

CAPFAA Planning Retreat

Date: June 15, 2009 – Day 1

Attendees: Neville Brown, Desiree Cameron (Vice-President), Erin Chiaro, Kimber Decker, Kimberly Droniak (Secretary), Andrew Foster, Odette Franceskino (President), Mark French, Jennifer Fuhrmann (President Elect), Flo LaCroix (Treasurer), Bill Mangini (Past President), Joe Martinkovic, Henry Miller, Vanessa Richmond, Tanya Tanaro (Associate Member Rep.), Jim Kuhlen, Mona Lucas, Nancy Molinari and Jill Wurcel.

Location: Quinnipiac Law – Hamden, CT

9:10a.m: Meeting called to order by President, Odette Franceskino. Committee summaries were passed out to all Chairs, with lists of volunteer names/contacts.

President's Report, Odette Franceskino

1. **Strategic Planning** – asked to make recommendations; asked Jennifer Fuhrmann and Bill Mangini to serve on this committee.
2. **Electronic Initiatives** – Suggested the following:
 - a. Web updates needed with more security – do more research on how to secure the web site (password protected like EASFAA)
 - b. Research costs associated with webinars (?)
 - c. Joe Martinkovic said he would get more information for this committee (Co-Chairs: Erin Chiaro, Jim Kuhlen).
3. **Training** – Desire Cameron will be Chair this year. Suggested the following:
 - a. Early planning of all events for the year (if possible) to help boost membership attendance
 - b. Notify membership of ALL training events on-line earlier in the year (instead separately for each event)
 - c. Encourage training: “one-stop shopping” e-mail of all trainings instead of multiple e-mails for each event
 - d. Put all events on a yearly calendar so membership can see everything and register at their leisure
 - e. Plan out the year of training at once
4. **Federal Relations** – Mona Lucas will be Chair this year. Suggested that committee be made aware of new movements and have a voice in the

membership; legislative breakfasts have been successful, but looking for new ideas.

5. **Treasurer** - Discussion about payments for events
 - a. New address is (15 months paid):

CAPFAA
50 Waterbury Road
Box 130
Prospect, CT 06712

- b. Who to work with (i.e. FA Director) at school when events are attended and unpaid
 - c. Do we add previous event fees to total bill at membership renewal?
 - d. Prohibit attendance at Winter Conference if previously attended events are unpaid?
 - e. Schools could send one check and a list of all employees that are registered for the event
 - f. Economic times are tough now with budget cuts/lay offs and we should be more flexible (?); people will not generally pay out of pocket for training events, especially if not reimbursed
 - g. Costs of using credit card machine, PayPal, equipment involved, fees, security, etc. (?) Joe Martinkovic volunteered to research the costs of ways to take payments
 - h. Focus on/respect schools' policies for professional development
 - i. Banking Concerns:
 1. Odette needs to be added onto the signature card at the bank
 2. Need to change our account to have two signatures approved for deposit, check-writing, etc.
6. **Insurance** - Last year the Scholarship Committee suggested hosting a "walk-a-thon," fundraiser but had concerns about insurance. Discussion about "premises" and insurance." (Bill Mangini will check on insurance premiums for CAPFAA)
7. **Scholarship** - The scholarship account has funds available, so fundraising will not be necessary as a result of very difficult economic times for many schools. The committee can award five scholarships similar to last year.
8. **Winter Conference** - Decision made to have one day only training, "Winter Express;" suggested for membership to bring books to donate to local library/charitable event
9. **Volunteerism** - NEED volunteers! Suggested to update volunteer form on-line.
10. **Comprehensive Training** - CAPFAA will offer this training and Odette will seek a chair. Mark French and Henry Miller offered to assist with this committee.

Suggested that it is vital to provide more training! Two day events have been successful; have to work on more of it this year. Suggestions made by others:

- a. Mentoring should have different emphasis on membership; should be separate from any training event
- b. Focus on “core” of CAPFAA, need to have judicious balance, attract people to volunteer and making this support the association leadership and training events.
- c. Original goal of comprehensive training was for neophytes/beginners and/or intensive training for all levels; it was to provide focus where it was needed in the field.
- d. Involves a lot of preparation, but CAPFAA would be serving ALL levels in the industry – how to do this inexpensively?

