

**Massachusetts Association of Student Financial Aid Administrators**  
**Executive Council Retreat**  
**August 12-13, 2019**  
**Hilton Garden Inn**  
**Springfield, MA**  
**Monday August 12th**

**Executive Council: (Voting Members)**

- |                   |                     |                |
|-------------------|---------------------|----------------|
| ■ Kevin DeRuosi   | ■ Shannon James     | □ Conna Shelby |
| □ Monica Blondin  | □ Korinne Peterson  | □ Ross Glover  |
| ■ Melissa Metcalf | ■ Robyn Butterfield | ■ Ebony Carter |
| ■ Linna Tran      | ■ Ben Parsons       |                |

**Committees:**

- |                     |                  |                     |                          |
|---------------------|------------------|---------------------|--------------------------|
| □ Siobhan Keenan    | □ Amy Staffier   | □ Jan Combs         | □ Jennifer Bento-Pinyoun |
| □ Brandon Cipoletta | □ Susan Kolls    | ■ Jonathan Sparling | □ Lisa Talot             |
| ■ Besty Mayotte     | □ Thomas Hunt    | □ Ina Frye          | ■ Beth Feinberg Keenan   |
| □ Sarh Bergeron     | □ Dawn Batchelor | ■ Jennifer Sheely   |                          |
| □ Lauren Sullivan   | □ Julie Lawton   | □ Michelle Clifton  |                          |

**Other Attendees:**

*Motion to start the meeting: Kevin*

*Second: Ebony*

*Meeting started at 11:08AM*

**Welcome: Kevin DeRuosi/Melissa Metcalf**

- Reviewing the agenda
  - Because of the low attendance, the agenda for the retreat is adjusted. We are focusing on the Handbook, Strategic Plan, Goals, and Chairs update for today.
- Goals for today - how to restructure MASFAA, calendar, new goals for the Executive Council, and the 50th year conference in November
- WiFi is HGI1
- Meeting protocol - expectation is to SHOW UP
- Discussion on why attendance is low. The main issue was missing invites and evites was used for this retreat. Suggestion is to not use evites for next time.
- Everyone has a blue or green name tag – Blue name tags can vote and Green name tags cannot vote
  - Name tags raised when voting
  - Name tags raised also indicate if you have a question or comment

**Introductions & Ice Breaker: Melissa Metcalf quick introduction**

- Quick introduction
- Introduction to new executive council - Linna Tran and Robin Butterfield

**MASFAA Council Orientation: Kevin DeRuosi and Melissa MetCalf**

- Prior to the retreat, Kevin sent out an email with the Executive Council Officers Responsibilities (The Constitution and By Laws), Mission and Strategic Plan
- Melissa reiterated working the Mission Statement, website updates (outdated for about a year or two), fill rest of committee, number one goal is to get back on track and get back to doing things in a timely manner, and getting back on calendar

- Define other goals for this year, strategic plan
- For this meeting updates and tour of the new conference space
- Past year: Exec Council was working on getting storage space and a webinar platform, and made changes to The Constitution and By Laws.
  - Constitutional change - We are now changing the term for the presidency. The term will start in January to December, Calendar Year. The Executive Council's term will remain July-June, Fiscal Year.
  - For this new Presidential term, there will be an overlap with Kevin and Monica
  - Shannon's concern is changing the bank statement every 6 months because of the new president term change \* We will discuss this later \*
  - By Law changes – A person can run unopposed as long as we posted the opportunity to run for 30 days. Prior to this, we required two candidates to run. This new change will assist on running a smoother election
- Betsey talked about concerns on changing the Mission Statement — This is already in the agenda for today and will be discussed later.
- Discussion on changes from past to now
  - Beth asked if there is room to get seasoned professionals in the Committees?
  - Ebony suggested that we utilize our work study students in finding all the financial aid administrators and send a massive survey about their participation.
    - Do we need more webinar training, maybe more time in office?
    - Another suggestion is sending letters to Directors
  - More discussion on why people are not using MASFAA or involved
    - Kevin mentioned that MASFAA was a common name often used. A lot has changed and we are becoming complacent. This is an opportunity to bring back MASFAA. Kevin further voiced that he has faith in this group.
    - Get MASFAA back on map to boost attendance and commitment
  - Run a smoother election
- Melissa is helping with 50<sup>th</sup>
  - Jonathan Sparling - 50th year conference short discussion
- Short discussion of where storage and archives - Shawn ? Cathy? ASA?

