

CAPFAA Executive Council Meeting

Date: January 15, 2010
Attendees: Odette Franceskino (President), Desiree Cameron (Vice President), Bill Mangini (Past President), Jennifer Fuhrmann (President-Elect), Kim Droniak (Secretary), Tanya Tanaro (Assoc. Rep.), Sandy Vitale (EASFAA Rep.), Mark French, Henry Miller, Alex Muro, Jim Kuhlen, Erin Chiaro.
Location: Quinnipiac University

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

President's Update: Odette Franceskino

EASFAA Local Arrangements Committee- Discussed providing a gift from to the EASFAA membership from CAPFAA for the conference. It was currently not budgeted for as was not an expense in the past. Possible idea is to send a donation to Haiti instead of providing individual gifts.

CAPFAA Web-site

Lifetime members: Discussion regarding inactive vs. active. Each member can in fact be listed under multiple institutions in the membership directory.

- **Associate Membership Listing** - Tanya will work on resending an updated associate membership listing to Bill.
- **Committees** - Erin has received an updated list of committee members from most chairs and made the necessary updates on the web. Just wants to double check what still needs to be updated.

Winter Conference Express

Discussion regarding accommodations and whether to continue a one day or change to a two day. Feedback from the membership was they prefer multiple days. Attendance shows the membership continues to see value in the event. Due to travel, no closing remarks and membership did not take advantage of after hours networking or socializing. CAPFAA can discuss hosting a multiple day event and have different pricing for each day depending upon what is offered. To determine budget for 2010, decide how important the conference is and how much of the yearly activity and training will take place at the event. Still securing committee chairs for next year.

Distributed minutes from Business Meeting on 12/7/09, Exec. Council Meeting on 11/20/09.

- Bill Mangini: made a motion to accept both sets of minutes (including the changes to the EASFAA rep section with respect to the Leadership Symposium text that was omitted).
- Jennifer Fuhrmann seconded the motion to accept the minutes.
Business Meeting and Executive Council Monthly minutes were both approved.

Treasurer: Flo LaCroix (absent), nothing to report.

EASFAA Representative: Sandy Vitale

- Will be attending the EASFAA Planning Retreat (Feb. 4,5) in PA.
- Habitat for Humanity event to plan - JUNE 12th was suggested, after the Annual Business Meeting (will confirm this with Habitat contacts)
- Leadership Symposium Conference in February
- CAPFAA members will work an event to raise funding for CPTV public access channel (TBA)

Secretary: Kim Droniak, nothing to report.

Past President: Bill Mangini

Insurance is all set (\$803 paid).

86 NEW members! Two are returning from last year, three new schools and five new associate members!

Discussion: Should current President be bonded? Yes, now that President has access to the CAPFAA bank account and the ability to write checks, she should be bonded. Will need to look into this further (see Task List).

Discussion: Budgets should be posted on web for members to view (see Task List).

Associate Member: Tanya Tanaro

Waiting on legislation; nothing to report. ECMC joined CAPFAA <http://www.ecmc.org>

COMMITTEE REPORTS

Electronic Initiatives Committee: Erin Chiaro, Jim Kuhlen

Passed out and reviewed report. An "Event Registration User Guide" (in progress) for committee chairs and/or those hosting an event to use to post their registration on-line.

Suggestion: Create a CAPFAA Policy & Procedure handbook for committee chairs and/or Executive Council members (Kim Droniak to begin this project, see Task List)

Diversity & Multicultural (MCD): e-mail rec'd from Neville Brown -

Andrew and Neville will begin to focus on the MCD Spring Mini Workshop, in coordination with the Training Committee.

Early Awareness: Mark French

Meeting held 1/8/10; 94 volunteers!

Articles published about CGS in both the Hartford Courant and New Haven Register.

Federal Relations: Alex Muro

Reviewed details/prices found on laptops. (see Task List, Kim will research laptop options further)

Passed out report and reviewed summary. Discussion about adding calendar of deadlines for state/federal reports that apply to other offices, in addition to Financial Aid; use of capfaa-1 to send information on state/federal deadlines. Not sure if this is something that this committee should take on; they have done a lot already so far with contacts to state legislators and submitting the letter on behalf of CAPFAA.

