

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | 10/23/18 in person

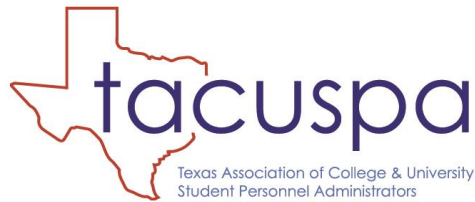
Members Present: Hope Garcia, Lisa Perez, Brandon Lee, Iliana Melendez, Ashley Spicer-Runnels, Molly Albart, Kristy Vienne, Corey Benson, Caryn Hawkins, Brandon Griggs, Jennifer Edwards, Stephanie Box

Guests: Jeff Strietzel & Faith Miller (Fellowes), Tabitha Williams & Nicki McGee (Conference Co-Chairs 2019), Paul York & Jamal Smith (Conference Co-Chairs 2018)

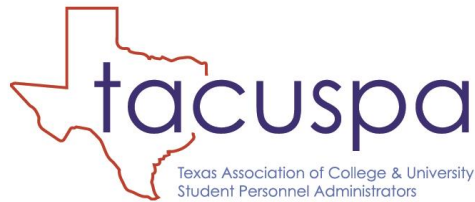
- I. **Call to Order.** Molly Albart (President) called the meeting to order at 11:18am

- II. **Approval of Minutes.** Minutes from 10/21/18 were tabled for approval at next meeting

- III. **President– Molly Albart**
 - **Conference wrap up (report from Paul/Jamal)-** The following feedback was presented by conference chairs Paul & Jamal:
 - Conference participation was over 300
 - Registration issues: had presenters who did not register; invoices will be sent
 - Vendors were hard to get in touch with; additional sponsors were secured for next year
 - Suggest that the room block be increased at beginning of contract; suggest to increase to 120 and look at which types of rooms are part of the block
 - AV is going to be an issue because of cost; need to include wifi as part of the discussion during negotiation process
 - Suggest that all conference planning team members are all part of the scheduled conference calls
 - Need to look at signage and find balance on number of signs and ensuring there is no overcrowding in the hallways
 - TACUSPA Foundation was engaged very early in process and that was a good thing
 - Program booklet needs to be reviewed by Director of Marketing
 - Program chairs need to be connected with President and it should be ongoing
 - Suggest continuing to have dessert during the opening of silent auction
 - Be aware of other conferences going on in hotel
 - ASCA participants need to make sure that they are registering for the conference
 - Lots of confusion on the student registrations
 - Feedback from the Board included:
 - Moving the TACUSPA journal meeting to an earlier time



- Having the Conference Chairs review conference schedule with the board earlier
 - Would like to see a more robust grad experience; offer more for them
 - Need more time for the institutes perhaps start sessions earlier
 - Look at how we can streamline registration options; there are too many
 - Explore if NPI or MMI could be given certificates
 - Look at ways to engage Chief Student Affairs officers
 - Look at Tuesday schedule; how can it better engage all participants so they are staying throughout the conference (# of ed sessions; suggestion: divide institutes to Sunday/Tuesday)
 - Text to Give...leave ticker up throughout the conference
 - Look at layout of program and include times with the Ed Block and
 - **In person meeting dates:** need to solidify; will need to have in late January or early February & May. **Action item: Molly will send out doodle form to members;** Format of the meeting will usually entail 1 night stay; starting at lunch and working through next day usually leaving around lunch time; Board will cover the cost of ½ of the room, so suggest that members share room so they will only be responsible for travel costs. If member decides to room on their own then the other half of room cost is their responsibility.
 - **Video conferencing for monthly calls; what are your thoughts on doing this?** Molly is looking at Zooming the meetings if she is able to get it set up; Jennifer E. has access to Zoom if that is the direction we are headed; meetings will be the 1st Monday of the month; calendar invites have already been sent to members.
 - **TACHE sponsorship:** comes out of the President's budget so Molly will submit paperwork for this to treasurer.
 - **Location for 2020 and 2021 conference:** 4 year cycle Houston, San Antonio, Austin, DFW...next year in San Marcos; board works with Helms Briscoe to look at what options are available. Past President is responsible for working on the contracts to work on solidifying the 2 year cycle
 - **Operational efficiencies:** Molly will be adopting Task Forces this year and will include: (1) Organizational Structure Task Force, which will look at position terms, reporting structure, and overall structure. Corey Benson, Brandon Griggs, Stephanie Box, will serve on this Task Force and will look at adding a couple of others outside of the board to also serve. **Action Item: Corey and Brandon to find others to serve.** (2) Financial Task Force. Iliana Melendez, Ashley Spicer-Runnels, Gene, John, Caryn Hawkins, and Kristy Vienne will serve on this one. (3) Membership Task Force (are membership costs and types aligned; what is that magic number for membership; what is the retention of our membership; analyze membership benefits) Molly has asked Brandon Griggs, Hope Garcia, Jennifer Edwards, Iliana Melendez, and Caryn Hawkins to serve. **Action Item: Lisa Perez was asked also asked to serve on one of the groups and will follow up with Molly once decision is made.**
- IV. **President Elect – Iliana Melendez:** Has been looking at Strategic Plan working to have it set up for 2020.



