

**MASFAA Board Spring Meeting notes**  
**March 11, 2021**

Board members present - Justin Beach (President), Louise Driver (President-Elect), Jaime Borrego (Past-President), Kalie Porter (VP/Secretary), Christina Williams (Treasurer), Janine Jackson (Treasurer-Elect), Tristan Sewell (Member-at-Large), Sandy Johnsrud (Member-at-Large), Nick Martinez (Associate Member)

- Meeting was called to order by Justin Beach.
- Quorum was established per Justin.
- Justin asked for a motion to approve the agenda he had sent out to all board members prior to the meeting - Jaime moved to approve the agenda and the motion was seconded by Tristan.
- Approval of meeting minutes from October 2020 and March 2021 – Jaime will get on the website by tomorrow.
- Board officer changes – introductions, and welcome new board members Louise Driver, Sandy Johnsrud, and Janine Jackson

Old Business

- Budget Overview
  - All funds – Justin asked Christina what she needs, where we are at, what can we do to help if needed? Christina is about 3 weeks out from getting current, nothing entered in QuickBooks since July 2020, but she will be caught up soon. She will also get added on ask bank signer for account at First Interstate Bank (appointments only as lobbies are closed to walk-in business) so she can have access to sign checks and get new debit card. Might be good to have 3 board members on the account- Christina, Janine, and Jaime since they all have access to First Interstate Bank in their cities. Justin mentioned OCHE funds need to be disbursed to the schools as soon as possible once Christina & Janine are current.
  - Treasurer/Treasurer- Elect positions: Justin asked if Christina & Janine could work together on figuring out what responsibilities should be under each position.
- New Logo – option D won by association vote; Jaime will go forward with updating the Banner and website and send it to RMAFSA; not much printed anymore (other than year of service certificates)
- MASFAA Conference – will be at Fairmont Hot Springs Resort for next 3 years; Nick Martinez asked to keep in mind hybrid option for the vendors & cost analysis for vendors to attend.
  - Committee ? (see below in New Business)
- SI Scholarship: (3) – FVCC, UM Western, MT Tech
  - Additional scholarship with OCHE funds – after we know for sure our current funding levels of the OCHE funds after funding the 3 SI scholarships; then offer prof development with remaining funds.

## New Business

- Professional Development Scholarship – assuming 2022 MASFAA conference will be in-person NASFAA Credentials are 10 modules for 1 whole year; could do 1 at conference then another offering mid-year; earned credential not needed to facilitate.
  - Tristan and Sandy will work on researching costs & more details so we can discuss at next meeting.
  - Additional scholarship with OCHE funds
- Conference Planning (Member-at-Large): Justin asked Tristan what she needs? Tristan responded she will work with site chair (President-Elect) Louise; Justin will send out request to whole association to invite any members who would be interested in working on the conference planning committee to help with theme, fundraiser activity, etc.
- Establishing committees:
  - Conference – Tristan, Louise, Nick
  - Website (ad hoc) – Sandy & Jaime; Jaime will work with Sandy next week on website training; we all should have access.
  - Finance Ad hoc – Justin asks if Christina, Sandy, and Janine could work together to get our financials caught up to audit status; get our system updated and make sure it is simplified for others to step in. Loop in and reach out to Justin and Jaime. Also, may need to investigate if changing banks is needed as not all cities of members have access to First Interstate.
- Purchase online QuickBooks for Treasurer and Treasurer-Elect: Per Christina the current 2018 QuickBooks desktop version can no longer be downloaded so she needs to purchase to allow collaboration with Janine. Justin asked if we purchased online version how much would it be and could be do this with the debit card? Christina said it would be about \$200 plus small maintenance fee for the most updated online version and it could be purchased with debit card. Justin asked for a motion to purchase online QB version now up to \$300 plus maintenance fee. Kalie moved to purchase online QB and the motion was seconded by Jaime. Christina will purchase by debit card and send receipt to Justin.
- Regular Meeting dates: per Justin we must meet a minimum of 2 times (Fall & Spring) but would like to know what everyone wants. Christina suggests we meet quarterly to give time to work on action items but also keep in touch. Per Justin, let's meet every other month until we are caught up on everything and all agreed. **Next virtual zoom meeting Monday, May 3<sup>rd</sup> @ 3pm**
- OCHE and FAFSA Completion: email recently sent out to college administrators (per Sandy think it was sent to MACRAO- admissions association) that is making the rounds. Louise mentioned that associations usually help with this in other states, but Jaime pointed out that MT association is large geographically and our membership small and no funds to help with this effort. Jaime says he did help with this last year with MUS College Access Team with Angela King, TRiO/GearUp. Justin asked if Jaime could reach out to his contact at MUS College Access Team and ask if they would like help from our association.
- Strategic Long-Range Plan: what do our members want MASFAA to be? What do we want to accomplish? Includes the P&P (Kansas p&p is gold standard but doesn't have to be 10 pages

long), Association Mission, and Goals. The conference planning guide is a great start to this. Also defining treasurer-elect position duties. All - please look over your own position description in the P&P and see if it should be edited.

Justin asked for a motion to adjourn the meeting, Tristan moved to adjourn, and the motion was seconded by Louise.