

## CAPFAA Executive Council Meeting

Yale University West Campus

July 10, 2017

Attendees: Alex Muro, David Blackmon, Josh Hurlock, Jenny Burrell, Ashley Dutton, Lisa Boyko, Steve McDowell, Bill Mangini, Vanessa Richmond, Kellie Webb, Jen Horner, Katie May, Melissa Stephens, Heather Hamilton, Julie Savino

### Presidents Welcome – Alex Muro

- Meeting called to order at 9:40am
- Introductions
- Tone of meetings – casual open discussion, but formal when voting
- Duties of the Officers document
  - Corrected typing errors
  - Jenny to add back in language regarding development committee
  - Development Committee duties remain the same. Currently under the Associate Member Representative duties, they recruit vendors to attend the Annual CAPFAA Conference
  - If committees are mentioned in the duties of the officers, they are a required by the constitution and bylaws
  - If we have new suggestions to change or update the bylaws, a review of the bylaws should take place
  - Heather and Vanessa will review current bylaws
    - Can bring the meeting to the Annual Business Meeting (June 2018)
    - Community outreach/service for non-profit status

### Robert's Rules of Order – Vanessa Richmond

- Formal parliamentary process-
  - President can maintain the level of formality
  - We work collaboratively where this is autocratic and very focused
  - Motions need to be a statement or request that the organization consider a course of action
  - Second of the motion is not a vote, it means the person agrees to open a discussion that the topic needs to be discussed
  - Discussion is the back and forth casual conversation to come to an agreement of what the group wants to do
  - President calls for the vote. A tired vote is a defeated motion and has failed. Typically, the President will be the last to vote.
- What does and does not need to be voted on?
  - Vote on things that are up for debate and change
  - Money- setting prices and setting limits on trainings and conference

- Each committees motion for a budget needs to be voted on separately for the year
    - If a budget needs to be increased, the committee must bring it forward to executive council for approval
  - Changes- a significant change to how business has been conducted in the past.
    - ie: location of training or conference, controversial speaker
- Committee Reports-
  - Actions the committee took since the last time they met
  - What actions the committee is asking the membership to take on their ideas
- Record keeping tips-
  - Put a full date on all records – year specific

#### Secretary Report – Jenny Burrell

- No formal report
- Inventory
  - Folders, letterhead, thank you cards, envelopes, 1 laptop, 1 mouse, 1 laptop bag - Jenny
  - 58 Reusable bags, 44 Umbrellas – Alex
  - Pins, headbands, small notebooks, padfolios -Jen
  - Pins, Umbrellas - Heather
  - AV, lanyards, folders -Ashley
  - 1 laptop, 1 mouse, 1 laptop bag - Lisa
  - Jenny to create an excel document to keep supplies in order
  - Ashley to give Jenny technology inventory excel document
- P.O Box -
  - 2017/18 budget item = \$130
  - Bishops Corner, West Hartford
- Meeting minutes-
- Must be approved prior to posting to the website
- At least one week prior to the next meeting, Jenny to send out to executive council to be approved at the next meeting
- Annual Business meeting minutes can be approved at CAPFAA Conference or Annual Business meeting – not executive council meeting

#### Treasurer – Lisa Boyko

- ABM – missing 2 payments
  - Outstanding \$4,700
- 3 missing payments from all other events
- 2016/17- 7 institutions have outstanding balances for membership
  - Send to Alex
- If an institution has not paid their membership dues, they are not permitted to attend events
- Send reimbursement requests to Lisa
- Budget- any payments received on/after July 1 will be added to the 2017/18 budget
- Line 120- \$10,000 from reserves were pulled for Winter Conference 2016

