



MASFAA Board Meeting Minutes

Date: Thursday, August 4, 2022

Location: Microsoft Teams Meeting

I. Call to Order

Louise Driver called the meeting to order, 2:34 PMM

II. Establish a Quorum

In Attendance: **Louise Driver**, President, **Crystal Morris**, President-Elect, **Justin Beach**, Past-President, **Angela Stillwagon**, Vice President/Secretary, **Christina Williams**, Treasurer, **Susie Beardsley**, Treasurer-Elect, **Sandy Johnsrud**, Member-at-Large, **Heather Tapia**, Associate Member

Absent:

III. Approval of Agenda

Chrystal moved to approve; Christina seconded the motion.

IV. Approve Minutes from March 22 & 24, 2022

- A. Approve March 22 Minutes at next meeting
- B. March 24 minutes: Chrystal moved to approve; Christina seconded the motion.

V. Committee Reports

VI. Old Business

- A. Single Site for Annual Conference & Dates
 - i. Tuesday March 21st-Thursday March 23rd
- B. Scholarship & Professional Development Applications
 - i. Update: Louise received information from RMASFAA. Jaime and Darla McCloy were listed, Jaime was person of record to the site and email. Will update to Angela (Secretary) and President (Louise) to the email recipients on the website.
 - 1. Should we approve scholarships now? Asked Christina what is current fund
 - 2. Christina received professional development check from OCHE
 - 3. Sandy is included in application, excluded in vote
 - 4. At least \$5,000 left in our OCHE money, since we rolled over some.
 - 5. MASFAA President's RMASFAA fees are covered by RMASFAA
 - a) President can ask for a proxy if they cannot attend
 - (1) Usually President-elect
 - b) Offer Conference registration scholarship to applicants Sandy Johnsrud and Darla McCloy. Christina motioned to approve, Justin seconded
 - ii. We had mentioned Sub-Committees & Committees, if someone could remind me about this and what we need to be doing at this time for us.
- C. Board meeting & notes need updated/added to the website.
- D. How do we give access to those responsible? No answer in our notes, do we know who can give access?
 - i. Sandy has access to update. Need to update March 2020 forward.

- E. Who can train new people? Member-at-Large will train new members-at-large for this task
- F. MASFAA Presentation 2022 (Sandy did Louise send these to you?)
- G. Conference Planning 2023
 - i. Any questions concerning duties under any areas of the MASFAA Conference Planning Committee Handbook?
 - ii. Photo planning for next year? Amanda Burgstrom no longer in FA
 - 1. Crystal may have a resource for photos and music
 - iii. Updates/Questions concerning planning for 2023 Conference
 - 1. Suggestion for Speaker, Senator John Tester (Crystal)
 - 2. Keynotes, reach out early
 - 3. Theme? Do not need theme before choosing speaker

VII. New Business

- A. MASFAA Conference 2023
 - i. Contract- has been signed but want to ask if we should eliminate the Board meeting room & just meet in the conference room, this would save a bit over \$300
 - 1. Stay in conference room.
 - ii. Also, Louise would like to ask that the conference meeting room be set up by 9am so that Vendors who arrive early can get set up as well as we have time to set up our tables etc.
 - iii. Louise asked Justin, "who do I send a copy of the contract to? Whole group is okay, we'll discuss at the next meeting."
 - 1. We are locked into the contract through 2024
- B. Amanda Burgstrom is no longer employed in Financial Aid;
 - i. do we replace her position and if so what is the process?
 - 1. Justin said we are not required to replace her, but can put a call out to Directors for nominations for a step-in member at large for 2 years
 - ii. If not, who will take on her duties for us?
 - 1. Group commented that Tristan was great. Angela mentioned that Montana Tech FA is searching for two employees-hopefully future MASFAA members.
- C. MT Native Colleges
 - i. Louise got a list from Angela McLean/Derek Calvert
 - ii. How do we want to proceed with reaching out to these colleges and invite them to join MASFAA?
 - 1. Louise will send, on behalf of MASFAA President, invitation to join (waive fee for 1st year?) Would this help get more involvement?
 - 2. Susie mentioned encouraging scholarship applications for conference
 - 3. Justin mentioned, subsidize membership or conference attendance
 - a. One or both? Bring ideas, thoughts, and suggestions to next meeting
- 2. NASFAA/RMASFAA attendees, any attend and have any information you would like to share
 - A. FAFSA Completion Ideas
 - i. Derek Calvert (OCHE) & Amy Leary, MT Post-Secondary Educational Opportunities Council (MPSEOC)
 - 1. Send ideas to Louise
 - 2. Justin, MPSEOC regional and virtual. Could not get others to commit. Work with Amy to get volunteers to work with completion. Meeting coming up.
 - B. Purchase of a gavel?
 - ii. Louise would be glad to purchase it and submit a request for payment but wanted permission before moving forward. Louise will then bring the gavel with me to the 2023 conference to pass on to Crystal. (found a wall mounting one & it can be personalized with the MASFAA name-only

up to 40 characters, MASFAA Association good? Or just MASFAA? (three lines of text allowed at 40 characters each).

- iii. \$39 All voted in favor of purchase.

VIII. Next meeting dates

- A. Other Business- Such other business as may be brought before the Board by Board Members.

Adjourn Crystal motioned, Sandy 2nd, all in favor 3:30 PM

Prepared and submitted by Angela Stillwagon