Mentee-for-a-Day (MFAD): Neville Brown (absent)

E-mail rec'd and read by Secretary - nothing to report for MFAD.

Newsletter: Tanya Tanaro

Meeting 1/14/10. Newsletter will be out by the end of next week (1/22/10) as there was trouble with graphics (Steve is working on fixing this).

- Rules and Regs section continues to grow, will keep updating
- Committee Reports: rec'd 5 so far for Jan. edition
- More schools & vendors submitted stories this time, even a Mentee!
- Book reviews - very neat feature
- Bulletin Board - great way to tell everyone what is going on

Nominations and Elections: Bill Mangini

Tried to recruit a few people at the Winter Conference to nominate/run for a position.

Kim Droniak nominated herself to run for Secretary. Other positions to fill: Treasurer and President-Elect (?).

Scholarships: Jennifer Fuhrmann

- Checked into newspapers to post ads for our scholarship
- Question about whether student's signature needs to be on application in order for school to have his/her permission to verify information - NOT an issue b/c application is student-generated

Strategic Planning Committee: Mark French/Henry Miller (no updates to report)

Training: Desiree Cameron

Passed out tentative training agenda for 2010 events.

1. Tax Workshop - Feb. 1st will be the last day to register and Feb. 2nd is the last day to cancel a registration
2. Frontliners Training: It has been cancelled.
Further discussion about this; it should not be cancelled in the future and talk about hosting it in June/July.
3. Two Mini Spring Trainings: a. Imaging b. Work-Study
4. Miscellaneous:
Discussion about speakers who use Power Point presentations at events can post their file to the web after training? Maybe the presentation can be posted on the web for 2 weeks and then sent to the Secretary for storage on the laptop and/or flash drive.

Committees without Updates/Reports for January:

Annual Business Meeting, Comprehensive Training, Constitution & Bylaws, Diversity & Multicultural, Graduate and Professional Concerns, Mentoring and Non-Traditional Concerns.

Odette Franceskino made a motion to adjourn the meeting.

Desiree Cameron seconded the motion. Meeting adjourned at 4:00 p.m.

TASK LIST

1. Kim Droniak

- a. Edit Nov. 09 minutes (EASFAA rep section)
- b. Send Nov. 09 minutes to Erin Chiaro for web posting
- c. Research Dell laptops
- d. Create outline for all Committee Chairs/Exec. Council members to use as they begin to document their individual "procedures" (future project = CAPFAA Policy & Procedure Manual)
- e. E-mail Flo LaCroix and request updated budget; send to all Exec. Council members for review
- f. Send e-mail to Committee Chairs: remind them to e-mail their monthly committee reports to me

2. Vanessa Richmond

E-mail Erin Chiaro new definition of "CAPFAA Institutional Member" for web

3. Bill Mangini

Research getting the President bonded through insurance company/bank.

4. Flo LaCroix

- a. E-mail Erin Chiaro all budgets to post on web
- b. Questions about scholarship and book award checks

5. Desiree Cameron

- a. Send Erin Chiaro updated spreadsheet of calendar to re-post on web (currently on web, it says "TBA")
- b. Change the registration time for Tax Workshop to begin at **8:00a.m.**
- c. Revise Tax Workshop Registration instructions to say, "Bring Your Own Lunch" or "Brown Bag Lunch" so members are aware CAPFAA is NOT providing lunch

6. Erin Chiaro/Jim Kuhlen

- a. Post Nov. 09 approved meeting minutes
- b. Post updated calendar w/date of Tax Workshop (after receipt from Desiree Cameron)
- c. Post budgets on web, in a separate section from meeting minutes
- d. 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 (as of Nov. 09)

7. **Committee Chairs:**
Send monthly reports via e-mail to Kim Droniak (for CAPFAA records, newsletter submission and web updates)
8. **Heather Hamilton**
Bring laptop to the next meeting (Feb. 19, 2010 - Hartford)
9. **Odette Franceskino**
Send e-mail to members that they can use the capfaa-1 for "Q&A"
10. **Tanya Tanaro**
Work on resending an updated associate membership listing to Bill.

Next meeting is on February 19, 2010, 1:00pm at the Dept. of Higher Education - Hartford.

Respectfully submitted,
Kimberly J. Droniak
Secretary