

**MINUTES OF THE 2002-2003
CAPFAA EXECUIVE COUNCIL MEETING
Friday, February 21, 2003**

Present: Neville Brown, Pat Del Buono, Kerry Davis, Robyn Frick-Gorra, Mark French, Jim Kuhlen, Florence LaCroix, Bill Mangini, Vanessa Richmond, Sharon Thomas, Margie Wolf

Absent: Rich Archibald, Roberta Bartek, Kimber Decker, Heather Hamilton, Gayle Hoffman, Cindy Houlihan-Ryan, Joe Martinkovic, Monica Mattscheck, Henry Miller, Vanessa Ort, Ivette Rivera-Dryer, Sam Rush, Christine Simmons, Nancy Stanavage, Velma Walters, Nick Yoia, Becky Zielinski

Robyn called the meeting to order at 1:15p.m.

REVIEW OF MINUTES

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

OLD BUSINESS

Bill introduced two guests, Pat and Kerry, next year's Winter Conference Co-chairs.

NEW BUSINESS

Nothing to report.

OFFICER'S REPORTS

President: Roberta Frick-Gorra

A verbal report was presented. As a result of inquiries regarding refunds to registrants who ultimately don't attend the workshop(s) they registered for, it was agreed that a letter should be drafted to CAPFAA members clarifying the refund policy. Robyn motioned: A letter will be written to the CAPFAA membership to inform them that if a member does not pay for a registered event then they cannot attend future events until they are paid in full. Bill second. Discussion. Motion Amended: Invoices will be sent to members who did not pay their registration fee and will be given 30 days to make payment. Registration for future events will not be honored until payment is made and institution membership could be jeopardized if fee obligations are not made. Bill second. All in favor.

Robyn submitted the CAPFAA Financial Aid Brochure for the NASFAA Scholarship Award.

Treasurer: Florence La Croix

The CAPFAA annual budget 2002-2003 written report was provided. Flo outlined current income and expenses and brought to the committee's attention her concerns with the current outstanding workshop registration fee payments.

Secretary: Margaret Wolf

Electronic letterhead will be provided to council and committee members upon request. Starting next month, Margie will provide the minutes in electronic format prior to the executive meeting.

Vice President: Sharon Thomas

A written report was provided. The spring training date and place has changed to April 9, 2003 at the Rocky Hill Marriott. Sharon was asking as to whether or not there would be a Comprehensive Training Workshop scheduled for the end of this year. A survey will be put on the listserv to solicit feedback from the membership as to whether or not there is a current interest.

Past President: Dominic Yoia

A written report was provided. A tentative slate of candidates was submitted for President Elect, Vice President, and EASF AA Representative. Nick is anticipating a full slate. The electronic voting booth will be available for the April election.

President Elect: William Mangini

Bill provided a written report. CAPFAA scholarship information was mailed and e-mailed to members in early February. The donation from BankNorth has been confirmed in the amount of \$5,000.00. In total, the scholarship fund is \$11,100.00. This year seven \$1,000.00 scholarships will be awarded and \$4,100.00 will be on reserve in a separate account for future scholarship awards. The golf tournament is underway, and is tentatively scheduled for October 8, 2003. A committee will be developed to manage this event. The Ramada Plaza Hotel in Meriden has been secured for the CAPFAA Planning Retreat on June 16-17, 2003. Bill is in the process of getting Chairs/Co-Chairs in place for next year. An update will be provided at next month's meeting.

EASF AA Representative: Neville Brown

A written report was provided outlining the last EASF AA Council Meeting held in Hershey, PA, February 16-18, 2003. Neville reported on CAPFAA events and activities. He brought back the EASF AA Federal Relations Committee Board Report, and the outline of the EASF AA State Representative Responsibilities, which will be provided to the next EASF AA Representative once the candidate has been elected. He mentioned that EASF AA is looking for volunteers to participate in their events. There is a NASF AA Leadership Conference in Washington, D.C from March 3-4, 2003. He also suggested that we consider reasonable incremental increases to membership fees every year versus.

Strategic Planning: Co-Chairs, Dominic Yoia and Cindy Houlihan-Ryan

Nick and Cindy were not present. A written report was provided. The committee has identified five areas that they will be focusing on: advocacy and publicity, financial, membership, outreach, and training. The committee members will be working a draft outline that will be distributed to the CAFAA membership for further input. This is one of many steps that will lead to drafting the strategic plan for the organization.

Development: Richard Archibald

Rich was unable to attend the meeting. He provided a 2002-2003 spreadsheet with the most recent activity and has started the transitioning of the job over to Kimber Decker for next year.

Winter Conference: Co-Chairs, Joseph Martinkovic and Gayle Hoffman (2002-2003), Kerry Davis and Pat Del Buono (2003-2004)

Joe and Gayle were not present. Kerry and Pat, next year's Co-Chairs, reported for the committee. They are already preparing for the 2003-2004 Winter Conference and meet the second Thursday of every month at CSLF. Currently they have several speakers lined up and some committed, a theme determined, "Connecticut Winter Wonderland", and sub-committees formed. Other ideas include having a "CAPFAA Cooks for You Cookbook" and an art contest for all schools that have art programs. Winning pictures will be published in the conference program and originals could be part of the silent auction. Next year's Winter Conference is scheduled for December 7-9, 2003 at the Mystic Marriott Hotel & Spa.

Constitution, Bylaws and Association History: Vanessa Richmond

No activity to report.

Mentoring and Diversity & Multi-Cultural Committees: Co-chairs, Neville Brown and Monica Mattscheck for Mentoring, Neville Brown and Velma Walters for Diversity & Multi-Cultural

There has been brief communication between all members on both committees, but no serious activities. Plans are in progress to continue work on brochures for both.

Electronic Initiatives: Jim Kuhlen

Jim and the committee have made routine updates to the CAPFAA Web Page. Registration for various workshops has been provided. There was a problem with names dropping off of the CAPFAA ListServ in error. Efforts are being made by Websoft to correct this problem. A draft of a "Disaster Recovery Plan" was provided. This document outlines the procedures that are currently taken and should be taken in case of electronic problems.

Early Awareness: Co-Chairs, Ivette Rivera-Dryer and Sam Rush

Ivette and Sam were not present. No report was provided.

Guidance Counselor Fair: Co-Chairs, Becky Zielinski and Roberta Bartek
Becky and Roberta were not present. A report was not provided.

Comprehensive Training: Co-Chairs, Henry Miller and Mark French
Nothing new to report. Once there is feedback as to whether or not another training session should be plan, Mark and Henry will act according.

Newsletter: Christine Simmons
Christine was not present, but relayed that she is having some problems with the electronic newsletter. She is expecting it to be available on February 25, 2003.

Proprietary Concerns: Nancy Stanavage
Nancy was not present. Nothing new to report.

Annual Business Meeting: Mark French
Mark mentioned that the registration dates for the Annual Business Meeting will be either April 23, 2003 or May 5, 2003. He also asked if time should be dedicated for Strategic Planning Committee.

Other Business: Nothing new to report.

Meeting was adjourned at 4:03 p.m.

Respectfully submitted,

Margie Wolf

Margie Wolf
CAPFAA Secretary