

**Minutes of the CAPFAA Meeting  
Friday, November 19, 2004**

Present: Bernie Shea, Walter Shicko, Jim Kuhlen, Joe Martinkovic, Lisa Kyranos, Karen Flynn, William Mangini, Karen Kendall, Debbie Ammodio, Neville Brown, Henry Miller, Margie Wolfe, Florence LaCroix, Vanessa Richmond, Sandra Vitale.

Vanessa called the meeting to order at 1:05 p.m..

The October meeting minutes were reviewed.. Bill motioned to accept the minutes. Jim Kuhlen 2<sup>nd</sup> the motion. October minutes were accepted/motion carried.

**President Report:** Vanessa Richmond

Vanessa handed out a draft of CAPFAA Equipment custody form. Vanessa asked that if anyone had feedback on Equipment Monitoring Form-please send their ideas to Vanessa.

**Treasurer-**Flo LaCroix

Flo mention some changes to the spreadsheet. \$2,500 was take out of the money market. Placement of scholarship money not part of 04/05 budget reflected in last year budget 03/04. Flo mentioned there are problems with directory and members joining CAPFAA after the directory goes to print. Neville suggested cost benefit sheet be produced.

**Vice President** -Absent

**President Elect-** Absent

**Secretary-** Sandra Vitale

Looking forward to the laptop being purchased.

**Past President:** Bill Mangini

Directory is at printers. 500 copies were being printed. Bill thanked Flo and Vanessa for their assistance with the directory. The directory will be ready to go ahead of schedule. Cover of the directory still the same as last year. Bill is still working on people committing to run for office. Positions that are open President Elect, Easfaa Representative and Vice President.

**EASFAA Representative:** Karen Flynn

Easfaa council next weekend in Philadelphia. Mentoring scholarship(needs to be an institutional member ) need to be named for February council meeting.

**Financial Aid Fair:** Lisa Kyranos

See report. 41 recorded exhibitors. 208 counselors signed up for event and 170 actually attended. The event went well and the sessions offered were exactly what the counselors were looking for.

**Annual Business Meeting:** Bernie Shea

The event will be held the 1<sup>st</sup> Wednesday in June. June 1, 2005 at Mountainside.

**Early Awareness:**

Met at MCC and reviewed 200 submissions for the CAPFAA calendar.

The calendar is at the printer for production. Pizza party and awards at each winners school.

The calendar will be unveiled at the Winter Conference.

**Golf Tournament:** Joe Martinkovic

Four foursomes still have not paid. A profit of \$3,779 was made for scholarships.

**Mentoring Committee:** Neville Brown

Neville will have 10 mentees attending the winter conference. Neville is responsible for sponsoring the mentees dinner cost out of the mentoring committee budget.

**Proprietary Concerns Committee:** Karen Kendall

The meeting was held on 10/29 at Stone Academy. Main focus was the roundtable discussion at winter conference. The relationship between Financial Aid and Admissions will be discussed.

**Constitution and By-laws:** Margie Wolfe and Henry Miller

Will use archived material for booth of history for winter conference. Margie will be making prints of golf tournament.

**Electronic Initiatives** - Jim Kuhlen

CAPFAA web page-worked with Bill, Kimber, Flo and Vanessa to update membership directory. Routing updates were made. Deployed Strategic Planning Survey. Added Nuts and Bolts training Registration. Continuing with committee member updates. Reconciled CAPFAA Listserv to Membership Directory. 100 added. Committee chairs to send committee members list to Jim.

**Nuts & Bolts Training:** Henry Miller

50 people registered. Those signed up are from the lending community, proprietary, public, private and federal institutions. People who should attend are Business Office people, any one who has been in fa for a day - 6 months and finance people.

**Newsletter**

Out for distribution. Positive feedback was received on the articles.

**Winter Conference:**

There are 183 people registered as of 11/11/2004. Registration deadline is 11/19/2004. A final meal count is due by 11/30. Centerpieces for the table have been ordered. The layout of the conference is set. 10 Sintra boards have been ordered. Cost of the boards will be divided over the CAPFAA committees. The program is proofed and at the printer.

**Strategic Planning** - Absent

**Old Business:**

Capfaa Conference Attendance-we should look at who we are and who do we serve? Vanessa will respond to Nick Yoia and CC committee and chairs regarding the financial aid consulting group who was represented at the annual guidance counselor fair.

**New Business:**

The Hartford Public Library has requested assistance on a project they are trying to develop with students and parents to fill out the FAFSA online at the library. Vanessa will forward the request to the Early Awareness Committee for discussion.

Ethics- Henry Miller should a committee be formed to discuss current topics regarding ethics within CAPFAA. To discuss the accepting gifts vendor vs. school. Need to realize the Governor of CT is ruling with an iron fist on state employees taking unsolicited gifts from vendors. The committee should be an open forum.

Meeting adjourned 3:30 p.m.