

## Executive Council Meeting

August 18, 2017

Attendees: Alex Muro, Steve McDowell, Lisa Boyko, Josh Hurlock, Kellie Webb, Vanessa Richmond, Liz Schumacher, Julie Savino, Christina Glass, Jen Horner, David Blackmon

Meeting called to order by Alex Muro, President at 1:12pm

- Secretary – Jenny Burrell
  - Motion to discuss and approve current CAPFAA Retreat minutes Jenny
  - Second Josh
  - Vote-6 approved
  - Motion passes. Minutes approved.
- Treasurer- Lisa Boyko
  - 2016/17-5 event payments and 3 membership dues outstanding
    - Lisa to send Alex a list of outstanding schools
  - 2017/18 – 23 members have paid dues
  - 2017 conference 35 attendees have registered and 21 of which have paid
  - Working with Accountant to do taxes
  - People’s Bank checking account
    - Review of statements for account that was opened March 2012 with beginning balance \$58,450.78
    - Withdrawal in May 2012 which reduced the balance to \$56,120.79
    - No other activity other than \$1 bank fee due to account being dormant since May 2016
    - Account is 0% interest accruing
  - Discussion regarding closing this account and moving funds to the Webster money market checking account
  - Motion by Lisa to close the People’s business checking and transfer the funds to the Webster money market account.
    - Second Jen Horner
    - Discussion-
      - Is it going to cost any fees to transfer funds? Julie
        - Lisa- there has not been any fees associated thus far
      - Why is this account still open? Could it be Scholarship funds that should be transferred to our scholarship account? Julie
        - Hold off on closing the account to allow Vanessa time to look back in the minutes
        - Check in with Cary LeGeyt
    - Motion has been tabled until further research is complete
  - Liability insurance \$500 annual quote to cover our meetings
    - Every special event would have additional charges

- Currently the fees we have paid for Annual Business Meeting and CAPFAA conference is less than \$500
  - Agree to not move forward with this and we will pay for events on an as needed basis
  - New spreadsheet created for Scholarship account #8330
    - Expenses for the scholarship fundraiser golf tournament will come from line 221 of the budget
    - Income from the event is on line 121
    - 221-121 = credit that is moved to the restricted scholarship fund on line 224
    - Unhide old scholarship donations line from excel sheet and use this line to avoid confusion
- Vice President Report – David Blackmon
  - No formal report
  - Training committee meeting next week
  - Goals to iron out tax workshop that will be 2 days during November 13-17
  - Ashley Ruszczyk from Norwalk CC is active in EASFAA. Reached out to Alex and Kellie to see if we had any interest in presenting NASFAA conflicting information and c-code training. More conversation to follow.
- President Elect/Scholarships- Steve McDowell
  - CAPFAA Open golf tournament – open to the public
    - Presidents of all CT colleges, businesses, hospitals, etc have been contacted
    - Local TV stations could be contacted – Lisa
    - Working on older contacts - Julie
    - CHESLA has donated \$1,000
    - Raffle prizes continue to be collected
- EASFAA Rep- Kellie Webb
  - Next council meeting is in October Burlington, VT
- Associate Member Rep- Josh Hurlock
  - 15 vendors for CAPFAA Conference
    - 7 have paid membership dues
    - 12 have paid to vend
  - Get to know your vendor game will be Bingo and prizes will be given out on Tuesday at lunch
- CAPFAA conference – Liz Schumacher & Christina Glass
  - Charity – Liz motioned to have Make a Wish CT the charity for 2017 CAPFAA conference
    - Vote – 6 in favor
    - Motion passes
  - Gift ordered and received
  - Speaker bios are being collected
  - Speaker payments are sent out
  - 35 attendees 15 are vendors
  - Kellie has been reaching out to NY, MA, & RI

