

## TACUSPA EXECUTIVE BOARD

### MEETING AGENDA

September 15, 2004

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

Members absent: R. Wolaver, B. Jacobs, D. Braverman

Guests: J. Hillman, A. Lane

President D. Biggers called the telephone meeting to order at 1:35 pm.

1. Approval of minutes – The minutes from the July 21, 2004 meeting were reviewed and approved after a motion made by K. Swanson that was seconded by K. Rogers. The August 18 meeting notes were reviewed, but not approved as minutes since there was not a quorum at the meeting.
2. President's report (Darlene)
  - a. Board Meeting - D. Biggers mentioned that the Board will meet for lunch on Sunday, October 10 beginning at 11:30 am. The meeting will end by 5:00 pm.
  - b. Newsletter – A. Huppe reported that there were not enough articles to publish a summer newsletter. Therefore, the next newsletter will be published after the fall conference.
  - c. Fall Conference – Sherri Benn reported on the fall conference. Currently, 65 people have registered. All programs and keynote speakers have been confirmed and scheduled. The committee will do a walk through of the Omni Hotel next Wednesday. Sherri asked about the program for the business luncheon. It was explained that the president and treasurer give annual reports, awards are given, and new officers are installed. Sherri decided that a legislative update would be more appropriate for the closing day activity rather than the business luncheon. Sherri will put a link on the website announcing graduate student scholarships and the New Professional Institute. Deidre has offered to conduct the graduate student case study competition. Darlene will send her the list of graduate faculty compiled by Bonita. A program for the night of the dinner was also discussed. There will be a general welcome, introduction of key people and special guests, introduction of NPI participants, introduction of the speaker, the keynote speech, and recognition of the speaker. General announcements will close the event. Sherri also asked about the Presidential Suite. Darlene offered it to the host committee. If they decline, she will use it and open it for an informal gathering after the dinner.
  - d. New Professional Institute (Jan) – J. Hillman outlined the various topics that will be presented. Speakers are in place for the topics of: professional ethics, comparison of different college experiences, legal updates, and involvement in professional associations. Jan will share the information with Sherri and Darlene so that information can be posted on the web site and shared with COSSVP members.
3. President-elect report (Bonita)
  - a. B. Jacobs was not able to attend the telephone meeting, but D. Biggers did give a report on her behalf. She reported that a summer conference theme is being created and will be shared at the fall conference. She also reported that T. Corti is still looking for possible dates for a Laredo visit in February in anticipation for the fall conference.
4. VP for Administration (Kathrine) – K. Swanson asked that A. Lane report on the TACUSPA awards process. A. Lane reported that 8 award nominations had been received to date; no nomination had been received for Dissertation Of The Year.
5. VP for Membership and Marketing (Rob) – No report given.

6. Database Manager (Thomas) – T. Moorman contacted the people for the particular caucuses. A few memberships have recently come in. Thomas will send out renewal reminders after the fall conference.
7. Treasurer's Report (Keri) – K. Rogers referenced the new proposed TACUSPA budget sent to the Board members the day before. K. Rogers mentioned that the agreed-upon procedures report did not happen this year. She also recommended that TACUSPA purchase MS Money in order for A. Chesser to adequately fulfill her responsibilities as the new Treasurer. K. Swanson made a motion, and S. Sutton seconded, that the 2005 budget be approved.
8. Old business – None
9. New Business
10. Adjournment: The meeting was adjourned at 2:35 pm.

*Reviewed & Approved by the TACUSPA Board on October 10, 2004*