

CAPFAA Exec Council Meeting
August 14, 2015
Held at Quinnipiac University – NH Campus

Attendees:

Heather Hamilton	Bill Mangini
Jen VanBrederode	Vanessa Richmond
Caesar Storlazzi	Melissa Stephens
Jill Stone	Stacey Muslin
Josh Hurlock	Jennifer Horner
Ashley Benner	Sylvie Hangen

Heather asked for a motion to approve minutes from the Executive Council Retreat– Melissa Stephens and Josh Hurlock seconded the minutes.

No discussion - motion passes to approve minutes from retreat.

Secretary - Jennifer VanBrederode

Jen asked what the amount that was approved at day 2 of the Retreat. Heather confirmed that is was \$2,000 which will be used for technology replacement/upgrade. Possibly a cloud drive with the additional funds – drop box or cloud. Jen will look at surface pro, iPad, laptop, etc. to research prices. Jen will also look at the prices and subscriptions for the square to use at conferences and workshops to collect payments.

Jen will count all stationaries and supplies for CAPFAA letterhead – will count and have counts ready for next meeting.

Jen Horner asked about Survey monkey and if we talked about including it in the budget for this year - will look into what we are going to do with survey money and google docs. Maybe we keep survey monkey for one more year.

Jen Horner makes a motion to renew Survey Monkey for the upcoming year. Ashely Benner seconds.

Heather adds to add list of committees to membership so they aren't overwriting other committee's surveys.

Also discussed the CAPFAA P.O. Box renewal and payment to renew for this year. Jen will follow-up with Lisa regarding the payment for the mailbox.

Treasurer - Lisa Boyko

Not present – no report sent

EASFAA Rep - Alex Muro

Not present – no report for this month.

Associate Member – Josh Hurlock

Have 4 Winter Conference Exhibitors signed up– this time last year we had 6. About 8 have submitted session proposals, so at this point we are just waiting for everyone to send in their Exhibitor Agreements. Emails were sent out on July 24th and August 13th.

Josh would like to kick start getting a speakers bureau set up. Josh would like to have it available on the CAPFAA website for members to access.

Past President

Caesar Storlazzi no report for this month's meeting.

President Elect – Ashley Dutton

Not present – no report sent

Vice-President - Melissa Stephens

Melissa held her first meeting with her committee. They reviewed their responsibilities and set some plans into motion

Fall Training is set for November 4th – Wednesday after Election Day – looking to stay at Grassy Hill. This date is available and now going over conference fees and negotiating with facility.

Working on setting up speakers – have already had some commit to present.

Tax Workshop – Possibility of looking to have someone besides Jim Briggs this year. Maybe Robert Winerman – had a phone conversation with him and he offers a training module based on taxes for \$2,750. This includes 6 online training modules. Right now they are looking at January 13th for a one day workshop

Discussion was had regarding Iron Bridges and because they are a member they can't get paid to do this. More discussion was had that as a group we don't think we can have them do this because our Policy and Procedures state that we can't pay our members to do presentations

Jen will follow-up with Lisa to see if the second check for Iron Bridges has been sent back or was it applied to this year's membership?

Right now – call to proposal needs to go out to consulting or professional services – looking for the session proposal and this would require Executive Council to make a policy change. We have to be sure that we are not favoring one member over another – and we put it out to the CAPFAA community.

Melissa will reach out to Robert to explain that as a paying member CAPFAA can't pay you as a member to present. Executive Council will have more conversation at the next meeting, allowing us to think it over and then be prepared to discuss this at the September meeting. Vanessa would prefer that we have specific language that we have a "vote" and have ideas

Instead of having a Frontliners training every year, Melissa was thinking of having a training on the Value of Education & costs and debt levels for those that speak on our behalf and can create disasters. Having a training to help with the understanding of financial aid for the non-financial person. Melissa will ask Ashley and Nick to do the speaking. Melissa also has Dan Forester for discussion to admission counselors – maybe topics that coaches, admission reps and other offices that tend to speak about possible aid packages that would be important for those offices to learn more about financial aid. Timeframe would be based on non-financial aid timeline that would work better for the other offices, maybe doing this training around end of spring – after May 1 deadlines. Looking to have this training at St. Joes – any concerns about having presenters outside of state. This training will replace Frontliners and they will now try to do Frontliners every other year.

