

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS
Meeting Minutes | October 20, 2019

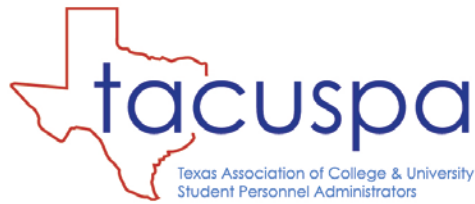
Members Present: Molly Albart, Hope Garcia, Stephanie Box, Kristy Vienne, Corey Benson, Caryn Hawkins, Tabitha Walker, Nicki McGee, Iliana Melendez, Lisa Perez, Brandon Griggs, Amanda Drum, Ashley Spicer-Runnels, Jennifer Edwards

Guests: Staphany Lopez-Coronado, Ramces Luna, Quyn Houg-Nguyen, Teresa Simpson

- I. **Call to Order:** Albart called meeting to order at 11:03 a.m. and provided time for board members and guests to introduce themselves.

- II. **Approval of Minutes**
 - Perez reported that an addition to minutes was made for the online vote of the Partnership Agreement with Campus Labs
 - September 9, 2019 minutes were approved with additions.

- III. **President– Molly Albart**
 - Conference Updates – Nicki McGee/Tabitha Walker (formerly Williams)
 - i. McGee reported that 261 people registered; budget was helped with late registrations; almost 100% of registrations have been paid.
 - ii. Eleven (11) members registered for MPI; 22 people registered for NPI
 - iii. Conference committee had to work with hotel around new technology and their connections
 - iv. Sponsorship committee received \$10,000; this year we have a Title Sponsor: The Office for the Vice President of Student Affairs at the University of Texas at Austin.
 - v. Head Shots will take place on Monday and Tuesday; they are being provided In Kind by the LBJ Student Center at Texas State; headshots will be sent electronically to those who participate.
 - vi. Canvas Bags for conference are provided by San Marcos Convention & Visitors Center
 - vii. Graduate Experience: Mix & Mingle will be held on Sunday; conversational meet & greet with Dr. Peck is scheduled; transportation provided for graduates to visit the area.
 - viii. Fundraising competition between schools within each region will occur on Sunday during the dinner; schools within the regions are encouraged to sit together at dinner
 - ix. Names of sessions are being listed on digital screens outside of each room;
 - x. Mariachi from Texas State will be the entertainment for dinner;
 - xi. PowerPoint presentation will be looped during dinner with information and sponsors; award winners will also be displayed during appropriate times.
 - xii. Discussion ensued on a review of logistics and script updates.



- Review Action Items from the Year: **Action Item: Albart encouraged board members to review minutes from previous meetings to see what items they should roll over to the next administration.**

IV. President Elect – Iliana Melendez

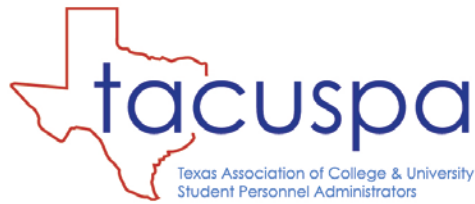
- Review TOWS Position/Association (see attachment); Melendez handed out TOWS for each position on board; **Action Item: Melendez asked Board to review document as well as operations manual. Melendez will bring themes from TOWS to Tuesday, October 22, 2019 meeting to use for strategic planning.**
- Transition Meetings: Melendez asked Board to please take time after meeting to set up new members for success. She asked that the following items be included in transition discussion. Creation of transition documents will be a focus for this next year
 - i. Budget; review it and ensure for accuracy
 - ii. Timelines; make sure to create a timeline for each position
- Tuesday Board Meeting: Melendez would like to start board meeting at 11:30 a.m. on October 22, 2019 instead of 12 p.m. Board was in favor of doing so. Meeting should not last longer than 2 p.m.

V. Past President – Brandon Griggs

- Official Election Results – Griggs provided official election results to the board: President-Elect: Ashley Spicer-Runnels, Director of Administration: Jody Randall, Director of Membership: Staphany Lopez-Coronado, Director of Technology: Caryn Hawkins, Director of Assessment: Teresa Simpson, Treasurer: Nicki McGee
- Benson reported that official communication regarding elections was sent via social platforms to the membership on May 23, 2019.
- Board Structure Task Force Report – Griggs reported he has looked at other professional organizations and revealed that TACUSPA's structure is not similar to others. Suggests that this should continue to be reviewed. Current structure seems to resemble that of a student organization and recommendations will be forthcoming. Melendez asked that the task force continue and Griggs agreed to assist.

VI. Director for Administration – Stephanie Box

- Box has been working on final edits to operations manual so that she can transition to Randal; she will include color guides that Melendez suggested before sending it forward. Box asked that other edits be sent to her before official transition of position. If board is not able to then submissions will be given to Randal.



