

CAPFAA Executive Council Meeting

Friday, October 20, 2017

Attendees: Alex Muro, Kellie Webb, Steve McDowell, Heather Hamilton, Jennifer Horner, David Blackmon, Christina Glass, Liz Schumacher, Jenny Burrell, Josh Hurlock, Vanessa Richmond

Meeting called to order 12:10 by President, Alex

Secretary-Jenny Burrell no report

- Minutes from September meeting
 - Motion to approve minutes-Heather
 - Second-Steve
 - 4 approved
 - 1 abstained- Josh
 - Motion passes

Treasurer- Lisa Boyko

- Missing 1 membership and 1 event payment
- 2017/18 membership 40 payments
- CAPFAA Classic
 - Income \$18,275
 - Profit \$12,209.59
- Transfer of funds
- Alex Muro- motioned to take \$1,700 from the Scholarship fund and move it back to the College Goal Sunday account
- Second-Jen Horner
- Discussion-
 - \$7,200 moved from College Goal Sunday account into the Scholarship account from CHESLA's donations to be spent on scholarships
 - At some sites of CGS, names of student scholarship recipients were selected for a total of \$1,200
 - \$2,500 additional donation given from CHESLA for this year's CGS
 - CAPFAA agreed to give each site \$250
 - There are now 12 sites in total. Josh agreed to increase donation to \$3,000 to give each of the 12 sites \$250
- Amended motion- to transfer \$1,200 from the Scholarship checking account (Webster 8830) and move it back to the College Goal Sunday checking account (Webster 0086) for the purpose of disbursing scholarship to students who were selected at last year's CGS events
- Second- David Blackmon
- Discussion-
 - Heather Hamilton-For the \$6,000 of available funds that will remain in the fund, will we award this in 17/18 to be spent in 18/19?
 - Alex-Yes
 - Vote

- 5 in favor
 - Motion passes
- Motion by Alex Muro to have CAPFAA continue to be the fiduciary for College Goal Sunday
- Second- Jen Horner
- Discussion
 - College Goal Sunday account- CAPFAA has fiduciary responsibility. Do we continue to take on this role?
 - David- Discussion of having a CGS committee
 - Alex-Donations are for the event and the donors want to give the funds to a corporation to manage the funds and spend appropriately
 - Heather- now that we have an additional \$2,500 donation from CHESLA, do we want to continue to extend our commitment to CGS
 - Jen-one 2017 site asked if CAPFAA would donate food to their site for the event
 - Alex-currently we have \$4,000 in the CGS account. Site coordinators may submit requests to be reimbursed for event costs. To date, we have received one
 - \$4,000 is not NCAN funding, but rather grant funding from prior donations
 - Heather- should this money be spent immediately?
 - Alex-we will continue to reimburse expenses for the event, but we will continue to spend conservatively
 - David- important to us to understand exactly who the point person is and what the guidelines are for accountability of funds
 - Alex-comfortable taking on this responsibility and going forward should be the CAPFAA president or the president has the ability to designate a committee to take on the responsibilities
 - Alex-Not only will CAPFAA remain the fiduciary and remain the main contact, the CAPFAA president/designee will be a member of the CGS steering committee
 - David- send out guidelines and contacts to the membership
 - Jen- Would need to be in the strategic plan and need a separate policy and procedure to define parameters
 - Want to be sure strategic plan reflects CGS guidelines as accepting donations for the event keeps CAPFAA committed for 2 years
 - CGS states the responsibility of the fiduciary is to collect and account for all funds associated with CGS events
 - Vote
 - 4 in favor
 - 1 abstained (David)
 - Motion passes
- Motion by Alex to have the president of CAPFAA or designee(s) will be a member of the College Goal Sunday steering committee
- Second-David
- Discussion-

