

TACUSPA Board Meeting
(via teleconference)

February 18, 2004

Present: D. Biggers, T. Moorman, B. Jacobs, K. Rogers, S. Sutton, A. Huppe, K. Swanson

Absent: R. Wolaver, M. Fuentes-Martin, S. Benn, D. Braverman,

D. Biggers opened the meeting at 1:30 pm CST

1. Approval of Minutes: Approval of the January minutes was postponed.
2. President's Report
 - a. Summer 2004 conference – D. Braverman emailed D. Biggers to say that the contract is being processed. A block of rooms has been reserved at the Omni Bayfront Hotel for the on site meeting in March.
 - b. February/March meeting time: D. Biggers reminded the board that our meeting would begin at 6:00 pm on Thursday, March 11 and conclude by 3:00 pm on Friday, March 12.
 - c. Fall Conference: S. Benn was unable to call into the meeting. D. Biggers reported that the fall conference committee is meeting at the end of this month at the hotel in Austin.
 - d. New Professionals Institute: D. Biggers reported that Jan Hillman has agreed to oversee this effort. Jan is planning to begin work on this project in April.
 - e. Newsletter: A. Huppe has agreed to assume responsibility for overseeing this project. Alicia asked about how to send it, how often to send it, etc. It was tentatively agreed to send it quarterly and to send it as a hot link (the newsletter would then be hosed on the web site). The first edition is planned for publication in April. D. Biggers asked that a draft be available for the board to review at the March meeting in Corpus Christi. The goal is to keep the newsletter concise and brief, including some information about the budget, achievements of members, etc.
 - f. Other notes: D. Biggers reported that Andrew Reitberger from UHCL is developing a template for the letterhead. Darlene will send the template soon.
3. Past Presidents Report – No report was given.
4. President-elect Report – B. Jacobs reported the current ideas for future conference locations. One of the West Texas A&M University sites (in Canyon or Amarillo) might work for the summer conference. The board was supportive of Bonita pursuing these options.
5. V.P. for Administration – K. Swanson reported that she had no new updates at this time.
6. V.P. for Membership & Marketing – No report was given.

7. Database Manager – T. Moorman reported that the website text has been updated. He asked that the board go and check to make sure your information is correct. He will be importing some pdf files soon. The members database on the web is not current and will be updated soon. Thomas also mentioned that he sent out a membership notice in January. I have been receiving five to ten memberships per week. He will be inputting the data and forwarding the dues to Keri soon. He reported that projections are looking good. A second call for membership will be sent out in March.
8. Treasurer Report – K. Rogers reported that TACUSPA currently has \$28,101.96 in the Business Investment Account and \$37,683.45 in the checking account for a total of \$65, 740.41. K. Rogers also mentioned that she will be looking for an accountant to do the required Agreed Upon Procedures report for my second term in office, since I will be leaving the office in October.
9. Next meeting: The board will meet on March 11 & 12 in Corpus Christi.
10. Adjournment: D. Biggers and S. Sutton had to leave the teleconference unexpectedly due to a campus emergency. The committee met for a few more minutes then adjourned.

Approved by the TACUSPA Board on March 12, 2004