Past President – Brandon Griggs

- **2018 Conference debrief:** Information was provided in President’s section.

V. Director for Administration – Stephanie Box

- **Operations Manual:** operations manual includes constitution and bylaws. Stephanie is working on updates; reworking the structure of ops manual by officer position to make it user friendly and provide guidance to respective positions. **Action Item: Stephanie will send the ops manual for all board members to review their officer section.**
- Question was asked: What changes need to be voted on? Clarified by Stephanie and Molly that members vote on Constitution changes; the board votes on bylaws, a 2/3 vote of the Board is needed to amend the operations manual.

VI. Director for Membership – Hope Garcia

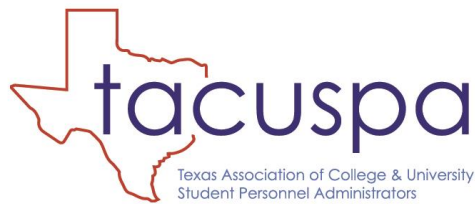
- **Membership Update:** Wild Apricot has presented some issues for updating membership types. Hope has been working on this with the help of Stephanie. Pending memberships remains an issue. **Action Item: Hope will work with Wild Apricot to work on a solution.**
- Suggestion was made that Membership & Technology board members work together with Registration chair to ensure continuity of information from year to year. Board members agree to this.
- **Action Item: Hope will invoice student or professional member for the discrepancies that came up with this year’s conference registration.**

• Director for Marketing – Corey Benson

- **Instagram:** started the TACUPSA account. In order for it to be relevant, he will be developing a “take over” plan to give access to different institutions so that they can contribute. He also reminded everyone that we should not be attaching years to hash tags that are used with social media.

• Director for Education & Professional Development – Kristy Vienne

- **Action Item: She will be scheduling a conversation with Iliana Melendez next week.**
- Suggestion made by board included finding a way to get the fellows introduced to Dr. Mooreman at future conferences.



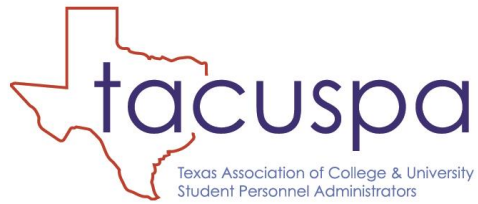
- **Director of Technology – Caryn Hawkins**
 - **Access to technology (Wild Apricot, Google Drive, etc.)** – Action item: Caryn will be reaching out to those members who will need access to the various platforms.
 - Discussion revolved around the use of Wufu and Google Forms. Agreed that Wufu not be used any longer. Molly asked that Caryn look into providing a report for next meeting in December.
 - Action item: Provide in report, what features are we losing; what data should we export; when should we sunset Wufu?

- **Director of Research – Jennifer Edwards**
 - **Research Grants:**
 - will have quarterly research updates and motivational quotes;
 - will highlight Texas Dissertations at the end of each long semester;
 - will develop a content expert list and feature it on the TACUSPA blog;
 - a list of journal and grant outlets for Texas Student Affairs professionals has been developed;
 - will publish the Research Grant Application for a due date of December 1, 2018 (to be announced the 15th)
 - **Conference Research Engagement:** 12 people engaged with 70 posts

- **Director of Assessment – Brandon Lee**
 - Action Item: Brandon will be contacting board to discuss assessment during his term

- **Secretary – Lisa Perez**
 - **Collection of End of Year Documents** – Lisa reminded board that they should be gathering their documents that will be included for archiving. Items to be included are for dates January 1 thru December 31, 2018
 - Action Item: Lisa will send everyone information on what should be included for their respective positions.

- **Treasurer – Ashley Spicer-Runnels**
 - **Checking & Savings Account Update:** Checking balance to date: \$122, 243.98. Savings balance to date: \$62,752.25
 - **Transfer of Funds:** Ashley requested the need for the board’s support on how funds are transferred from Foundation.
 - **Reminder to all board members:** Need to submit an RFP (request for payment) form. The form is then signed by president and then forwarded to the treasurer. Also, purchases should be made in advance; please don’t wait until last minute



- **Approval of Reports.** Motion to approve reports was made by Brandon Griggs and Stephanie Box seconded; Approval passed unanimously
- **Old Business** - none
- **New Business** - none
- **Adjournment:** Motion to adjourn meeting was made by Brandon Griggs, Hope Garcia seconded. Meeting was adjourned at 1:46pm.