

**MEMBERS:**

Co-Chair: Aaron Clark, Northeastern University  
Co-Chair: Debbie Gronback, Harvard University

Members: Greg Chick, Fisher College  
Joe Eng, Sallie Mae  
Howard Freedman, Financial Aid Consulting  
Jeremy Greenhouse, Springfield Technical Community College  
Julie Wickstrom, Boston University

**PURPOSE:**

The purpose of the Technology Committee is to provide technical resources to the Association by fostering and supporting the technical initiatives of MASFAA's administration as well as supporting electronic services for the MASFAA membership. The Committee will also make recommendations for improvement of the electronic services.

**2010-2011 MASFAA GOALS:**

- **Sharpen the focus of the Association on serving students**
- **Increase engagement of members**
- **Continue commitment to high quality, cost effective training and professional development**
- **Update the Association's strategic plan**

**2010-2011 OBJECTIVES:**

1. Ensure the design and content of the MASFAA website while working with the outside Web developer.
2. Maintain and update the Association website, [www.masfaa.org](http://www.masfaa.org). Assign liaisons to each committee to make necessary annual updates to committee web pages. As well as executive council, minutes, news, job opportunities and calendar pages.
3. Continue to look for at new technologies to incorporate into the website (i.e. podcasts).
4. Add to the news and update on promotions, job transfers and new hirers.
5. Recruit more volunteers to the Technology Committee for long-term growth and support of the MASFAA website and technological needs.
6. Provide support (speakers, photographers) at various MASFAA sponsored events.
7. Coordinate and support on-line conference registration, membership and voting.

## MONTHLY REPORT: APRIL 2011

◆ *March 22, 2011 (face-to-face):***Report:**

- Demonstrated new event registration page to committee
- Discussed writing of Technology Committee Policies & Procedures (detailed step-by-step), and created a shared document using Google Documents
- Worked with Noetic to reinstate NASFAA feed on MASFAA homepage
- Added content to MASFAA homepage under “Events” and “Latest News”

**Items on the “To-Do” List:**

- Link to the Early Awareness Carnival of Learning video
- Technology Committee Policies and Procedures

**Next Meeting:** TBD

## MONTHLY REPORT: MARCH 2011

◆ *Did not meet in February:***Report:**

- Created survey for conference committee to gauge members’ interest for the 2011 conference
- Responded to support@masfaa emails (volume increases around events)
- Updated Government Relations webpage to include edits provided by the GRC
- Added URLs for vendors from financial literacy symposium to GPCC webpage
- Created photo album for “Financial Aid Day at the State House”
- Sent photos from various MASFAA events to EASFAA rep for EASFAA conference slideshow

**Items on the “To-Do” List:**

- Link to the Early Awareness Carnival of Learning video
- Technology Committee Policies and Procedures

**Next Meeting:** March 22

## MONTHLY REPORT: FEBRUARY 2011

◆ *Did not meet in January:***Report:**

- Executive Council minutes were posted to the website.
- P, D & T went live with the tax workshop, using the new events registration center. Aaron has been working with committee members and registrants to tweak and edit the process.
- Aaron and Debbie have worked with Noetic to make further edits to the event registration process now that it’s up and running.
- Government Relations links have been updated (new legislators)

**Items on the “To-Do” List:**

- Link to the Early Awareness Carnival of Learning video
- Ask Membership about the confirmation email. Can we add something like “Please allow 48 hours for payment processing and login information.”?
- Technology Committee Policies and Procedures

**Next Meeting:** TBD

**MONTHLY REPORT: JANUARY 2011**◆ *Did not meet in December:***Report:**

- Voting ended, the votes were tallied and sent to the Past-President.
- Election results were posted to “Latest News”.
- The 10-11 handbook was posted to the website.
- FAFSA Day Massachusetts, the Tax Workshop and GPCC Symposium were added to “Upcoming Events”.
- Spring Executive Council meetings were added to the calendar.
- The new event registration page is completed. The GPCC is using it for their upcoming symposium. Debbie and Aaron are meeting to create a guide/best practices for committees to use when creating their own events.
- The Communications Committee webpage is now up, and the Archives, Newsletter and PR Committee pages were retired.

