

CAPFAA Executive Council Meeting

Date: October 16, 2009

Attendees: Odette Franceskino (President), Jennifer Fuhrmann (Pres-Elect), Desiree Cameron (VP), Flo LaCroix (Treasurer), Kim Droniak (Secretary), Jill Wurcel, Mark French, Alex Muro, Vanessa Richmond, Bill Mangini (Past President), Andrew Foster, Jim Kuhlen, Erin Chiaro, Nick Yoia, Mona Lucas, Sandra Vitale (EASFAA Rep) and Ivette Rivera-Dreyer.

Location: Quinnipiac University

1:15p.m. Meeting called meeting to order by President, Odette Franceskino. Reviewed September minutes.

J. Fuhrmann - motion to accept the minutes.
M. French - 2nd motion to accept the minutes.
Minutes approved by Executive Council.

1. Winter Express Conference Committee: Scott McIssac & Brian Maynard taking on this committee as co-chairs).

2. Signature Card - draft letter for request to have two signatures on file for writing checks (K. Droniak).

Treasurer's Report: Flo LaCroix

Budget review; reserve change to \$12,400

Dues = \$6000 income! Great.

-54 school members; 22 associate members renewed or joined so far

3. Insurance - Original quote expired in September; we will have to submit another application for insurance. Further discussion w/Executive council: insurance - what to do? **Took a vote to for CAPFAA to purchase an insurance plan:** 4 yes; 2 abstain

Past President's Report: Bill Mangini

Sent out mailings 18 with brochures→ recruiting others to join CAPFAA! Had one member to "re-join!"

Nominations and Elections: Bill Mangini

Will work on recruiting people at the meeting Oct. 29; would like a full slate in the spring.

Scholarship Committee: Jennifer Fuhrmann

Oct. 29 meeting

13 people interested

- Reviewing all applications, will decide what to change
- Advertising → looking into free sources for advertising
- Creating scholarship for students to use
- Best Practices= how do FA Offices award scholarships? Suggestions.

Vice President's Report: Desiree Cameron

Passed out Fall Training Agenda and Training Committee Report.

Fall Training 2009

87 Registered for fall training so far!

- Discussion on planning for training; discussion on changing registration form (J. Kuhlen and E. Chiaro to make updates)
- Certificates: to be printed by Desiree for Oct. 29

Review of Tax Workshop Details

- o Brown Bag/On your own lunch
- o Jim Briggs (\$3,150)
- o \$75

***(Need a snow day?! - ask Hotel and Jim Briggs)**

Review Frontliners

- Need a location
- Will be soliciting donations soon

Mini Review Training

Document Imaging

2 locations; 8:30am - 12:00pm

University of Hartford and Sacred Heart University
(Break sessions up by schools using same systems)

EASFAA Representative: Sandy Vitale

Attended New Hampshire conference

- contacted CPTV
 - Direct Lending objective 7/1/10, info gathered at meeting; NO choice at this point
- *May - Foxwoods Annual Conference**

Annual Business Meeting- did not attend; nothing to report

Comprehensive Training- did not attend; nothing to report

Constitution and By Laws Committee: Vanessa Richmond - nothing to report

Diversity and Multicultural Committee: Andrew Foster

Trying to utilize CAPFAA's list serv and newsletters to recruit volunteers; will have something coming in next newsletter (not October)

Electronic Initiatives Committee: Erin Chiaro & Jim Kuhlen

Passed out report reviewed info/updates.

- Master calendar on-line = should include ALL training events and NOT have two calendars
- Members should send event announcements to Desiree or Stacy, and then they send to Erin and Jim for posting on-line.
- Questions & further discussion about list serv and non-members (?)
- *NON-members should be removed from list serv
- Erin will update new links and delete old/non-working links
- Jim will look into providing Kim (or other member) with access for all on-line registration forms

Early Awareness Committee: Ivette Rivera-Dreyer

Passed out new publications for advertisement/marketing flyers for College Goal Sunday (CGS).

