

## CAPFAA Executive Council Meeting

December 21, 2018

Attendees: Steve McDowell, Jenny Burrell, Lisa Boyko, Melissa Stephens, Vanessa Richmond, Peter Terabesi, Michael mouzou, Luz Guzman, Fany Stubbs, Josh Hurlock, Odette Franceskino

Meeting called to order 1:12pm

Secretary – Jenny Burrell

- Motion by Jenny to approve October meeting minutes
  - Second - Melissa
  - In favor – 4
  - Motion passes

Vice President – Melissa Stephens

- CAPFAA Conference/50<sup>th</sup> Anniversary celebration
  - Sub committees have been created and large committee has already met to begin planning
  - Venue – Mystic Hilton
  - Dates – December 8<sup>th</sup> – 10<sup>th</sup>
  - 3 days, 2 nights Sunday begin at 4-5pm and end on Tuesday before lunch
  - Estimate of Cost of 150 attendees- \$36,000
    - AV costs – are tax exempt
    - Sunday evening – refreshment station
    - Monday – breakfast, refreshment break, lunch buffet, cocktail reception, dinner, 3- hour open bar
    - Tuesday – breakfast
    - Venue needs a decision by January 18<sup>th</sup>
  - Does not include
    - Sunday cocktail hour at the aquarium
    - Awards
    - Giveaways
  - Charge attendees enough to cover food and beverage approx. \$191 per person
  - Committee will contact Vanessa regarding Code of Conduct questions
  - Proposed budget \$40,232
  - Would like to send out Save the Dates by the end of January
  - Motion by Melissa to hold the CAPFAA Conference and 50<sup>th</sup> Anniversary celebration at the Mystic Hilton hotel at the quoted price of \$40, 232
    - In favor – 4
    - Motion passes

Treasurer – Lisa Boyko

- No report

#### Associate Rep – Josh Hurlock

- No report

#### EASFAA Rep

- Currently vacant and will remain vacant until June
- Odette will provide updates to executive council

#### Annual Business Meeting – Josh Hurlock & Jenny Burrell

- Contract has been signed with Dunkin Donuts Park
- Committee will meet via phone in late January to work on food, parking, and AV

#### Communications – Fany Stubbs

- No report
- Steve sent Fany the high resolution CAPFAA logo for marketing
- Melissa suggested that there is a standardized email format that information regarding the organization and events can be sent to the listserv
  - This can also be extended to our social media sites

#### Diversity Committee – Michael Amouzou

- Scholarship applications and Financial Aid Office Jobs with CAPFAA logo

#### Golf Committee – Steve McDowell & Josh Hurlock

- Missing one check from 2018 tournament

#### Graduate & Professional Committee – Odette Franceskino

- Symposium will be held on February 28<sup>th</sup> at the Quinnipiac North Haven Campus
- Sessions and speakers are almost finalized
- Registration is the next priority
- \$50 attendance fee

#### Membership – Luis Guzman

- Will be following up with each individual school to ensure list is up to date and accurate

#### State & Federal Relations – Peter Terebesi

- Greg Haddad attended the CAPFAA Conference in October – Thank you Alex!
- Alex and Peter are looking ahead to schedule some visits at the local offices
- CAPFAA Social Media pages
  - Should committees have permission to post flyers for events?
  - David Blackmon is the admin for the facebook page
    - Would need someone to monitor adding and removing committee chairs each year
    - Will follow up at next meeting

## New Business

- Membership dues discussion for January meeting
  - Meeting in the spring to prep for the Annual Business Meeting

Meeting adjourned