



TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes

Saturday, November 03, 2007

Marriott Quorum Hotel; Addison, TX

Members Present: Amanda Drum, Alicia Huppe, John Kaulfus, Thomas Moorman, Elizabeth Massengale, Keri Rogers, Deidra Stephens, Steve Sutton, Trisha Van Duser, and Elizabeth With.

I. Call to Order

Meeting called to order at 1:46pm.

II. President Report – Thomas Moorman (Stephen Sutton for 2007-2008)

- a. Fall 07 Conference Report: All 10 graduate student scholarships were awarded and checks will be given to recipients at conference.
- b. Jim Caswell gift: There will be a jar at the registration table to collect funds for the Jim Caswell Endowment for Leadership Development & Training at SMU. There will be a moment of silence at the business luncheon as he was a previous distinguished service award winner and past president. The board discussed donating funds to the Jim Caswell Endowment for Leadership Development & Training at SMU. Keri motioned to donate \$1000 in memory of Jim Caswell to the Jim Caswell Endowment for Leadership Development & Training at SMU. Amanda seconded, No discussion or opposition. Motion passed.

III. Past President Report – Keri Rogers (Thomas Moorman for 2007-2008)

- a. Newsletter: Amber Dean, UNTHSC will be in charge of newsletter next year.
- b. Elections: A new elections commission will be appointed.
- c. Competition to provide members incentive to produce scholarly works: will try this again in the spring 2008.

IV. President-Elect Report – Stephen Sutton (Elizabeth With for 2007-2008)

- a. Conference Sites for 2008
 - i. Summer 2008 Institute on Retention @ University of St. Thomas, Houston, TX
 - June 10-13, 2008
 - ii. Fall 2008 Conference @ Hotel Galvez, Galveston, TX
 - October 5-7, 2008 (revised date)
 - Received contract and hotel is requesting at 50% deposit; suggestion was made to Steve by Amanda to ask hotel if we can pay in full at the end of the event and to ask to complete a credit application for the hotel so we do not have to pay a deposit.

V. Vice President for Administration – Alicia Huppe

- a. Updates to the Operation Manual: working on getting a committee together to make updates to Operation Manual. Asking for volunteers at this conference.



- b. Fellowship Program: will match up graduate student scholarship recipients with mentors
- c. Promote caucus & committee participation: caucuses primary role will be at fall conferences only

VI. Vice President for Membership & Marketing – Deidra Stephens

- a. Caucuses: recruiting caucus and new GEAR chairs. Will have caucuses brainstorm topics for their caucus gatherings rather than ask TACUSPA members what TACUSPA can do for them.
- b. Article competition: will be in the spring

VII. Director, Database Management & Technology – Elizabeth Massengale

- a. Membership Update: 383 members to date

VIII. Secretary Report – Trisha Van Duser

- a. Approval of the October 11, 2007 Minutes: Diedra motioned to approve the October 11, 2007 minutes, Amanda seconded. Minutes approved.

IX. Treasurer Report – Amanda Drum (John Kaulfus for 2007-2008)

- a. Financial Report
 - Business Checking = \$29,129.80
 - BIA = \$22,648.38
 - CDs = \$41,925.81
 - Total = \$93,703.99
- b. Audit Issues: The cost of the audit was \$1500 rather than \$2000. Amanda passed out copies of the audit report and suggested that the minutes are more specific when financial summaries are passed out at board meetings. Other suggestions from Amanda were as follows: the board needs to vote in advance when there is going to be an overage on costs; checks should not be written until after the board approves and votes on how the money is being spent; make copies of all receipts/documentation before giving to the auditor next time since several payment receipts are now missing after Amanda received the files back from the auditor; put dates on payment receipts when they are received so they match up with deposits; and put addresses on all reimbursements. Amanda stated that this audit is actually a review of agreed upon procedures report and should only occur every three years.
- c. Jim Caswell Endowment for Leadership Development & Training: Amanda suggested that the President's budget be increased by \$1000 for the donation to this fund. Deidra motioned to approve the \$1000 increase for the President's budget, Alicia seconded. No discussion or opposition. Motion passed. Amanda noted that the budget being presented to the members at the business luncheon on November 5, 2007 will not reflect the new President's budget of \$4565.

Steve motioned to approve all officer reports. Keri seconded. No discussion or opposition. All reports approved.

X. Old Business

- a. Projects for 2007



- i. Establishment of a TACUSPA Foundation (Scholarships & Grants): Thomas will discuss at the business luncheon. The idea is for the Foundation to provide for room, board, and registration costs for recipients, but should have more rigorous qualifications. Amanda and Keri expressed an interest in working with the Foundation Board.

XI. New Business

- i. Member Assessment/Needs Analysis: Survey was discussed and items were noted that the board should move forward with. Drive-in workshops: pick a topic, find speakers and pick a campus to host an audio conference and collaborate with faculty to get graduate students at the workshops. Can be coordinated by a new committee member and conduct a follow up survey on what topics are of interest by contacting COSSVP, graduate students, and new professionals. Survey should be conducted every two years to give the board ample time to implement any changes. Volunteers: find a way to recognize them more and engage them by inviting them back to in-person board meetings.

XII. Next Meeting

a. TBA

- XIII. Adjournment:** Keri motioned to adjourn the meeting. Amanda seconded. Meeting adjourned at 3:56pm.