

**CAPFAA Executive Council Meeting**  
**September 18, 2015**  
Quinnipiac – North Haven Campus

**Attendees:**

Heather Hamilton	Stacey Muslin	Jill Wurcel
Jen VanBrederode	Lisa Boyko	Jill Stone
David Blackmon	Jennifer Horner	Stacey Musulin
Josh Hurlock	Kelly Matera	Sylvie Hangen
Ashley Benner	Steve McDowell	Alex Muro

Meeting began at 1:07 pm

Heather called meeting to order and asked for approval of minutes. Josh Hurlock seconded the approval of August meeting minutes.

**Secretary – Jen VanBrederode**

Jen gave counts of stationary to date and asked that if anyone needs any stationary that they just let her know before the next Exec Council meeting and she will be sure to bring it to the next meeting.

Current counts:

Folders – 200  
(based on what Jen has in her possession)  
Letterhead – 450  
Note Cards – 450  
Note Card Envelopes – 500  
#10 Envelopes – 450

Jen will send Melissa counts to date and see what Melissa has for folders so we can decide who will get to use the folders for their events this year.

**Treasurer – Lisa Boyko**

Reaching out for any few last payments that are still outstanding.

Looking for any outstanding receipts so she can close out the 14/15 year.

Tax return – John Tonkinson and Lisa are working on this currently.

Lisa asked John about the last time CAPFAA had an audit, and according to John, while he has been working with CAPFAA, there has not been an official audit that he was aware of.

Lisa received prices for an audit or a review.

Full Audit - \$4800 Review - \$2,700

#### An Audit –

The auditor provides an opinion that the financial statements are presented fairly in accordance with the applicable financial reporting framework. The auditor's procedures require an understanding of the client's internal controls, as well as assessing fraud risk. Also, audit evidence is obtained through inquiry, physical inspection, third-party confirmations, testing of accounting records, and other procedures as needed.

#### A Review –

The auditor provides an opinion that the accountant is not aware of any material modifications needed to make the financial statements conform to the applicable financial reporting framework. The auditor's procedures are designed to provide a reasonable basis for obtaining limited assurance that no material modifications are required to the financial statements. A Review does not include understanding the client's internal control, assessing fraud risk, testing accounting records, or other procedures normally found in an Audit.

Lisa will make a note for herself and any future treasurer for CAPFAA that she will make the transfer of any additional funds going forward for the main CAPFAA account to be done on July 1<sup>st</sup>.

Heather will send out email with Lisa's research for review/audit to all of the Exec Council so we can voice which option we should choose.

#### **Associate Member Rep - Josh Hurlock**

To date, 10 exhibitors have signed up to participate and vend at the Winter Conference.

Josh did some research to find out which other organizations pay associate members to speak at conferences. The two people he spoke with from Rhode Island and Maine did not pay their associate members. (Maine, from the sound of it, does not have associate members.)

Josh reached out to membership on CAPFAA listserv for the ongoing project of the speaker's bureau.

#### **President Elect - Ashley Dutton**

Not present – no report

#### **Past President – Caesar Storlazzi**

Not present – no report

#### **Vice President/Training - Melissa Stephens**

Not present – no report

Heather did brief Exec Council on the following:

Nov 4<sup>th</sup> – tentative – fall training – waiting for confirmation for the location.

Tax workshop – Heather asked maybe about doing a second day – maybe for IM

Also thinks we might need to do a PPY training – or an informal roundtable mini session

– Heather will ask Melissa & talk to her about how one change to the planned training can affect all of the other line items that we depend on for income to CAPFAA

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

Stacey reviewed all of the information that she received from Moonlight WebDesigns & KeyBridge. We looked at both of their websites as well.

Stacey made a motion to move forward with Keybridge with complete website overhaul.

Ashley seconds the motion.

Jill Stone asked what “moving forward” means.

Kelly clarified that we are not hiring them at this time, but they want to ask them to write up an official contract and ask some of the questions that have been raised at today’s meeting.

Stacey asked if she can ask Nelson to review the specs given to us.

Heather thought this was a good idea to seek a professional opinion.

Stacey will ask the following:

Clarification of what the hours of support?

How long are we locked in to?

After big overhaul – what will be expected to pay each year?

We don’t want any surprises.

All in favor 5 – so moved – no discussion no abstentions

All in favor – no abstentions – motion carried.

Stacey also asked that we come up with ideas for her for shopping sheet.

### **Winter Conference – Ashley Benner**

Next meeting will be on September 30<sup>th</sup> at CCSU.

Asked for web access to survey monkey

Upgrading will cost \$228 – Heather will renew next week

The goal of the Winter Conference is to launch registration the first week of November

### **Graduate & Professional Concerns – Jill Wurcel & Sylvie Hangen**

Not much to report at this time, the first meeting is already scheduled for next week.

The beginning plans for the Graduate Symposium will be discussed as well as any current “hot” topics.

### **EASFAA Rep – Alex Muro**

Will be in Washington DC November 2<sup>nd</sup> – 4<sup>th</sup>

Has been forwarding anything in particular and topics of interest that can pertain to any of our members.

Alex also revisited the idea of CAPFAA possibly hiring an investment advisor. Exec Council agreed that it is probably a good idea. Alex will look into this.

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

Cyber Breakfast has begun again.

They are currently trying to get a visit to the Hill scheduled.

Speaker for Winter Conference or Fall Training

Judy Resnik – task force for CT college affordability – Heather was asked as CAPFAA President to serve on committee.

### **Mentoring/Mentee – Jennifer Horner**

Begun reviewing for mentees – 5 mentees that CAPFAA will pay for and 5 other mentees.

Hope to get materials and emails out very soon.

Mentoring pool – the committee has decided to start something new and will start creating a list of any people who are currently in financial aid who would be willing to be a mentor for anyone just starting in financial aid.

### **Strategic Plan – Jill Stone**

Jill hasn't had a meeting yet – it is scheduled for next Tuesday. Already has twelve people who have already signed up to be part of the strategic plan committee.

Will be moving on task by task to complete.

### **Constitution & Bylaws – Vanessa Richmond**

Not present – no report

### **Membership – Bill Mangini**

Not present – report sent in

As of September 15<sup>th</sup> there were ten institutional renewals and five associate member renewals.

Bill contacted Cathy White, from Noetic, to see what impact the expiration of time (EOT) date of 10/30/15 for all members will have. Per Cathy, when members renew and pay via PayPal, the date automatically changes to 10/30/16. If the PayPal function is not used, Bill will have to manually change the EOT date of 10/30/16 to keep members current. Again, it is important for members to keep Bill updated of personnel changes, (via the Update Institutional Member Information link) so this take can be done timely.

### **Annual Business Meeting – Nicole Marquis**

Not present – no report sent

Next meeting is scheduled for October 16<sup>th</sup>