



TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Minutes

**Sunday October 4 and Tuesday, October 6, 2009
El Paso, Texas**

Members present: Amanda Drum, John Kaulfus, Elizabeth With, Grant Shallenberger, Alicia Huppe, Trisha VanDuser, Charlin Jones, Elizabeth Massengale, Jennifer Edwards, Sandi Osters, Hope Garcia, Thomas Moorman, Lisa Nagy, Kyle Voyles

I. Call to Order

- a. Call to order at 2:00pm on October 4, 2009.

II. Approval of Minutes

- a. John Kaulfus moved to approve the minutes from the 2008-09 Board meeting on October 4, 2009. Trisha seconded; The minutes were approved.

III. President – Amanda Drum

- a. Welcome and remarks
 - i. Strategic Plan
 - ii. Think outside the box: appropriate change
- b. Board Member Roster
 - i. make necessary changes and updates
- c. Committee and Caucus Chair Appointments
 - i. Proposed appointment list distributed.
 - ii. addition of Stephanie Box from Texas A&M Corpus Christi as secondary Newsletter Editor
 - iii. Trisha VanDuser moved for approval, John Kaulfus seconded. Unanimous approval.
- d. Volunteer Agreement
 - i. For officers, committee chairs, and caucus chairs
 - ii. Not necessary for committee or caucus members
 - iii. Please have your volunteer reports complete and send to Amanda
- e. Letters to supervisors and PIO offices
 - i. Please send in information as soon as possible
 - ii. Include Chairs and Caucus Chairs
 1. Come from both the President and the Officer that directly oversees the position.
- f. Board meeting dates and times
 - i. Add dates from distributed form
- g. Quarterly Update Reports (12/15, 3/15, 6/15, 9/15)
 - i. Board meeting webpage will have template to use
- h. Training and Transition
 - i. Take place at the end of the meeting



- i. Web Resources
 - i. Operations & Conference Manuals
 - 1. Operations Manual updates will be made by Alicia Huppe. Trisha Van Duser will assist with this process.
 - 2. Conference manual is on hold until the operations manual is updated.
 - ii. Board and Volunteer Roster
 - iii. Meeting Minutes
 - iv. Meeting Dates and Times
 - v. Quarterly Update Reports
 - vi. Letterhead
 - vii. Will send link out once all information is updated
- j. COSSVP updates
 - i. No updates
- k. Letter to Chief Student Affairs Officers
 - i. Current issues and how we plan to address a couple of the issues
 - ii. Issues that TACUSPA addressed in the past year
 - iii. Promote TACUSPA as a source of information
 - iv. Two letters: Four year institution and two year institution
- l. Foundation update -Thomas Moorman
 - i. Collected \$1499 during the Conference!
 - ii. Reviewing Tax Exempt Status for Foundation
 - iii. Draft By-laws: review and discuss during November meeting.
- m. Goals for 2009-2010
 - i. Review provided list
 - ii. Review your role in By-laws and Operations Manual
 - iii. Submit updated goals for 2009-2010 by October 20, 2009
 - iv. Caucuses
 - 1. What should we do with them?
 - 2. Ask the participants what they want from this?
- n. Task List/Timelines – due to Charlin Jones by October 20, 2009.
- o. Strategic Planning – will plan a meeting in January for intense work on this project.

III. President-Elect – Tricia Van Duser

- a. 2011 Conference Site
 - i. Austin
 - ii. Research Omni and Sheraton in Downtown
- b. Needs Assessment
 - i. Addressing during 2009-2010 year.

IV. Past President – Elizabeth With

- a. Election Schedule
 - i. at next conference call
- b. Jim Caswell Award Process
 - i. coordinate with Awards and Recognition Chair
- c. Grad Student Caucus/GEAR update



V. Vice President for Administration – Alicia Huppe

- a. Operations Manual
 - i. Review and streamline during 2009-2010
 - ii. Trisha VanDuser to assist with review and streamline
 - iii. All officers will have to do a review of certain pieces
- b. Organization Chart
 - i. Review and update during 2009-2010

VI. Vice President for Membership & Marketing – Grant Shallenberger

- a. No Report
- b. Update at November conference call

VII. Director, Database Management & Technology – Deidra Stephens

- a. Not present—Elizabeth Massengale to report
- b. Online membership database system: researching companies to possibly utilize
- c. Website is updated
- d. Membership is at 400

VIII. Secretary Report –Charlin Jones

- a. No Report

IX. Treasurer Report – John Kaulfus

- a. Wrap-up Fall Conference financials
- b. Tax Return is due by end of December 2009.
- c. Work with Finance Advisory Board to find ways to give back to the membership.
- d. Work to have an online credit card option.
- e. Foundation: where do we want to go?
- f. Audit to take place 2009-2010

X. Newsletter Editor – Hope Garcia

- a. newsletters sent out during 2008-2009 from fall through fall.
- b. 3 newsletters minimum for 2009-2010: early-December, early-April, August/September
- c. Begin incorporating pictures of members via events
- d. Include a COSSVP Corner—possible
- e. Include a Book Review—GEAR to coordinate
 - i. One to two in each newsletter
- f. Include Fellows articles
- g.

XI. Fall Conference Chair – Lisa Nagy

- a. October 3-5, 2010 in Ft. Worth
- b. Sheraton Hotel and Spa
- c. Still seeking committee members
- d. Pros and Cons from 2009 Conference



- e. Brainstorm a theme for the conference

XII. UNT Law Conference Liaison – Kyle Voyles

- a. Working on conference registration form; include TACUSPA membership option on the form
- b. Minimum of 2 graduate scholarships provided by UNT; possibly have 4 graduate scholarships.
- c. Tuesday TACUSPA breakfast included at the conference.
- d. Dean of Students Council would like to meet on Monday evening at their own expense.

XIII. Old Business

XIV. New Business

XV. Next Meeting – November 2, 1:30-3:00

XVI. Adjournment

- a. Trisha VanDuser moved and Alicia Huppe seconded. Meeting adjourned at 1:30pm on October 6, 2009.

Action Items:

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| All | <ul style="list-style-type: none">1. Review Foundation Bylaws for action2. Final Goals to Amanda3. Task Timelines to Charlin |
| Amanda | <ul style="list-style-type: none">1. Set-up January Board Meeting in Forth Worth2. Notify committee chair appointees – send appropriate letters |
| Trisha | <ul style="list-style-type: none">1. Develop Needs Assessment2. Operations Manual |
| Elizabeth | <ul style="list-style-type: none">1. Election schedule2. GEAR/Grad Caucus follow-up |
| Alicia | <ul style="list-style-type: none">1. Operations Manual |
| Deidra | <ul style="list-style-type: none">1. Web updates |
| John | <ul style="list-style-type: none">1. Credit Card Compliance |