**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Sunday, October 16, 2011**

**Members present:** Trisha VanDuser, Amanda Drum, Deidra Stephens, Jennifer Edwards, Alicia Huppe, Andy Axsom, John Kaulfus, Sheila Bustillos Reynolds, Lisa Nagy, Charlin Jones, Jan McKinney, Mark Payne, Heather Snow

1. **Call to Order**

 Meeting called to order at 10:00am.

1. **Approval of Minutes (August 1, 2011 & September 12, 2011)**
2. Amanda motioned to approve the August 1 minutes. Deidra seconded. Motion passed unanimously.
3. John motioned to approve the September 12 minutes. Amanda seconded. Motion passed unanimously.
4. **President – Trisha Van Duser**
	1. 2011 Fall Conference – Sheila Bustillos Reynolds & Andy Axsom
		1. Welcome Reception—inside Hotel Bar with live music
		2. Pre-Conference with Dr. Komives
	2. NPI
		1. Gage E. Paine and Elizabeth With
	3. Business Meeting
		1. All items prepared and ready to go for all members.
		2. Awards Ceremony to take place after the close of the Business Meeting.
	4. Annual Report
		1. All information to be updated after NPI and Golf Tournament
5. **President-Elect – Deidra Graves Stephens**
	1. Website assessment
		1. Overall assessment for both the site for the organization and the Fall Conference
	2. Volunteer forms for committees for 2012-2013 at the Business Lunch
6. **Past President – Amanda Drum**
	1. Elizabeth Massengale is presenting the Dr. James Caswell Distinguished Service Award
7. **Vice President for Administration – Alicia Huppe**
	1. Awards and Recognition ceremony is ready
8. **Vice President for Membership & Marketing – John Kaulfus**
	1. 507 Members
	2. 57 Member Institutions
		1. 33 - $100
		2. 9 - $200
		3. 4 - $300
		4. 4 - $400
		5. 4 - $500
		6. 1 - $600
		7. 2 - $800
	3. $16,415 – Membership Fees Collected
		1. $9270 – Checks
		2. $6820 – Credit Cards
		3. $505 – New members – paid non-member conference rate
		4. -$180 – Reimbursements
	4. Want to increase all numbers during 2012-2013
9. **Vice President for Education & Professional Development – Jennifer Edwards**
	1. Conference scholarships
		1. 13-14 students applied
		2. Gave out 5
			1. Paul Caldwell, University of Texas at San Antonio
			2. Cassandra Diaz, University of North Texas
			3. Jessica Elder, University of North Texas
			4. Jennifer Kraft, Texas State University
			5. Leo Young, Texas A&M University
	2. Journal survey and meeting
		1. 15-20 responses about the journal
	3. Case student competition
		1. 4 entries
		2. 3 judges—all received the faculty scholarship to attend the conference
	4. Fellows and mentors
		1. 8 applied
		2. 4 awarded
			1. Ivy Bejarano, University of Texas at San Antonio
			2. Cristina Dominguez, University of Texas at San Antonio
			3. Paulina Mazurek, University of Texas Health Science Center at San Antonio
			4. Bailey Simpson, University of Texas at Arlington
10. **Director of Technology – Hope Garcia**
	1. None
11. **Secretary Report –Charlin Jones**
	1. None
12. **Treasurer Report – Lisa Nagy**
	1. Updated 2011-2012 Budget
13. **Approval of Reports:** Amandamoved to approve all reports. Deidra seconded. Motion passed unanimously.
14. **Old Business**

None

1. **New Business**
2. Amanda motioned to add Alicia Huppe to TACUSPA bank account at Bank of America. John seconded. Motion passed unanimously.
3. **Adjournment**

Amanda moved to adjourn, John seconded. Motion passed unanimously. Meeting adjourned at 10:47 am.

 **TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Tuesday, October 18, 2011**

**Members present:** Deidra Stephens,Trisha VanDuser, Alicia Huppe, Heather Snow, John Kaulfus, Jennifer Edwards, Lisa Nagy, Charlin Jones, Jan McKinney, Mark Payne

1. **Call to Order**
	1. Call to order at 11:09am on October 18, 2011.
2. **Approval of Minutes**

Trisha motioned to approve the October 16 minutes. John seconded. Motion passed unanimously.

1. **President – Deidra Graves Stephens**
	1. 2012 Fall Conference Report
		1. Double Tree, San Antonio—next to UTSA Downtown Campus
		2. Peggy Barr, Keynote Speaker
		3. Linda Kuk, Keynote Speaker
		4. Theme: Reconnecting TACUSPA
		5. Date: October 14-16, 2012
		6. Can open the conference to 250 attendees
	2. 2012 Law Conference Report
		1. March 26-27, 2012
		2. Angela Walker is the TACUSPA contact for the conference
	3. Webinar Plans
		1. Finalizing topics and dates
		2. Up to 2 in the next year
	4. Strategic Plan & Officer Goals (Quarterly Reports)—reviewed
	5. Officer Job Descriptions
	6. Volunteer Recruitment
	7. Operations Manual Review & Update
2. **President-Elect – Alicia Huppe**
3. 2013 Fall Conference—begin planning
4. **Past President – Trisha Van Duser**
	1. Elections—Elizabeth With, Elizabeth Massengale, Barry McKinney
	2. Caswell Award—Gage E. Paine, Rusty Jergins, Wanda Mercer
	3. Newsletter—November, February, August
		1. Include interviews of past Caswell winners
	4. 2011 Conference Wrap Up
		1. Improvements for next year
			1. Vendors could also sponsor some spots for the Golf Tournament
			2. Table request form for sponsors, foundation silent auction
			3. Review sponsorship levels and benefits for each level
			4. Foundation to no longer recruit sponsorship for the Fall Conference
			5. Prize drawing for completing the evaluations
			6. Technology point of contact on the Fall 2012 Conference committee
		2. Great speakers and having the evaluations available after the speakers was beneficial
5. **Vice President for Administration – Heather Snow**
	1. Committee chair – term of service
		1. Which positions have what committees
		2. Term of service: define and quantify expectations
	2. Review Awards & Recognition committee, selection process, and terms of receiving the award
6. **Vice President for Membership & Marketing – John Kaulfus**
	1. None
7. **Vice President for Education & Professional Development – Jennifer Edwards**
	1. None
8. **Director of Technology – Hope Garcia**
	1. Website
		1. OrgSync Presentation
		2. Wild Apricot Website development presentation
9. **Secretary Report –Charlin Jones**
	1. None
10. **Treasurer Report – Lisa Nagy**
	1. None
11. **Approval of Reports**

Johnmoved to approve all reports. Trisha seconded. Motion passed unanimously.

1. **Old Business**
2. **New Business**
	1. Trisha moved to allow Hope to spend $1,000 to pay an individual to assist with building the website. John seconded. Motion failed.
	2. Trisha moves to allow Hope to work with OrgSync to explore further website options. Lisa seconded. Motion passes unanimously.
3. **Adjournment**

Trisha moved to adjourn, Alicia seconded. Motion passed unanimously. Meeting adjourned at

2:14 p.m.