### **Officer Reports:**

#### **Secretary: Linna**

- Kevin asked for a motion to approve the May 16th Minutes written by Christina Coviello
- Motion to Approve: Ben, Second: Betsey, all in favor, motion passes

#### **Treasurer: Shannon James**

- The only changes to the budget is increasing Technology
- Conference budget increase has already been approved for a better keynote speaker
- Jonathan will send conference budget
- Have a written handbook of what can be covered by the MASFAA budget
  - Currently, there is nothing in the handbook of what we can be covered and not covered.
  - Main concern is receipts with alcohol. Should we not cover it? However, the handbook does not mention alcohol consumption and covering it.
  - There was never a conversation about what is covered, max allocation - so that everyone is on the same page.
  - Non-profit so not covering alcohol.

- Thoughts? Robin, Beth, and Jonathan have no objection. Food /non-alcohol should be covered if the event is hosted by MASFAA (example: Year to End event), but not if it's a committee meeting or random host.
- Event must be sponsored by MASFAA and approved by exec council [idea]
- Define: what we are willing to cover. Example, pay for EASFAA airfare tickets miles to cover etc.
- This will be in writing for the next meeting

#### **EASFAA Updates: Past President: Melissa MetCalf**

- EASFAA update – they met June to discuss the Strategic Plan
- Conference is in Manchester
- Process of voting for a new web format
- New president and new group, and they are still up and running
- Next meeting is in September, Albany, NY
- Website: ATC – members will click certain links and there will be different formats
  - Another problem was where the sponsors were displayed
  - They are currently voting for what design to be in place
  - Ben mentioned there are security issues
- Jonathan mentioned about “Tuesday at 2” as he is chairing the following Tuesday on 529 plans
  - Looking for presenters
  - Asked about getting MASFAA involved
  - Topics are all on the map. If someone has an interesting topic to talk about
  - Example: 529, verification, Regs update, best practices, trends and enrollment, Veterans

*12:05 - 12:15 break*

#### **Committee Reports & Goal Setting**

Kevin handed out a survey for the current committee present at the retreat. This is a survey about active members count, direction, and what they need

#### **Government Relation: Betsy Mayotte**

- About 15 people are active, 6-8 that participate regularly, and the ideal number of members is 12-15
  - Most people who join are only interested in learning and/ or want to be better in government relations
  - Need seasoned professionals to write an article or take initiative of a project
  - Not a lot of instant satisfaction when a part of this committee, as policy takes typically 5 years
  - People who are in the committee are reg nerds
- Betsy is in need of a co-chair
- Concerns about the directions Government Relation should take from the Executive Council
  - Continue with what they are currently doing or set new goals?
- Does MASFAA want to be policy contender, be influencer on a state level, and/or be complacent government relation mentors? Create regulatory reference for financial aid advisor? National influencer - 5 years plan?
- We need dedication, be loud and proud, and be a leader in our own state at a national level
- NEED DIRECTIONS! - which one to go forward?
- Current goal is the regular articles posted for regs,
- Robin and Melissa - What is realistic for right now versus long term?
- Make a goal for President Elect to set a 3-5 strategic plan while including Government Relations in this
  - Keep doing gov or work to a better plan – Melissa - articles amazing, informing us.
- Spoiler from Betsy

- Already picked 4 policies to focus on
- One of which is aid simplification at a state level
- MA will be the first state to have a simpler aid process
- The state has been working on this for the past 18 months. They are working on be influential
- MA can be used as a model for re-authorization
- Informers or influencer?
- Melissa agrees that we should be informers automatically but both will be amazing
- This will be revisited. Very doable with the right resources in place
  - Communication committee can help with marketing this
- This can be a part of MASFAA strategic plans for the next 3 years

