will limit access. We will test without additional security before determining if we need to establish additional security.
- Aaron requested email for MASFAA Council to include and will first add everyone with view only access using work emails.

### New Business

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- None

### Strategic Topic of the Month – Leadership and Governance

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- Iris introduced the topic of the month and that given time constraints that we would begin discussion but most likely need to continue at the next meeting. The discussion would include the structure and frequency of meetings and role of at-large members and whether we should have at-large members who represent specific sectors and/or regions.
- Bernie requested breakdown of membership by region and type of school. Region was defined as Western, Central, Boston/Cambridge and Northeast and Southeast of Boston/Cambridge.
- Amy will work on numbers and bring them to the next council meeting.
- Lynne recommended that we define the role of the at-large members before we determine whether we should have at-large members represent specific regions or sectors.
- Jennifer suggested that regional representation may promote engagement while sector representation may better cover topics within MASFAA Council.
- Bernie and Aaron recommended using nominating process to increase representation of all sectors and regions.
- Bob and Meaghan suggested defining the tasks for the at-large members (i.e. representation of specific sector/region, year-end-event, etc.) for the community.
- Due to time constraints, discussion was tabled.

Lynne motioned to adjourn meeting

Aaron seconded

Unanimously in favor

0 opposed

0 abstained

Meeting closed 1:09 p.m.