

**November 20, 2015**  
**CAPFAA Exec Council Meeting**  
**Quinnipiac University – North Haven Campus**

**Attendees:**

Jennifer VanBrederode  
Heather Hamilton  
Vanessa Richmond  
Nicole Marquis  
Kelly Matera  
Caesar Storlazzi  
David Blackmon

Lisa Boyko  
Alex Muro  
Jill Wurcel  
Ashely Dutton  
Stacey Musulin  
Steve McDowell  
Jennifer Horner

Meeting began at 1:08pm

**Secretary – Jen VanBrederode**

About 100 folders remain in my possession. Jen will put 50 to the side for Grad Symposium and reach out to Melissa to see what she has for tax workshop.

**Treasurer - Lisa Boyko**

Tax review – do we want to do one year or two years' worth of 2 years – Heather recommends at least 2 years. John will include checks and balances recommendations for us – will meet with Lisa one night after work to go over everything.

Just renewed liability insurance - amount still remains the same.

Heather will send out reminder to CAPFAA listserv to remind all to renew if they haven't already

Lisa will update the budget to show the increase to budget for communications and costs for Key bridge.

**EASFAA Rep - Alex Muro**

Alex attended the EASFAA council meeting earlier this month – nice to see that they run their meetings a lot like CAPFAA does.

Membership – institutional vs individual – most of the states are individual – Alex thought it was interesting and wondered if CAPFAA would do this? Probably not – budget concerns.

Maybe we would like to implement at Annual Business Meeting a different approach to have the committees say what they do and who they are instead of recognizing their members.

Lisa and Alex are trying to figure out a time to meet with Webster bank and maybe TD bank. Alex will continue his research to see what the other states are doing – and any research that he is doing can only help to answer questions

**GPCC – Jill Wurcel & Sylvie Hangen**

Confirmed date for Grad Symposium will be 2/26/16. Looked at different locations and it was decided to keep it at QU for this year.

Agenda is being worked on – 5 different sessions a great agenda for the day. Will be sending out a save the date. Price for this event will remain at \$40.

**Vice President/Training - Melissa Stephens**

Not present – no report

**President Elect - Ashley Dutton**

Raffled off left over water bottles and power banks from Winter Conference last year.  
Will be doing a silent auction and incorporate 2 raffle items as well to raise funds for scholarship at Winter Conference this year.

**Past President - Caesar Storlazzi**

No official report  
Will want a few minutes at business meeting at Winter Conference encourage people to get involved

**Mentoring/Mentee - Jennifer Horner**

Breakfast planned for the first day of Winter Conference 8:15-8:45  
Please do meet and greats – would like to see everyone from Exec Council at the breakfast  
Also working on mentoring network  
Call a colleague – updates to be included in the packets at Winter Conference

**State & Federal – David Blackmon & Steve McDowell**

Survey – try out something  
Next survey will be federal shopping sheet

**Associate Member – Josh Hurlock**

Asked question to exec council if we could have John Concerta have a table at the Winter Conference.  
No – he can't exhibit based on his company not meeting the mission statement for CAPFAA

**Constitution & Bylaws - Vanessa Richmond**

No report at this time

**Annual Business Meeting - Nicole Marquis**

No report at this time

**Winter Conference – Ashely Benner & Kim Duby**

Neither present – Heather read report  
Exec council asked about the menu for bowling. During the planning stages it was mentioned that it would be a dessert bar and now it is ice cream and cookies – we thought we needed to spend a certain amount on food? Heather will reach out to Ashley for clarification.  
Ashely Dutton will reach out to committees as President Elect to see if there is anyone interested in chair or co-chair for upcoming years

**Old Business:**

College Goal Sunday – check arrived this week and gave to Lisa to deposit.  
Ivette – we started holding event about 8 years – hosted and held by Lumina then NASFSAA then USA Funds, and now NCAN.  
As the years have continued people like to get involved to help the students – CAPFAA doesn't have any money allocated in budget.  
Serve at least 800-900 families every year. 12 sites and now we are up to about 14  
CAPFAA used to match funds – each institution that hosts do an in kind match donation since the materials are low cost – Follet Books would like to get involved this year – but haven't decided in what way they will be helping

Do have enough money to keep up with website, supplies, and save the date cards.  
One big change in the last couple of years – college goal Sunday will be held at different days details will be posted on website in about a week or so – they are just trying to finalize – with the \$5000 – will be over \$15,000 now = CHESLA has been helping out to donate for scholarships. Since they don't know about funding for additional years with NCAN – Ivette was trying to be conservative. Heather mentioned that she wants to be sure that the \$5,000 that we received from the grant is spent this year because the contract was very specific that it had to be spent this year.

#### **New Business:**

##### **Communications – Stacey Musulin & Kelly Matera**

Stacey showed us the new website Keybridge has been working on and what has been built so far.

##### **Social Media – David Blackmon**

David created a Facebook page for CAPFAA. David showed us the page – right now it isn't published, so nobody can search or see it.

David made a motion that CAPFAA continues with this Facebook page and makes the page public

Jen VanBrederode seconds the motion

All in favor – no abstentions – nobody opposed.

Motion carries, vote passes to have Facebook page published.

Heather did ask David to create a policy for the social media use for CAPFAA

Meeting adjourned 4:38