

**VASFAA Fall Meeting Minutes
Tuesday, November 19, 2013
Vermont Technical College, Randolph, VT**

Call to order 9:30 a.m.

Welcome – Greg Davis

Officer Reports

President's Report – Greg Davis

Vote to destroy ballots for special election of officers

- ❖ Motion Marilyn Cargill, Second Pam Chisholm, motion passed

Storage of VASFAA documents

- ❖ Document storage solution discussion transitioning from binders to electronic source. Google Doc's/ Google Cloud options were provided. Greg to research and move forward with transition to Google docs.

Robert's Rules of Order

- ❖ Discussion on moving the summer business meeting from the lunch at the conference to a breakout session or possibly going over Robert's rules first and a discussion on voting rights. Agreed that the meeting at the lunch exposes new members to process and that it would be helpful to go over voting rules to clear up confusion at the start of the meeting.

Secretary's Report – Jennifer Desmarais

- ❖ Motion Cathy Fuller, Second (not noted), motion passed

Treasurer's Report – Lindy Walsh

- ❖ Motion Jennifer Desmarais, Second Marilyn Cargill, motion passed

Discussion Items

Conference Committee

- ❖ Discussion on the need for additional volunteers, commitment of time and responsibility disclosed.
- ❖ Venue change suggested for the 2015 conference, timing an issue to change venue for 2014. Site committee to begin research in the Burlington area for possible site options and will report back at spring meeting. Chair of committee was filled by Teresa McCormack from Castleton. First meeting to be scheduled shortly.

Website Committee Update

- ❖ Changes to site have happened, additional work on site to continue
- ❖ Liz Clark suggested putting a process together to start tracking analytics to assess which pages get the most use etc.
- ❖ Suggestion made to have a "suggestion box" on the site to go to appropriate committees for the suggestion.

Upcoming Elections

- ❖ Request by Greg to start thinking about upcoming elections and possible candidates to suggest running. A request for nominations will be sent out via the list serve.
 - President-Elect (4-year term)
 - Secretary (1-year term)

New Business

List Serve Proper Use

- ❖ Greg indicated a concern of using the list serve properly by sending out other association information. Concluded that it was a proper use and provided positive feedback about other states etc.

Growth of List-Serve / Names provided by Directors

- ❖ Indicated that outreach to Directors from each institution to review contact/office personnel data to ensure that we are reaching out to all of our members, especially new employees to Financial aid to ensure that they have exposure to opportunities, trainings etc. VASFAA conducted search of schools' directories

Other Topics

VFLC

- ❖ Kit Ardell brought forward that she will share to the list serve her information on the Vermont Financial Literacy Coalition and mission statement etc. Discussion on ways to support this coalition included Inceptia's on-line course offering for \$650 that provides credentials.

Facebook page for VASFAA?

- ❖ Greg will reach out to EASFAA about concerns they had with starting up a FB page etc.

MYVSAC

- ❖ Page will be dismantled within VSAC site and wanted feedback about the impact/use.

Conference session topic suggestions

- ❖ Customer Service: the question behind the question
- ❖ The President's plan / Report Cards tying to FA
- ❖ Default Management
- ❖ Director Roundtable
- ❖ FAMS Breakout Session

Training

Compliance and Collaboration – R2T4

Motion to adjourn VASFAA Fall business meeting by Wendy Ellis, second by Jennifer Desmarais, and meeting adjourned at 1:30 p.m.

Respectfully Submitted by Jennifer I. Desmarais, M.S.