

CAPFAA Executive Council Meeting

Date: November 20, 2009

Attendees: Odette Franceskino (President), Bill Mangini (Past President), Flo LaCroix (Treasurer), Kim Droniak (Secretary), Tanya Tanaro (Assoc. Rep.), Jill Wurcel, Alex Muro, Vanessa Richmond, Brian Maynard and Erin Chiaro.

Location: Quinnipiac University

1:00 p.m. Meeting called to order by President, Odette Franceskino.

Odette provided Heather Hamilton's update on the CAPFAA laptop. Battery is dead and will not take a charge. A new battery would cost between \$100-150. There is currently no virus protection. Previously information has not been backed up, this is something we should look to do moving forward. A 2g drive is approximately \$100. CAPFAA will need to purchase a new lap top after information provided by Heather Hamilton on the costs of updates to our current lap top.

Odette Franceskino - made a motion to purchase a new laptop due to the additional cost associated with updating the current laptop.

Motion on the floor to purchase a new laptop.

Bill Mangini- seconded the motion.

Motion carries. All in favor; none opposed.

Alex Muro to research lap top prices

Update on NASFAA Leadership Training February 28th- March 2nd:

Usually President Elect is sent. Information forwarded to Jennifer Fuhrmann, waiting to hear back. Not certain if the code of conduct will be an issue. Registration fee is \$250 which was not budgeted for as President Elect did attend last year but the fee was paid by her institution.

EASF AA Representative:

Sandy Vitale is interested in attending the EASF AA Leadership Symposium. Not certain of specifics. Traditionally, EASF AA rep. will nominate an individual and EASF AA pays the cost. Check with institution regarding code of conduct.

Secretary's Report: Kim Droniak

October Minutes passed out/reviewed. A request was made to indicate "College Goal Sunday" at the end of the first sentence in the October minutes in the Early Awareness section.

Bill Mangini - made a motion to accept the minutes once the edit is complete with respect to the change in the Early Awareness section.

Flo LaCroix - seconded the motion made to accept the minutes.

Minutes approved by Executive Council.

- Drafted letter to the bank in regards to check requests and access to accounts. Requested that Flo LaCroix and Odette Franceskino are affiliated with account. Approval to send.
- Request for Kim to e-mail all Executive Council members both types of CAPFAA letterhead (PDF/Word).

Treasurer's Report: Flo LaCroix

Tanya Tanaro obtained Bank of America's past due balance for the 2008 CAPFAA Winter Conference.

Only one of the three students awarded scholarships received. (There were 5 scholarships awarded so it may be three of five - Flo can confirm.)

Past President's Report: Bill Mangini

Rewrote application for insurance coverage, waiting to hear back on new quote, expected by Dec. 1st. The Carolina Insurance Co. previously quoted CAPFAA at \$803.00, a significant change is not expected.

Nominations and Elections: Bill Mangini

Expect a shoulder tap at the conference for running or nomination for office.

Associate Member Report: Tanya Tanaro

Will work with Brian and Scott on the Winter Express plans.

Comprehensive Training Committee: Kelly O'Brien (absent)

Sent report to Odette; Odette read report details.

First meeting on 11/10/09, included members: Nick Yoia, Mark French, Henry Miller Planning for a novice training (FAA's with less than three years experience) on 5/26/10 & 5/27/10 at Quinnipiac's new North Haven location (pending approval of site).

Constitution & Bylaws: Vanessa Richmond

Proposed new definition of "institutional member" - description was passed out.

Odette made a motion to accept the proposed definition.
Bill seconded the motion to accept the proposed definition.
Discussion on which/how institutions meet this definition with respect to OPEIDs.
Electronic Initiatives Committee: Erin Chiaro
Passed out report.
Updates made on-line; updates made to "New Updates" section of web page
Question: who needs to test and approve the on-line registration form?
Discussion on on-line registration form. Odette will forward link to this form for Executive Council to review.