- Closed People's CD account of \$24,387.81
  - Moved from saving account and put into the money market account
  - Amendment to 2016/17 budget- line 120
    - Update Actual Income from \$34,387.21 to \$10,000 not to include the movement of closed People's CD
- Resetting checking account to a balance of \$15,000 on July 1 of each year – vote from 2016 meeting
- College Goal Sunday - \$5,000 grant for the event was given 2 years ago
  - CAPFAA's role is to hold the funds for CGS
  - Not all funds have not been spent to date
  - Neville for ECSU received \$188.06
  - Melissa for WCSU received \$400.62
  - Science and Tech High School received \$500
  - Marchello Lencoff received \$800 for the website
  - Recipients of Scholarships 2 = \$50, 2 = \$100, 2 = \$400
  - Schools who have hosted have been absorbing food expenses
  - Reimbursement has been minimal for promotional materials approx. a few hundred dollars
  - Chesla Scholarship Recipients- 1 student from each site who attended would be selected in a raffle
- Executive Council budget line item 209
  - PO Box fees
    - \$130
  - Bonding fees (director and officers liability and crime policy)
    - \$1000
    - Current coverage is protecting from fraud and embezzlement
    - Liability insurance through CAPFAA has not been paid for in the past because venues generally include this in the cost.
    - Lisa to reach out to look into what coverage options we may be able to add on
    - Glastonbury Boat House does not offer their own coverage so a \$100 fee was paid for 2017 ABM
  - Stationary fee
    - \$0
  - Survey monkey fee
    - \$230
  - Executive Council meeting budget
    - \$1500
  - Tax Return
    - \$1400
  - Tax Return Review
    - \$1600
  - Laptops, Projectors, Geek Squad Warranty
    - \$2503.92 & \$999.98 & \$359.98

- Reimbursement for items purchased in 2016/17 out of 2017/18 budget because reimbursement form has not yet been submitted to Lisa
- PayPal fee line item 230
  - \$800

#### Vice President/Training – David Blackmon

- Schedule has shifted Fall training and Winter Conference are now 1 conference CAPFAA Conference in September
- Expenses (comparable budget as 2016/17)
  - Frontliners \$4000
    - \$15 for 1 day training
    - Last training 15 registrants
  - Comprehensive \$4000
    - 2 full days
    - Last training 28 registrants
    - Mirrored NASFAA basics
    - Schedule is content heavy
    - Look to schedule during the Spring for weather concerns
    - \$75 one day/\$99 for 2 days
  - Tax Workshop \$10000
    - 2 full days
    - Last training 126 registrants
    - \$90 one day/\$130 for 2 days
    - 56 stayed for both days
    - Week of November 13 on the books

#### Nominations and Elections Past President – Ashley Dutton

- Thank you cards
- Online directory for the listserv is in progress
  - Needs to be replaced or given some revamp to ensure communication is going out and reaching the whole membership
  - Name and email of the members a required field
  - Currently there is not an Associate member vote. Associate members can vote only for the associate member.
  - Should speak with Keybridge and allocate funds to another voting site.
- Budget \$0

#### President Elect/Scholarships – Steve McDowell

- No formal report
- Scholarship Awarding line 221
  - No limits on fund raising
  - TIAA transfer to happen soon so the profits can be used towards scholarship
  - Fund raising for next year's recipients
  - Wants to give \$3000 in scholarships

- Need to contact People's and find out how much money is in the account labeled as scholarship
- Scholarship expenses line 222
  - \$1000

#### EASFAA Representative- Kellie Webb

- First meeting June 11 – 13 Portland, ME
- Next meeting in October
- 2017 conference May 6 – 9 in Lake George, NY
  - Cost \$385 early bird, \$410 regular
- 2018 May 3- 8 Portland, ME
- Membership goal of 700
  - Currently CT only has 17 members
  - Individual membership versus institutional membership may be effecting membership as a whole
- NASFAA has discussed taking the lead and be in full control of the state of regional associations
- RI and CT partnered in the past to provide trainings and become associate members again
- Budget line 210 \$100 for EASFAA donation

#### Associate Member – Josh Hurlock

- No formal report
- Working with Kristin to automate the vendor online process
  - Need to finalize the vendor fee for the conference as CT is the lowest vendor fee
  - Current vendor fee is \$300
  - By raising the fee, we believe we will not lose any vendors
  - Proposing to raise the vendor fee to \$350
  - Motion to increase the vendor fee to \$350 -Lisa Boyko
  - Second-Bill Mangini
  - Secondary Motion to postpone the discussion and vote on the main motion until the budget conversation until Wednesday- Vanessa Richmond
  - Second-Josh Hurlock
  - Discussion-by waiting until the budget at the end we can even out numbers
  - Winter Conference does not have representation at today's meeting, but the budget has already been decided
  - Vote to postpone the vote
  - In favor=5
  - Opposed=0
  - Abstained=1
  - Motion passes
- Vendor database
  - Josh continues to reach out to organization regarding membership and vending
- Vendor game for CAPFAA Conference is in progress
  - Raffle tickets given by vendors for members when they answer questions
  - Passport with stamps for visiting all the vendor tables