Discussions:

- a. Board of Directors needs to be reviewed??
- b. Revisit our compliance on all aspects of CAPFAA

Meeting Schedule:

- a. Should we change the location of meetings? Should we rotate the location of meetings? Should we meet monthly? Keep 3rd Fridays in afternoon? Suggested Hartford (State Dept. of Higher Ed.) and Hamden (Quinnipiac Law) to rotate
- b. Mark and Odette will check/schedule meetings/locations
- c. Months: Jan – May, August, September, October, November and December (at Winter Conference)
- d. Meeting Dates Set (1:00 p.m.) for:
2009 - Aug. 14 (2nd Friday, agreed by Exec. Council members), Sept. 18, Oct. 16, Nov. 20
2010 - Jan. 15, Feb. 19, Mar. 19, Apr. 16, May 21

Past President’s Report, Bill Mangini

Volunteerism speeches at Business Meeting helped increase rates for committee volunteers and open council positions!

Suggestions:

- a. Need updated on-line Directory (not in print); the one on-line now is from 2007-2008
- b. If institution is not a member of CAPFAA, only Electronic Initiatives Committee Chair(s) can remove members/institutions from web
- c. Keep the spirits of volunteerism all year round...need to find a way to keep members focused, come election time!
- d. Do we ask people to volunteer for positions that we have to vote on later?

President Elect’s Report, Jennifer Fuhrmann

Suggestions made for Secretary's duties:

- a. Common phrases/format of minutes
- b. minutes sent to Exec. Council, approved before next meeting
- c. update letterhead with new address (PDF, not Word doc; save as .doc, not in XP), order stamp
- d. laptop from Quinnipiac (getting serviced)

Treasurer's Report, Flo LaCroix

Requested to see rates on CD's; asked if we should put more money from checking account (\$83k) into our money market?

Odette, Bill and Flo will distribute information about membership dues (due October 1).

Vice President's Report, Desiree Cameron

Passed out proposed events with budget/associated costs. Topics discussed:

- Jim Briggs should be hosting the very last Tax Workshop for CAPFAA (?).
- Suggested: Susan Gerber knows someone at Harvard who said he would host a workshop (possibly get this person for the "Winter Express").
- Tax workshop should be held in February, but NOT on President's Day.

2009-2010 Proposal: Do not host annual "Fall Training" as members will want to attend "Winter Express" (in Constitution and Bylaws: CAPFAA must provide training, NOT the vendors)

Discussions:

- a. How/When/Why was Winter Conference decided to be on one-day only
(?)Executive Council members indicated that it was decided at the last meeting of the Council in 2008-09.
- b. Money is problem for many schools/people to attend events, but CAPFAA has money to help more people attend...CAPFAA should provide more trainings at lower costs

Federal Relations Committee Report, Mona Lucas

Suggested that this committee would focus on promoting "Best Practices" (i.e. Teach, SMART, etc.) for institutions to reference, work more with EASFAA's committee too (i.e. legislative breakfast), continue to provide communication/content on federal updates, and work more with state representatives on issues.

Further discussions on involvement with state reps (CICS, CAPS, etc.).

Associate Member's Report, Tanya Tanaro

Winter Conference Committee Proposal:

- 8:00 - 9:00 am = registration, vendor expo, breakfast, Business Meeting
- Give vendors options:
 1. "high top" tables for vendor use, free of charge, 8:00-9:00am

2. Pay for larger table to vend for the day
3. "test" new vendors (i.e. copying, software, servicing, FA programs, etc.) at Winter Express before asking them to pay

Suggestions:

- a. more creativity with fundraising efforts (i.e. from lenders, vendors, etc.)
- b. will research other types of companies, vendors who can participate

Strategic Planning Committee, Mark French/Henry Miller/Bill Mangini

Passed out plan, summarized anticipated events/goals for the year; referenced a 2 year plan to get through the tough economic times and then later a 3 year plan. Will take a lot of Executive Council support/input. Dates for meetings will be put on the listserv for all to view.

Constitution & Bylaws Committee, Vanessa Richmond

Volunteered to help the Strategic Planning Committee. Presented question: where do we put all the "stuff" (rules/records) from over the years? Should it all be stored on the lap top?