Early Awareness Committee: Vanessa Richmond reported -
CGS committee will allow each site to include the census info in their student "goody bags."
Discussion about hosting CGS later in the winter - the reason it is not is because many students have to meet the Feb 1st FAFSA deadline.
Discussion about YMCA/Lumina involvement with CGS - National YMCA plays the "administrative role" and Lumina plays the "fiduciary role."
Discussion about the outreach of CT to volunteers - more are needed!

*CAPFAA will have to decide if, in the future, "it" (i.e. CAPFAA) will be the fiduciary of CT for CGS. After 2010 CGS, we'll have to see how it goes and have more discussion of whether this is an effort/event that the membership is in support of - suggestion to have a survey on this matter.

Federal Relations Committee: Alex Muro
Passed out report.
October 30th - the letter was sent to state legislative office.
The committee will have a submission for the January Newsletter.

Newsletter Committee: Jill Wurcel/Tanya Tanaro
Passed out report.
Mid-late January will be next issue.
Must have articles in by Jan. 5th!
May use some info from the Committee reports to publish in the Newsletter - will work with Kim on this.
Will put a "blurb" on CAPFAA Meeting Minutes in the Newsletter.

Winter Conference Committee: Brian Maynard
Passed out report/tentative agenda.
Kim Droniak to host the Federal Work-Study session, replacing a lender session.
Trying to get someone from Dept of Ed to do the federal update.
Vanessa requested 6 ft. long table for CAPFAA's historical display.
We'll need someone to take pictures - Tanya Tanaro volunteered to bring camera.

Put together a flyer for an "after party" to celebrate CAPFAA's 40th (at the local hotel bar after the conference)

84 registrants!

Winter Conference Committee (con't):

Suggestions:

1. Have break out sessions in the DL Changes Round Table by software (Banner, PowerFairs & "Other")
2. For 2010, think about having Winter Conference one week after (2nd week in December) as many Directors and other FAA's attend the FSA Conference, which is the entire week before the CAPFAA Conference. This will be presented to the Committee and CAPFAA at a later date.

Committees that did not attend meeting:

Annual Business Meeting Committee

Diversity and Multicultural Committee

EASFAA Representative

Graduate Concerns Committee

Mentee-for-a-Day Committee

Mentoring Committee

Scholarship Committee

Strategic Planning Committee - reported work in progress.

Vice President's Report

EASFAA - in CT May 2010! Let's think of a little something "CT" we could give to the EASFAA attendees this year. Bring ideas to the next meeting.

Bill Mangini made a motion to adjourn.

Flo LaCroix seconded the motion to adjourn.

Meeting adjourned at 3:15p.m.

Task List

1. Kim Droniak:
 - a. Letter to bank was approved by Odette and Flo - mail to the bank on 11/23/09
 - b. Edit October minutes (Early Awareness section)
 - c. Send approved minutes to E. Chiaro
 - d. Send PDF and Word document of CAPFAA letterhead to all CAPFAA Officers only
 - e. Receipts to Flo for purchase of printed letterhead and flash drive
 - f. Send e-mail to Committee Chairs: remind them to e-mail their monthly committee reports to me

2. Erin Chiaro/Jim Kuhlen:
 - a. Update "master" calendar to make it only one page; link to the calendar should open to one page
 - b. Add link to post December's FSA presentation(s)
 - c. Give Kim Droniak access to on-line registration forms: e-mail access to save registration forms for each event (to store on flash drive as proof of registration/receipt) *not sure where we are with this

3. Continuous Task for Committee Chairs:
Send monthly reports to Erin Chiaro (for web updates) AND Kim Droniak (for CAPFAA records)

4. Tanya Tanaro: e-mail Erin Chiaro web updates (i.e. Valuable Resources)

5. Brian Maynard: request 6 ft. table for CAPFAA historical display at the conference

6. Odette Franceskino: e-mail Executive Council link to the registration form for review

7. Vanessa Richmond:
 - a. Send Erin Chiaro new definition of institutional member to post on capfaa.org
 - b. E-mail the report from CGS (from end of last year) to CAPFAA Exec Council; review summary of results

Next meeting is on January 15, 2010 at Quinnipiac University, at 1:00 pm.

Respectfully submitted,

Kimberly J. Droniak
Secretary