- Giveaway prize would be paid for out of the CAPFAA conference budget

#### Constitution, Bylaws, and Association History

- Moving floppy disc information to flash drives
- Plaques to be updated
- \$200 budget line 216

#### Membership – Bill Mangini

- No formal report
- Keybridge system has simplified the update process
- Budget \$100 line 205
- Membership dues can only be set at the Annual Business Meeting. Currently \$150
- Membership expires on 7/1 with institutional membership dues due by 10/1.
- Bill to send out a reminder email to membership
- Include membership reminder in the CAPFAA Conference email blasts
- Total membership is 62 (17 of which are Associate members) who have paid
  - 10 have not paid (this number is not included in above total membership number)
- Anticipating 66 members for 2017/18

#### Mentoring Committee – Jen Horner & Katie May

- Last year 1 day conference cost \$135
- Schools will need to identify Mentees by September
- Mentees \$700
- Identifiers \$50
- Flowers \$150
- Misc \$100
- Budget request \$1000

#### Annual Business Meeting – Ashley Dutton & Melissa Stephens

- No formal report
- 1 day event \$60 registration fee, anticipate for 70 attendees
- Glastonbury Boat House was very easy to work with
- 2017 attendance was low due to date change
- Feedback – attendees enjoyed the location and venue. Catering was great- would like more desserts and to be sure the cater refilled the lunch hot trays more quickly with hot food
- Budget was not enough for 2017 of \$6000 and needed to be increased to \$7000
- Service charge will increase next year if we want to split up the 2018 event to have a portion outside and a portion inside
- Looking to add more substance to the agenda for 2018
- Wednesday, June 6, 2018 next ABM
- Budget Proposal \$7000 line item 104

#### Graduate & Professional Concerns -Kellie Webb

- 2018 budget line item 229 \$2500
- Considering changing the venue
- 1 day training \$45, for 40 people
- Beginning of February

Communications – Alex Muro to share on behalf of Kristin Hawley- Johnson

- Vendor registration update cost was \$500 which already came out of 2016/17 budget
- Annual Cost for Keybridge \$3200
- Associate member voting ballot, member page to make email field required, and possibly looking into changing listserv. Approximately \$250 per hour.
  - Current listserv costs \$6 per month
- Budget line item proposal for \$4000

Meeting Adjourned 3:53

## CAPFAA Executive Council Meeting

Yale University West Campus

July 12, 2017

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

### President's Welcome – Alex Muro

- Meeting called to order at 9:40 am
- Introductions

### CAPFAA Conference Committee – Liz Schumacher & Christina Glass

- Budget was approved at May 2017 meeting for \$35,775-line item 200
- Goal is 120 attendees
- Gift will be a blanket
- Insurance cost for the networking event at the Castle Hill Estate in Newtown is \$125.88
  - Eventhelper.com
- Speakers – agenda is full
- Website registration – waiting on the vendor registration
  - Ready to go with Kristin and ready to open up on the website
  - Vendor fee to be approved today. Proposal = \$350
- For years to come, February/March meeting will vote on and approve a budget for CAPFAA Conference
- Two different conference committees will be working during the same fiscal year
  - What budget year will deposits come out of for the next conference
  - Motion - Heather motioned to create a budget line item for both aid years to keep costs separate
    - Second – David Blackmon
    - Discussion –
    - Current we are stretching over two years with early deposits and other expenses that come across earlier now that the conference has moved
    - Clarifies for reconciliation purposes
    - Currently Lisa is allocating all expenses to the deposits line because they have been strictly deposits
    - Now that the committee starts in February/March expenses may actually occur prior to the new year
    - Plan for the early expenses that are incurred prior to July 1
    - Cleaner to have two line items for a few thousand dollars available out of the total budget prior to July 1 and the remaining balance to be spent after July 1
      - 2015/16 July – October \$1000 in expenses