Annual Business Meeting Committee, Kathy Hardy/Donna Jones (?)

Presented question: do we evaluate the "frame work" of the Annual Business Meeting? It has been mentioned that people say it's hard to attend due to the recent lack of value associated with the meeting. 2009: 85 people attended, 27 voting members attended

Discussion: "current value" of this meeting: networking, visiting with colleagues, events (i.e. suggested structured games with a "winner" whose school receives a scholarship for one of their students)

Decided to keep the same date, 1st Wednesday in June (June 2, 2010).

Newsletter Committee, Jill Stone/Lisa-Marie Tursi/Tanya Tanaro/Jill Wurcel

Discussions:

- a. how to put more federal updates (check with Mona Lucas for details on this)
- b. "blogging," promotion of upcoming events and quarterly updates section with new events
- c. questions about content/language edits – how much do we do?

Winter Conference Committee, Joe Martinkovic (chair)

Passed out highlights from meeting. Reviewed specifics of "Winter Express" - no theme yet, December 7th, Crowne Plaza in Cromwell, \$42.50, 8am-5pm.

Reviewed agenda; suggested sessions be interactive; "bring a book" for charitable foundation.

Proposal 1: mentees must approach administrators, ask 3 questions, give mentees their business cards and at end of day, mentees add up business cards, top 3 mentees get

scholarships (\$750, \$500, \$200); mentees pay \$20 and CAPFAA pays the difference for their attendance.

Proposal 2: give out 4 scholarships (\$400, \$200x3)

Proposal 3: make these scholarships only for books

Further discussion.

Diversity/Multicultural Committee, Andrew Foster/Neville Brown (co-chair)

Andrew taking lead role of this committee; Neville running Mentee for a Day Committee (new line item on budget) – better to split these committees.

Non-Traditional (Proprietary) Concerns Committee, Nancy Molinari (chair)

Roundtable meeting scheduled for July 23; Briarwood offered to host.

Lincoln Institute owns many proprietary schools in CT and is supportive of schools getting involved in CAPFAA.

Electronic Initiatives Committee, Erin Chiaro (chair)/Jim Kuhlen

There will be more planning at a later date as these two roles are shifting – Erin to Chair committee, Jim will provide support and turn over duties and information to him. Jim reviewed summary of what committee needs are (\$150 for year's worth of hosting web page, includes newsletter renewal), find out exactly what MASFAA is using, look in to Dreamweaver and other programs for creating/updating web sites.

Graduate and Professional Concerns Committee, Heather Hamilton (chair)

Passed out report, proposals; want schools involved that have graduate programs, not just graduate schools

Discussions:

- a. topics for grad/prof “Best Practices”
- b. symposium topics to go on listserv
- c. graduate roundtable at the “Winter Express” or only mini-training?
- d. grad listserv is through CSLF, now what do we do?

Requesting: \$1000

Meeting adjourned: 4:20pm by President, Odette Franceskino.

Task List from Day 1:

1. Joe Martinkovic – research on web site security (for Elec. In. Comm.), research the costs of ways to electronically accept event payments; find out how many high table tops will fit
2. Electronic Initiatives Comm.:
 - a. research company that can register membership for trainings on-line (i.e. for possible webinars) and mail checks to Treasurer.
 - b. Remove previous members/institutions from outdated web Directory
3. Bill Mangini will check on risk associated with insurance for a walk-a-thon.

4. Henry Miller will investigate insurance of Executive Committee and Board
 5. Mark and Odette will check/schedule meetings/locations
 6. Kim to update letterhead with new address, order address stamp, get laptop from Quinnipiac (receiving updates)
 7. Odette, Bill and Flo to distribute information about membership dues.
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CAPFAA Planning Retreat

Date: June 16, 2009 – Day 2

Attendees: Desiree Cameron (Vice-President), Kimberly Droniak (Secretary), Andrew Foster, Odette Franceskino (President), Jennifer Fuhrmann (President Elect), Flo LaCroix (Treasurer), Vanessa Richmond, Sandy Vitale (EASFAA Rep.), Ivette Rivera-Dreyer, Dominic Yoia

Location: Quinnipiac Law – Hamden, CT

9:20a.m: Meeting called to order by President, Odette Franceskino. Committee summaries were passed out to all Chairs, with lists of volunteer names/contacts.

