

EXECUTIVE COMMITTEE MEETING
Sunday, October 10, 2004
1-4:30
Meeting Room B, OMNI South Park Hotel, Austin, Texas

The Board met for lunch beginning at 11:30 am.

Members present: D. Biggers, K. Rogers, S. Sutton, S. Benn, D. Graves, A. Chesser, B. Jacobs, K. Swanson, M. Fuentes-Martin

Members absent: R. Wolaver, D. Braverman, A. Huppe, T. Moorman

Guests: D. Herbert, R. Fluker, T. Corti

1. Approval of minutes – The approval of the minutes from the September Board Meeting was postponed until there was a quorum. Once there was quorum. K. Rogers motioned, and B. Jacobs seconded the minutes as amended.
2. President's report - Darlene
 - a. Summer 04 conference – D. Bigger reported that D. Braverman is preparing a notebook that can be passed on to the next summer conference chair. Since next summer's conference is a joint conference with NASPA, this notebook will be passed on to president-elect K. Rogers for the conference chair that she will appoint.
 - b. Fall 04 conference – Sherri gave several updates related to the conference
 - i. Registration – There are 135 pre-registered and 105 for the Sunday banquet.
 - ii. Income – Income from pre-registration is \$19,112.
 - iii. Attendees – There is a diverse set of institutions attending. Some of the larger ones include 32 from Texas State University, 12 from UTSA, 10 from UT-Austin, and 9 from TAMU-Kingsville.
 - iv. Outreach – Special invitation were made to Texas Association of Chicanos in Higher Education and Texas Association of Black Professional in Higher Education.
 - v. Marketing – Banners have been produced that can be used for future TACUSPA functions.
 - vi. Challenge – Obtaining sponsorship for the conference has been a challenge. The Board agreed to consider this issue for future conferences.
 - vii. Sunday night banquet – Sherri asked for assistance with some items related to the program.
 - viii. Other – D. Biggers asked about how the on line approach worked for distributing materials and advertising the conference. After a brief discussion, the Board recommended that future conference teams be sure to include mailings through the US mail as well as ways to get conference materials directly into the hands of all TACUSPA members.
 - ix. Case Study Competition – D. Graves reported that the competition will occur on Monday during the “free hour.” She reported the topic of the case study, as well as the fact that she purchased gift certificates from Barnes & Noble.
 - c. New Professional Institute – D. Biggers distributed the schedule for the institute, and gave some details about the history of the institute. B. Jacobs reminded the Board that a replacement for Jan has to be made. D. Herbert mentioned that the Board should consider having a “reunion” for former institute participants.
 - d. Business Meeting – Darlene reviewed the agenda for the Business Meeting. She mentioned that she'll add the approval of the last business meeting minutes to the agenda. The rest of the agenda was reviewed.

3. Past President's report – Mari stated that she had no report.
4. President-elect report – Bonita presented one of the summer conference chairs, Elizabeth With. Elizabeth reported several items.
 - a. Theme – The theme is “FIESTA” which stands for First In Educating Students To Achieve.
 - b. Format – The conference will be longer and will mirror the NASPA conference model.
 - c. Attendance – The conference planning committee is hoping to attract 160-170 people.
 - d. Location – The conference will be at the San Antonio Marriott Riverwalk. Because of timing, the room rate was already determined to be \$169.
5. VP for Administration – Kathrine reported on several items.
 - a. Awards - some details about the award nominations. There were 4 nominations for the Outstanding New Professional, 7 for the Mid-level Professional Award, and 1 for Distinguished Service. K. Swanson mentioned that the committee recommended removing the criteria for being active or contributing to TACUSPA to a “preference” for these items for the New Professional Award. In addition, she reported that the criteria for being a TACUSPA member be reconsidered for the Dissertation of the Year Award. D. Biggers asked that a decision related to this issue be tabled to a future Board meeting.
 - b. Graduate student scholarships – K. Swanson reported that three awards are being made for this conference.
 - c. Certificates of Appreciation will be awarded to conference presenters, elections committee, award nominees, and others that have contributed in some significant way to TACUSPA. There were 83 individuals from 24 institutions.
 - d. Operations manual updates were distributed, including an updated Organizational Chart. B. Jacobs asked for clarification on the New Professional Institute responsibilities, as included on the Organizational Chart. It was decided that two boxes are needed – one for “Future New Professional Institute” listed under the President-elect and one under the President for New Professional Institute (the current one). Other responsibilities (i.e., committees) were reviewed.
 - e. Kathrine is still soliciting feedback regarding the Conference Planning Manual. D. Biggers asked that Sherri Benn and her team review this manual, too, since they recently planned a conference.
6. VP for Membership and Marketing – Rob was not available to give a report. D. Biggers suggested that Diedre be given a copy of the marketing plan so that she may review it and make recommendations.
7. Fall 05 Conference – T. Corti gave a brief report, mentioning that the Business Luncheon at this conference will be used as a time to solicit volunteers for the conference planning committee. As for a date for the February board meeting, B. Jacobs asked the Board to hold Monday, January 31 and Tuesday, February 1 as potential dates. B. Jacobs asked Tom to consider sending two postcards marketing the conference, one in July and one in mid-August. She also mentioned that the budget should be built on 125 attendees. Tom also reported that the conference hotel is currently undergoing a major renovation that should be completed by this next summer. Tom also reminded the Board that the conference is scheduled for October 9-11, 2005. Tom also reported that he has gifts from the Chamber of Commerce to be distributed at the Business Meeting tomorrow.
8. Database Manager – Thomas was not able to attend the meeting due to the recent birth of their second child. D. Biggers gave the report on his behalf. We currently have 331 individual members and 41 institutional members (both numbers show growth in the Association). Thomas is currently soliciting updates for the website, including pictures of new board members. He is also working on updating the database for distribution.

9. Treasurer – Keri distributed her final financial statement as Treasurer, indicating that TACUSPA currently has a combined balance of \$70,226.02 in our two accounts. She also reviewed the financial history of TACUSPA dating from 1994 to the present. The agreed-upon procedures report is not complete. The signature cards needed to be signed again due to some problems with the mail. Keri passed the floor to Amanda, who then passed out copies of the updated Request for Payment form and the Payment Report.
10. Old business – D. Biggers mentioned that there has been no communication between her and the journal editor. She also reported that she still is planning to follow up with a letter to the journal editor outlining the details of their last conversation. D. Biggers also reiterated that a new edition of the journal will be published after this fall conference. D. Biggers then reviewed the goals that the Board had developed for the year, indicating that all goals had been addressed in some form or fashion.
11. New business – There was no new business.
12. Next meeting – The Board tentatively agreed to keep the monthly telephone conferences on the third Wednesday of the month for one hour. B. Jacobs will confirm these dates and times in her role as the new President, and communicate that with the Board.
13. Announcements – There were no announcements. D. Biggers thanked the Board for their service and dedication.
14. Adjournment – The meeting was adjourned at 4:35 p.m., after a motion was made by M. Fuentes-Martin that was seconded by K. Rogers.