- 2016/17 July – October \$1700 in expenses + \$1000 deposit
  - Christina would like to have funds set aside for: Deposits, Gifts, Save the Date Marketing, 1 – 2 Meetings
  - Julie suggested labeling the new line item “Pre-Conference Expense”
  - Keep the current line for “Current Conference Expenses”
  - Vanessa suggested a percentage of funds allocated prior to July 1 which would include the deposit
  - Historical data would suggest approximately 10% of the total budget should be allocated prior to July 1 for “pre- conference expenses”
  - Lisa will be pulling from reserves much earlier for 2017/18 conference due to the time of year
  - Leave the deposits line, but hide it
- Amended Motion by Heather – Making a CAPFAA Pre-Conference line 200.1 to address the expenses for the following
  - Second – Josh Hurlock
  - Amendment to amendment - Making a CAPFAA Pre-Conference line 200.1 to address the expenses for the 2018/19 conference
  - Second to amendment to the amendment– David Blackmon
  - In favor 6 in favor
  - Motion passes
- Motion by Heather for the CAPFAA pre-conference budget line item to reflect a 10% of the current year’s conference budget to be used for expenses and the deposits (line 200)
- Second – Josh Hurlock
- Discussion –
  - The amount of 200.1 will be 10% of the current year’s conference budget
    - Current conference line item 200 will be 90% of the total budget
    - Pre-conference linen item 200.1 will be 10% of the total budget
    - Total budget = \$35,000
    - \$3,500 for pre-conference
  - Set aside a concrete number rather than a percentage
  - Proposing making the pre-conference line item dollar amount a standard amount to be decided today and can be changed in the future if necessary to be decided and voted on by executive counsel
  - Deposits, Gifts, Save the Date Marketing, 1 – 2 Meetings
- Amended motion by Heather to allocate a set figure of \$4000 on line item 200.1 for deposits and expenses
  - Second Vanessa Richmond
  - 5 in favor
  - 1 opposed
  - Motion passes
- Combination of line 200 and 200.1 across year’s is the total budget
- This year’s budget = \$35,775 less \$1,800 paid from last year. \$33,975 is what is remaining

- Fees for CAPFAA Conference line 105
  - 2 day full conference rate \$199
  - Non-member rate still \$199, but must pay membership rate of \$150
  - Mentee for a day on Tuesday
- Agenda outline
  - Monday Sept 25 8:15 – 4:15
    - Executive Officers meet with EASFAA President 5-5:30
    - Event is from 6-10
  - Tuesday 8:00 – 4:15
- Discussion to offer only a 2 day full conference rate without offering a 1 day rate
  - How many schools will we lose?
  - Fall training is now eliminated which was a 1 day conference
  - Could offer a non-member rate to other states to close the gap on funds we may lose for people who won't attend because we are no longer offering a 1 day rate
    - May add a few new members to the organization (unwritten marketing)
- Attendance projection = 120 (including an estimate of 17 vendors)
  - 2016 conference was 78 attendees (including 13 vendors)
  - Winter Conference line item 105 projection for budget 110 attendees x \$199 = \$21,850
- Advertising for membership dues to be paid prior to conference. Due on 10/1
  - Liz and Bill to work together to get a list together

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

- Membership has increased to 7
- “At A Glance” document is in progress
  - Agency and government contacts to public and private institutions
- Chris Murphy will provide a video
- Budget request line item 119 \$250 for expenses \$0 income
- Motion by Steve to amend line item names for line item 119 and 228 to read “state and federal relations”
- 6 in favor
- Motion passes

#### Strategic Planning – Heather Hamilton & Julie Savino

- Review the strategic plan and revamp to make it current to who we are and what we want to accomplish
  - Tie what we are doing back to our strategic plan
  - We have the Official Letters of Incorporation
- 5 year strategic plan 2018 - 2023
  - Mid-year Draft presented approximately January 2018
  - Working groups to create objectives and propose changes and updates

