MASFAA Board Meeting

Date: Wednesday April 23, 2014 / 10:00 AM

Location: Fairmont Hot Springs Boardroom

In Attendance: Leah Habel, Cindy Small, Bernie Warwood, Candi Richardson, Julie Watson, Nolan Glueckert, Tina Wagner; Special Guests: Mike Richarson, Jennifer Fox; Absent: Jessica Francischetti

1. **Call to Order**

Leah Habel called the meeting to order and established a quorum

1. **Approval of Agenda**

Leah asked for a motion to approve the agenda. Bernie made the motion. Cindy seconded the motion.

1. **Approval of Minutes from December 2013**

Candi made a motion to approve the minutes from the last meeting. Seconded by Nolan

1. **Officers Reports**
2. President, Leah Habel – went to RMASFAA winter board meeting in Denver. There was a discussion for RMASFAA on storing historical data. RMASFAA to use Dropbox so suggested that this might be a good option for MASFAA as well. Other: Some states looking at removal of standing committees in bylaws to be replaced with Ad Hoc because the standing committees are actually a part of the current officers’ roles. No President’s project. Reported that RMASFAA has an increased surplus so there is the potential for help financially for the President and Past President to attend RMASFAA.
3. President Elect – Tina Wagner - joined the meeting in progress. MCAN dues paying system: Do we want to participate or not? Increase dues to MASFAA to cover this fee? Took over National Training for Counselors. MCAN’s next training is after the conference. Went to DC for NASFAA training. Met with both Daine’s and Tester’s offices. Daine’s office was more open and spent more time talking with Tina than did Tester’s. This is great training for the President Elect. Budget for additional training possibilities.
4. Past President – Cindy Small – Nothing to report. Focus was to help support other members.
5. Vice President/Secretary, Jessica Francischetti - Not able to attend – Nothing to report. Julie Watson taking minutes in Jessica’s absence.
6. Treasurer, Bernie Warwood – shared balances of MASFAA checking and savings accounts. CD renewed in December. Update on membership renewals. OCHE did not renew their membership which was a loss of approximately $500.00. Everyone else renewed. Question regarding MSU-Billings renewal status. SAF is at the highest level of corporate support. Nelnet, Bank of North Dakota, and Great Lakes also Conference Corporate support. Wells Fargo pulled out of the Conference but we kept the registration fee. $500.00 scholarship for the Leadership pipeline added. Nelnet updated to new budget dues. Conference: Roger – outstanding from MSU-Billings. NASFAA Leadership. Registration for the Conference to the committee and not to the treasurer. Discussion regarding moving money to CD and / or Savings as requested by the membership at the April 2013 Business Meeting. Motion to move $10,000.00 to Savings and $10,000.00 in CD was proposed by Nolan and seconded by Candi. The Board voted and the motion passed. Bernie will move forward with these changes.
7. Member-at-Large, Julie Watson – Nothing to report
8. Member-at-Large, Candi Richardson –MCAN is still somewhat interested in a combined conference in the future but has somewhat pulled away from this because they do not want to have any breakout sessions. For MASFAA the combining of conferences is not really an option. SAF is doing the breakout session at the MCAN but did not want to use the member-at-large reps. MCAN initially interested but not so much when breakout sessions were offered. Candi willing as member-at-large to do whatever in support. Nolan – new website; join MCAN.
9. Associate Member, Nolan Glueckert – Reached out to membership services – giving to RMASFAA. SAF continued support. Will create a file system to pass on.
10. **Committee Reports**
11. Conference Planning - Mike Richardson / Jennifer Fox - Spring Conference: April 23-25, Fairmont, MT. Estimated attendance at 70. Actual ended up being 60. Reported budget was pushing $5000.00 but the actual used is now around $4000.00. Great partnership of Montana Tech and Western. Put in a lot of work since December.
12. Nominations – Cindy Small:

President Elect: Kelli Engelhardt / University of Great Falls

Member-at-Large: Rita Larby / Montana State University

Vice President / Secretary: Julie Watson / Montana State University

1. Membership Committee – Bernie Warwood had reported previously about the membership in her officer report.
2. Budget and Audit Committee / Treasurer’s Report – Bernie Warwood had reported previously about the budget and audit in her officer report.
3. Recognition of MASFAA Members serving on current RMASFAA/NASFAA Committees **RMASFAA**

Training Committee Member – Kelli Engelhardt

Board of Directors Montana Representative- Leah Habel

Association Governance –Terri Gruba, Janet Riis

Summer Institute Committee – Valerie Curtin, Erica Jones, Bernie Warwood, Myra Pfannenstiel

Leadership Pipeline Committee Chair- Erica Jones

Leadership Pipeline Committee-Shauna Savage, Julie Watson, Don Buehrer

Association News Chair- Laurie Rodriguez

Electronic Initiatives Member - Roger Matthew

Membership Committee Chair – Jennifer Almli

Nominations & Elections Committee Member – Leah Habel

**NASFAA**

Training Committee-Valerie Curtin

1. **Old business**
2. Renewal of CD in December with 1st Interstate Bank in Miles City.
3. **New Business**
	1. MASFAA Membership categories - OCHE – did not renew membership with MASFAA.

Discussion ensued about whether or not to add a different membership category for government agencies or to refine the definition of institutional membership. The Board reviewed the bylaws and decided that no change to the bylaws would be made.

OCHE would be welcomed back as an associate member if they choose to renew their membership in MASFAA.

* 1. MASFAA website and List serve-The website is managed by Andrea at OCHE so it was discussed to have the website moved. Board approach is to look at other options. It was mentioned by Candi Richardson that Jenny fox would be a good candidate to manage the website. Have the website housed at a school would be more a more appropriate set up. Motioned made by Candy Richardson and seconded by Bernie Warwood to explore the option of housing the website at institutions. Additionally, Teri Gruba has been managing the list serve. With her retirement, a new volunteer will be needed. Added as an Agenda item to Friday’s Business meeting. Call for volunteers and put to a vote. Nolan agreed to assist with any transition.
	2. Minority SI Scholarship. No applications received. Will extend deadline. Question on whether criteria could be changed. The only way to change how this scholarship is awarded is to change the bylaws.
	3. MPSOEC/ with MCIS/Pathways/SFS counselor resource room-Tina Wagner will discuss with the membership the concept of having MASFAA volunteers at some of the MPSOEC sites to serve in the counselor resource room.
	4. MCAN Dues structure/membership –Tina discussed earlier as part of her officer report.
	5. Nomination of Officers. Motion to accept made by Tina and seconded by Nolan.
		1. President-Elect – Kelli Engelhardt, University of Great Falls
		2. Member-At-Large – Rita Larby – MSU-Bozeman
		3. Vice President/Secretary – Julie Watson – MSU-Bozeman

 Board was unanimously in favor of the slate.

* 1. Approval of MASFAA Business Meeting Agenda

Motioned to accept Business meeting Agenda – Julie / Seconded by Tina

* 1. 2014 MASFAA Awards
		1. Financial Aid Professional of the Year
		2. Special Recognition/Retirement
		3. Years of Service Awards:

**10 Years**

Shea Ketcham

Julie Rummel

**20 Years**

Brandi Payne

Shauna Savage

**25 Years**

Mary Howard

1. Adjourn

Bernie motioned to adjourn the meeting. The motion was seconded by Nolan.