### **Professional Development and Training: Beth Feinberg Keenan**

- 50 members are listed, but only 9 active
  - The ideal membership is 12
  - The biggest challenge is participation, as having members participate is difficult
- Tri-chairs do not want to put all the burden on themselves
- Most members are not participating in the meetings or being active
- Another challenge is people are signing up for events, either not attending or leaving early
  - What to do? Give more accountability to managers i.e. “The event is important for you to come back with all this information”
  - Do we send emails to managers? We are not baby-sitters?
  - If people can’t attend all the sessions, they should be put on a waitlist
  - We’re losing seats and we should be giving space for others who want to be there
- Balance between new and old members training.
  - New members do not know the task at hand
- Support: looking for variety. Are there items you want to see in terms of training? Specifically for mid-level?
- Members value credentials - should we have all day training for certain credentials?
- Training suggestions
  - Getting people out of the office to attend training
  - Consider meeting employees where they are because not everyone can just leave
  - Do meetings for an hour?
  - Monthly webinar
  - Brown bag lunch training
  - Virtual and flexibility
- GOALS: online training, getting members to plan, how can we provide new things for new members
  - New speaker
    - Rotate so that we don’t always hear from the same speaker or same topic
- FISAP presentation - Melissa asked about seasoned director level or someone interested
- Robin mentioned that we are in need of a webinar platform
- Betsey suggested ZOOM - 250 people meeting and \$20 a month
- Check EASFAA - Go- to- webinar used
- Ebony mentioned we should use Zoom for now and if someone researches for another webinar platform, then they must present the information to Exec Council
- Betsey volunteered to look at webinar used and assist with recording
- We will go with Zoom and also purchase a video recorder for online and in-person
- NEXT MEETING - In September, come up with a proposal for cost and webinar
- Ben suggested the possibility of using Zoom for Exec Council

### **Committee Update**

- Lauren ordered NASFAA materials
- Reaching out to past speakers who are interested in coming back this year.
- Dates set for MLA, tax workshop, just for the facts
- Julie is working with Wellesley
- Lauren set MLA - only two responses
- Robert confirmed tax workshop and conferences
- Credential? Because we may be required in the future, we must start now
- MASFAA conference - pre-conference are hosting credentials
- Tony has credentials in everything if we need him, he offered - 3 hours presentation
- Tax workshop December - 11-12<sup>th</sup>

1:05PM -1:47 PM LUNCH

### Conference: Jonathan Sparling

- Currently, 13 active
- Challenges
  - Consistency of not showing up
  - There is a learning curve, new versus old
    - New members must jump into the task
  - Declining attendance at conferences
  - Balancing what can be spent
- Difficulty with communication
  - List serve
  - MASFAA Facebook page and who owns it
  - What is the most consistent way to communicate?
  - Still figuring out technology
- Goals
  - Plan conference (IMPORTANT)
  - Transition new chairs
  - Pick a place for 2021
    - Monica will pick conference. We are coming back east!
- Some highlights
  - Maura Thomas is Thursday morning keynote speaker
    - Maura talks about proactivity, work life management skills
    - Pricey, but this is the 50th anniversary
    - We got a discount as she charges \$15,000 and we got \$7,500
  - EASFAA President - Marih Johnson
  - We are currently requesting a person from NASFAA
  - Commissioner Santiago is speaking during lunch Friday
- Conference is using an App this year
  - Agenda, survey, and all updates are in real-time
  - Hosted through the cloud, sponsorship can be added, put vendors in it — trade-off not printing program
- Don Patcher at Bay Path is taking on Charity, Junior achievement
- Communication calendar is new
  - Consider Monique at Brandeis
  - When are we sending communication?
  - Send daily communication in the morning during the conference?
    - Nice to see what's going on

- NASFAA credentials is being offered at the pre-conference 2-5PM, two tracks – Thoughts?
  - Verification and Packaging
- We will have group dinners — Monique is handling this
  - Idea is for people who don't want to go to MGM to have an option, mainly for new members
  - People who attend conferences by themselves – Sheraton at Springfield
- Committee open house (new idea)
  - Highlight what each committee does - similar to club and activity fairs
  - During a break
  - Melissa mentioned that vendors may be annoyed
    - Betsey said this may generated foot-traffic
  - Ebony suggested that the committees present before each session begins and give a quick glimpse of what each committee does, as there is already captive audience
    - Each session is sponsored by a committee
    - The goal is to have a speaking spot for committees
- Cost for pre-conference is not known yet
  - Suggestion is no charged but limited spaces, max 50
- Next Conference meeting is August at Bay Path and then they will meet twice a month later
- Vendors and sponsorship forms
- 26 proposal for sessions, a little short (31) tax workshop (2) and EASFAA - 29/31
- Cost : \$90,000 - Last year was \$68K and we had 220 people and 20 vendors – L
  - Last year, Thursday \$150 Friday \$100 or \$220 for the whole conference.
- Shannon suggest that we should remain the same
  - Depends on the memberships as well for the cost of the conference
- 60 meals, 9 for AV, 8 keynote, 3500 tech, 3500 function and room, 2 entertainment, 2 printing, 2 misc
- School's name wasn't listed on tag and we will make sure to confirm this year
- Technology needs to update forms, open registration in the beginning of september
  - Needs someone to have access it
- Keeping the same amount and don't need motion to approve