- Committees to provide survey and results to see what we were polling, why, and what the outcome was. Historical information will be used to measure our progress and explain why we do what we do
- Comparing our mission and plan to NASFAA, EASFAA, and surrounding states
- Tie all pieces together - Code of Conduct, P&P, forms, letters to be updated
- Potential updates to bylaws
  - Discussion and bylaws vote would most likely happen at the Annual Business Meeting June 2018
  - Would need at least an hour time slot
- Community service and non-profit status review and remaining in good standing
  - Guidance Counselor event
- Budget proposed \$250 expenses line 231

#### Training – VP David Blackmon

- Frontliners
  - At will training
  - Charged \$15 half day for 2016
  - Want to increase to \$40 1 day for 2017
  - Total cost \$2000
  - Fall – December
  - Extend offer to high school guidance counselors
    - May need to create an agenda and be able to give a Continuing Education Unit (CEU)
  - Projected attendance 40
  - Projected income \$1600
- Comprehensive
  - Every other year
  - \$75 & \$99 for 2016
  - Want to increase \$75 & \$105 for 2017
  - Total cost \$3500 line 218
  - Spring break time (March)
  - Projected attendance 40
  - Projected income \$3600 line 118
- Tax workshop 2 day
  - \$110 & \$145 for 2015
  - 2017
  - Quinnipiac location again
  - Food vouchers may increase slightly
  - Total cost \$9000
  - 11/13 – 11/14 or 11/16 – 11/17
  - Projected attendance 110
  - Projected income \$14,025 line 207

## Calendar of Events

Event Name	Date
CAPFAA Conference	9/25 – 9/26
Tax Workshop	11/13 – 11/14 or 11/16 – 11/17
Grad Prof Symposium	Early February
Annual Business Meeting	6/6
Comprehensive Training	March (spring break)
Frontliners Training	December

Budget – see excel document

- Historical dates for how much we pulled from reserves
  - 14/15 \$9,800 budgeted but we pulled \$6,000
  - 15/16 \$32,000 budgeted but we pulled \$14,000 for website
  - 16/17 \$20,000 was budgeted but we pulled \$10,000 for Conference hotel
- 10% rule – can pull no more than 10% of the reserves
- Annual Business meeting line 104 increase expected attendees for 17/18 to 80
  - 14/15 attendees 74
  - 15/16 attendees 84
  - 16/17 attendees 55
- When marketing events, we should advertise member vs. non-member rates so the membership can see their savings
  - Could charge 50% more on membership rate
- Motion by Josh to transfer \$7200 from the CGS Webster Savings to the CAPFAA Scholarship account and to have those funds awarded during the 2017/18 year
- Second – Steve McDowell
- Discussion-
  - Formal letter from Chesla to have the funds moved and disbursed
- Amended Motion has been given to table the motion until formal request has been written by Chesla with a discussion and a vote
- Second – Jen Horner
- Motion by Lisa to separately monitor activity in the Restricted Scholarship funds and remove the accounting lines 121, 122 and 221 from the budget as it comes out of a separate account and is balanced on its own
- Second – David Blackmon
- Discussion –
  - Should remove restricted funds line items from operating funds
  - There will be separate expense and income reports for each account
- Amendment to the motion for Lisa to provide executive counsel reporting of the restricted scholarship fund activities as a part of her report at each meeting
- Second -Steve McDowell
- Discussion –
  - Line 222 and 224 will be left alone

- All funds that are raised are put into the restricted account
- Scholarship excel area will be merged to savings excel area due to a mislabeling of account name
- Line 121 is the sum of 222 and 224 - the total fund raising. All money earned
- Line 224 is the amount of funds that will be transferred
- Funds that are raised directly for scholarships will go directly into the restricted scholarship account
- Amend the motion to change the names line 121 and 221 so we can properly allocate expenses and income from scholarship fund raising event
  - Second – David Blackmon
  - Vote- 6 in favor
  - Motion passes
- Explanation of deficits for the budget
  - Of the \$16,263:
    - \$4693 in net prior year expenses
    - \$4000 for CAPFAA preconference
    - Hoping for non-members to attend our events to increase income
- Motion by Alex to approve the CAPFAA 2017/18 budget
  - Second - Lisa Boyko
  - Vote- 6 in favor
  - Motion passes
- Meeting Adjourned 5:30 pm
- Minutes approved 8/18/2017