Attendees: Kathy Flaherty, NYSFAAA Secretary

 Sarah Macri, TICC Co-Chair

 Lea Nuwer, TICC Co-Chair

 Lucy Villaquiran, TICC Co-Chair

Minutes prepared by Sarah Macri.

**Organization of the Committee:**

Kathy Flaherty conveyed that the NYSFAAA Executive Council does not wish to formally reorganize the committee at this time; it may come up later in the year. Since the role of Ideta Daniel (NYSFAAA webmaster) and Charles Sheetz (Blog Manager) overlaps and works with the vision, mission and goals of the committee, they will be semi-absorbed underneath the TICC – however, they will not be held responsible for any other projects or commitments other than what they have already volunteered for, respectively, unless they volunteer by themselves to be an actual committee member.

It was discussed at length the uses of the website, list-serv, blog. There are features not currently being utilized; we believe this is due to lack of training. Also, there are not clear guidelines for what type of information belongs on each medium, how to use them, and who to contact for each technology. Since these mediums often intersect, the following proposal was arrived upon:

* The TICC co-chairs will develop a graphic flow-chart of their responsibilities, which will include descriptions on the purpose/difference on each technology, and who is responsible for them.
	+ Ideta and Charles’ roles will be included on this flow-chart
	+ This flow-chart will be presented to Ideta and Charles’ for their approval and agreement.
	+ Once they agree to the flow of information, this information will be given to the Executive Council for review, all due by the beginning of April, in time for the next EC Call.
* Once the Executive Council has approved the flow-chart, we will begin to produce
	+ At this time, we decided it will be broken up by each technology.
		- We are requesting this to be mandatory for all leadership
			* We need to ensure our leaders have bought into the hierarchy, as well as understand their obligation to compliance
	+ We can host a “review” session during an Executive Council meeting, possibly during the EC meeting at Conference 2013
	+ After all leaders have completed their training, we will publish all training material on the website and blog, and also announce its availability on social media and the list-serv
		- This information/training will need to be available to members only
		- This global announcement will refer all NYSFAAA members to please contact a leader if they need help on any technology, and of course they can also contact the TICC

**Notes from the Executive Council Meeting (February 11-12, 2013):**

We discussed that a committee member from the TICC should be present to run the Go To Meeting software; the next EC meeting is April 5, 2013. Kathy was present at the meeting and has several new potential projects for the committee to assist with. They are as follows:

* Anne Barton will be working on NYSFAAA’s strategic plan. She may need assistance surveying the climate of the organization.
* The Executive Council would like to nominate the TICC for the NASFAA Gold Star Award. There is paperwork we need to submit by the end of the month.
* Elections coming up for officers. Contact Dan to see if we can help with any survey needs.
* Online Membership Application - affiliate membership being added to website (\*I believe Ideta needs to be brought in on this one)
* Leadership Academy is being developed. Jane Gilliland wants to create survey
* Secure area of the website - no place on website to post things. - we need to research this
* Scott saw enhancements - auto welcome, ability to change your own pw, duplicate name when trying to create a user id – we need to research this
* Professional Development Committee is starting up. We just need to make them aware of our committee and the services we might be able to provide. Also, they are grant writing and so if we find we need money for a project, to let them know