**NYSFAAA Technology & Innovation Committee**

**Minutes**

**March 1, 2013**

In attendance:

Lea Nuwer, co-chair

Amanda Prescott

Laura Fitzgerald

Howard Leslie

Sean Hudson

Kathy Flaherty

Minutes prepared by: Lea Nuwer

Guidance Overview from Leadership Meeting

Ideta Daniel (website) and Charles Scheetz (blog) will form a sub-committee of TICC. They are welcome to join the regular TICC, but will not be required to. We will be doing two-way information sharing so we give our members the most access to important information as possible. Kathy will email them with inviting contact information for the co-chairs.

Sarah has prepared a Definition & Contacts document that outlines our use of communication vehicles and other forms of technology. Please send any edits to Sarah in the next few days. We will use this as a starting place for training members of NYSFAAA leadership. The goal is to train and encourage use of technology among the leadership so that the rest of the membership notes its value and joins in. We intend to rollout the training in small pieces with a fluid timeline.

Kathy will work on a listing of existing committees and their members. She will be assisted by Sean Hudson.

Members are encouraged to take note of any emerging technology they encounter. We will compile a list for review at a later time.

Citrix

We now have separate licenses and logins for GoToMeeting and GoToWebinar. This means that we no longer have to protect against running them simultaneously. Howard would like to hand over the Admin login to the chairs, or whomever we deem appropriate.

An upcoming enhancement to webinars will be the ability to see the trainer on the screen. The rollout for this has been delayed, so it may be prudent to move forward with training instead of waiting for the next improvements.

The co-chairs will send Howard a list of who should be invited to training so he can schedule it on Doodle. We should consider the option of inviting some of the Training Committee.

Potential Project Updates

Kathy spoke to Anne Barton about our assisting with the Strategic Plan. Lea will email Anne as a form of additional outreach.

TICC is honored to be nominated by Exec Council for the NASFAA Gold Star Award. We have provided information to Pat Johnson for use in the application.

Sarah reached out to Dan Tramuta via email about using TICC to assist with elections.

Lea emailed Jane Gilliland and Theresa Chastaine about the services we provide which could assist them with the Leadership Academy.

Once we have spoken to Ideta, we will look for someone to partner with her to research things such as a secure place on the website to post things, and other enhancements available through ATAK.

Lea will contact the Professional Development Committee to offer our services. Kathy will forward the name of the chair.

Other Discussion

Kathy recommended that the President is in favor of operational calendars. Kathy feels that this may also keep expectations realistic for what our committee can provide. Once we hear from the above mentioned committee chairs, we should be able to put out a rudimentary timeline of when we will be working on projects and updates on their progress (i.e. initial contact, research stage, developmental stage, rollout). The intent is to clearly outline expectations for the benefit of the committees we are assisting, and also so that it is clear to leadership that our schedules are currently full and cannot expect instant turnaround on new projects.

Next Meeting

Our next meeting will be scheduled via Doodle once we have a clear idea of upcoming project requests.

Action Items

ALL MEMBERS:

* Send edits for the Definitions and Contacts document to Sarah
* Take note of emerging technology

HOWARD:

* Schedule training on Citrix

SARAH:

* Update spelling of Charles Scheetz name on Definition and Contact literature
* Help determine would should be trained on Citrix
* Help prepare an operational calendar
* Create operational calendar

LEA:

* Help determine would should be trained on Citrix
* Email Anne Barton about providing assistance with the Strategic Plan
* Email the chair of Professional Development about providing assistance
* Help prepare an operational calendar
* Create operational calendar

LUCY

* Help determine would should be trained on Citrix
* Help prepare an operational calendar
* Create operational calendar

KATHY

* Email Ideta Daniel and Charles Scheetz with contact information for co-chairs
* Work on a listing of existing committees and their members
* Let Lea know who is serving as chair of professional development

SEAN

* Work on a listing of existing committees and their members