

CAPFAA Executive Council Meeting

Date: September 18, 2009

Attendees: Odette Franceskino (President), Desiree Cameron (Vice President), Tanya Tanaro (Associate Member Rep.), Kimberly Droniak (Secretary), Mark French, Vanessa Richmond, Julie Savino, Erin Chiaro, Jennifer Fuhrmann (President Elect), Andrew Foster, Neville Brown, Joe Martinkovic, Henry Miller, Flo LaCroix (Treasurer), Sandra Vitale, (EASFAA Representative), Kelly O'Brien.

Absent: Bill Mangini (Past President), Nick Yoia, Ivette Rivera-Dreyer, Jill Wurcel, Cathy Hardy, Donna Jones-Searle, Heather Hamilton, Mona Lucas, Nancy Molinari, Jim Kuhlen

Location: Department of Higher Education - Hartford, CT

1:25 p.m.: Meeting called to order by President, Odette Franceskino.
Secretary passed out final copy of August minutes and Past President's report.
August minutes were approved by Executive Council.

President's Report, Odette Franceskino

Discussion of CAPFAA's 40th Anniversary celebration.

Henry and Vanessa to work on historical piece for Winter Express; Tanya Tanaro to display this anniversary in the newsletter.

Past-President's Report/Nominations and Elections Committee, Bill Mangini (absent): Odette passed out information regarding CAPFAA insurance company and coverage (from Bill).

President-Elect's Report & Scholarship Committee Report, Jennifer Fuhrmann:

Oct. 2nd, Scholarship Committee to meet at Univ. of Hartford; will have more discussions about providing "best practices" when awarding scholarships to the membership this year **Past President's Report, Bill Mangini (absent):** Odette passed out Bill's report and information on the insurance company/coverage.

Secretary's Report, Kim Droniak

1. Waiting on laptop (from Heather Hamilton)
2. Received stationary (PDF) from Jennifer Fuhrmann; forwarded to Bill Mangini for his mailing.

Treasurer's Report, Flo LaCroix:

Passed out budget. Received \$750 in membership dues - great! Received 35 responses from the membership as well.

Transferred \$50,000 to money market instead of \$60,000 as agreed upon. Felt we needed to be a little more conservative with funds.

Will need to add a line item to the "income" section of the budget that we are contributing with reserves.

Discussions:

- a. Why expenses are so much higher than income - not what was discussed/agreed on at Retreat (?). All Exec. Council members will refer to their Retreat notes and see what they find; bring back to next meeting or email the Council members prior.
- b. Winter Express fees - could reduce fees by \$6000 instead of \$14,000 (?). Joe Martinkovic said that we could do make expenses \$8,000.
- c. Mark French said to reduce Strategic Planning Committee expenses by \$200.
- d. All Executive Council will check their Retreat notes regarding income/expenses on 0910 budget.

Vice President's Report, Desiree Cameron:

Passed out updates and training agenda.

1. Fall Training = October 29. Waterbury Holiday Inn. Reviewed "rough draft" agenda of this event.
2. VA speaker = still working on getting Gerard Jacques, Mona Lucas or Dave Welsh
3. Tony Erwin will speak, but at no charge to CAPFAA.
4. Tax Workshop = February 5, 2010. ONE day, Friday. 1st ½ day is general tax info, 2nd ½ day is more advanced tax info. Jim Briggs, \$3150. \$75/person, lunch on your own.
5. Frontliners Training - no dates as of yet.
6. Mini Trainings: "Imaging in the Office" is a suggested topic. Suggested to have it in two places - one location for schools with Banner and the other location for schools with Datatel and PowerFairs (?). More discussion to follow.
7. Quote of the Day!
8. Request made to Desiree to find out more about trainings on TAA and WIA Grant Funding, someone from Dept. of Labor?

Discussions:

- a. Other types of speakers for training: i.e. "generational speaker" (Linda Diamond suggested it at last year's Winter Conference)
- b. Session for "customer service when dealing with students," etc.
- c. "Motivational" activity during the last hour of the Fall Training event - how to we "get together" and stay motivated in our field? What can "we" do as an association? (Vanessa made suggestion about her co-worker who might be able to present a "stress reducer" workshop at the training)

EASFAA Representative, Sandy Vitale:

Attended the June EASFAA Retreat. It was suggested at this retreat that EASFAA participates in community service/volunteer work as a "group" and Sandy thought this would be something that CAPFAA should definitely research and become a part of in the spring. Suggestions:

1. 1 can food at the Fall Training
2. Community Service activity/event as a group: i.e. Habitat for Humanity, others...
3. Spring kids "Camp Clean-Up" event (?)

Will be attending the EASFAA meeting in N.H. from Oct 11-13.

