

CAPFAA Executive Council Meeting

Friday, October 26, 2018

Attendees: Steve McDowell, Melissa Stephens, David Blackmon, Jen Horner, Lisa Boyko, Jenny Burrell, Heather Hamilton, Peter Terebesi, Josh Hurlock, Michael Amouzou (by phone)

Meeting called to order, Steve McDowell, President

Review of prior meeting minutes

- Motion to accept Executive Council Meeting Minutes from the September 2018 meeting
 - Second - Jen Horner
 - In favor - 4
 - Motion carries

- Motion to accept Executive Council Meeting Minutes for the Constitution and By Laws review meeting on September 7, 2018
 - Second – Melissa Stephens
 - In favor – 4
 - Motion carries

President's Report

- Open officer positions
 - Treasurer
 - Steve motioned to nominate Lisa Boyko as Treasurer until ABM in June 2019
 - Second – Melissa Stephens
 - In favor – 4
 - Motion passes
 - EASFAA Rep
 - Kellie will be unable to continue in this role due to a change in professional career

Officer Reports

- President Elect/Scholarship Committee
 - Scholarships
 - T-shirts for the Scholarship Fund will continue to be available at events
 - Profit for Scholarship Fund of \$8,916 (Golf Tournament and T-shirts)
 - Next task for the committee is to review of scholarship application for 2019-20
 - Aid information can be completed by the aid office
 - CAPFAA Conference 2019
 - 50th year of CAPFAA
 - Committee has been formed
 - Kick off meeting phone call on November 21st at 10am

- Bring back President's Reception
 - Recognition of previous CAPFAA members/Presidents
 - Budget to be set early
- Vice President/Training
 - Tax workshop
 - 27 registrants for Monday
 - 8 registrants for Monday and Tuesday
 - Registrants will be provided the materials via email before workshop to print
 - Training Committee Meeting November 20th
 - CAPFAA Social Media
 - Facebook page is set up – link included in Cyber Breakfast
 - Be sure privacy settings are active for administrators to review potential posts
- Associate Member Rep- Josh Hurlock
 - Generally positive feedback from vendors regarding CAPFAA Conference

Committee Reports

- Annual Business Meeting – Josh Hurlock & Jenny Burrell
 - Wednesday, June 5th, 2019
 - Yard Goats Club at Dunkin Donuts Park Hartford, CT
 - Stadium tour available after meeting
 - Game day tickets can be purchased for \$16 per person
- Strategic Plan – Heather Hamilton
 - Presented at CAPFAA Conference
 - Suggestions for Strategic Plan
 - Address NASFAA and our relationship
 - Creating an FA hand out/ took kit for high schools
 - Bring back the guidance counselor fair
 - Heather thanks Julie for her hard work!
 - Vote will take plan at ABM
 - Keep a running document to be sure our efforts throughout the year are in line with the strategic plan
- Finance – Lisa Boyko
 - 29 CAPFAA membership payments received
 - 2017 Federal Taxes have been submitted
 - 2018 Golf Tournament – 1 outstanding payment
 - Sales \$10,550
 - Expenses \$2,194
 - Profit \$8,356
 - 2018 CAPFAA Conference – 15 outstanding payments
 - 2018 Scholarship fund raising
 - Sales \$1,345
 - Expenses \$785

- Profit \$560
 - Scholarship Recipients – 6 \$1,000 checks have been mailed to schools
 - PayPal fees are high
 - Lisa to follow up with KeyBridge to look into Stripe again
 - Does not have a \$40 monthly fee
- Golf Committee – Steve McDowell
 - Advertising assistance provided by Fox
- Mentoring – Jen Horner
 - 10 mentees attended the CAPFAA Conference
 - First time attendees – email was sent
 - Need a better way for next conference to identify new attendees and welcome efforts
- State and Federal Relations – Peter Terebesi
 - Election Day is November 6th!
 - Update for state contacts
 - Cyber Breakfast continues

Meeting Adjourned