

Meeting Minutes
CAPFAA Executive Council
October 15, 2004

Present: Neville Brown, Heather Hamilton, Sylvie Hangen, Flo LaCroix, Bill Mangini, Phil Malinoski, Joe Martinkovic, Tracie McGinity, Henry Miller, Vanessa Richmond, Ivette Rivera-Dreyer, Walter Shicko, Bernie Shea, Mercy Smith, Sandra Vitale, Margie Wolf.

Call to Order: 1:07 p.m.

Few additions and corrections were made to the September meeting minutes. Bill made a motion to accept the minutes with edits. Neville 2nd the motion –motion carried.

President: no formal report-been busy with meetings and phone calls. Working on updating president letter.

President Elect: Absent.

Proprietary Concern: Absent

Treasurer: Will send out reminder for renewal application. Three new participants have registered to be a CAPFAA member. Five scholarships have been sent out. Lost 1 scholarship.

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.

Secretary: No report.

Old Business: Laptop purchase was discussed. Motion was made by Neville for \$2,000 to be used to purchase laptop from Quinnipiac quote for a Dell computer with accessories. Bill 2nd the motion. Motion carried. Heather, Sandy and Vanessa will discuss and make a decision for laptop.

New Business: A discussion took place regarding non-CAPFAA members attending the fall training-general business meeting. A motion was made by Heather for an individual who doesn't work for an institution and wished to attend a CAPFAA event they will be charged double the CAPFAA member charge. Individuals from a school that is not a CAPFAA member, the school needs to join CAPFAA. Vanessa 2nd the motion. Motion carried.

Winter Conference: There are 90-98 attendees registered to date. Tom Dalton has been confirmed. Kimber will decide if money donated will be used specifically for whatever vendors chose their money to go to. Meals solidified and their will be drink tickets available for \$5. A discussion took place regarding the signage to be used at the conference. The committee is looking in to purchasing reusable Velcro plastic boards with the CAPFAA logo mounted on the boards. Cost for 10 boards \$540 and the logo (stationary or movable) would cost \$120. The permanent signs have 18"x25" cards that will be reproduced each year by the printer that attach onto the plastic boards by Velcro. The card will list the event and speaker at a cost \$16 each. The total cost for this one time investment would be \$706 and each year new cards would be

purchased (\$16 each) to attach to the boards. Vanessa made a motion to purchase the reusable signs. 2nd motion made by Bill & Tracy. Motion carried. 5 blue boards and 5 white boards will be purchased.

Membership: Having trouble with CAPFAA-L. Bill is encouraging accuracy of membership nominations. Hope to have a full slate for next year.

Training: To date there are 60 people registered for fall training.

Past President: Absent .

EASFAA Representative: Absent.

Annual Business Meeting: Alternative ideas were presented for holding the event at a different venue. Sample menus were presented for the Camelot Cruise and Lady Katherine. Deposit for 2005 is in place for Mountainside. Can look into alternative place for 2006.

Newsletter: November newsletter ready to go will be on website shortly. Any topics you would like in the newsletter please send them to Julie or Christine.

Financial Aid Fair: Agenda is all set.

Electronic Initiatives: Absent

Strategic Planning: Final version of survey sent out.

Constitution and By Laws/History: Margie has digital photos from golfing tournament and June Business meeting. Margie will print pictures and distribute them to chairs of the committee.

Comprehensive Training: Henry mentioned that vendors are hiring new people. Henry suggested sending vendors information to send new employees to training.

Mentoring: Neville inquired as to whether there are student rates for Mentee for Day, is there a daily rate for the conference? None as of this year. In the future, discussion will take place regarding the above rates. Mentee for a Day nomination forms are complete. The official kick off day for Mentee for a Day is 10/19/04. Will go into newsletter. Dr. Mama all set for winter conference.

Golf: Joe said the event was great. Beautiful day. There were 19 vendors and 71 golfers. Profit \$3,700.

Early Awareness: email reminder will be sent out. 11/12 meeting will be the judging of the drawings for the calendar. Calendars will be ready for the conference. 11/6 at UCONN 250-300 students. There will be 4-\$100 scholarships given to winners. Will offer FA workshops for losers. There will be a platinum sponsor on calendar.

Development: Absent. Specs were emailed to vendors. Kimber created a spreadsheet for ads expected to come in for winter conference. USA Funds will be the fourth platinum sponsor this year. There are other gold sponsors who are willing to go platinum if there were more events for platinum contributors.

Adjournment: 4:15 p.m.

