

**Minutes of the CAPFAA Meeting  
Friday, February 18, 2005**

Present: Bernie Shea, Walter Shicko, Lisa Kyranos, Karen Flynn, Neville Brown, Henry Miller, Florence LaCroix, Vanessa Richmond, Heather Hamilton, Mark French .

Vanessa called the meeting to order.

The January meeting minutes were reviewed. Golf tournament is estimated profit for scholarship. Motion was made by Henry to select additions to electronic calendar not make corrections. Flo 2<sup>nd</sup> the motion. Motion carried.

**President Report:** Vanessa Richmond

No comment.

**Treasurer-Flo LaCroix**

Update CD's. Invoices have been sent and response has been good. Scholarship checks will be going out-enrollment verification has been received. One student is ¾ time, Flo will inquire and let committee know outcome. Six checks will be disbursed. Discussion followed to move extra income to the reserve for association. Concern was raised that this has not been done in the past. Some members feel extra income should be moved to reserve. Vanessa made a motion when the 2003-2004 CAPFAA year is closed out overage should be moved to miscellaneous account and listed as reserve. Heather 2<sup>nd</sup> the motion.

Discussion continued. Motion was made that overage in 03-04 be moved to reserves for and create new line item under expense in spreadsheet. Neville 2<sup>nd</sup> the motion. Motion carried. Henry Miller motioned that we add to policies and procedures requiring that budget include a line item under expenses for contribution to reserve each year. Walter 2<sup>nd</sup> the motion. Motion carried.

Discussion took place regarding recommending policy and procedures for officers positions, especially Treasurer's position be discussed at next retreat. Vanessa indicated that that feedback should come from the Strategic Planning committee regarding the policy of cash reserves.

**Vice President –Heather Hamilton**

Issue was discussed regarding a non-Capfaa member who wants to register for tax workshop. Will not allow financial planner to attend-priority is given to CAPFAA member. Motion made by Heather to give CAPFAA members priority to attend training. Vanessa 2<sup>nd</sup> the motion. Motion carried

**President Elect-** absent

Scholarship information published-looking for co-chair for scholarship committee.

**Secretary-** Sandra Vitale

Absent

**Past President:** Bill Mangini

absent

**EASFAA Representative:** Karen Flynn

Easfaa will be May 16-18<sup>th</sup>. Grad Symposium is May 13-14<sup>th</sup>. Andrew Foster is Mentoring Scholar.

**Financial Aid Fair:** Lisa Kyranos

Evaluations have been completed. Deposit paid for next year.

**Annual Business Meeting:** Bernie Shea

Cost of event will be \$52 no increase this year. No new activities.

**Early Awareness:** absent

Flyer to be sent to CAPFAA-L regarding New Haven Fair. Budget increase requested to give \$1,000 for New Haven Fair next month. Suggestion was made to have USA Funds listed as sponsor for event. Motion carried to give \$1,000 to New Haven Fair.

**Golf Tournament:** Joe Martinkovic

Absent

**Mentoring Committee:** Neville Brown

See report. Neville wished to clarify that the committees: Multi-cultural and Diversity is separate from Mentoring Committee.

**Ethics-Henry Miller & Carl**

Brought respondents information to his email regarding ethics. Henry will coordinate 1<sup>st</sup> meeting and then report their findings.

**Proprietary Concerns Committee:** Absent.

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

Good response to Ethics and Ad-hoc committee. Suggests a round table discussion.

**Electronic Initiatives - Jim Kuhlen**

Absent

**Nuts & Bolts Training:** Henry Miller

No comment.

**Newsletter:** Absent

**Winter Conference:** Beth and Mercy

Absent

**Strategic Planning –**

92 responses to date. Phil Malinowski has responses and Mark French will work with Phil. The survey will be removed from website.

**Old Business:**

None.

**New Business:**

None

Meeting adjourned 3:50 p.m.