All of committee has assignments to contact speakers – they also talked about having another conference and looked at the calendar and decided that for now we are all set to not do another training.

Once they look at what is going on with Tax Workshop – Melissa will need to look at her budget line to see if things need to be added or adjusted.

Communications – Stacey Muslin

Newsletter published on July 8th – next one schedules for September 30th. Trying to make the newsletter more interactive by posing a question to membership and then email communications committee and put it in newsletter every month.

Possible topics could be – shopping sheet, award letters,

They did get a lot of member news for this past issue.

Currently the Communications Committee is looking for a new webhost – Nelson is retiring at the end of 2015. The committee is still working on getting the correct questions answered to find a new host – but also someone who could help with some of the technical stuff. Might need to pay some more money for Nelson to help us with our questions and clarification. The committee is having a difficult time understanding what to ask for. They want to be sure to ask for the proper things because they know they will get what they ask for. The communications committee wants to be sure CAPFAA's needs are met and not getting or paying more for what we don't need. More to come and will update as they get more information or quotes.

Winter Conference – Ashley Benner

Kelly Webb will be reaching out to get dates set up for packets – planning for charity support to start working on

Ashely has paid the \$500 for the High Rollers networking event. Food choices have been finalized and are in line with the budget.

So far, all but one concurrent session has been filled and speakers have been sent notification via email.

All general sessions have been filled and speakers have been confirmed via email.

Constitution & Bylaws – Vanessa Richmond

No report at this time

Graduate & Professional – Sylvie Hangen

September 24th is the first scheduled meeting. The first meeting will entail any “hot topics” and beginning to plan for the Graduate Symposium. Will be thinking of holding the event at a different location this year – maybe Sacred Heart. Will start the listserv emails to begin promoting event and getting any feedback or ideas out of the membership.

Membership – Bill Mangini

Right now he is working on membership renewals – Great Lakes, Sallie Mae and Wells Fargo. Bill asked Heather to send an email to general CAPFAA membership to remind them to renew, and to make any changes to members as needed.

Concern is changing vendor for host – and how much will need to be recreated and what does that mean. When there are membership changes you have to go in and change the permissions so Bill needs to let communications know. Communications Committee doesn't think there will be any impact on Membership or Fall Training.

Strategic Plan – Jill Stone

No report at this time

Jill did send in a question that Heather asked on her behalf:

Is strategic plan voted on by the membership? This is not addressed anywhere in the bylaws and constitution.

The Strategic Plan needs to be presented to membership and voted on by majority of voting members. This allows our membership to know and agree with what the new Strategic Plan will be

Qualtrics survey to go out in the fall and will be shared in December, then it can be worked on and let membership know their input will be used and considered. Jill also plans to make cards as reminders for use at Fall Training as reminder to fill out survey – will write something like *be part of CAPFAAs future...*

State & Federal Regulations

Heather read report in their absence.

Alex oversees but David Blackmon and Steve McDowell both stepped up to run this committee. Held first meeting on August 5th – 3 members so far. Cyber Breakfast will return next Friday August 21st.

Business cards still being worked on and taken over from Sam from last year.

Draft letters have been written but not sent yet.

Jen will share with them the CAPFAA logo for them to use for the business cards

Mentoring – Jennifer Horner

Looking for co-chair. Jen will be working on getting emails out – will work with Melissa to give names of mentees and will need prices of food so CAPFAA can cover the costs for the mentees. Jen is hoping for 5 mentees – special name tag so people know they are a mentee.

Will start reaching out to Winter Conference for the meet and great.

Annual Business Meeting – Nicole Marquis

Not present – no report sent in

Old Business –

Charity for 2015/2016 Winter Conference

Ashley Benner makes a motion to allow the committee to pick the charity of their choice for their events. Jen V seconded the motion.

Vanessa amends the motion that they will revise the policy and procedure to reflect the change to allow the committee to decide the charity as long as Executive Council approves the charity, but will allow each committee and event to plan the charity of their choice.

Ashley seconded no more discussion votes – 4 yes no no's and no abstentions

Ashley makes a motion that Toys for Tots be the charity for the 2015-2016 Winter Conference – votes - 4 yes, no no's, no abstentions – motion carries.

Vanessa asked about the Policy and Procedures – Constitution and Procedures and Bylaws need to be updated – Vanessa and Jen V will work together to make these changes.

Meeting adjourned at

4:10