

Meeting Minutes  
CAPFAA Executive Council  
September 17, 2004

**Present:** Beth Baker, Rich Bishop, Neville Brown, Mark French, Heather Hamilton, Lisa Kyranos, Jim Kuhlen, Flo LaCroix, Julie Lai, Phil Malinoski, Henry Miller, Vanessa Richmond, Ivette Rivera-Dreyer, Hong-Yu Kovic, Walter Shicko, Bernie Shea, Mercy Smith, Velma Walters

**Call to Order:** 1:10 pm

**Early Awareness:** Ivette will co-chair with HongYu and the committee intends to repeat most of the activities carried out last year with the exception of the pre-conference reception to announce the poster winners. The winners will be announced at Sunday's dinner at the conference and the committee will hold pizza parties for the class of the winner at individual schools. The committee wants to reach different school districts and Ivette requested that anyone who has a contact at a school forward the information. Heather suggested the use of the CAPFAA-L list serve to find new contacts and to recruit additional committee members.

**Winter Conference:** see written report

**President:** no formal report

**Treasure:** The CD has been updated and the dollars have been transferred for the Scholarship fund. 2004/2005 budget is on target. Deposits have been backed out of 04/05 and put back in 03/04, this will be the practice going forward. 03/04 is close to being closed out. Only 3 payments remain outstanding.

**Vice President/Training:** See Written Report. Heather suggested putting the Master Training Calendar on the CAPFAA web page. Non-Payers from 03/04 will not be allowed to register for 04/05 training events until accounts are brought current. Vanessa will remind committee chairs that there will be business meeting at the Fall Training.

**President Elect/Scholarship:** No formal report. The silent auction will be held at the conference.

**Secretary:** Absent

**Past President:** Absent The directory information will be posted to CAPFAA –L soon.

**EASFAA Representative:** Deborah Glenn Long has agreed to be the presenter for the Fall NASFAA training on the FFELP programs. An email will be sent to the listserv for EASFAA mentoring scholarship nominees.

**Annual Business Meeting:** No Formal Report Did consider different sites for the Annual Business Meeting, contacted Holiday Hill would be difficult for alternative site in the future. Bernie asked for other suggestions. Walter suggested a cruise on the CT river.

**Newsletter:** No Formal Report, Deadline for November Newsletter is October 15<sup>th</sup>. Notice was sent via list serve.

**Financial Aid Fair:** The online registration is ready to go live. Speaker confirmation packets are to be mailed to all speakers the beginning of October.

**Electronic Initiatives:** See Written Report

**Strategic Planning:** Distributed Final Draft of sample survey as a result of the initiatives started 2 years ago. Requested comments by next Friday, September 24<sup>th</sup>. They will email the membership a “heads-up” reminder prior to putting the survey live on the web in early October. Jim will check with Steve to see if it is feasible to set up a database to collect the survey results in time. There was discussion concerning offering an incentive or prize for members who took the time to complete the survey. The group decided it best to ask for participation without an incentive.

**Constitution and By Laws/History:** Henry is pleased to see the Constitution and By-Laws available on the web page. Discussion about what we can do to encourage interest in the FA profession.

**Mentoring:** See Written Report, Application criteria and selection criteria guidelines to be established in the for the “Mentee” for the day student worker contest. Neville will forward the updated guidelines and the application to Executive Council. There was a misunderstanding in regard to the “Story Telling” session at the winter conference. The conference committee will work with Neville to put the session back into the winter conference agenda on Sunday, December 5<sup>th</sup>, perhaps combining with the scheduled “New Comers Reception”.

**Golf:** In event of rainout, the tournament will be held on Wednesday, 10/13/04. CAPFAA will purchase insurance from the National Hole In One to cover associations liability. To date 20 vendors have committed to sponsoring a foursome.

**Development:** See Written Report

**Laptop Purchase-**Tabled

**Adjournment: 4:00pm**