- Lisa will check out the membership works page to see if we can collect email addresses because the listserv is not working as it should
  - Communications will go out without photos in them, and also be promoted in the Cyber Breakfast next Friday
  - Liz asked committees to send promotional flyers for the conference folders
  - Ethan Allen Hotel – needs hotel booked by 9/15 for reduced pricing and headcount for food needs to be in by 9/18
- Constitution, Bylaws, and Association History – Vanessa Richmond
  - Previously sent out duties of the officers and Julie and Heather Hamilton will work on these for the Strategic Planning Committee
  - Will send out historic committee duties
- Grad & Professional Concerns – Kellie Webb
  - Looking into venues for this year
  - Inn at Middletown, Farmington Inn, and Lyman Orchards
  - 35-40 attendees- the average in the past 5 years
  - Sacred Heart golf venue – Kellie to email Julie to see if she can get a reduced price
- Membership – Bill Mangini (absent)
  - 21 2017/18 paid membership dues
  - 12 schools & 9 associate members
- Mentoring committee – Jen Horner
  - Mentee for a day \$75 charge to attend the CAPFAA conference
  - 5 CAPFAA will cover
  - Padfolio will be the gift
  - First time attendees will have a table at the conference to network
  - Welcome Wagon email
- State and Federal Relations – David Blackmon & Steve McDowell
  - No formal report
  - Always looking for more members to join
  - David joined the NASFAA Advocacy Network
    - Reps in every state to coordinate outreach to federal legislators and talk about issues within states due to changes in federal regulations
    - David will send a link to a website that will show what each schools budget will look like if the proposed federal education budget passes
- Strategic Planning – Julie Savino
  - Would like to formalize what practices we are using in real time.
  - Based upon 2015 SPC recommendation will work with committee on Constitution and bylaws to incorporate outcomes achieved in that plan.
  - Outreach to previous SPC members and an invitation for new members underway to create working groups to develop the strategic plan with objectives and measurements
  - Goals/overarching themes:
    - Professional Excellence
    - Student Financial Aid Advocacy
    - Community Service/Public Affairs
    - Leadership/Communications

- Financial Strength
- Need to locate the Policy & Procedure Manual. The 2012 version is currently on the website
- Add “mentoring” under leadership and communications goals as a their objective
- Add “continued focus on continued membership participation” to leadership or professional excellence goal.

#### Old Business

- College Goal Sunday
  - CHESLA donations that were made over several years were intended to be used for scholarships
  - Josh submitted a formal letter. \$10,400 was donated to College Goal Sunday CT
    - Of the \$10,400- \$3,200 has been awarded so far
    - Motion by Josh \$7,200 remaining in the College Goal Sunday checking account to transfer these funds into the scholarship checking account and disburse in 2018/19 (awarded in 2017/18)
    - Second Julie
    - Discussion-
      - CHESLA does not have restrictions on what type of school (undergrad, grad) receives this fund
      - Since this is a substantial increase from last year’s \$3,000 awards, the funds that are earned during this year’s efforts will be used for the following year
      - If CAPFAA spends and awards this money, will CHESLA continue to donate in the future? Josh to look into this since we aren’t sure of where College Goal Sunday stands at this point
    - Vote- 6 in favor
    - Motion passes
  - NCAN (National College Access Network)
    - Gave \$5,000 towards college goal Sunday
      - To date, \$3,800 was spent
      - Will contact sites from 2016 to give an opportunity to submit for reimbursement from event.
      - Then ask NCAN if we can use the remaining funds, if any, toward 2017.
    - Required to report summer 2016, but report has not been submitted to date
    - For 2017 events, schools are still planning to hold events at the end of October, but not under the College Goal Sunday name until further notice
      - ECSU, Norwalk CC, Windsor High School
    - Alex to contact Ashley R and Glenn about some concerns, NCAN regarding remaining funds and a draft of the report. Also about the future of College Goal Sunday.
    - Motion from Alex after speaking with Ashley and Glenn and contact NCAN and explain our current situation and ask if they are willing to accept a late submission of the report for the grant, part of which will include that we did not

spend all \$5,000 and we will go to 2016 sites and ask for reimbursement requests and if any funds are remaining, we can put this towards events for 2017.

- Second- David
- Discussion –
  - Would we want to contact 2016 sites before contacting NCAN? -David
  - We should ask for reimbursements for 2016 only, not prior years
  - Alex to ask Glenn about using the College Goal Sunday logo as other states use this as well
- Vote – 6 in favor
- Motion passes

Meeting Adjourned at 4:15pm