#### **Membership : Jennifer Sheely**

- Last year, 385 members but we can't trust it because some expired and some not.
- 200 last month
- Currently no procedures/ documents
- Will speak with Julie about this give access for more people
- Kevin also has access
- Greg may be the only one who has access to it
- Jonathon mentioned we need more people in technology
- Ebony volunteered to do technology, be that resource for committee
- Robin volunteered also and Ben created the procedures

#### **Technology - Kevin DeRousi for Julie**

- Still working with vendors
- Julie 6 years
- Need a new one
- Where to send money should be on the actual registration page instead of sending out an email  
Kevin - will reach out for conference

#### **FAFSA DAY - Jonathan Sparling Representing**

- 2018-19 FAFSA Day Challenge winners announced, scholarships presented:

- Highest percentage of FAFSA completion at a small high school: Academy of the Pacific Rim Charter School, recipient is Sabrina who will attend the College of the Holy Cross
  - Highest percentage of FAFSA completion at a large high school: O’Bryant School of Mathematics and Science
  - Most improved FAFSA completion percentage rate compared to last academic year: Boston Arts Academy, recipient is Alexis who will attend Salem State University
- Year End Meeting held in June to recap 2018-19 season and gather feedback/suggestions for upcoming season
  - Planning for 2019-2020 FAFSA Day season:
    - Site coordinator meeting scheduled for September 20, 2019
    - Presently 15 secured locations
    - Phone line will be managed by the College Planning Team at MEFA
    - Fafsa.org will be updated with events by Sept. 1, 2019
    - Continue to respond to inquiries via the “email helpdesk”
    - Continue an active social media campaign beginning Sept 1 with weekly FAFSA tips and related helpful college financing/paying for college information for families
  - Mark Bilotti, MassEdCo, will be organizing week long FAFSA completion events in all Worcester High Schools in February; committee working through details as how we can support this effort

#### **Early Awareness: Ben Parson**

- Challenges is mainly that there is no chair
- Ashley rolled off last year and Ben is now the god-father of committee
- 16 people listed as active member
  - Same 4-5 people for years now and this is a weakness because they will roll off at some point – ideally 12-16 people
- Two carnival of learning per year
- If there is no limit of money or time, we will have a carnival for each city for underrepresented schools
- Had to purchase a lot for the bags because not a lot of donations
- South bridge middle is the next carnival
- Add to communication with conference (Jonathan)
- Send early

Melissa - we are missing **Graduate and Professional**

- Ebony suggested Maria Morellos

#### **General Discussion:**

- Ebony - Are we planning to figure out who are chairs? Fill in the blanks?
  - Membership
  - Professional
  - Technology
  - Early awareness
  - Government relation
  - Graduate and professional
- Jonathan asked about why there are three chairs having similar tasks/duties i.e. Communication Membership, and Technology. Why? — Operations Chair should combine all three.
- He volunteered to take on this new chair task and write what this new committee will look like

#### **Strategic Plan: Kevin**

### **Strategic Plan - overview**

- Determine direction and common goal
- Identifies areas of growth
- Plan ends in 2019
- Present membership at large with reports of outcome of 2017-20 and have new plan for 2020-23
- Exec council charge is in charge of the Strategic Plan

### **Mission and Vision Statements**

Mission is purpose and vision is where we want to take the purpose

Kevin discussed that the current Mission and Vision Statement does not say anything or capture anything. The statement does not give members the purpose of MASFAA is and does not give Exec Council direction.

- Make mission statement a little more dynamic and not broad i.e. how do we empower our membership
- Repackaging and rebranding
- Vision needs updated because the statement is only within financial aid and external entities
- Robin said we want to be influencer not just within our financial aid community

*Split groups for Mission and Vision Statement*

*Mission: Jen, Robin, Beth, Betsey*

*Vision: Jonathan, Ben, Ebony, and Linna*

### **WORK IN PROGRESS**

Mission:

MASFAA provide professional development and career development as well service opportunity for financial aid professional within the commonwealth. We advocate and educate for thoughtful and inclusive public policy for student success and access in Massachusetts.

