

TACUSPA Board Meeting  
Sunday, October 5, 2003  
Radisson Resort, South Padre Island

Members present: Mari Fuentes-Martin, Bonita Jacobs, Rob Wolaver, Keri Rogers, Thomas Moorman, Deidra Graves, Amanda Chesser, Darlene Biggers, Debbie Herbert, Steve Sutton, Kathrine Swanson

Absent: Frank Ureno, Monica Mendez-Grant, Sherri Benn, David Braverman

1. Welcome & Introductions: M. Fuentes-Martin called the meeting to order at 12:37 p.m. Mari asked that all those present introduce themselves and tell everyone about their favorite TACUSPA memory.

2. President's Report

- A. Fall conference update (D. Graves & A. Chesser): There are 125 registered. May be some issues about the golf outing (committee didn't know about some folks that attended); Meals & general sessions will be in Ballroom B-D. Budget looks good. Tables reserved for the board at the meals. Bonita asked about the contingency plan in case the pending tropical storm had hit during the conference; she suggested that event insurance be considered for the future. Mari thanked Deidra & Amanda for their hard work.
- B. Board Transition: Mari asked what steps needed to be taken to help the new members "get their feet wet." Each new member is encouraged to meet with their predecessor and/or other board members.
- C. Business Meeting Agenda: Mari referenced the Business Meeting Agenda draft that she handed out and asked for comments and/or suggestions. A discussion ensued regarding awards and whether the recipients are attending the conference. There were no Graduate Student Scholarship recipients; the two winners of the GEAR Research Award are not expected to attend this year. Mari asked that R. Wolaver review how TACUSPA gives the research awards.

3. Past President (M. Fuentes-Martin for F. Ureno)

- A. TACUSPA Survey: Only 54 responses were received. Mari pointed to the "Summary of Findings." Some commented that the response rate might be attributable to the methodology (i.e., web survey). D. Herbert recommended that a phone survey be considered for next year. A conversation also occurred related to how to best communicate with TACUSPA members (i.e, electronic v. hard copy newsletter). D. Biggers also noted that the survey indicates that the interest in the summer conference is mixed.
- B. TACUSPA Journal (B. Jacobs): Bonita said that the latest she heard was that the first issue is scheduled to be published in spring 2004. D. Herbert asked

about the budget allocated to the journal; K. Rogers said that the budget is \$4000.

#### 4. President Elect Report (D. Biggers)

- A. Conference Updates: Darlene reported that Sherri Benn, the fall conference chair from Texas State University, San Marcos, was unable to attend due to a family emergency. A discussion ensued regarding the location of the fall conference (i.e., the former board “standard” of selecting a location on the I-35 corridor). The board decided to discuss in the future how the placement of conferences is done. Darlene indicated that the summer conference will be in Corpus Christi from July 11-13 OR July 18-20, 2004. The fall conference will be October 10-12, 2004 in Austin. Darlene said that the following topics are the ideas that have been submitted for the summer conference: assessment & evaluation, managing student service facilities, civility, fundraising/advancement.
- B. Goals 2004: Darlene asked the board for their ideas related to goals for the next year. Items noted were
- Activate the committee structure (will help build the leadership)
  - Improved communications to the constituency
  - Focus on outreach to the membership (i.e., inclusion)
  - Marketing

Darlene also handed out a list of the 2003-2004 TACUSPA Officers; she asked that corrections be given to her.

#### 5. VP Administration (K. Swanson)

- A. Operations Manual: Kathrine distributed the updated draft of the manual. The board discussed minor changes to be made to the document. K. Rogers suggested that all new members be given a copy of the current organizational chart. K. Swanson said she would include the organizational chart in the next draft of the manual.
- B. Calendar: Kathrine distributed a draft calendar for the year (September thru August). She noted the need to commence elections earlier, and has included that goal into the calendar.
- C. Awards: Three awards will be made (Distinguished Service, Mid-level Professional, and Dissertation of the Year). No nominations for the New Professional of the Year were received.

#### 6. VP Membership & Marketing (R. Wolaver)

- A. Marketing plan: Rob distributed a draft of the Membership Management Plan. He asked that feedback be sent to him soon. He also noted that our biggest area for potential growth is in the community colleges.
- B. Graduate Caucus:
- C. 2004 Membership Drive: T. Moorman will collect some info from each institution to build the database before the formal membership drive begins. Mari asked for a status report by the November meeting; Thomas said he did not expect that to not be a problem.

7. Treasurer (K. Rogers)

- A. End of the Year Report: Kerri distributed a copy of the financial summary. She highlighted a few things (e.g., costs for summer conference, low interest gained on savings). Keri reviewed the financial strength of TACUSPA; the board discussed ways to creatively use some of the current balance. Keri listed the members of the Finance Advisory Board; these members are Rusty Jergins, Lisa McDougle, Monica Mendez-Grant, and Jodi Collins, with Keri as an ex-officio member. Keri said that the audit will be done sometime this year; she has budgeted \$1500 for this.

8. Director of Data Management & Technology (T. Moorman)

- A. Website Update: Thomas distributed copies of the new website pages. He asked for feedback regarding this information. Thomas is using Dreamweaver as the program for creating the web page. We also want to post pictures of the board members on the web site.
- B. Membership Update: For 2004, there are 57 members so far representing 4 institutions.

9. Secretary (M. Mendez-Grant): No report was given since Monica was unable to attend the meeting.

10. Commission Reports

- A. GEAR (B. Butner): No report was given.
- B. Legislative (D. Herbert): Debbie noted that she will forward legislative information as it becomes available. Debbie mentioned that we should create an agenda for TACUSPA to focus on.

11. Other:

- A. Newcomers Workshop & Reception (D. Graves): Deidra asked the board to attend the workshop & reception.
- B. D. Biggers mentioned that the board will meeting in February in Corpus Christi.

11. Adjourn: Mari adjourned the meeting at 3:10 p.m.

*Reviewed & Approved by TACUSPA Board on 11-19-03*