- David- Discussion regarding being a member of the CGS steering committee and being the fiduciary
 - Vanessa Richmond - These are two separate pieces of involvement to CGS
 - Vanessa- We have the option to request policies and procedures surrounding the responsibility of being the fiduciary
 - Alex-CAPFAA as the fiduciary we are not responsible for keeping funding in the account or raising money for the account, but rather to manage the funds in the account until they are depleted
 - Kellie to check with EASFAA to see if there is currently a national organization overseeing College Goal Sunday that they are aware of
- Motion to postpone motion until next CAPFAA Executive Council meeting on Friday, November 17, 2017
 - Second-Josh Hurlock
 - Vote
 - 5 in favor
 - Motion passes

Vice President- David Blackmon

- Events
 - Tax Workshop currently 28 registrants
 - 18 for Monday only
 - 10 for full workshop
 - Will continue with weekly outreach with three weeks remaining until registration closes
 - David to give Executive Council weekly updates on registrants to see if a calling campaign is needed to encourage schools to register
 - Website shows 1 day conference as \$100
 - Frontliners
 - Tuesday, December 12th at Quinnipiac
 - All speakers confirmed – Vanessa to conduct FERPA if necessary
 - Comprehensive
 - Two-day training format as it stands now
 - Potentially beginning of March
 - Discussion surrounding time commitment and format
 - 2-3 half day trainings throughout the year. Series style
 - 2-3 hour short morning only or afternoon only sessions
 - CAPFAA & EASFAA may be able to cosponsor the NASFAA Annual training for 2018 and provide a venue
 - Registrants would need to be EASFAA members

President Elect- Steve McDowell

- CAPFAA Golf Tournament was a great success!
 - \$12,209.59 in profit for scholarship fund
 - \$1,750 outstanding payments to collect

EASFAA Rep- Kellie Webb

- Council meeting Oct 15-17
 - NASFAA has decided to stop all annual training sessions and focusing on credential training
 - NASFAA decided not to further pursue national/regional/state realignment
 - Discussion surrounding Instructional member dues in a tiered system for next year
 - EASFAA is trying to grow their membership to 700. Currently at 559 (approximately 33 CT members)

Associate Member Rep- Josh Hurlock

- CAPFAA Conference Vendor Survey
 - Of the 17 vendors 12 responded
 - Over all positive feedback

CAPFAA Conference

- Attendees = 84
 - Liz to follow up with Kristin and Lisa for final numbers
 - Need to separate out the mentees and vendors
- Future events should have HDMI cables for all projectors/laptops for sessions
- For 2018 conference, be aware of any holidays or school closings during the fall
- February 2018 meeting we will discuss budget and timing for next conference
- Alex motioned that the chair and co-chair of the Conference Committee not be required to pay the registration fee for the conference
- Second-Jen
- Discussion
- Amended motion- that the chair and co-chair of the Conference Committee will not be required to pay the registration fee for the conference. This will be retroactive to the 2017/18 conference
- Second-David
- Discussion- Treasurer would need to cut one check to St Josephs and one check to ECSU
- Vote
 - 5 in favor
 - Motion passes

Grad/Professional Committee

- Tuesday, October 24th is the first meeting
- Six sites have been contacted regarding holding the event

Membership Committee

- As of 10/19, 23 institutions and 14 associations have renewed their membership

Mentoring Committee

- 7 mentees for the CAPFAA conference
- Will work on Welcome Wagon email for the tax workshop

Strategic Planning Committee

- Meeting before November executive council meeting

New Business

- College Goal Sunday-memorial page will be up on the website for Ivette
- TIAA Investments-no longer setting up accounts for not for profit groups
 - Option to use investor that NASFAA uses
 - CAPFAA would send funds directly to investor and NASFAA will determine how the funds are invested
 - More Stock investment than bonds
 - Low maintenance for CAPFAA
 - Previously voted to take \$50,000 and invest (which is the minimum required to invest)
 - .45% annual fee compared to the 1% fee from TIAA
- Alex motioned that instead of investing \$50,000 that was previously approved with TIAA, we invest \$50,000 with Lynx Investment Advisory through NASFAA
- Second-Steve
- Vote
 - 5 in favor
 - Motion passes

Meeting Adjourned 4:09pm