Vision:

Be the resource for, prepare the leadership within, and advocate for professional development..

(MASFAA will be a leader in the development of, and advocacy for, empowered financial aid professionals within Massachusetts and beyond.)

*Meeting suspended at 4:13PM*

*Motion to adjourn the meeting: Melissa*

*Motion to Adjourn: Melissa Second – Ebony*

Tuesday, August 13th

**Executive Council: (Voting Members)**

- |                   |                     |                |
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| ■ Sarh Bergeron     | □ Dawn Batchelor | ■ Jennifer Sheely   |                          |
| □ Lauren Sullivan   | □ Julie Lawton   | □ Michelle Clifton  |                          |

**Other Attendees:**

*Motion to start the meeting: Melissa*

*Second: Shannon*

*Meeting started at 9:14AM*

**Introduction to Day Two: Kevin**

- 9:35-40 tour of the conference , Sheraton Springfield Monarch Place Hotel
- Work on strategic plan through lunch and leave by 12PM
- Simple discussion of prices increases for lenders
  - Majority said no
  - Keep for another year
  - Melissa mentioned that we don't increase membership, so why increase lenders?
- Goal of visiting the conference
  - Layout
  - General idea of the layout
  - Decision on where to put breakout meetings
  - Ebony suggested that post-conference we should determine which session will the majority of people go to and then we can determine the required space
- Theme: Honoring the past, treasuring the present, shaping the future

**Planning: Kevin**

- Exec Council meeting will be longer to accomplish more
  - Updating technology with phone conference
  - Make meetings worthwhile
  - Have projects to work on throughout the year
  - Preferences of day of week - Fridays
- Meeting dates
  - Sept 20th - 10-3 - Northeastern University
  - Oct 25th 10-3 - Holy Cross
  - Dec 13th 10-3 - Mass Bay

- Nov 13<sup>th</sup>
  - Credential is 2-5PM
  - 12-2 Exec Council meeting in business room
- January 17 10-3
- February 14 10-3
- March 13
- April 17
- May 15th (EASFAA 4th-6th)
- June - end of the year date 11th
- June - end of the year date 11th
- NASFAA at 29th-1

### **Strategic Goal: Kevin**

#### Rubric and Assessment

- We are dipping our toes and diving deep
- 3 groups, strategic plan for Membership, PTD, and Finance
  - Evaluation for the last 3 years
  - What is stated on strategic plan
  - Did we meet, exceed, or didn't meet the objectives
  - Examples of accomplishments or unsuccessful
  - If we were unsuccessful, provide ideas moving forward
- No expectation yet - after we draft new one, we will continue to review every year

#### *Groups*

*GROUP ONE: Jen, Jonathan, Sarah, Linna - Membership*

*GROUP TWO: Melissa, Kevin, Shannon - Finance*

*GROUP THREE: Beth, Robin, Ebony, Ben – Professional Development Training*

#### **GROUP ONE: Membership – Jen, Jonathan, Sarah, and Linna**

- We must look at the membership from 2019 to determine underrepresented group or communities
- Start reaching out May for membership renewal CTA
  - Incentive: Putting names who registered at the end of year conference raffle
- Consolidate groups, more formalized for committees i.e. when groups meet
- Higher education - work with PDT on getting more grad students involved
- We have already done a pilot program, school counseling
- Consider opening the MASFAA membership for guidance counselors - CU's, maybe admissions?
- Bridge the relationship with MASFAA and guidance counselor for cross training

