

## CAPFAA Executive Council Meeting

**Date:** August 14, 2009  
**Attendees:** Odette Franceskino (President), Desiree Cameron (Vice President), Bill Mangini (Past President), Tanya Tanaro (Associate Member Rep.), Kimberly Droniak (Secretary), Mark French, Vanessa Richmond, Nick Yoia, Jill Wurcel and Jim Kuhlen.  
**Absent:** Jennifer Fuhrmann (President-Elect), Flo LaCroix (Treasurer) Sandra Vitale, (EASFAA Representative)  
**Location:** Quinnipiac Law - Hamden, CT

---

1:20 p.m.: Meeting called to order by President, Odette Franceskino.  
 Secretary passed out final copy of CAPFAA Retreat minutes, budget and activity from July (from Treasurer) and Scholarship Committee report.  
 Bill Mangini made a motion to accept the CAPFAA Retreat minutes.  
 Jim Kuhlen seconded the motion to accept the CAPFAA Retreat minutes.

### President's Report, Odette Franceskino

1. **Presented:** EASFAA has asked for our suggestion for the local charity event at the annual EASFAA conference next year. It is being held at the MGM Grand at Foxwoods. Everyone should be thinking about ideas/suggestions for this event; how the membership can help the local community (educational ties to the conference/association).
2. **Volunteer Forms:** these were forwarded to all committee chairs to help recruit volunteers.
3. **Comprehensive Training Committee:** Kelly O'Brien agreed to chair this committee.
4. **Alternating monthly meetings:** Reminder - September 18<sup>th</sup> at Department of Higher Education.

### Past President's Report, Bill Mangini

1. CAPFAA brochure is almost complete.
2. To Do:
  - a. Create and send cover letter to schools to recruit new members (thank you to Mark French for list of schools).
  - b. Needs CAPFAA letterhead to do so (letterhead almost finished from Jennifer Fuhrmann., will send to Kim Droniak and get to Bill)
3. Discussion about what schools/who to send this packet
4. "Membership Drive" - this goes out to community to try to recruit more members; usually sent in July, not done yet. An e-mail or letter will be sent soon.

**Nominations & Elections Report:** will need help this year - would like to have full slate to vote on.

**Insurance:** Bill Mangini received quote of \$1 million is minimum for 8 directors \$803/year. Further discussion on what this insurance covers for CAPFAA.

**President Elect's Report, Jennifer Fuhrmann:** nothing to report; absent  
Scholarship Committee Report was passed out; reviewed.

*Side Note: CAPFAA's 40<sup>th</sup> birthday this year - ask Joe Martinkovic (Chair of Winter Conference Committee) if something should be planned to celebrate this.*

**Secretary's Report, Kim Droniak**

1. waiting on laptop (from Heather Hamilton)
2. waiting on stationary (from Jennifer Fuhrmann)
3. will get in touch with Bill Mangini when I have letterhead to get his cover letter and make copies or send him the letterhead he needs to do the mailing

**Treasurer's Report, Flo LaCroix:** 2008-2009 budget printed/ distributed by accident instead of 2009-2010. Secretary will e-mail everyone the newest budget on 8/17/09.

**Vice President's Report, Desiree Cameron**

1. Contacted all members of Training Committee; had conference call.
2. Stacy Musulin (from UCONN) agreed to manage on-line calendar of events.
3. Reviewed proposed agenda for all training events.
4. Fall Training date set = **OCTOBER 29<sup>th</sup>!** Holiday Inn Waterbury
5. Future trainings discussion; 1 or 2 day for tax workshop (Feb 4<sup>th</sup> and/or 5<sup>th</sup>?); Jim Briggs cost for 1 or 2 day?; Frank Resnick - possibly invite him to speak (?).
6. Committee List - haven't heard from many people on the volunteer list yet; Kerry Jacobs is the newest member. Every 3<sup>rd</sup> week have a conference call.
7. Discussions on other topics:
  - a. Veterans session - get someone from VA's office
  - b. Dislocated workers - get someone from Dept. of Labor
  - c. Athletics, Year-round Pell, College Cost Calculator

**EASFAA Representative, Sandy Vitale:** will report at next meeting, absent.

**Associate Member's Report, Tanya Tanaro**

Expressed uncertainty on how to proceed because not exactly sure of the membership benefits CAPFAA would provide to vendors should they join; not sure how to recruit new members. Discussions:

- a. 2009-2010 membership...challenges with getting new members
- b. Questions about eligibility criteria of a CAPFAA member

- c. 2 year continuum - come get to know us first, then see what we have to offer

**Constitution & Bylaws Committee, Vanessa Richmond: helping committees**

**Early Awareness, Ivette Rivera-Dreyer:** in absence, sent information -

- a. List of 12 sites for CGS (some repeat sites)
- b. Implementation stage - finalizing sites, web page; created Facebook page
- c. Last year CGS was under grant - have to come up with more fundraising ideas this year
- d. January 31, 2010 is CGS date; discussion about snow dates, still in committee.
- e. Applying for additional 3 year grant; deadline July 1, 2010. NASFAA no longer associated with this event, the YMCA took over.

