

MVA Executive Meeting Minutes
November 8, 2017
Marlborough, MA

1:17 p.m. Start • 3:15 p.m. End

1. Welcome and Roll Call

Brian

2. Approval of Meeting Minutes

Web availability - minutes will be able to be updated posted and approved

Pat make motion to accept minutes, Rick Seconds. Approved.

Spelling 3.1 "P" in Patriots Place

3. Finance Report

Structure advice - Label Chapter memberships "Ins"

Review of balances for each chapter and Main MVA Account

We are working towards having 3 people on every account at all times (Finance person, Exe director, Chapter president)

Kyla makes a motion to accept the finance report and discussion. Pat seconds, Approved.

4. Membership Update

\$83 deposit from Greater Lawrence membership. Working on membership cards. In December Jen will have a newly updated report that reflects the quarter.

We will be opening up acceptance of ACTE memberships and monies as long as the payment is not through payroll deduction.

Loyalties - \$10 MVA • additional \$80 for ACTE to be added

Total membership: Jen will email the board a current total

Brian - application is online as an electronic form.

Kyla - Create an inline email to promote online registration. We need to set up Paypal to pay with debit or credit.

Blast an email to newly entered member to setup profile. Include questionnaire to direct focus and interests.

5. Website Information

5.1 Updates have been made based on last meeting. Meeting minutes for each chapter will be open for updates. Meeting Schedule has been updated with a contact person. 2 columns will be added for agenda and meeting minutes. Minutes will not be a live link until they have been approved via the exec. Board. Sec. will be posting live during the approval meeting. Jeff has been very responsive.

5.2 Costs - Website is at a point that Jeff's students will be able to do updates. We will take direction from Jeff if a task is seen as something above his students abilities.

5.3 Jarrod makes motion to send a check for the retainer of \$500 to Jeff for the additional updates made. Pat seconds. Approved. Don will send check out tomorrow

5.4 Website: "Zoho" - FREE. looking to establish 7 different emails (each member of the exe. board) to be directed to personal email. Over time the redirect email location and name can be changed. In the future, we will add 4 more for the chapter presidents. Brian will be setting up all the emails for the board.

With the emails established, we can now create business cards for each board member.

**Jarrod motion to make the current Massmva.com site public along with an email to be sent out to David for communication purposes. Pat seconds it. Approved.

Kyla - Update the website for the Twitter account.

Brian - add Twitter and FB to the website

6. ACTE

6.1 Updates: Quality Assurance: Don gives QAS update. 30 +- areas had to be submitted electronically. 3 areas for selection for each area (Yes, In Progress, No) ACTE contacted Don J. for more information in the areas that are labeled as "In Progress". No sure of a deadline.

6.2 Delegates: Don, Brian, Kyla

7. MVA Convention Location and Date

7.1 Discussion: Concerns - Having meeting minutes available • Can we pay our presenter?

7.2 Motivational Speaker: Suggestion - Loretta LaRoche \$5,000 (discounted rate)

Pat makes a motion to set \$5,600 aside and transfer the monies from the Bank of America to the main MVA TD bank account to be used towards the Presenters (\$5000 keynote/ \$6000 presenters) Jarrod seconds. Approved

7.3 Presentations: Keynote 1hr , multiple 30min discussions

7.4 Leadership: NA

7.5 Budget Considerations:

Difference: \$13,000 - Sturbridge Host • \$18,000 - Patriots Place

No cost for room usage with a food and beverage commitment.