Review of Day 1 Meeting

Suggestion: for Annual Business Mtg. – “raffle” for CAPFAA items (1 free registration to fall training, winter conference, free yearly membership, etc.)

Sandy Vitale will volunteer to recruit community college professionals to join CAPFAA.

EASFAA Representative’s Report, Sandy Vitale

Brief review; attending the EASFAA retreat at the end of June.

May 16-19, 2010 – EASFAA Conference at Foxwoods Casino & Resort

Early College Awareness Committee, Ivette Rivera-Dreyer (chair)

Getting ready to submit yearly report; under spent for last years; have funding for only one more year. **January 31, 2010 CGS**

Proposed:

1. if we continue to support CGS nationally, we have to apply for more grant money through Lumina
2. if we do not get additional funding from CAPFAA or Lumina, were will we get the money?

Review:

- a. 12 schools proposed to host CGS in 2010; if these schools cover most of CT, we'll be ok, if NOT covering a broad area throughout CT, we need to recruit more schools.
- b. Deadlines approaching to apply for money, needs to know from CAPFAA, how to proceed – discussion about yearly amount spent on CGS
- c. Discussion on CAPFAA's "roles" in CGS: 1. fiduciary (money), 2. FA expertise; if CAPFAA does not support CGS in future, who will be able to do it without money and experts?
- d. Should be fundraising from outside vendors for additional money to support CGS if/when CAPFAA doesn't have enough

Decision made to submit proposal to Lumina Foundation for add'l funding to keep CGS going. Committee will research the deadlines for grant applications. Requesting same \$5000 for next year.

Mentoring Committee Report, Dominic Yoia (chair)/Julie Savino (co-chair)

Passed out report; proposed ideas include:

FA nights, new member session (at Winter Express), mini-training (fall/spring), recruiting committee members

Suggestions:

- a. have mentoring program for newer members to shadow "seasoned" professionals to help progress into leadership positions in CAPFAA
- b. "who" in CAPFAA can others contact on a specific topic- make a list of contacts?

Diversity Multicultural Committee, Andrew Foster/Neville Brown (co-chair)

Mentee for a Day and Diversity are splitting into two committees. Requesting \$300.

Budget:

Reviewed all proposed income/expense items, still deciding on a few items.

Suggestions:

- a. tax workshop held at a school for no cost and bring own lunch
- b. will look to schools to volunteer
- c. leave tax workshop cost at \$100?
- d. look at getting new speaker (a CPA?).
- e. Manchester Community College volunteered to host tax workshop – will inquire about dates available.

Discussions:

- f. deposits for 2010-2011
- g. reviewed all line items on budget
- h. further discussion about Winter Conference cost
- i. CAPFAA might have to use their reserves to help schools pay for events this year.

Motion made by Sandy Vitale to raise amount of Winter Express Conference to \$45.00/person; Desiree Cameron seconded the motion.

Voting called by Odette Franceskino to change amount from \$42.50 to \$45.00. All Executive Council members voted YES. Vote passed; Winter Express Conference per person charge is now \$45.00.

Discussions:

- a. informing membership that CAPFAA will be using reserve funds to maintain high quality guests/speakers at conference(s).
- b. expenses for Nominations/Elections expense item on budget.
- c. money proposed for Mentee for a Day Committee; 20 mentees attending at \$20 - CAPFAA is subsidizing this, schools to pay remaining balance, \$500 for frames/certificates - increased to \$900 per Executive Council.

Suggestions:

- a. "cut back" a little from all committees, not just a few
- b. publish CAPFAA Retreat dates before people make nominations so everyone is aware of what they have to commit to
- c. open 2nd money market account, move \$70,000 or \$60,000 into new account

Early Awareness Committee - enforced that CAPFAA needs to support CGS as Lumina has supported CAPFAA; must stay committed; cannot cut back on their budget request.

Adjustments made to almost all committee budget requests.

Proposal: increase Winter Express Conference fees; must have discussion first and then present it to the Committee.

For August meeting: to have discussion about increase to Winter Express fees; Odette sent e-mail to Conference Committee about this topic today.

Meeting adjourned: 2:00 p.m.

Respectfully submitted,

Kimberly J. Droniak
Secretary