VII. Director for Membership – Hope Garcia

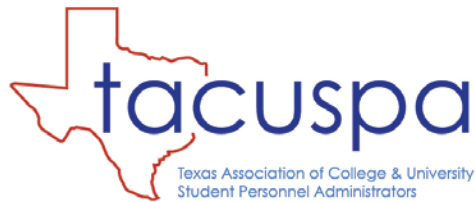
- Garcia reported membership numbers to date:
 - Emeritus - 15
 - Professional - 555
 - Student - 53
 - Total - 623
- Membership Task Force: Task Force made some progress on goals; Wild Apricot (WA) is not built to handle groups as they intended it to; group is working to try to remove fields in WA that are not necessary; Task Force has found that social media group has served as a good resource and will continue to use this platform to ask questions about using WA.
- Membership Meet Ups: Garcia provided feedback on the summer meet ups. Explained that the incentives were good but doesn't think that they are necessary. Members who attended enjoyed the socializing, networking and appetizers that were provided. She suggests that we continue to offer the meet ups.
- **Action Item: Director for Membership will need to archive membership in WA; the platform is limited to 2,000 contacts per the plan; also need to come up with process on how often to archive membership.**

VIII. Director for Marketing – Corey Benson

- Benson reported that there will be someone who will be taking photos every hour during conference; he will make a video for closing session;
- Benson encouraged board to use #TACUSPA during the conference and encouraged others to do so as well.

IX. Director for Education & Professional Development – Kristy Vienne

- Fellows Update: Vienne gave kudos to Melendez & Lopez-Coronado for all of their help; there is funding for 4 fellows and only 3 have been submitted. Conference planning & Research are the other projects discussed. **Action Item: Simpson and Albart will work on submitting the applications for fellowship projects.**
- Vienne mentioned working with conference team on providing head shots, career resume review during conference.
- Vienne will be working on recruiting someone to assist with professional development.



X. Director for Technology – Caryn Hawkins

- Platform Review Update: Current platform is not meeting the needs of TACUSPA board. Other platforms are available; need something that is friendlier for conference registration. Task Force looked at 3 platforms: Member Clicks, Star Chapter, Engagifi. Albart asked what is the cost of current platform? Box explained that WA costs \$160/month or \$2,100/year
- Current contract with WA is up in March 2020; Board would like to have a decision by December to ensure we know which direction to go; either use WA again or change to another platform.
- Albart would like Hawkins & Benson to have a formal proposal with cost comparison from task force
- Drum asked if paypal could be used; Benson clarified that is not feasible because Paypal does not integrate well with WA.
- Hawkins clarified that the platforms they are looking into are more expensive than what we currently have.
- Hawkins clarified that the Task Force members will include: Simpson, Garcia, Benson, Hawkins, and would also like to include Lopez-Coronado and McGee.
- Drum suggested the following timeline for consideration of a new platform:
 - i. Budget developed for September 1, 2020 and the platform, which is proposed, be run concurrently with WA through conference 2020.
 - ii. She then suggested that after working through any issues Association could then go live January 2021.
- **Action Item: Albart asked that Hawkins have proposal ready for the November 2019 meeting**

XI. Director for Research – Jennifer Edwards

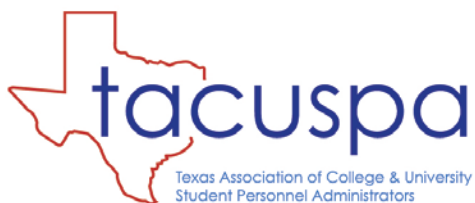
- Edwards announced that the TACUSPA Journal has been published and is available at <http://www.studentaffairsoncampus.com>
- Edwards invited board members to attend the Case Study competition on Tuesday, October 22, 2019 at 7:30 a.m.

XII. Director for Assessment – Brandon Lee

- Lee provided the following update via email stating that the assessment for the conference is ready and available for distribution.

XIII. Secretary – Lisa Perez

- Perez requested that reports or handouts be sent to her electronically.



XIV. Treasurer – Ashley Spicer-Runnels

- Spicer-Runnels reported the following account balance updates:
Checking: \$182,605.47
Savings: \$62,771.09
- Spicer-Runnels also reported that she is in the process of gathering documents for financial audit. She will meet with the auditor the first week in November.

XV. Foundation – Amanda Drum

- Drum reported that the Silent Auction Room is open; she encouraged Board members to bid early bid often; ribbons will be given to those who donate \$10 or more;
- Drum asked Board for feedback on the online auction; the online auction was only available for a period of time. Spicer-Runnels suggested that in the future it should be included on the website; another suggestion included the need for more promotion.
- Donations Regional Competition – schools have been assigned into a region as a way to promote competition and raise more funds. Any donations that are made during conference will count towards competition; Goal of the Foundation is to raise \$15,000 during the conference.

XVI. Good of the Order. Albart sent out Annual Report link to Board members electronically. **Action Item: Albart reminded members to complete the report. Albart suggested that Lee take the lead on ensuring reports are completed.**

XVII. Approval of Reports.

- Box motioned to approve reports. Vienne seconded. Reports were approved

XVI. Adjournment: Albart adjourned the meeting at 1:18pm