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

Jim Kuhlen has been working with Erin Chiaro about how to make this transition smoothly and Erin has been making updates on-line already. Jim and Erin met with Tracie McGinnity (sp?) (committee member); she might have technical resources for the committee, but she needs to know "what" exactly CAPFAA needs first.

Discussions:

- a. Going through the "proper channels" to make edits/updates on-line: if anyone needs Steve to help/create with on-line projects, contact Erin Chiaro and Jim Kuhlen and they will charge Steve with the task(s) and set everything up.
- b. Newsletter access on-line
- c. Security -what exactly does Executive Council want secure? Requested that Exec. Council give list of secure items to Jim and/or Erin (mentioned several items: minutes, photos, newsletters, calendar, governing docs)
- d. Define member on-line to show what they are eligible to see
- e. Value of CAPFAA membership

Nick Yoia made a motion to bring the responsibility/discussion back to the Electronic Initiatives Committee so they can decide what items we need to make secure and present this list of items at the next Executive Council meeting. Mark French seconded.

**Mentoring Committee Report, Nick Yoia/Julie Savino:** No meeting; nothing to report.

**Newsletter Committee, Jill Stone/Lisa-Marie Tursi/Tanya Tanaro/Jill Wurcel**  
Summer edition is out 7/24/09; will have September meeting. Discussion about keeping vendor info in the articles.

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

Had two meetings; presented sample format of strategic plan from South Carolina. Explained five year plan with first two years experiencing dramatic change and the last

three years, steady growth and stability.

Discussion: CAPFAA needs a mission statement; there is only a purpose statement.

Suggestions on how/who the "New CAPFAA" can create mission statement:

1. Executive Council can draft statement
2. Strategic Planning Committee can assist Executive Council with draft
3. Strategic Planning Committee AND Executive Council can work together on draft/final statement

Discussion: find other strategic plans and mission statements of other state associations and reference them; we have to evolve over time...we have to change every time we adjust our strategic plan.

Bill Mangini made a motion to adjourn the meeting.

Desiree Cameron seconded the motion.

**Meeting adjourned at 4:00p.m.**

**Task List:**

1. Bill Mangini -

- a. Create/finish and send cover letter with new CAPFAA brochure to schools
- b. Compare OPEID list with existing CAPFAA members
- c. Research "what" the insurance of \$803/year covers for CAPFAA and members.

2. At next meeting, ask Joe Martinkovic if we should plan something during the Winter Express to celebrate CAPFAA's 40<sup>th</sup> birthday (Odette will ask him)

3. Kim Droniak -

- a. Send all council members the 0910 budget on 8/17/09
- b. E-mail Jennifer Fuhrmann's Scholarship Report to Erin Chiaro and Jim Kuhlen to update members (sent report 8/23/09)
- c. Send retreat minutes to Erin and Jim for posting on-line

4. Desiree Cameron -

- a. find out if Tony Erwin (from Northeastern) will charge for his services
- b. find a few other options for speakers based on suggestions from this meeting (i.e. rep from Veteran's Affairs office, Dept. of Labor rep, Athletics rep. from a school, etc.)
- c. Ask Jim Briggs if he can do Tax Workshop in ONE day
- d. Get quotes from Higher Ed Strategies on tax workshop
- e. Ask about Jerry Jacques (from VA) to speak (?)

5. Nick Yoia - ask Frank Resnick to see if he would present Tax Workshop.

6. Jim Kuhlen -

- a. to contact MASFAA technology committee for sample of their budget and suggestions on how they work with web site companies
- b. Connect the "Contact CAPFAA" link to Executive Council contacts page so people can send questions

7. Both Executive Council and Strategic Planning Committee will plan on drafting a mission statement to discuss at next meeting.

8. E-mail membership renewal by October 1<sup>st</sup> (Bill Mangini and Flo LaCroix)

Respectfully submitted,

Kimberly J. Droniak  
Secretary