



2022 MASFAA Board Meeting minutes

Thursday, March 10th

Google Meet

Officers present: Justin Beach (President), Louise Driver (President Elect), Jaime Borrego (Past President),
Kalie Porter (VP/Secretary), Christina Williams (Treasurer)

Officers absent: Sandy Johnsrud (Member-at-Large)

Vacant positions: Treasurer-Elect, Member-at-Large, Associate Member

- Justin called the meeting to order at 4:00pm and established a quorum
- Justin asked for a motion to approve the agenda he sent out to officers prior to the meeting
 - Kalie motioned to approve the agenda
 - Louise seconded the motion
- Justin asked to review & approve the meeting minutes from November and January if no changes needed
 - Jaime motioned to approve the minutes
 - Christina seconded the motion

Old Business

- **Budget Overview** – per Christina, we have \$9,887.64 in OCHE funds; can retain some funds, and use some on conference costs if needed; approx. \$5,255 conference registration fees to date
- **Scholarship & Professional Development Applications**
 - Update – per Jaime we have received three applications to date: 1) NASFAA 2022 conference registration fee of \$599 from Janet Riis, 2) MASFAA 2022 conference registration fee of \$100 from Makaela Beeber, and 3) MASFAA 2022 conference registration fee of \$100 for Justin Beach
 - Justin asked for motion to approve each application for total of \$799
 - Louise motioned to approve all three applications
 - Jaime seconded the motion
 - Unanimous; motion was carried and passed

New Business

- **MASFAA Conference 2022**
 - Agenda (Louise) – she will reach out to presenters before next week just to make sure no last minute changes; per Jaime, have at least 2 presenters as back up plan, ideal to have local; Louise will ask James and/or Janet as she thought they both had mentioned they could if needed; Icebreaker – Jaime has it and the S.I. presentation ready; OCHE let him know they might only need to fill half the time we allotted on our agenda, could we fill with Roundtable Discussion like in conferences past? **Louise will send an email out to the membership to send her topics for this if we have time**; Drawing for S.I. scholarship plus we draw for 2 back ups in case winner doesn't end up sending anyone; Fundraiser – Mick Hanson scholarship for S.I. will be 3-part trivia (007, FA, wild card topics), her staff member Amanda will keep score, **Louise will send email reminder out to conference attendees to bring cash for this**
 - Vendors (Jaime) – we will have 5 vendors attending! He has all of their pictures, logos for ppt and nametags; also has the lanyards and list of registrants for name tags; vendors have been given the current member and conference attendee lists; **hotel needs - they will need 5 tables set up in back of**

the room; also ReachHigerMT has asked to present over the lunch; we don't yet have a corporate support handbook created but plan to for future

- Zoom – Chris will purchase; per Justin, we will need to get meetings setup & send to our presenters next week after Chris purchases; Jaime said Val requested to attend the director's meeting via zoom if possible
 - Laptops – we have 2; Christina & Kalie will bring to conference; Kalie will also bring 1 laptop from UM FAO
- Other – Plaques have been purchased & picked up, Kalie will bring to the conference, Kalie will complete reimbursement form and send it to Chris; Longevity awards, Jaime has created the certificates with new logo;
- Louise had a few questions: 1) Food - have we notified hotel about any food restrictions? Per Jaime, Tristan gave the hotel the list of people who we know about so far; will we want food during the breaks such as water or cookies? We all said yes to water and cookies; Louise will also bring bags of candy for the tables – also hand sanitizers and masks. We will cover food at both board meetings pre and post conference; meet at the restaurant on Tuesday, remember more will be attending the Thursday joint meeting as there will be both the out-going and in-coming officers 2) Speaker introductions – need people to read; have volunteers but Louise may call on board members to help (besides Justin as he may need to step out a few times & not sure on exact days/times) and 3) When is everyone arriving – Louise and her staff Monday evening, Justin Monday evening, Kalie Tuesday morning 4) Meetings – Justin will run this year's Business Meeting, Louise runs it next year 2023 and also will run the first board meeting Thursday afternoon with the new board members
- **Board Nominations** – per Jaime he has received nominations for all current and upcoming vacancies, we will vote at the Business Meeting and approve the new board members
- **Next meeting** – March 22, Tuesday morning@ 9-11am at FHS (or via zoom) prior to the conference start
- **Other Business** – Member-at-Large, Tristan Sewell, left MT Tech FAO so that position is also now vacant, will be filled at Business Meeting
- Justin asked for a motion to adjourn the meeting
 - Jaime moved to adjourn, and Kalie seconded the motion