

**Minutes of the CAPFAA Planing Retreat
2004-2005
Tuesday, June 22,2004**

Present: Bernie Shea, Walter Shicko, Henry Miller, Margie Wolf, Betty Sue Hubeny, Joe Martinkovic, Lisa Kyranos, William Mangini, Rich Bishop, Heather Hamilton, Velma Walters, , Mercy Smith, Karen Flynn, Florence LaCroix, Vanessa Richmond, Sandra Vitale.

Vanessa called the meeting to order at 9:07 a.m..

Vanessa welcomed everyone.

Budget for 2004-2005 will be finalized today.

The CAPFAA Council meetings will be held the 3rd Friday of every month at 1:00 p.m. at CSLF. Lunch will be provided. Lisa will reserve rooms at CSLF. Possible conflict May 20th meeting with EASFAA-will look at rescheduling in March/April.

Discussion took place about crossover expenses. Deposits made in 2003/2004 for 04/05 functions leave large surplus in budget. Leave deposits for 04/05 coming out of 03/04 okay.

Scholarship fund \$15,870 - \$7,000 committed for 04/05. Suggestion was made to move funds into their own account. Discussion took place regarding moving the scholarship money into it's own money market account each year money form fund would be transferred into CAPFAA account.

Vanessa motioned proposal for a minimum of one year worth of scholarship fund be kept in reserve. 2nd motion made by Bill Mangini. Those in favor-Bill Mangini, Vanessa Richmond, Florence LaCroix. Motion carried.

Treasurer-Flo LaCroix

Starting with a clean budget. Spreadsheets are required from committee's on payments made toward their event. There are still some CAPFAA members who have not paid for events from last year. Suggestion was made to put a reminder in the CAPFAA Newsletter that payments need to be made in a timely manner. It is the responsibility of the CAPFAA member to follow up on their payments with their Business Office.

Vanessa stressed that it is the Committee Chairs responsibility for outstanding debts from events. They are to follow up on the people who owe.

Discussion took place regarding the \$70,000 in reserve for 04/05 budget. What is considered an adequate reserve? Should there be a reserve big enough to cover the biggest function which is the winter conference?

Flo will clean up Reimbursement Procedures and post them on web under forms. Flo needs original receipts or fax copy of receipts for reimbursement.

A request was made for electronic payment be available –will look into this for next year.

Development-Kimber Decker

\$80,700 was raised in 03/04. Propose \$75,000 for 04/05 budget

Discussion took place about a 3rd platinum sponsor. Out of respect CSLF should be given sponsorship due to their longevity w/CAPFAA. Others felt it should be a 1st come 1st serve basis. Vanessa suggested that we don't make any changes this year.

August 20th deadline to have additional sponsor events for platinum sponsor.

Vanessa suggested that each committee look for possible sponsorship opportunities within their committee.

Sponsors renew their sponsorship through Kimber.

Gifts to vendors: proposed budget \$2,000

EASFAA Representative: Karen Flynn

Proposed budget \$1,200

Karen attended the Nasfaa conference at Lake George. Nasfaa does not offer a spring training session through the regional associations any more.

04/05 nominations for EASFAA Mentoring Scholarships should be submitted by October.

Karen stated elected position for EASFAA all of state representatives are stepping down this year is CAPFAA willing to let our state rep remain for another term to get council back in sink. A vote will be needed to change by-laws. Not up to CT to resolve EASFAA issue. A suggestion was made for Karen to run for EASFAA rep again on her own if she wishes to bridge gap.

Training: Heather Hamilton/Velma Walters

Proposed budget: \$16,150

Committee is not finalized at this time. Fall training –good session cost effective. Frontliners-37/40 people successful; will hold again as a full day training.

Tax workshop 2day vs. 1 day.

Discussion took place about location of sessions-possible savings could be made if training were held at schools –offers flexibility.

Frontliners-discussion took place to increase cost from \$10 to \$15

\$10 charge for frontliners okay- value of event is more valuable if it can be free.

Training sessions were better attended if they were held for only one day vs. 3 day training

Discussion took place as to whether late fees should be charged for people who sign up late for training sessions. \$10 late fee for late signers-cancellation policy remains same-must be in writing.

Suggestion was made to hold comprehensive training at Quinnipiac if they have the room.

Heather to look into space.

Annual Business Meeting- Bernie Shea/Walter Shicko

Proposed budget \$4,800

Held at Mountainside. 165 actual attendees. Deposit has been made for 2005 \$1,500. Event will be held 6/1/2005. Volunteers are needed. Change of buffet for meal –was very positive.

Suggestion was made to combine our meeting with RIASFAA annual meeting.

Early Awareness- Betty Sue Hubeny

Proposed budget \$4,500

Function was held at a new venue-felt students weren't part of the conference. Explore with committee new ideas and proposal. Book fair was very positive. Suggestions were made to have the event at the schools instead of busing students. Ask for vendor donations for giveaways.

Suggestion was made to use a college for holding the event.

Golf Scholarship Tournament- Joe Martinkovic

Proposed Budget \$13,420

Tournament will be held at the LauralView Country Club on 10/6 raindate 10/13. Goal is 72 golfers \$140 per golfer. Foursome \$560. Everyone who registers on the day of the event will receive a gym bag. Raffle prizes will be given away-some were donated some were bought.

DMC/Mentoring- Neville Brown

Proposed budget \$1,000

Multi culture conference last year theme was Dolls for Diversity

Theme for 2004: Faces of Diversity. Neville would like attendees to the conference to dress in their ethnic clothing. At winter conference the committee would like a joint reception of Multi culture and diversity. Suggestion was made to have Dr. Ralph Mamma present at the session. Discussion took place how to do a better job of marketing Multi culture to people..Need to provide programs that promote diversity.

Mentee for a day was discussed and ways to improve the process were tossed around.

Guidelines for mentees should be refined, application process must be put in place, student's should want to pursue a position in financial aid. Goal is 5 recipients.

Neville would like to see a welcome package created for new attendees. Neville's committee will put this together and absorb the cost. Vanessa would like the view book be a priority of this committee.

As a community service event, it was suggested that CAPFAA sponsor a turkey drive in November.

Discussion took place about music at the winter conference and it was stated that any music played must pay a copyright. More will be discussed on this at future meeting.

CAPFAA annual budget for 04/05 was finalized at \$145,710. Flo will put numbers together in spreadsheet for August meeting.

Meeting adjourned 3:13p.m.