**Items on the “To-Do” List:**

- Ask Early Awareness how we should link to their Carnival of Learning video
- Ask Membership about the confirmation email. Can we add something like “Please allow 48 hours for payment processing and login information.”?
- Technology Committee Policies and Procedures

**Next Meeting:** TBD

**MONTHLY REPORT: DECEMBER 2010**◆ *November 23, 2010, (face-to-face):***Report:**

- Debbie and Aaron are testing the Events Registration Page. We will need to come up with a guide/best practices for committees to use when creating their own events
- Debbie added the monthly committee reports to all committee pages on the website
  - Will be overwritten each month when we get the new committee reports (they are cumulative)
- Candidates for next year’s open elected offices of MASFAA were announced and voting went live at the Conference (after lunch on Wednesday, 11/3/2010)
- A photo album for the conference was created on the website

- Professional Development & Training: FM and PJ training events posted to calendar, “Latest News” and “Upcoming Events”
  - One in Boston at Northeastern University on 12/7/2010
  - One in Westfield at Westfield State on 12/8/2010

**Items on the “To-Do” List:**

- Website changes to reflect restructuring of committees
  - Greg sent an email introducing himself as their liaison and offering assistance
    - Still awaiting a response
- MASFAA Event Registration Page – will need assistance testing and documenting procedures in next few weeks
- Technology Committee Policies and Procedures
- Ask Early Awareness how we should link to their Carnival of Learning video
- Ask Membership about the confirmation email. Can we add something like “Please allow 48 hours for payment processing and login information.”?
- Voting tallies from prior years?

**Next Meeting:** January (date TBD)

**MONTHLY REPORT: NOVEMBER 2010**

◆ *Did not meet-have been corresponding by email:*

**Report:**

- Noetic continues to work on the new event registration page. It should be finished in the next few weeks.
- EC meetings were updated on the calendar
- August and September EC minutes were posted to the website
- Elections, voting and posting candidates statements are being tested
- A photo album for “Financial Aid Day” was created on the website
- Conference: updates are regularly made to the conference webpage (sessions are being added, a charity page was created)
- Early Awareness & Outreach: a couple of updates were made to committee webpage
- Just the Facts: registration is now closed. 2 listservs are being set up; one for trainers and one for trainees and trainers to communicate
- Professional Development & Training: IM training posted to calendar, “Latest News” and “Upcoming Events”

**Next Meeting:** Thursday, October 28, via conference call

**MONTHLY REPORT: OCTOBER 2010**

◆ *Did not meet-have been corresponding by email:*

**Report:**

- Work continues on the new event registration page. A mock up was presented to EC and was well received. We hope to have it up and running for the GPCC symposium (December go live)
- EC meetings were added to the calendar
- President's Welcome was added to "Latest News" and the "About Us" page
- The award nomination page was updated, and a reminder posted to "Latest News"
- CEED: 2010-2011 objectives and committee members were updated on committee webpage
- Conference: registration went live, the agenda was posted
- Early Awareness & Outreach: 2010-2011 objectives and committee members were updated on committee webpage
- Government Relations: committee members were updated on webpage, meeting dates were added to the calendar
- Graduate & Professional Concerns: 2010-2011 mission, objectives, and committee members were updated on webpage
- Just the Facts: registration went live, their webpages were updated for 2010-2011

#### MONTHLY REPORT: SEPTEMBER 2010

##### ◆ *August 25, 2010 (face-to-face):*

- **Report:** Our agenda for our first meeting of the 2010-2011 year was to review things already completed and in progress; review our current "to-do" list; assign tasks to committee members; and discuss future meetings.
- **Items completed and in progress:** the Executive Council webpage has been updated with new members and most photos; committee webpages have been updated with new co-chairs; work with Noetic to build a new online event registration page is underway; ways in which to better handle the listserv were discussed (Debbie is now a backup, some of the admin settings were changed to better handle "non-members"); Aaron provided an update on the Executive Council Retreat.
- **Items on the "To-Do" List:** post President's Welcome Letter to website; discuss how we can incorporate MASFAA's goals into our committee goals; website changes due to re-structuring of committees (Archives, PR and Newsletter now Communications); finish work on new event registration form; update committee webpages; create more detailed documentation (policies and procedures) for our tasks (updating committee webpages, managing the calendar, classifieds, exec council info, latest news, listserv, photo albums, events, voting, support email box).
- **Assign Tasks:** committee liaisons and tasks were assigned, and a backup for each was also assigned.
- **Next Meeting:** TBD, location and conference call option were discussed.