

## **Minutes of the CAPFAA Meeting Friday, August 20, 2004**

Present: Bernie Shea, Walter Shicko, Betty Sue Hubeny, Jim Kuhlen, Kimber Decker, Joe Martinkovic, Lisa Kyranos, William Mangini, Karen Kendall, Debbie Ammodio, Heather Hamilton, Tracie McGinity, Beth Baker, Florence LaCroix, Vanessa Richmond, Sandra Vitale.

Vanessa called the meeting to order at 1:09 p.m..

The May meeting minutes were handed out and reviewed. Bill motioned to accept the minutes. Vanessa 2<sup>nd</sup> the motion. May minutes were accepted/motion carried.

Minutes from the CAPFAA planning retreat. Asked if any revisions need to be made. Bill motioned to accept the minutes. Vanessa had changes to be made to the minutes. Vanessa will email the changes to Sandra and the updates will be made and sent out to members before next meeting.

Vanessa summarized prior to the Officer's Reports that only executive council officer can vote. Committee chairs can not vote at meetings. A motion is a request **for action**; not a call for a vote. 2<sup>nd</sup> motion is an opinion that the subject raised should be discussed further.

Vanessa attended NASFAA Conference -was a wonderful experience.

Minor budget adjustment-the budget will be limited to the money CAPFAA will bring in for 2004-2005.

Deposits were taken out of income.

A thank you note was received from Eileen Woodward- [Quinebaug Valley Community College](#). She was a 2003-2004 CAPFAA Scholarship recipient.

Early Awareness Committee adjustment. EAC is in a state of flux. Betty Sue Hubeny is in between professional positions. Ivette Rivera-Dryer is **interim** co-chair.

### **Committee Reports**

**Treasurer-** Florence LaCroix

Adjustments were made to budget. Flo presented 04/05 CAPFAA budget. Reported there are no outstanding 03/04 bills to pay off. Needs to move scholarship money into money market account. Vanessa made a motion to rededicate money market account as scholarship fund account of \$15,870.91. 2<sup>nd</sup> motion was made by Bill Mangini. Motion carried.

Flo and Jim suggested sprucing up the on-line membership form and send forms to non-member titleV schools who are not CAPFAA members.

Suggestion was made to get a list of schools who are not CAPFAA members to send them a note inviting them to join our organization. Bill will take care of this.

**Secretary:** Sandra Vitale

Will mail minutes electronically to members 1 week prior to meeting. Will get price for letterhead and order 1,000 pieces. Laptop proposals will be gathered. Vanessa motioned to explore getting a laptop (\$1,200) for secretary. 2<sup>nd</sup> motion was made by Heather. Motion carried.

**Vice President:** Heather Hamilton-Training Committee

7 training events will be held this year. First meeting is scheduled for August 24. There are 18 people interested in joining the committee. Will solidify the membership list for the website in September.

Request has been made to College Board and College Board Educational Loan Program regarding contributions for the Tax Workshop. Any suggestions for training topics should be sent to Heather.

**Past President:** Bill Mangini

Will meet with Robin to discuss Membership/Directory after October. Nominations & Elections need people to fill out slates. Paper mailing will be sent to schools who are not CAPFAA members asking them to join CAPFAA.

**President Elect:** Rich Bishop -Scholarship Committee

No report given.

**EASFAA Representative:** Karen Flynn

No report given.

**Electronic Initiatives:** Jim

Updates made to website -list major accomplishments. Will review organization of the website. To post minutes on the web-turn around time would be a couple of days. Minutes will be on website as pdf file. Any items to be posted on web should be sent to Steve and Jim. They will need a couple of weeks to process.

**Winter Conference Committee:** Tracie, Mercy and Beth

A layout was passed around for conference. Any rooms not being used need to be released by October 2. Online registration will be used.

Question was raised whether the Mentoring & Diversity Reception should be a sponsored event. The reception can be a sponsored event but will get no more money toward the event. Discussion took place regarding the New Comer Reception - it will be held at the same time as the Football reception but in a separate room. Welcome information is needed and a meet and greet will take place. Executive council will be there.

**Strategic Planning** - Phil and Mark

No report given.

**Proprietary Concerns:** Karen and Debbie

Meeting will be held 10/29 at Stone Academy. Winter conference they would like a round table discussion-need to create a topic. Admission/ Financial Aid relationship different in proprietary school. Would like to discuss citizenship status, professional judgment. Another topic they are interested in is going step by step through FAFSA.

**Newsletter Committee:** Julie and Chris

August 2004 edition was published. Any articles for next issue need to be submitted by end of October. Favorable response from the public to the FA issue of concern in the newsletter.

**Golf Tournament Committee:** Joe

18 committed foursomes to date. Coming along well-will need more volunteers for the event.

**Financial Aid Fair Committee:** Sylvie and Lisa.

The committee has held 2 meetings to date. Preliminary agenda is almost complete. Dan Dreves from Edfund has joined the committee. Save the date notification was sent to exhibitors the first week of August. Letterhead is needed for a mailing to go out for the end of September. Letterhead will be ordered for next CAPFAA meeting.

**Early Awareness Committee:** Betty Sue

August 30 mailing applications to all the schools. Poster contest-looking into awarding contest winners with pizza party. 1<sup>st</sup> place winner will attend dinner at Winter Conference. Need vendor "give aways" for the event.

**Development Committee:** Kimber

Sept 1<sup>st</sup> send email to vendors to go to web for vendors to register. 1<sup>st</sup> come first serve for choosing sponsorship assignment. Has all information needed to update his forms.

**Annual Business Meeting:** Bernie and Walter

Trying to collect outstanding debts. Will try to make bill collecting process easier for next year. One possible change may be at registration have a people paid table vs. people who need to pay. Menu change was great. Will honor recommendations [to explore](#) holding event at another place.

**Mentoring:** Neville

Report given by Vanessa. Committee met end of July. The theme for winter conference is Faces of Diversity. Dr. Mama will not be at session. Please discuss ahead of time w/training committee any requests for training ideas. Committee is working on a welcome packet for mentees and new comers to the winter conference. Possible CAPFAA view book may be developed. The committee is working with Henry and Claire on this.

Discussion took place whether the money used for these functions come directly from the diversity budget or will money come from other areas? Vanessa suggested the forms for mentees need to be at council by September meeting.

**Old Business:**

Comprehensive training- have license for disks (20 left) can use these disks as hand outs for nuts and bolts training. Suggestion was made to mail these out with invitations to join our association.

**New Business:**

Discussion took place about whether non-professional staff can attend the winter conference. Okay for non-professional to attend.

Next meeting Friday, 9/17/2004.

Meeting in March is on 3/18/2005.

Meeting adjourned 3:50 p.m.