Attendees:

 Kathy Flaherty, NYSFAAA Secretary

 Sarah Macri, Co-Chair

 Lea Nuwer, Co-Chair

 Laura Fitzgerald

 Sean Hudson

 Amanda Prescott

Minutes were prepared by Sarah Macri.

# Review of Old Business:

**Administrative Issues**

We have submitted our 2013-2014 budget to Executive Council for approval. Our budget has gone up significantly due to absorbing the website costs.

We have also submitted our operational calendar to the Executive Council. We intentionally left large holes in the calendar; we see ourselves as a support committee – in that, we want to be available to support other committees when they need it.

At the next Executive Council meeting, we will present the suggested hierarchy of communication, the various communication medium definitions. Generally, we are trying to provide some guidance on how to use each method. (Without actually calling it a policy/procedure.)

We have lost a few committee members and a co-chair. We will be sending out an announcement via the list-serv for additional members, specifically, those willing to help with the blog.

**Older Projects**

Lea, Sarah and Amanda have successfully been trained on how to set-up, administrate and follow-up for GoTo Webinars and GoTo Meetings. After a joint meeting with Statewide Training Committee chairs, we decided that we will set-up the webinars, do any and all training they require on how to use the software, and continue to generate follow-up surveys (currently through Survey Monkey). Kathy recommended that we define how many members of the SWT committee is required to be trained on how to run a webinar; this would reduce the TICC’s risk at having to fill in during emergencies. She also suggested to draft up how to request a GoTo Meeting or Webinar – this way there is a clear protocol for other committees/entity within NYSFAAA.

Lea and Sarah successfully provided a survey for Jane Gililand in her efforts to research the Intermediate Workshop.

Amanda reported there is no update on the membership brochure; at this time, they (the Membership Committee) have not met to discuss this issue.

Sean and Kathy have not yet begun work on cleaning up the committee information on the NYSFAAA website. They will begin work on that soon.

# New Business:

**“Nice FA” Empire Chat: NYSFAA’s Blog**

The person who volunteered to be our blog manager has moved out-of-state and effectively resigned his NYSFAAA position. We are looking for someone to administrate the blog. It was agreed that having this role as a co-manager position (2, no more than 3, people will share the responsibility) and that an effective way to keep current and fresh material on the blog would be to calendar planned posts. It was agreed amongst the committee that the TICC co-chairs would not be the administrators, and that this is a great way to get new and different people involved (from finding managers to blog writers). The administrators would calendar out blog topics, recruit blog writers as necessary, approve posts and moderate any conversations. There may be additional duties added at a later date.

Sean Hudson has agreed to co-manage this position. The TICC co-chairs will help him get started; we will also include a request for help with the blog when we send out a NYSFAAA-wide request for additional members to the committee.

**Other Projects**

Amanda and Laura have volunteered to research new technological ideas and projects that would benefit the NYSFAAA community. Lea had already generated a few ideas; this list will be forwarded to Amanda and Laura.

We have a request from the SWT Committee to have an interface from our membership database with GoToWebinar registrants; this will greatly assist the 1st VP and Membership Committee on cross-checking that registrants are fully paid. This service would be provided by ATAC; it was requested several months ago and we do not have an update. We also have a pending update to the website to include a “private documents” section to committees and the Executive Council; this is pending budget approval.

We have less than 10% of our membership following our Facebook page. We would like to see over 200 “likes” by the end of conference. We are still open to suggestions on how to widen our coverage; we do think the publication of our Communication Hierarchy and Definitions will help us in this venture. We brainstormed the following ideas:

1. When a person signs up for NYSFAAA membership or renews their membership, we would have links available to like us on Facebook and follow us on Twitter (much like how we remind them to sign up for list-serv activity).
2. We would like to add a signature to our list-serv emails. A suggestion was as follows:

[www.nysfaaa.org](http://www.nysfaaa.org)

“Nice FA” Empire Chat: NYSFAAA’s Blog! – [www.nysfaaa.org/b](http://www.nysfaaa.org/b)

“Like” us on Facebook – [www.facebook.com/nysfaaa](http://www.facebook.com/nysfaaa)

“Follow” us on Twitter: [www.twitter.com/nysfaaa](http://www.twitter.com/nysfaaa)

# Next Meeting: Tentatively – Wednesday, July 10, 2013, 9am

# Task List

**Kathy:**

* Continue to clean up the NYSFAAA committees list on the website (with Sean)

**Sarah:**

* Present Communications Hierarchy and Definitions to Executive Council
* Send out request on NYSFAAA list-serv for additional members to the TICC, to include an emphasis on the blog
* Send technology research ideas to Amanda and Laura
* Assist with transitioning Sean to blog administration
* Continue to brainstorm ideas to further our social media reach

**Lea:**

* Assist with transitioning Sean to blog administration
* Continue to brainstorm ideas to further our social media reach

**Amanda:**

* Research list of technology training ideas forwarded by the co-chairs (along with Laura – this is a team project!)
* Be available to the membership committee as necessary when/if they begin their plans for the membership brochure
* Continue to brainstorm ideas to further our social media reach

**Laura:**

* Research list of technology training ideas forwarded by the co-chairs (along with Amanda – this is a team project!)
* Continue to brainstorm ideas to further our social media reach

**Sean:**

* Prepare to co-manage NYSFAAA’s blog; further instruction is forthcoming
* Continue to clean up the NYSFAAA committees list on the website (with Kathy)
* Continue to brainstorm ideas to further our social media reach