

## CAPFAA Executive Council Retreat Day 1

Wednesday, July 11, 2018

Attendees: Steve McDowell, Alex Muro, Kellie Webb, Lisa Boyko, Josh Hurlock, Vanessa Richmond, David Blackmon, Jen Horner, Katie May, Luis Guaman, Melissa Stephens, Julie Savino

Meeting called to order by President, Steve McDowell at 9:45am

President – Steve McDowell

- Expectations of Officers and Committee Chairs
  - Discussion regarding officer term limits
- New award – “Friend of CAPFAA”
- Stay out of the red for the budget
  - Elimination of provided lunch at executive council meetings

Robert’s Rules of Order – Vanessa Richmond

- Define role of meeting attendees
  - The President opens and closes the meeting
    - Sets topics
    - Sets the formality of the meeting
    - Remains impartial and does not vote unless to make a determination
    - Running the motion process
  - Officers
    - Conducting business in the absence of the entire membership
    - Officers have voting power
    - Need a quorum to conduct any official business
      - Currently need four voting members to pass a motion
      - If a voting member abstains, it does not count as a negative vote
        - The new count of voting members needed to pass a motion decreases
  - Committee Chairs
    - Advisory body to the executive council
    - A part of the executive committee, but do not have voting power
    - Permitted to make motions, second motions, and provide discussion
- Small Boards rules of order for CAPFAA
  - Do not need to obtain the floor and stand while speaking
  - Unlimited talking power
  - Informal discussion permitted without a formal motion
- Motion process
  - Focuses discussion
  - Provides a record that the actions the association took – noted in the minutes
  - Steps
    - A motion is not a call for a vote, but rather a request to have the executive council on behalf of the association to make a decision

- Seconding a motion, is not a vote of approval, but rather agreeing the statement has enough merit to warrant a discussion
- President will restate the motion for clarification to all
- Discussion takes place – debate could change the motion
- President restates the motion
- Calls for a vote
- President takes a count of all in favor, opposed, and abstained
  - A tied vote defeats the motion unless the President decides to vote the break the tie in favor of the motion passes
- When is a motion needed
  - Determine whether the idea is purely associated with a committee or something that is going to impact the entire association
- Reporting
  - Motions should be held until the end of the report, or a specific section of the report

Vice President – David Blackmon

- Training Committee overview
  - 2017-18 Tax Workshop
    - 74 attendees
    - Loss of income due to increased expenses for food and printing of materials
  - 2017-18 Frontliners Training
    - 17 attendees
    - Profit was made
  - 2017-18 Comprehensive Training
    - 12 attendees
    - Timing of event was difficult - weather was problematic which caused cancellation of some sessions
    - EASFAA benefitted from the joint event
  - Motion by David Blackmon to change the name of The Training Committee to The CAPFAA Networking and Training Committee
    - Second – Alex Muro
    - Discussion
      - A formal name change would need to go through Constitution and By-Laws as it is formally coded already as the “Committee on Training”
      - No formal vote needed to update policies and procedures
      - Informally can be called The Training Committee (CAPFAA Networking) until Constitutional vote and changes
      - Need to give the association a minimum of a 30 day notice by mail to review change in preparation for voting at the CAPFAA Conference on October 15 – 16, 2018
        - Need voting members from schools to attend the conference
        - Need to determine if we will allow for a proxy vote if voting member is not in attendance

- 2/3 of the present voting members need to be in favor for the motion to pass
      - Postpone the motion until September 7, 2018 for further discussion
- 2018-19 Frontliners Training
  - Changing the name of the training to “CAPFAA Open-Door Training” – committee decision
  - Open the training up to other staff members on campus- not limited to financial aid
    - Suggesting opening this up to High School guidance counselors
    - Discussion – guidance counselors = \$0 attendee fee
  - Hopes to create a greater financial aid process transparency for all attendees
    - Would need to update policy and procedures to allow the training to be open to attendees who are not eligible for CAPFAA membership
  - Proposed attendee price = \$40
  - Target attendees = 25
  - Requested budget = \$500
- 2018-19 Comprehensive Training
  - Changing the name of the training to “CAPFAA Up & Comers Training” – committee decision
  - Proposed attendee price = \$35
  - Target attendees = 25
  - Requested budget = \$500
- 2018-19 November 5<sup>th</sup> and 6<sup>th</sup> at Quinnipiac Law
  - Robert from Iron Bridge is available to present
    - Speaker cost is \$2,500 per day
    - Robert will have an online training available in the fall for the first day of the training which would be paid by the CAPFAA membership dues
      - The only time we can change the membership fee is during the Annual Business Meeting
  - 2017 Federal Tax Code is similar to the 2016 information for 2019/20 verification
    - Discussion on holding a one day for an overview of 2017 tax code and then discuss the large changes in 2018 tax code
  - Suggestion to send materials electronically and have attendees print their own to cut down on cost to CAPFAA
  - David spoke with Robert regarding a one day training
  - If we sign a contract with Robert for 2018 and 2019 he will reduce his per day price to \$2,250 for both years
- Motion by David Blackmon to sign a two year contract for tax workshop training for 2018 and 2019 at \$2,250 per day for four days.
  - Second – Melissa Stephens
  - 6 in favor
  - Motion passes
- Proposed attendee price = \$110 - \$145

