



MASFAA Board Meeting Minutes

Date: Friday, January 27, 2023

Location: Microsoft Teams Meeting

- Call to order, Louise Driver called the meeting to order, 2:03 PM
- 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, **Heather Tapia**, Associate Member
 - Absent: **Sandy Johnsrud**, Member-at-Large
- Approve Agenda; approved all in favor
- Approval of Minutes from August 4, 2022; approved all in favor

Old Business

- Need to approve March 21, 2022 Minutes at next meeting, we realized that what Kali sent was the agenda, rather than minutes. Angela will email Kali
- MASFAA Conference 2023 (Tuesday March 21st-Thursday March 23rd)
 - Contract was updated to eliminate the Conference Room & we will hold the Director's & Board meetings in the same meeting area
 - Meeting room should be set up by 9am
 - Deposit should be sent if not already sent to them
- Member at Large position, Amanda Burgstrom, I never sent out a message and would recommend that we add it to our positions to vote on at the Conference
 - Justin suggested soliciting nominations now and voting at the conference
- MT Native Colleges
 - I haven't sent out an invite and I want to finalize information before sending out soon
 - Waive registration fee?
 - Yes, we can, per Justin. All in favor.
 - What about room/food? **Registration only**
 - I had written down travel scholarship but didn't make good notes....? **Registration only**
 - Louise will reach out to Native Colleges with an invitation.
- Single Site for Annual Conference & Dates
- I purchased a gavel and will donate it to MASFAA
- Board meeting & notes need updated/added to the website
 - Was any progress made here?
 - Yes, Sandy updated minutes and Executive Board listing. Angela will follow up with her regarding updating the President on the homepage and other updates.
- How do we give access to those responsible? No answer in our notes, do we know who can give access?
 - Was any progress made here?
 - No progress, hope to find an answer by the next meeting or at the conference.
- New Business

- Budget Overview
 - i. OCHE funds still available and if so, how to use them
 - We received the last \$5,000 from OCHE, will not receive in the future. Need to consider registration increases after this year to compensate.
 - ii. Christina will renew our website subscription, \$1,000 for two years.
- Membership fees
 - Waiving for Native colleges?
 - Did these come out for the new fiscal year already? I did see some information on the website & it shows those of us who still may need to pay. Double checking
 - Louise will send email to those still needing renewal
- Conference planning
 - i. Agenda (attached), Speakers & BIOs, Theme & Fund Raiser
 - Theme – Navigating Financial Aid
 - Copied times from last year, who does welcome? Last year it was Leslie Dickerson, Montana Tech Executive Director of Admissions and Enrollment
 - We usually have a speaker from school or community. Crystal will ask around her campus. Speaker will be reimbursed for travel
 - Ice breaker- Consider a RMAFAA presentation or ask the SI participants to present on their experience, like last year. Crystal will follow up with those who received the SI scholarship. If no info, could email all Directors to find out who went to SI 2023.
 - Vendor Introduction – Heather will introduce
 - Verification and Simplification will be great topics!
 - Crystal will follow up with Reach Higher Montana to see if they will do a presentation
 - Round table, last year was a fill-in, but can be done if needed this year. Consider a “FA Processing Roundtable,” since not all schools use Banner.
 - What are your processes for *(insert process here)*. This could be a 1.5-hour session. Consider also talking about SWS rules, how each school assigns federal funds, etc. Janet is willing to be a backup; would she be willing to lead this discussion?
 - Will OCHE be willing to give an update on Scholarships
 - Christal and Louise will follow up with NASFAA regarding a speaker
 - Fund Raiser: Silent auction, bingo, trivia? Would need to get items for donations. Need to decide quickly to get information out to schools. Bingo, can pay per card and/or donate.
 - Leaning toward Jeopardy; Crystal and Louise will look for the FA version.
 - Susie suggested each school brings a gift as a prize.
 - For next meeting, how much did we raise last year?
 - New to FA Session, who will do? (Jaime did last year)
 - What costs are paid for the Speakers?
 - Susie will ask Christina what costs were paid last year.
 - Any Speakers need to arrive early?
 - Louise will email to find out.
 - Who will need to arrive on Monday? We will need to let Julie Shelton know so she can reserve and approve the early arrivals. Louise will email to find out.
 - What is paid for the President? Room? Room for President was paid last year. This year? Carry this discussion forward to next meeting.
 - Cash bar for Thursday night
 - Last year it was cash only
 - ii. Registration Fees
 - MASFAA Members (\$100 last year) & Non-Members

- Needs to be determined before save the date goes out.
 - Per Christina, the \$100 covered the cost for the conference, plus some
- Vendors
 - Power point for Vendors, who can do?
 - Vendor Fees were \$350 flat rate last year, per Heather, all present members in favor of keeping the flat rate for the 2023 conference
- Notification out to Everyone
- Save the DATE notification & placing on website (Jaime sent out last year but who should do?)
- Registration Table
- iii. Room Costs:
 - Single \$98+fees; Double \$113+fees; Triple \$128+fees; Quad \$143+fees
- iv. Meals
 - Suggestions from everyone (Menu attached to email)
 - Food at Breaks
 - Water on Tables
- v. Podium, LCD projector & screen. Fairmont has cords for most computers except MACS. We must bring our own Computer. Does MASFAA have one?
- vi. Zoom access
 - Last year, Justin signed up for a 7-day free trial.
 - It was suggested that we use Microsoft Teams, since most have Teams
- Other items:
 - i. Candy for tables
 - Louise will purchase and request reimbursement. Will get chocolate, Jolly Ranchers, etc.
 - ii. Any prizes
- Conference Location for 2024?
 - i. Do we vote at the MASFAA Conference?
 - ii. Following dates available at Fairmont at this time for 2024:
 - March 3-7; March 11-15; & March 25-29
 - Louise will reach out to find whether the contract is 1 or 3 years.
- Awards
- Years of Service awards, Are the years on our Membership and if not, can we add it?
 - i. Louise will ask Justin about this, where did Jaime pull information from for past years, membership?
 - Christina confirmed the years of service is requested on the conference registration form.
- Scholarship & Professions Development Applications
 - i. Update-we ask members to apply for the next conference
 - ii. SI sheets to be given at conference. Summer Institution information handouts were provided last year. The 2024 SI is June 4-8 at Wichita State University
- Board Nominations
 - i. Checking on new Board Members
 - ii. Any open Seats-Louise will determine seats available
- Next meeting dates
- Other Business- Such other business as may be brought before the Board by Board Members.

Adjourn Crystal motioned, Christina 2nd, all in favor 3:37 PM

Prepared and submitted by Angela Stillwagon