

**Minutes of the CAPFAA Meeting  
Friday, May 20, 2005**

Present: Bernie Shea, Lisa Kyranos, Karen Flynn, William Mangini, Neville Brown, Henry Miller, Florence LaCroix, Vanessa Richmond, Mercy Smith, Heather Hamilton, Sandra Vitale, Hong Yu, Ivette Rivera-Dryer and Velma Walters.

Vanessa called the meeting to order at 1:32 p.m.

The April meeting minutes were reviewed. Bill made a change to the April minutes that the voting deadline for CAPFAA positions will end May 20<sup>th</sup>. Motion made to accept minutes as modified by Neville. Bill 2<sup>nd</sup> the motion. Motion accepted.

**President Report:** Vanessa Richmond

Vanessa will be tying up loose ends and meeting with officers.

**Treasurer-**Flo LaCroix

Flo stated CAPFAA was in excellent shape. Today there is a balance in the checkbook of \$69,100 with \$2,200 in reserve from last year. CAPFAA is very strong financially. Discussion took place over whether the donation (check) for the scholarship was received. Flo said the check was received and will be added to budget.

Vanessa inquired whether Rich Bishop will be attending NASFAA Conference. Not sure at this time.

**Training**—Heather Hamilton and Velma Walters

Two trainings were held. The Diversity Training was very well received. Enjoyed by everyone. Evaluations were excellent. Suggestion will be made to Winter Conference Committee to include this in a session and possibly have Diversity Training session at Fall Training.

The Round Table Discussion – Graduate and Public Schools were cancelled. The Proprietary was well received and enjoyed by all. The round table was worthwhile and informative. The session was held at St. Joe's and 8 or 9 people attended. Discussion was made to possibly hold a separate round table for Lenders. The goal for the final training is to have 10-15 people for final mini session on 5/24/05. The training will be at University of New Haven 1-4 p.m. Topics include Early Repayment and Consolidation. Regarding consolidation all lenders will be sending out letters to borrowers.

There were a total of 12 trainings this year. Fall training 2005- may be October 5<sup>th</sup>, 2005 –date will be determined once the Golf Tournament date is set. Heather gave suggestions to next year's committee. Vanessa thanked Velma and Heather for a solid year of events.

**President Elect-** Rich Bishop

No report.

**Secretary-** Sandra Vitale

Requested missing committee reports by Tuesday, May 24, 2005 for Annual Business Meeting Booklet.

**Past President:** Bill Mangini

Elections close today at 5:00 p.m. The results will be tallied on Monday.

The Lifetime Award had 5 considerations and the Cunningham Award had 3 considerations.

Bill thanked Jim and Flo for help with nominations using their databases. Bill suggested starting the process earlier in the year if possible. Discussion ensued regarding whether committees can nominate a person-nominations are based on entire realm of what is considered for each award.

**EASFAA Representative:** Karen Flynn

Conference well attended. Karen couldn't attend conference. Neville attended the conference in Karen's absence. Neville said the conference was very good.

EASFAA Conference next year will be held June 12, 13 & 14 in New Hampshire. Karen sent in the paperwork for the conference under her name until the new EASFAA Representative is selected. Neville spoke with Dallas Martin at EASFAA and he would be willing to speak at the CAPFAA Winter Conference.

CAPFAA will not be sponsoring the NASFAA fall training- EASFAA sponsors it in the states.

**Financial Aid Fair:** Lisa Kyranos

Absent

**Annual Business Meeting:** Bernie Shea

There will be 164 attendees and the meeting will be on June 1, 2005 at Mountainside. Many people liked the follow up notification that their payment was received. Bernie will need payment receipts for attendees and raffle tickets for vendor raffle.

**Early Awareness:** Ivette Rivera-Dryer

Ivette reported that all activities for the year have been completed and stayed within budget. Ivette thanked everyone for their support.

**Mentoring Committee:** Neville Brown

The mini session held at Manchester Community College went over well. Neville suggested bringing back past mentee's to Winter Conference. Neville would like to promote diversity as a partnership. Mentoring –Neville plans to bring new ideas to membership for upcoming year. Neville stressed the importance of volunteering and serving on CAPFAA.

**Proprietary Concerns Committee:** Absent.

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

Ethics committee will be meeting 5/27/05 at CSLF – no committee report for booklet. Discussion took place regarding 1 day training – suggested there be no social hour at end of day-have social hour during lunch. Vanessa will order 0506 core training materials.

**Electronic Initiatives** - Jim Kuhlen

Invoice with registration confirmation formatted invoice is difficult to produce. Jim had Sample invoice to look at. Invoice is fine –can be tailored to each event. Suggestion was made to add CAPFAA tax id # to invoice.

CAPFAA award winners will be added to website. New tab on website will be CAPFAA AWARD. CAPFAA Scholarship recipients and Cunningham and Lifetime Award winners will be listed here also.

**Newsletter:** Julie Lei

The newsletter will be released 7/1/05. Any articles to be added to the newsletter need to be sent to Julie by the 2<sup>nd</sup> week of June. The Annual Business Meeting will be in this issue. Julie

discussed release forms for pictures posted in the newsletter. No names will be listed under the pictures just the event that picture was taken at.

**Winter Conference:** Beth and Mercy  
Absent

**Strategic Planning** - Absent

**Old Business:**

Heather suggested issue needs to be resolved regarding who is eligible to attend or exhibit at CAPFAA events. This is to be a planning retreat item. Heather mentioned whatever is decided need to be added to all registration forms for all events.

**New Business:**

Heather brought up College Goal Sunday and is it something CAPFAA may be interested in doing in the future? Vanessa liked the idea-will look into it. Ivette offered to research College Goal Sunday and what is involved in getting it off the ground in Connecticut.

Meeting adjourned 3:17 p.m.