



TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | November 7

Members in attendance: Teresa Simpson, Lacey Folsom, Shelby Hearn, Heather Snow, Charlin Jones-Chavez, Staphany Lopez-Coronado, Tabitha Walker, Dan Maxwell

Guests: Diana Ortiz, Mallory Payan

I. Call to Order - 12:04 pm

II. Approval of Minutes -

Motion: Tabitha Walker

Second: Staphany Lopez-Coronado

III. Foundation – Dan Maxwell

- Board Changes: Elizabeth Messingal(sp) will remain on board, Jan McKinney will step down as chair, but remain on board.
- Upcoming retreat: To discuss goals, grants, and other potential membership growth opportunities
- Looking to TACUSPA Board to re-brand fellowship experiences
 - Will coordinate with current fellows to do presentation at the winter Foundation Board meeting.
- Donor Letters/Tax Exemption: Dan and Charlin will discuss further to get letters out to those who made donations since January 2022.

III. President– Teresa Simpson

- Membership/Marketing: Working with Shelby to restructure and set goals regarding recruitment and membership outreach
- Conference Chair Updates:
 - Working to build the committee. Will promote it through email/social media.
 - Update the photo/brand on the web/socials to reflect the '23 conference.
 - Add: Michael Wilkenson (NPI), Julie Murphy (NPI/MMI), Dr. Spurlock (MMI)
 - Find a two-year college partner to serve on the conference committee. Potentially a track within the conference

- Add Krista Bailey (TAMU) to the conference committee to represent faculty
 - Bring in reps for the '24 conference to serve on the current committee
 - Reach out to the hotel regarding room block: Rooms for Saturday night- determine the number. 2022 had 20 rooms, but could have increased. Consider 30 rooms for 2023.
 - Potentially a fellows position for the conference planning committee

IV. President-Elect – Corey Benson

V. Treasurer – Charlin Jones-Chavez

- Account Balances as of 11/7/2022

Checking \$195,897.39

Savings \$55,835.10

- Additional resources may be directed to the account based on the rewards program. Treasurer will provide more information once Treasurer looks more into the opportunities.

VI. Past-President - Heather Snow

- The final reconciled report will be reported at the December meeting
 - Currently clarifying charges with the hotel: A \$6000 discrepancy with charges from occupancy tax and other discounts included with the package options.
- Net: \$18,389 from the 2022 conference

VII. Secretary – Lacey Folsom

- Minutes and agenda will be provided via email (pdf)
- Minutes are also available in the google drive under the secretary folder

VIII. VP of Membership and Marketing - Shelby Hearn

- The '23 promotional conference video will go out 11/8/2022
- Director/Position applications- a public announcement will be sent via email/social
 - To include Directors of Marketing, Membership, Technology, Research, Webinar chair
 - Director Application Form: https://docs.google.com/forms/d/1SN5mU7ly0lgBT1NT_lhaQPK-YOezdlzNT2dOmjGdk5M/edit
- Review of committees to determine which should be removed from the volunteer form:
 - Remove: *Constitution/Bylaws, Elections, Finance advisory board, technology, career development*
 - Committee Form that needs to be updated: <https://docs.google.com/forms/d/e/1FAIpQLSemwsT5X4bGeV04WITfV0NLmQV0wPeOVHe9hUGWzVMhofFeNQ/viewform>

IX. VP for Research and Education - Tabitha Walker

- Webinars: Sending out information to those who presented at the conference and asking the “biggest buzz” award winner to host a webinar
 - Planning on recording and sending it out to membership via email
- Teresa will do RFP for Amazon gift cards to the case study winners.

X. VP for Administration - Staphany Lopez-Coronado

- Has given administrator access to Wild Apricot
- Within google, there is a document with passwords for reference
- Will find a Director for technology to help navigate website needs
- Operations Manual changes are in process
- Will provide Tabitha with Zoom credentials

XII. Good of Order

XIII. Approval of Report -

Motion: Charlin Jones-Chavez

Second: Heather Snow

XIV. Adjournment: 1:02pm