Associate Member's Report, Tanya Tanaro: Trying to find additional companies/vendors to join CAPFAA

Committee Reports:

Annual Business Meeting Committee, Cathy Hardy & Donna Jones-Searle (absent): Annual Business Meeting is schedule for June 2, 2010; same place, same details for everything.

Constitution & Bylaws Committee, Vanessa Richmond: helping with Strategic Planning Committee at this time.

Diversity & Multicultural Awareness Committee, Andrew Foster: Members so far are Neville Brown, Desiree Cameron. Committee is trying to recruit more members via e-mail; not much response. Thinking of ideas for February, Black History month.

Early Awareness, Ivette Rivera-Dreyer (absent): Mark French, on behalf of committee -- so far there are 13 CGS sites! Invitation to volunteer was e-mailed a few weeks ago.

Electronic Initiatives Committee, Erin Chiaro/Jim Kuhlen (absent):

1. Continuing to make web updates and will put the event master calendar on-line
2. Might have to link the spreadsheet of master calendar of events to a link on the web page as it will be easier to read by date
3. Making sure all members are subscribed to the listserv and will need to update the membership PDF document
4. Will reach out to the volunteers who wanted to be on the committee to see who is still interested
5. Will change the mailing address on-line and link it to "Contact CAPFAA."
6. Make sure all links on every page of web site are "working" -- many seem not to be working/connected to the correct links

Federal Relations Committee, Mona Lucas (absent): nothing to report.

Graduate Concerns Committee, Heather Hamilton (absent): working on assembling the committee for an October meeting.

Mentee-For-A-Day Committee, Neville Brown: Committee will meet in October; nothing to report at this time.

Mentoring Committee Report, Julie Savino/Nick Yoia (absent): Committee met on 9/16/09. Passed out report and discussed details of their brainstorming session. Items under review for this year are:

1. Want to identify member with 3 or less years in the field; solicit directors' support for mentorship opportunities in their offices and in the association.
2. Continue financial aid nights - hope to communicate more the concept of affordability to various markets.
3. Training in Jan/Feb instead of March (busiest time of year for most). More details to follow on topics.
4. Work closely with Comprehensive Training Committee for June 2010 training events.

Newsletter Committee, Tanya Tanaro/Jill Wurcel (absent): Had first meeting. Deadline to submit articles are Oct. 5th. Mentioned that valuable links on web page are not active; referred to Erin Chiaro for resolution. Will add new links on CAPFAA's web page to the newsletter.

Proprietary Concerns Committee, Nancy Molinari (absent): no report

Strategic Planning Committee, Mark French/Henry Miller: Had 3rd meeting. Mission statement draft was created:

The mission of the Connecticut Association of Professional Financial Aid Administrators (CAPFAA) is to promote professional growth and development of its members in an atmosphere of collegial support and respect, actively pursue the mentoring of its members and those young professionals who may wish to make Financial Aid their career goal, support an industry-wide spirit of cooperation and communication, and serve as a steward of the profession so as to ensure the ethical administration of student financial aid programs for students, families and the institutions we represent.

Mark made a motion to accept the new mission statement. Desiree seconded the motion. Odette asks for Executive Council to vote on the motion on the floor. All council members voted YES to accept the new mission statement. Mission statement is passed as stated above.

Winter Conference Committee, Joe Martinkovic: Passed out tentative agenda and session details. Discussion. Cost of conference will be determined, somewhere in the low \$40's. Joe submitted his resignation of Committee Chair to Executive Council. No one has volunteered to fill the position as of yet. All duties for the Winter Conference have been assigned to existing members.

Neville Brown made a motion to adjourn. Mark French seconded the motion.

Meeting adjourned at 4:05p.m.

Task List:

1. Henry Miller and Vanessa Richmond: work on CAPFAA's 40th Anniversary historical piece
2. Tanya Tanaro - put info about 40th anniversary in the newsletter
3. Kim Droniak - send Desiree Cameron info on "speed dating"-type workshop for Fall Training (i.e. volunteers to share their successes when dealing with students, parents, etc. for 5-8 minutes at a table, then move to next table with a different volunteer to get their suggestions or "helpful hints in the office" ...)
4. Vanessa Richmond - will ask her co-worker about presenting her "Stress Reducer" workshop at the Fall Training
5. Erin Chiaro and Jim Kuhlen will set up the registration form for Fall Training on-line
6. Desiree Cameron
 - a. make Word doc of the registration form (for Fall Training), send to Erin Chiaro to post on the website
 - b. send mass e-mail to membership: "Save the Date" for Fall Training on Oct. 29th
7. Henry Miller will forward information to Kelly O'Brien on previous Comprehensive Training Events

Next meeting is on October 16, 2009 at Quinnipiac Law School, 1:00pm.

Respectfully submitted,

Kimberly J. Droniak
Secretary