**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday, August 5, 2013**

**Members present**: Alicia Huppe, Adam Peck, Andy Axom, Heather Snow, Deidra Stephens, Elizabeth Massengale, Hope Garcia, Jeff Jackson, John Kaulfus, Lisa Nagy, Mark Munguia, Lisa McDougle

1. **Call to Order – 1:35 pm**
2. **Approval of July 1, 2013 Minutes:** Heather moved to approve July minutes, Deidra seconded. Minutes passed unanimously.
3. **President – Alicia Huppe**
4. **Fall Conference update**
	* Over 60 education sessions submitted. Committee still reviewing.
	* Sponsorships
		+ 1. *OrgSync* would like to give in-kind donation, letting the Fall Conference use their app book guide. Alicia responded that an in-kind donation of software alone would not be considered without an actual monetary donation as well.
			2. *Campus Labs* giving $750 plus assessment tool
			3. There was also discussion on sponsorship of *NASPA TX,* which must also meet monetary sponsorship levels for consideration.
* Other—Board & Business meeting agendas.

Board agrees that main awards would be presented at business meeting but Case Studies, Best in Series, and Caswell awards will be given on Tuesday Afternoon during a closing ceremony.

1. **COSSVP Updates**: Higher Education faired relatively well this past legislative session according to Steve Westbrook. Legislative updates were emailed to the group
2. **Reschedule September meeting to September 9th due to labor day**
3. **President-Elect – John Kaulfus**

Alicia moved that deposit of $12,500 be made to Tom Rath in this fiscal year in order to secure his speaking engagement. The total contract will be $22,500 including $20,000 for speaking fees and $2500 travel. John seconded. Motion passed unanimously. Details: Agency requests $12,500 up front. There is a tiered cancellation refund depending on the number of days. Only under limited situations can the speaker cancel and TACUSPA would receive a full refund.

1. **Past President – Deidra Graves Stephens**
	1. **Caswell Award**: Email announcement of Dr. Elizabeth With as winner will be sent to membership. Other nominees will be emailed to let them know they were nominated. Caswell Award will be given at business lunch. Nominees of all awards will be recognized at Sunday night’s dinner.
	2. **Newsletter update**: Newsletter will go out early September and will include Caswell Award winner, Communities of Practice, Presidents letter, Save the Date for Law Conference, and other news. Content is due to Andy on August 16th.
2. **Vice President for Administration – Heather Snow**
3. **New Professional Award:** Ryan Thompson - A&M Central Texas
4. **Mid-Level Professional Award:** Jan McKinney - UTSA
5. **Dissertation of the Year:** Michelle Lopez – Texas State
6. **Faculty Member of the year:** Rishi Sriram - Baylor
7. **Vice President for Membership & Marketing – Stephanie Box-written report submitted**
	1. Addresses for all members updated in Wild Apricot as of Friday 8/2 – data can be pulled from online roster for snail mailings for conference.  Just be sure to filter for renewal date to make sure members are current.  Renewal date must be Jan 2014.  Those listed as ‘nevers’ are Caswell winners and a few who have not paid their membership fee yet, so the system hasn’t set a renewal date.
	2. Final revisions for rack card sent to designer
	3. Complete revision of member renewal/new member email.  Previous version was full of errors.  New version contains info on getting involved; links to Facebook, Twitter, website and blog; and member benefits.  Also includes a reminder to update job title and contact info.
	4. Budget requests = purchase of TACUSPA table cloth.  It can be used during fall conference registration, at head table during dinners, panel presentations, award table, etc.
	5. Membership update: 483 members!  Does not include any that registered for conference.
8. **Vice President for Education & Professional Development – Adam Peck**
9. **Communities of Practice**: Launch will be sent out at the end of the week to gather members’ interests. Committee will also review the conference sessions to see if any should be “sponsored” by a Community of Practice for the first time.
10. **Webinar Series** is going very well this year. Over 40 live participants signed up for Steve Westbrook’s legislative webinar. Will coordinate with Jeff to properly market the TACUSPA 101 Webinar.
11. **Director of Technology – Hope Garcia**

Helping Communities of Practice get online

Working with Jeff Jackson to transfer duties of office

1. **Director of Research – Rishi Sriram.**
	1. No report
2. **Secretary Report – Paulina Mazurek**
	1. No report
3. **Treasurer Report – Lisa Nagy**
	1. ***August CD renewal or move funding to money market*** - Deidra moved to cash in the CD that is to expire August 2013 and to move those funds to a money market account until financial Advisory Board can make a recommendations. Heather seconded. Motion passed unanimously.
	2. ***Budget approval*** – Deidra moved to approve 2013-14 budget, John seconded. Motion passed unanimously.
4. **Approval of Reports:** General officer reports not approved due to lack of quorum.Individual items were presented at the beginning of the meeting when quorum was met.
5. **Old Business:** Discussion of NASPA TX. Board discusses supporting their efforts while staying close enough to educate newer leadership on Texas’s history of student affairs professional resources and how each can be a viable partner to the other.
6. **New Business**
7. **Adjournment:** 2:29 pm