**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday, May 2, 2011**

**Members present:** Trisha VanDuser, Amanda Drum, Deidra Stephens, Hope Garcia, Heather Snow, Jennifer Edwards, Alicia Huppe, Andy Axsom, John Kaulfus, Charlin Jones, Sheila Bustillos Reynolds, Gale Stuart

1. **Call to Order**

Meeting called to order at 1:32 pm.

1. **Approval of Minutes**

Trisha to table approval of minutes until June 6 meeting.

1. **President – Trisha Van Duser**
   1. Foundation Update
      1. Finalized the sponsorship letter.
      2. Sending out in May to various vendors.
   2. 2011 Fall Conference – Sheila Bustillos Reynolds & Andy Axsom
      1. Keynote speakers confirmed
         1. Dr. Komives
         2. Gwen Dungy
         3. Stan Carpenter
      2. Spreading the word via website, email (Constant Contact), and social media
      3. Working on golf tournament to build attendance
      4. Asking Dr. Gage E. Paine to host New Professionals Institute
      5. Begin registering by end of May
   3. Quarterly Reports – Due June 15
   4. Co-sponsor opportunity with UNT Denton
      1. Summer Drive-In Conference to discuss Gun Legislation
      2. TACUSPA to help advertise and spread the word; no cost for actual conference; MOTION: Amanda moved that TACUSPA co-sponsor a summer drive-in conference with UNT; Deidra seconded. Approved unanimously.
2. **President-Elect – Deidra Graves Stephens**
   1. 2012 Fall Conference Update
      1. Contract finalized
      2. Next steps
         1. Determine theme
         2. Identify keynotes
         3. Hotel site visit
         4. Determine committee structure
         5. Develop committee recruitment plan
         6. Develop promotional materials for fall 2011 conference
      3. Event insurance update
         1. Would not cover cancellation or lost funds due to no registrations
         2. These items would have to be written into the hotel contract
         3. Cover loss due to natural disaster and terrorism
   2. Assessment Plans
      1. Membership survey launched (750 good email address to send to)
         1. Pre-notice message sent April 27
         2. First notice, May 2 (over 100 have already responded)
         3. 1st reminder, May 9
         4. 2nd reminder, May 16
         5. Close survey, May 23
      2. Fall 2011 Conference Assessment: start thinking about with the Chairs.
3. **Past President – Amanda Drum**
   1. Elections
      1. 131 votes total (34% return)
      2. Results
         1. President Elect: Dr. Alicia Huppe
         2. Vice President for Administration: Heather Snow
         3. Director of Technology: Hope Garcia
         4. Constitutional Change: Approved (92% in favor)
   2. Newsletter
      1. Go out on May 15
4. **Vice President for Administration – Alicia Huppe**
   1. A&R Nomination Update: Deadline extended to May 20
   2. Contact with Texas Association of Developing Colleges and Schools
5. **Vice President for Membership & Marketing – John Kaulfus**
   1. 396 Members
   2. 49 Member Institutions
      1. 28 - $100
      2. 7 - $200
      3. 3 - $300
      4. 4 - $400
      5. 4 - $500
      6. 1 - $600
      7. 2 - $800
   3. $13,195 – Membership Fees Collected
      1. $8115 – Checks
      2. $5260 – Credit Cards
      3. -$180 – Reimbursements
   4. Updated brochure ready for final edits
6. **Vice President for Education & Professional Development – Jennifer Edwards**
   1. Fellowships(2)/Research Grant/Article Competition
      1. Extended Due Date—Friday, June 3
   2. TACUSPA Fellows
      1. All of the articles are complete
   3. Graduate Student Caucus
      1. The graduate students are working on the fall conference site visits and we are also working on the TACUSPA blog.
   4. Social Media Efforts
      1. Maintain blog presence: 2-3 posts per month
      2. Post 10 Facebook updates per month
      3. Become fan of other TACUSPA members on Facebook and we can repost/highlight posts from other student affairs departments.
      4. Can we post articles from Orgsync?
   5. Webinar Training via TAMU
      1. Have 5 webinar per years; need some speakers.
      2. How should we choose these speakers?
      3. Host first Webinar in the summertime (July perhaps)?
   6. TACUSPA Journal
      1. Rishi is looking at the Wild Apricot website to see if the website is conducive for a scholar-practitioner journal.
7. **Director of Technology – Hope Garcia**
   1. Working on new website
   2. Making it usable for Fall Conference registration
8. **Secretary Report –Charlin Jones**
   1. Find out how to expedite the organization of the archives.
9. **Treasurer Report – Lisa Nagy**
   1. Absent
10. **Old Business**
    1. None
11. **New Business**
    1. Alicia moved to approval all reports given on May 2. John seconded. Motion passed.
12. **Next Meeting** Monday, June 6 @ 1:30pm-3:00pm

1. **Adjournment**

MOTION: Amanda moved to adjourn, Jennifer seconded. Motion passed unanimously. Meeting adjourned at 2:33 pm.