

**MINUTES OF THE 2002-2003  
CAPFAA EXECUTIVE COUNCIL MEETING  
Friday, January 17, 2003**

Present: Neville Brown, Heather Hamilton, Gayle Hoffman, Florence LaCroix, Bill Mangini, Joe Martinkovic, Christine Simmons, Margie Wolf, Nick Yoia, Becky Zielinski

Absent: Rich Archibald, Robyn Frick-Gorra, Roberta Bartek, Kimber Decker, Mark French, Cindy Houlihan-Ryan, Jim Kuhlen, Monica Mattscheck, Henry Miller, Vanessa Ort, Vanessa Richmond, Ivette Rivera-Dryer, Sam Rush, Nancy Stanavage, Sharon Thomas, Velma Walters.

Bill called the meeting to order at 1:10 p.m.

**REVIEW OF MINUTES**

Nick made a motion to accept the minutes. Bill second, all in favor, motion carried.

**OLD BUSINESS**

Nothing old to report.

**NEW BUSINESS**

Bill mentioned that the co-chairs for next year's winter conference were informed that they might be invited to the next executive meeting in an effort to provide feedback from the current co-chairs and other members.

**OFFICERS' REPORTS**

**President:**

Robyn was not in attendance. All issues on her agenda were tabled.

**Treasurer:**

Flo provided 2002-2003 Annual budget reports. Flo is concerned with the number and amount of outstanding fees from various events that have not been paid. She suggested the possibility of requiring that fees be paid in advanced. She requested that this topic be addressed at next month's meeting.

**Secretary:**

Written reports have been provided from the committees. Stationary is available upon request. Letterhead is also available in electronic format.

**Vice President:**

In Sharon's absence, Heather proved a written report for The Training Committee. A correction to the report was made: The EASFAA/NASFAA training is scheduled for

April 21<sup>st</sup>, not April 23<sup>rd</sup>. The March Mini Training is scheduled for the 26<sup>th</sup> at Quinnipiac University, and the Annual Spring Business Meeting is tentatively scheduled for April 2<sup>nd</sup> at the Sheraton Hartford in East Hartford.

**Past President:**

Nick provided a written report. The majority of directories were distributed. The Nominations and Elections Event held at the Winter Conference was not well attended due to several circumstances. Nick recommended that in the future, other venues are considered to generate interest. An e-mail was sent to capfaa-l on January 10, 2003 announcing the upcoming election. The three positions currently open are: President-Elect, Vice President, and EASFAA Representative. Although there has been interest and some candidates have committed to running, Nick is looking for everyone's help to get strong candidates for the other vacancies. He is looking to have 3 candidates for each position. Electronic voting is expected.

**President Elect:**

Bill provided a written report. The Scholarship Committee raised \$4,099 at the Winter Conference. Bill met with Kimber Decker from BankNorth and is pleased to announce that he is pretty certain that they will be donating \$5,000 for CAPFAA scholarships. The golf tournament is still being discussed. Details will follow. Scholarship applications will be mailed in early February. Question as to how many scholarships will be awarded and whether or not some of the money should be kept in reserve for future years was briefly discussed. Bill recommended that we address this again at next month's meeting.

**EASFAA Representative:**

Neville provided a written report. The NASFAA Spring Decentralized Training has been confirmed for April 21<sup>st</sup> at Central Connecticut State University. EASFAA's election for President-Elect is in progress. Neville will be sending nomination criteria for the EASFAA Mentoring Scholarship by e-mail to committee chairs and executive council members. The EASFAA Conference 2003 will be held May 14<sup>th</sup> – 17<sup>th</sup> at the Hershey Lodge and Convention Center in Hershey, PA. The next EASFAA Council Meeting is scheduled for February 16<sup>th</sup> – 18<sup>th</sup>.

**Strategic Planning:**

Nick provided a written report. The Interactive Strategic Planning Symposium that was held on December 10<sup>th</sup> at the Winter Conference was successful. The committee is still in the information gathering process. Cindy and Nick will be meeting in February to discuss further plans.

**Development:**

Rich was not present. No report was provided.

**Winter Conference:**

Joe and Gayle provided a written report outlining the results of the surveys taken at the Winter Conference. The conference was a success. The budget for this event has not been finalized. Once it is, they will report on the final figures.

**Constitution, Bylaws and Association History:**

Vanessa was not presented, but she submitted a written report. The time line of CAPFAA's history was displayed at the Winter Conference. It was designed to show the stages that the organization has gone through over the years in anticipation of generating ideas that might invoke discussion topics at the Strategic Planning Symposium. Photographs have been taken at the various events and have been provided to the Newsletter Committee for upcoming use. The committee will continue to interview long time members.

**Mentoring and Diversity & Multi-Cultural Committees:**

Monica and Neville provided written reports. The reception held at the Winter Conference was very successful. Approximately 20-25 people attended. The focus was to provide a networking environment and information session to encourage new member to get involved in other CAPFAA events. Brochures and "welcome kits" for new members are being developed. Other committee and council members are encouraged to help in the development of this material.

**Electronic Initiatives:**

Jim was not present. There were no new updates.

**Early Awareness:**

Ivette and Sam were not present. An electronic e-mail was provided. Their committee has been working very hard with the New Haven Public Schools in preparation for the CAPFAA College Financial Aid Fair scheduled for March 27th. The Winter Conference involvement was successful.

**Guidance Counselor Fair:**

Becky submitted a written report. Fair requirements and recommendations were provided. Some recommendations include: provide online registration, provide lunch earlier in the day, present federal update at the end of the day as a general session, and offer concurrent sessions based on special interests.

**Comprehensive Training:**

Henry and Mark were not present. A report was not provided.

**Newsletter:**

Christine provided a written report. The Jan/Feb issue will be ready soon. The newsletter will be provided on the CAPFAA website. There was some feedback from members expressing a preference for the paper version. Christine is having a difficult time getting articles/topics for the newsletter. All committees' support and suggestions are needed.

**Proprietary Concerns:**

Nancy was not present. No report was provided.

**Annual Business Meeting:**

Mark was not present. No report was provided.

**Other Business:**

Bill asked if there were any objections for next year's Winter Conference Committee Chairs to attend the February meeting. None were raised.

Nick requested that discussion be raised regarding the signage that is provided at all events. Thanks to Cindy/Educaid, she has proved this service to us. Recently, she mentioned to Nick that she might not be able to continue to do this.

**Meeting was adjourned at 2:35 p.m.**

Respectfully submitted,

Margie Wolf  
CAPFAA Secretary