

CAPFAA Executive Council Meeting

Friday, February 16, 2018

Attendees: Alex Muro, Kellie Webb, Lisa Boyko, Jenny Burrell, Steve McDowell, David Blackmon

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

Secretary – Jenny Burrell

- Motion by Jenny to accept January 2018 minutes
 - Second Lisa
 - 5 in favor
 - Minutes Approved
- Any CAPFAA gear or technology can be given to Jenny for storage/inventory recording

Treasurer – Lisa Boyko

- \$50,000 Check written for investment
- PayPal fees
 - Negative- Already exceeding \$800 that was budgeted and the year is not over. This is lost income by CAPFAA
 - Challenging to create a report to figure out the details behind each payment for reconciliation of attendees and individual events
 - Positive-Payments are being received faster and institutions find this an effective and convenient way to pay
 - Less trips to the bank to deposit checks
 - Lisa to reach out to KeyBridge to look into alternatives
- Current 2017/18 budget is set up to pull 20% of reserved funds to cover costs
 - Actual income and actual expenses are close to balanced
 - Historically, funds pulled from reserves are much less than 20% each year, and we anticipate the same outcome for this year

Vice-President/Training – David Blackmon

- Comprehensive Training registration will go live shortly
 - Sessions will be held March 8th and March 15th
 - March 8th
 - Enrollment Management
 - Professional Judgement
 - Program Review
 - SAP
 - March 15th
 - Hand Calculations
 - EASFAA – C-Code Training & Conflicting Information
 - TBD
 - Online Registration

- Keeping registration links for CAPFAA sessions and EASFAA session separate

President-Elect/Scholarships – Steve McDowell

- Scholarship Application review
- Steve motioned to amend the draft Scholarship Application to propose the following changes:
 - Update Eligibility Criteria section
 - Change word “minimum” to “maximum” for EFC range
 - Add “cannot be a CAPFAA member”
 - Remove Sources of financial aid fill in box
 - Create a section for outside sources only that are not listed on the student’s current award notice
 - Federal PTAC requirements- students will self-report aid sources and provide an award letter or self-service print out as proof as Financial Aid Office can no longer provide FAFSA information to a third party
 - Update Academic Information to include three check boxes
 - Full time UG
 - Full time Grad
 - Half time Grad
 - Do not prorate award amounts for half time Grad students
 - In favor 4
 - Motion passes

EASFAA Rep – Kellie Webb

- Kellie to continue sending out EASFAA training opportunities to the CAPFAA listserv
- EASFAA Conference will be held May 6-9 at The Sagamore Resort in Lake George, NY

Grad and Professional Concerns Committee- Kellie Webb

- Training held on February 2nd
 - 23 attendees \$50/attendee
 - 5 presenters
 - Survey will be sent next week

Associate Rep- Josh Hurlock

- 2018 Conferences
 - EASFAA May 6-9
 - Rhode Island June 13
 - NASFAA June 24-27
 - Pennsylvania October 22-24
 - New Hampshire October 25-26
 - Massachusetts November 14-15

CAPFAA Conference – Alex Muro

- Alex will draft an email to be sent to the membership for volunteers for chair and co-chair
- Discussion regarding dates of conference and next steps
- Motion by Alex to hold the 2018 CAPFAA Conference on October 15-16
 - In favor 6
 - Motion passes
- Venue needs to be booked-Executive Council meeting on March 16 to finalize
 - Kellie and Lisa will reach out to a few hotels to get details regarding space and pricing for an estimated attendee count of 75 people and 50 hotel rooms

Membership – Bill Mangini

- 36 Institutions
- 18 Associates

State and Federal Relations Committee – Steve McDowell and David Blackmon

- Two completed publications
 - State and Agency contact list
 - CAPFAA business card

New Business

- State wide FAFSA completion campaign
 - Rebranding College Goal Sunday
 - New name = FAFSA Day Connecticut

Meeting Adjourned at 3:26pm