- Target attendees = 53 one day/ 27 two day
- Requested Budget = \$7,000

Finance Committee – Lisa Boyko

- 2017-18
  - Outstanding payments \$875 total
  - 2017 Tax Workshop = 1
  - 2018 Annual Business Meeting = 2
  - 2017-18 membership = 4 Institutions (1 Institution closed, 1 merged with Sacred Heart)
- Using another online payment company
  - PayPal versus Stripe
  - In 2017-18 CAPFAA spent \$917 on PayPal fees
  - Lisa spoke with Mike at Key Bridge and the cost to implement Stripe is \$0
  - Stripe has a \$0 monthly fee where PayPal charges \$40
  - Stripe charges 2.2% + 30c per transaction where PayPal charges 2.9% + 30c
  - Faster availability of funds through Stripe
- Motion by Lisa to CAPFAA switches from using PayPal for our credit card vendor to Stripe
  - Second = Alex Muro
  - In favor = 5
  - Abstained = 1
  - Motion passes
- Motion by Lisa to rename line 230 on the 2018-19 budget from “PayPal Fees” to “Electronic Transaction Fees”
  - Second = Josh Hurlock
  - In favor = 6
  - Motion passes
- Requested budget = \$0

Secretary – Jenny Burrell

- CAPFAA has enough folders and stationary for the next year
- Requested budget = \$0

Past President – Alex Muro

- Nominations and Elections Committee
  - Up for election in 2019-20
    - President-Elec
    - EAFSAA Rep
    - Vice President
    - Associate Member Rep
    - Treasurer
- Requested budget = \$0

President-Elect – Melissa Stephens

- Scholarship Income
  - Golf Tournament will be held again
  - Selling CAPFAA T-shirts
    - Quoted \$7.50 per 100 shirts
    - Sell for \$15 each
    - Goal to raise \$750 to go towards the scholarship fund
  - Discussion – acknowledging scholarship recipients
    - Make a formal presentation to acknowledge the recipients with a certificate and CAPFAA giveaway
      - Annual Business Meeting will allot 30 minutes in the beginning of the meeting
      - Recipients are encouraged to attend
      - A rep from the recipient’s school will acknowledge and give an introduction
  - 2018-19 Scholarship Committee timeline
    - Scholarship application sent = March 1
    - Scholarship application deadline = May 1
    - Decision = May 13
    - Notification to recipients = May 20
    - Annual Business Meeting ceremony = June 5
  - Requested budget = \$1,000

EASFAA Rep – Kellie Webb

- Offering both institutional and individual memberships
- Upcoming EASFAA Conferences
  - May 2019 Portland, ME
  - May 2020 Manchester, New Hampshire
  - May 2021 Connecticut (TBD)
- Budget requested = \$100

Associate Member Rep – Josh Hurlock

- Motion to keep the exhibitor fees for the CAPFAA Conference at \$350
  - Second = Melissa Stephens
  - In favor = 6
  - Motion passes
- Budget requested = \$0

Constitution, By-Laws, and Association History – Vanessa Richmond

- Constitution and By- Laws revisions will be underway
- Requesting to update plaques
- Requested budget = \$100

Membership and Directory – Luis Guaman

- Charge of committee to increase membership to bring back old members and solicit for new members
  - A strong training platform will attract membership
- Discussion surrounding tiered membership pricing, individual vs institutional
  - Individual membership would provide each person with a vote
- Requested budget = \$0

#### Mentoring – Jen Horner & Katie May

- Requested budget = \$525

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

- 2019 ABM Wednesday, June 5<sup>th</sup>
  - Josh and Jenny to research venues
    - Glastonbury Boat House
    - Savin Rock Conference Center West Haven
    - Dunkin Donuts Park Hartford
  - Proposed attendee pricing = \$65
  - Target attendees = 60
  - Requested budget = \$5,000

#### Communications – Fany Stubbs

- Discussion regarding integrating membership into the listserv
  - Continued issues with current listserv and members not receiving communications
- Requested budget = \$4,000 for Key Bridge yearly fees

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

- Wednesday, September 26<sup>th</sup>, 2018 at Lyman
- Tiered pricing will not exist this year
- 2017 Golf Tournament
  - 39 golfers
  - 14 sponsors
- Requested budget = \$6,000

Meeting adjourned at 4:03