Operations - communication, technology, membership, marketing

Conference

FAFSA Day

Government AID

EASFAA

FW

PDT

Early Awareness

11:47 AM – 12:12 Break then working lunch

## GROUP TWO: Finance - Melissa, Kevin, and Shannon

- Section A
  - To achieve section A, we have people working on webinar platform - Betsy and Beth (zoom)
  - Consider Conference scholarship again? Last time was in 2007/8
  - Melissa and Kevin will draft a scholarship application (2 potentially) for this conference
    - The scholarship is only for conference cost
    - Example of schools who need assistance
      - Greenfield Community College - no budget and other colleges may not have the operation budget
- Section B
  - Jonathan and Shannon will look at the structure, vendors
  - \$50 membership for awhile
  - Kevin mentioned that we do not have a financial model, so this year we will develop it
    - CD savings and no plan for that money
  - Between the webinar and scholarship
  - We need to rewrite Finance section to be more defined
- **Comments:**
  - We are in a financially healthy position
  - At a yearly basic we take from our investment to cover our short fall
  - The money we do have, we have invested it to make a little more
  - We always have strong reserves – 10 month CD's best returns
- Melissa mentioned that everything is so vague
  - 'Develop financial model'
  - The goal is to define it more – make it measurable
  - No benchmark currently
  - Example, making arbitrary decision of not making membership cost remain the same.
  - It should be defined how finance is review every year
  - Next meeting in September will include webinar delivery platform, scholarship - advertisement, apply for a scholarship if you are unable to afford conference
- Beth on Membership
  - One of the action items is B (1) - we thought this is simple and can be done.
    - Pull last year membership to see what members are not representative.
    - Then send letters from Exec Council to schools to encourage more members, specially schools that are not representative
  - Think about starting membership renewal earlier
    - By starting earlier we can have an incentive for a raffle at the end of the year event.
  - Voluntarism – Make this a more formalized committee.
  - What committee are stand alone and consider combining.
    - Creating Operation Committee – this committee will be the back bone behind the scene - a stronger entity to support the MASFAA Association
  - Get more membership, look outside of MA like NH, RI

- In general, make membership open to anyone such as guidance counselors, bursar, and others in higher education
- Guidance counselors can assist with training
  - They can get education units - PTD trainings MASFAA conference — this will meet our goals and their goals

GOAL: September get data i.e active/inactive and schools that are representative (Jen)

- Needs training for technology
- We haven't taken advantage of what the site offers
  - Ben mentioned since we transition to this new website there are a ton of functionality that we are not using – ALL OF THIS starts with technology!
- Using Exec Councils to create a task force in technology
- Someone needs access, we need training material
- Kevin will talk to Julie and Greg about what we need, what access we need, and then we move forward with starting a new tech committee

### **GROUP THREE Professional Development Training - Beth, Robin, Ebony, and Ben**

- Part A (webinar platform) - we are in the process of meeting this objective
- Part B (increase attendance )- we did not meet but we will try this year
  - One idea is the possibility for chartering a bus from Boston to MASFAA - instead of managing a ride share online, we can do a bus
  - Scholarships is a work in progress
- Part C - we need a new survey to members as well as non-members to see what will get them to participate
  - Attach a prize to it, such as free membership or something
- Part D - we are meeting this!!!! Offering credential YES!!!

### **Strategic Goal Conclusion: Kevin**

It's obvious that it is important to have a Strategic Plan and not just forget about it – this feeds from the Mission and Vision Statement

- A proper Strategic Plan will give the direction
- Ripples from one to another
- This gives us a focus

Goal - Each month to tackle a section

- Until we have a solid outline
- So that future years will have a clearer outline
- Gives direction, give future direction, helps build us

### **RECAP: Melissa and Kevin**

- Kevin must send emails about elections for members
- Jonathan will release a conference press/advertisement
- Betsey will give Save the Dates to alumni, retired, and past-presidents
- Jonathan is writing a proposal of the combination of committees – Operation Committee
- Kevin will speak with Cathy Kelsey and Shawn Lawsee about archives and what we have
  - Julie and Greg for Technology - Then get in touch with Jonathan for conference and registration – registration up by the 9th
- Work a task force for the website
- Melissa and Kevin will create and write scholarship proposal
- Shannon and Melissa will define reimbursement, and financial model plan
- Melissa will look for a conference in 2020

- Shannon will research vendors fees on surrounding area
- Beth and Betsy will work on Zoom web conference
- Ebony will look for a meeting space in September and Robin for Mass Bay
- Jen will look into membership

#### **Other Comments**

- Policies and procedures for each committee must be developed
- Kevin mentioned results can be measured on a timeline
- Use time in Exec Council meetings to update website or work on something
  - Breaking into group to do things next month
  - We can start writing a Strategic Plan
- Adding lunch to the budget for Exec Council meeting

MASFAA has a survey monkey 216 responses in 2017

- Jonathan is exporting it to Excel
- Ben will play around this for next meeting

Kevin ended the meeting with, "We have high expectation and we are now focused!"

*Motion to end meeting: Ben*

*Second Ebony*

*All in favor*

*End time 1:14PM*

