**MASFAA Board Meeting Minutes**

**Location: Conference Call**

**Wednesday November 5, 2014 2pm**

1. **Call Meeting to Order: everyone in attendance**
2. **Approve Agenda**
3. **Approve Minutes**

No objections to minutes have been approved.

1. **MASFAA Finances and Expense Reports**
	1. 2014 budget status-Bernie Warwood – net $10,070.00 to date. Budget was sent out. Expenses to date are $9,645.87 (NASFAA training not yet figured in). No questions
	2. Finalize the 2015 budget – hearing no objections moved for approval

**Julie makes a motion / Seconded by Candi. Approved**

1. **Officers Reports**
	1. Past-President, Leah Habel – nothing to report. Reviewed bylaws
	2. Vice President/Secretary, Julie Watson – nothing to report
	3. President-Elect, Kelli Engelhardt – nothing to report
	4. Treasurer, Bernie Warwood – two new members. Montana Academy and Chief Dull Knife. Nothing to add to treasurer report.
	5. Member-at-Large, Rita Larby – nothing to report
	6. Member-at-Large, Candi Richardson – Great to attend the Tribal college conference. Nothing new to report.
	7. Associate Member, Nolan Glueckert – completing document to add current venders. Also grateful to attend the Tribal Conference
	8. President-Tina Wagner – Attended RMASFAA. Observed on the first board meeting. RMASFAA is looking the rotation of RMASFAA to have it more centrally located in larger areas. Smaller states would still like to have the opportunity to host so that we can have members attend
2. **Old Business**
	1. Spring Conference Update –April 8-10, Red Lion Colonial Hotel, Helena, MT
		1. Contract-Tina Wagner meeting with MCAN for shared conference in spring.
		2. Speakers-Kelli Engelhardt – Kent McGowan from University of Montana, not sure on RMASFAA speaker, MCAN looking for a speaker – someone out of Wash DC, NASFAA – Megan, Dept of Ed Deb or Joe or both. Question: how is it going to work in conjunction with MCAN. Some shared, just MASFAA and a track for upward bound - Trio. Choice on what members can attend. We have some choice on chosing. Business Meeting lunch should only be MASFAA. Combined Banquet for both MCAN and MASFAA. Should be similar to what MASFAA has had in the past. Question: Did we need to check with the membership? A couple of years ago it was not favored. Tina, did not check because it should be essentially the same even if it looks a little different. Should be a money maker for us. Should get our seed money back plus whatever is earned over is split between all entities. Question? Notify the membership. Tina will send out flyers. Make it clear to the membership what is going on. Should still be the same as before, but we won’t necessarily will we combined each year but it did work out this year since both conferences are in Helena at the same time. If this works we can look to do this every few years. If we try it and it doesn’t work, we’ll know for the future.
		3. Venders-Nolan Glueckert – Same cost to venders? MCAN does not usually have venders so evaluating on how that will be set up and presented.
	2. List Serve Update – Tina went through the list serve and it is now completely up to date along with our two new schools. Fall tour and counselor update; 10 MASFAA schools participated (14 people). Good feedback on the counselor update. Fall tour was kind of a mix bag in response and turn out. Some did very well and others had struggled with getting student participation. Would like to continue for one more year to get a better read on how well this is working.
3. **New Business**
	1. Policies and Procedures Updates – Tina asked everyone to review and provide feedback. Tina combined all the feedback into one document for review. Leah’ question to pull out committees from bylaws and have them be ad hoc as needed. We will want to be sure that anything that was under the committee responsibilities and needs to be included is moved over to officer reports. If we agree to go this route, we will want to be sure that we make the appropriate updates so that important content isn’t lost. Also questioned the change the TBD on the Associate rate. Is it specific enough to ensure that the board will not increase unnecessarily so that it is not a concern to these members? Nolan – important to communicate and be sensitive. Bernie – not sure with certain members that the cost was an issue but the benefits for associate members. Julie - Word so that there is discretion for change, but not have it seem arbitrary and when change take place it communicated.
	2. By-laws updates to bring to membership in April – Question on the vote by proxy? Someone who is an acting member from the school in question. Who will be the one to vote if the voting member is not in attendance. Usually it has been the Director but it has never been specified only implied. Can we make changes to the committee policies and procedures prior to the vote on changes to the bylaws? We can but make sure the motion is saying that the approval is prior to the bylaws and if changes are not voted in, then P & P will revert back.
	3. Nominations for Next Year’s Board and RMASFAA committees, discussion-Leah Habel – Any suggestions for nominees?
		1. Present-Elect
		2. Treasurer
		3. Member at Large – Alexia Freburg – Health Works in Bozeman was suggested
		4. Associate Member at Large – Roxanne Jacobson from BND was suggested

MSU-Billings would be good to have someone involved; Didn’t participate in Counselor training.

Let Leah know if there any ideas. Leah will solicit nominations from the membership as well.

* 1. Audit of Finances-When, Where, How? – Bernie – supposed to have someone audit before leaving office? Get someone from the business department?
	2. Website review/update – transition to SAF server. We are working with Scott. Scott is trying to rewrite and update to have it more user-friendly and workable. Has an intern. Our website is due to for an overhaul. Tina asks that all board members to take a look an offer feedback by the end of Jan. Another meeting in Feb before we meet at the conference in April.
	3. Membership survey – Survey the membership to see where we stand on volunteering, why or why not, etc. Board to come up with 5 questions each to get =feedback from the membership. Get to Tina by the end of November.
	4. Other – any other new business.
	5. Meet again in the first week of February

1. **Adjourn**
2. **Motion to adjourn by Kelly; Bernie to second.**