

3/18/05

Present: Vanessa, Flo, Bill, Karen, Joe, Neville, Jim, Bernie, Rich, Henry, Heather, Mark, Ivette, Margie

Meeting called to order at 1:08

Review of minutes. Revisions made to February minutes.
Bill motioned to accept the revised minutes. Neville seconded.

Officer's Reports

President – Participated in NASFAA and EASFAA fax campaigns to legislators re: budget resolution and reauthorization items. Outcome of non-member form an institution ineligible for CAPFAA membership who registered for the tax workshop and received a confirmation email decision was made to rescind the confirmation based on (1) person not representing an institution eligible for CAPFAA membership and (2) CAPFAA trainings are limited to CAPFAA members. An updated President's message was provided for the newsletter and the web page.

Motion to be considered at the March Council Meeting: to revise the CAPFAA General Policies and Procedures to emphasize that:

- To be eligible for membership in CAPFAA (active institutional or associate), institutions must be involved in the administration of financial aid (the FAA in CAPFAA)
- Individuals not representing eligible institutions are not eligible to attend CAPFAA trainings.
- Institutions must be CAPFAA members to exhibit at CAPFAA events
- All registration forms will distinguish "non-members" (representing institutions eligible to join CAPFAA) from individuals ineligible to join CAPFAA.

Treasurer – see report. \$2,200 on second page should go into another account, not scholarship account. She went to EASFAA Training Conf. and found that there was quite a bit of information that CAPFAA as an organization could benefit from. She will report further with more details. She is very close to having all fees paid from the Winter Conf collect.

President Elect – Rich reiterated that co-chairs are need for the Winter Conf.

EASFAA Rep – EASFAA registration and video conference information sent to the CAPFAA membership. If Karen cannot attend the conference in May, Neville will assume her responsibilities.

Past President – There is one person running for each of the 3 executive committee positions for next year. He will be sending an email to the membership seeking additional nominees.

Vice President – see report

Provided samples of invoices that CAPFAA will be using for future events. The Tax Workshop was well attended. Results of the evaluations will be available for the next meeting. The Round Table Training was canceled, new reschedule date is May 11th.

At this point, Vanessa posed a question to the group:

1. Should eligibility for membership into CAPFAA be limited to members who work in conjunction with schools?
2. If an individual does not represent an eligible institution, and the individual attend CAPFAA events? **This question was tabled for a future meeting.**

Comments were made by all: opinions included:

- If an individual is not in f.a. and want to be a member, he/she needs to specify intent
- As long as membership is not for personal gains,
- We have a problem with the CAPFAA By-laws that don't clearly outline some of the intensions of the organization
- The membership should consider revising the By-laws as well
- We don't want to exclude anybody if they have the interest in f.a.
- A yardstick could be that an individual works with an institution member.
- From a vender perspective, yes it is O.K.
- Review on a case by case basis
- Reach out to organizations and offer training to non-members, but don't include them in our trainings
- Financial Advisors should be included
- We don't want to be taken advantage of
- Have a screening process
- Don't want to discriminate.
- Who assumes responsibility during a screening process
- We should refer to the true definition of CAPFAA – Connecticut Association of Professional Financial Aid Administrators

Motion: Institutions be members of CAPFAA to exhibit at CAPFAA events. All in favor. Motion carried.

Motion: All registration forms will distinguish non member representation of institutions eligible to join from institutions not eligible to join. All in favor. Motion carried.

Annual Business Meeting – Week of March 28th forward the 2005 Annual CAPFAA Business Meeting Registration form to Steve Knapp-Steve will post registration at www.capfaa.org. Week of April 4th – Announcement will be sent to Capfaa listserv that registration for the Annual Business Meeting is now available online.

Week of May 2- send a reminder email to CAPFAA list serv that members have until May 18th to sign up for the Annual Business Meeting. Week of May 9th – email will be sent to all CAPFAA vendors encouraging them to bring a vendor gift to the 2005 Annual Business Meeting.

Constitution and By-laws – nothing to report

Early Awareness – Would like several more schools to participate in the upcoming fair. Hoping to finish the webpage updates by the end of the year. The field trip for one of the schools was tentatively postponed.

Electronic Initiatives – CAPFAA Web Page had been updated in the following areas: CAPFAA minutes and the event calendar. CAPFAA Listserv has no issues at this time. Created CAPFAA Disaster Recovery Disk.

Ethics Committee - The first meeting is scheduled for March 24th at CSLF at 1:00p.m.

Golf Tournament – Another meeting will be held prior to the next Exec. Comm Meeting. Their biggest concern is that state employee members may not be able to attend events sponsored by vendors. How can invitations be extended to all members.

Mentoring – Did not proceed with the Mentee-For-A-Day idea of dedicating March as Mentee-For-A-Day Month. Will be focusing our effort on publishing an article about the CAPFAA Mentee-For-A-Day Program for the CAPFAA Newsletter. The letter will also be published in the EASF AA Newsletter.

Diversity and Mulicultural Commiteee – Spring project as part of the spring training activities has been going very well. The presenter and topic have been selected –now need location, date and time.

Strategic Planning – nothing to report

New Business – the May meeting will be held on May 20th.

4:02 Meeting adjourned.