

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Agenda

October 3, 2017 | 12:00PM

Richardson, TX

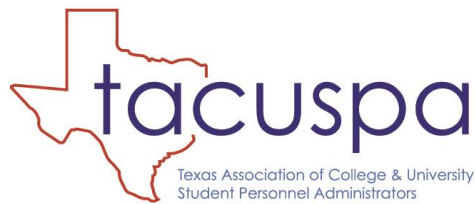
Members Present: Brandon Griggs, Pam Shefman, Caryn Hawkins, Jennifer Edwards, Christine Self, Molly Albart, Stephanie Box, Iliana Melendez, Ashley Spicer-Runnels, and Hope Garcia.

Guests: Paul York, Nicki McGee, Rachel Cinquepalmi, Drew Shelnett, Paulina Romero, Trisha VanDuser, Heather Snow,

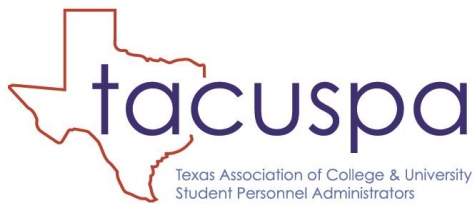
- I. **Call to Order.** Brandon Griggs (President) called meeting to order at 11:57 am.
- II. **Approval of Minutes.** Tabled until next meeting to give secretary time to clean them up.
- III. **President – Brandon Griggs**
 - **2017 Conference Wrap up (Trisha Van Duser and Heather Snow)**
 - Total Numbers: 274 registered, 265 attended
 - Financial – Profited ~\$4,000 on conference (not including conference incidentals)
 - Added breakfast buffet for TXSAO \$700
 - Pending final invoice from hotel
 - Featured speakers, Derek Carpenter and Mamta Accapadi's transportation costs were part of their total fees.
 - Bringing our own projectors saved us \$6000 (for breakout rooms)
 - Pros
 - Spacious hotel
 - Buffets are a good choice (but not conducive for big sessions)
 - Tuesday's keynote kept good attendance for that day
 - Good location for foundation, good to keep bar and dessert in foundation room
 - Conference pre conference workshop had great content (22 registered; 5 attendees)
 - Cons
 - Registration form
 - Presenter AV needs (ex: special cords needed for certain laptops)
 - Wifi issues with special passwords
 - Happy hour space wasn't great
 - 11 registrants for NPI, 27 showed up...suggestion to add things to a cart during registration
 - Printers would have been useful at registration and foundation room

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- Communities of practice were not well attended (aside from community college, student persistence), maybe round table hot topics would work better.
- Vendors should interact better with members during break times.
- Conversation for board: Conference registration policies for those attending specific meetings.
- Negative comments about continental breakfast served; should have indicated as such on the program.
- Conference chair had difficulty getting responses from groups hosting special meetings.
- Lots of dietary restrictions within membership made difficult to choose menus.
- Possibly move NPI and MMI later in the day and only provide cookies/refreshments.
- **Action Item: Board to complete Volunteer Leadership Form and return**
- **Action Item: All board members: position/term goals are due 12/5/17.**
- **Action Item: Brandon will send Doodle Poll for on-site meeting dates; all board members should respond in a timely manner.**
- **Organizational Chart distributed**
- **2018 Conference Updates**
 - Most activities will take place on the second floor.
 - Space is great; would like to put vendors by registration, good space for happy hour.
 - Discussion regarding Monday reception and whether or not to continue it
 - Consider location of conference and commuters to determine amount of breakfast
 - This year's graphic team offered to do graphics for 2018 conference.
 - Put due dates on conference page online (early bird, regular registration).
 - Compare cost of printing programs vs. online app.
- **2017-2018 Priorities**
 - Processes and structure: **Action Item: email Brandon if you want to be part of the working committee to look at reporting structure**
- **Strategic Planning**
 - Brandon reviewed strategic plan goals and provided an estimate of completion (%) for each one – decision to review our current plan and revise/update when we meet in January – evaluate what we have accomplished and where we need to develop additional action items.
- **Foundation Meeting**
 - Need to provide some clearly defined roles and relationships between the TACUSPA board and foundation.
 - Final donations just shy of \$11K.



IV. **President-Elect – Molly Albart**

- Paulina motioned to move recognition duties currently under various board members, to the Director of Administration. Molly Albart seconded. Motioned passed unanimously.

V. **Past President – Lisa Nagy**

- No Report

VI. **Director for Administration – Stephanie Box**

- Ops manual – would like to talk about incorporating a sheet to make it easier to understand positions better. Action item: Stephanie will draft a template for us to look at.
- Suggestion to have a handoff meeting after board meeting on Sunday conference.
- Conference Volunteer Breakfast – not a good turnout, if you get a gift for them, put in bag. We need to define who is a volunteer (volunteer stuff will fall under membership)

VII. **Director for Membership– Hope Garcia**

- Action item: will organize volunteer forms and provide a list for review for November 6th meeting
- Action item: will look into wild apricot and its features to ensure we are being the most efficient in our processes.
- Action item: look at archival policy under wild apricot and make a recommendation to the board on how to best move forward with electronic storage.

VIII. **Director for Marketing – Christine Self**

- Newsletter – 1st week of December (will ask for items for newsletter)
- Action Item: Christine will continue to send out Thursday updates

IX. **Director for Education & Professional Development – Iliana Melendez**

- Thoughts on CoP?
- Discussion on whether we need to change process for scholarships and Mooreman fellows

X. **Director of Technology – Caryn Hawkins**

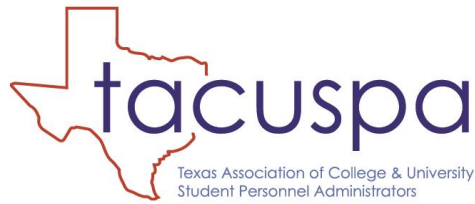
- Caryn will do some research on Constant Contact and its benefits.
- Remove 2017 link for ed sessions so next year's don't go there.

XI. **Director of Research – Jennifer Edwards**

- Interested in implementing:
 - Develop research scholar piece
 - Develop TACUSPA chat two times per month
 - Develop research share (share current work they are doing; critique)
 - Make publishing and grant opportunities available
 - Create research resource guide for membership (ex: Youtube videos)

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- Create virtual writers accountability group
- Highlight student affairs and higher education research

XII. Director of Assessment – Pam Shefman

- Strategic Planning
- Next Year's Goals

XIII. Secretary – Paulina Mazurek

- Table motion on operation manual changes regarding archives and historian position.

XIV. Treasurer – Ashley Spicer-Runnels

- Will update board monthly on financial activity
- Will be taking a closer look on how money is being spent

XV. Approval of Reports. Christine (Director for Marketing) moved to approve reports. Pamelyn Shefman (Director for Assessment) seconded. Reports passed unanimously.

XVI. Old Business

XVII. New Business

XVIII. Adjournment. Brandon Griggs (President) adjourned the meeting at 2:08pm.