- o Website running
- o Registrations coming slowly
- o Every site has marketing publications; posters, flyers, etc.

Working with "Know How to Go" = for middle school children

Lumina has mad some funding available for "Know How To Go" and companies- YMCA is running CGS now (to develop new relationship with YMCA).

1. Bring info on tax agency in greater Hartford area to the students/ families--this agency will help before and after CGS
2. Census - trying to create relationship and maybe have representative at CGS about census...discussion on this.
3. Hard time recruiting volunteers - it is still early yet...

Federal Relations: Alex Muro and Mona Lucas

- Discussion of meeting last week
- Drafted letter to CT Reps/ Senators - do we send this?
- Discussion about this letter = put on record that CAPFAA and State of Ct FA reps have concerns with the Direct Loans, can we delay the implementation? Should institutions send individual letters?

Should we email or face this letter to local state offices?

Bill Mangini made a motion to send this letter.

Desiree seconded the motion.

All Executive Council members voted YES to send this letter to our CT state rep.

Graduate Concern Committee: did not attend; nothing to report.

Mentee-for-a-Day: did not attend, but things are on track with this committee per Committee Chair, Neville Brown.

Mentoring Committee: Dominic Yoia

Passed out report; discussed FA HS Nights. Hosting a meeting next week.

Newsletter Committee: Jill Wurcel

Passed out report. Reviewed updates → hard time posting pictures.

Newsletter will be out next week!

Strategic Planning Committee: Mark French

Oct 14 meeting. Began drafting 2 year version of strategic plan and will present it next meeting.

- CT Counselor's Association - Mark presented at their meeting
- **NT4CM:** National Training 4 Counselors and Mentors on FA asked if they would be interested in this new guidance counselor training provided by the DHE = Almost unanimous
 - Said yes-
 - CAPFAA should host?
 - Sandy and Mark will research
 - Counselors receive CEU's
 - **Set curriculum, different than other counselor training**(Seems to be something held in October - not sure)

Winter Conference Committee: did not attend, but Brian Maynard and Scott McIssac are working on plans for Winter Express with info from previous Chair and other committee members.

Bill Mangini made a motion to adjourn.

Jennifer Fuhrmann seconded the motion.

Meeting adjourned at 3:41 p.m. **Reminder of 11/20/09 at Quinnipiac, NOT Hartford!

Task List

1. Kim Droniak:
 - a. Send approved minutes to E. Chiaro
 - b. Print letterhead
 - c. E-mail Alex Muro CAPFAA letterhead
 - d. Send e-mail to Committee Chairs: remind them to send monthly committee reports to me
 - e. Purchase flash drive for CAPFAA
 - f. Create letter that states CAPFAA Executive Council can have two signatures for check-writing purposes

Send letter to: Tiffany A Swiatlon
 Asst. Branch Mgr.
 Naugatuck Savings Bank
 1430 New Haven Road
 Naugatuck, CT 06770
 203-720-5053
 Fax: 203-720-5056
 Email: tiffany.swiatlon@naugsb.com

2. Erin Chiaro/Jim Kuhlen:
 - a. Update **new** links and delete **old** links
 - b. Jim Kuhlen to give Kim Droniak access to on-line registration forms: e-mail access to save registration forms for each event and store on flash drive as proof of registration/receipt.
 - c.
3. Committee Chairs: Send monthly reports to E. Chiaro (for web updates) and Kim Droniak (for CAPFAA records)
4. Bill Mangini: Get new quotes for insurance (liability)
5. Vanessa Richmond: Policies & Procedures - need to define an institutional member - will draft a letter for next meeting.
6. Desiree Cameron
 - a. Find out cost for tax workshop so we know what to charge
 - b. Research Bank of America Registration Form/receipt from last year in gmail.com account
7. Sandy Vitale and Mark French to research NT4CM

Next meeting is on November 20, 2009 at Quinnipiac University, at 1:00 pm.

Respectfully submitted,
Kimberly J. Droniak
Secretary