

TACUSPA Board Meeting
(via teleconference)

November 19, 2003

Present: D. Biggers, B. Jacobs, K. Swanson, K. Rogers, R. Wolaver, S. Benn, S. Sutton,
T. Moorman

Absent: D. Braverman, M. Fuentes-Martin

D. Biggers opened the meeting at 1:38 pm CST

1. Approval of Minutes

- a. Board Meeting of Oct. 5 – B. Jacobs made a motion that was seconded by K. Swanson that the minutes be accepted; they were approved as submitted
- b. Business Meeting of Oct. 6 – K. Swanson asked a procedural question of whether these minutes should be approved at the current time or at the next Fall Business meeting; it was agreed that the minutes should be approved next fall. A comment was made to correct the spelling of Elizabeth With's name under item III.

2. President's Report

- a. Summer 2004 conference – since D. Braverman was not present, no report was given
- b. Fall 2004 conference – S. Benn reported that the contract was finalized, the committee was assembled, and the first meeting was scheduled for Dec. 12.
 - i. Sherri asked for some additional information, such as a) the contact info for the webmaster (which is T. Moorman), b) copies of the 2001 & 2002 conference programs (UHCL/D. Biggers offered to gather and send these), c) a membership directory in Excel format (T. Moorman will provide this), d) a list of the attendees for the last two years (it was decided that this was not needed), and e) a copy of the Operations & By-Laws (K. Swanson will send this)
 - ii. S. Sutton volunteered to work on a spreadsheet listing the past several conferences with the theme, host city, and conference chair for the archives
 - iii. S. Benn mentioned her plans to reach out/market to special populations of professionals in the state for this conference
- c. New Professionals Institute: it was agreed that this should be continued; Don Albrecht and Jan Hillman were mentioned as possible co-chairs for this initiative
- d. February/March site meeting: D. Biggers solicited possible dates and/or conflicts for the summer conference site meeting in early spring. ACUI is

scheduled for Feb. 27-March 1; The Texas Higher Education Law Conference is scheduled for March 1 & 2

- i. TACUSPA has been approached by Rachel White of the Texas Higher Education Law Conference about us sponsoring a reception again. A discussion was held about the value of this. K. Swanson moved and S. Sutton seconded a motion to sponsor a reception up to \$500.
 - ii. B. Jacobs and D. Biggers mentioned that they plan to attend.
 - iii. The issue of TACUSPA stationery was raised. T. Moorman will provide the current logo to the board members so each person can print letterhead/stationery as needed.
3. Past Presidents Report – No report was given.
4. President-elect Report – B. Jacobs mentioned that the new TACUSPA journal should publish its first issue (Fall issue) in early January of 2004; the Spring issue should be out in may of 2004; each TACUSPA member will receive a copy; B. Jacobs has begun considering locations for the next two conference sites (i.e., Summer 2005 and Fall 2005); D. Biggers suggested the possibility of a drive-in conference for the summer
5. V.P. for Administration – K. Swanson reported that she sent out the list of volunteers solicited at the Fall conference (some had not received this, so she will send it out again); she mentioned that the board needs to decide on who will chair each subcommittee, then have those chairs follow-up with the volunteers; D. Biggers said she will write a letter to each volunteer thanking them for their interest; Kathrine also mentioned that she is rewriting the conference manual
6. V.P. for Membership & Marketing – R. Wolaver said he had nothing to report
7. Database Manager – T. Moorman reported that the membership forms have been updated, and that he had received training necessary for keeping the website up to date. D. Biggers asked about posting pictures from the Fall conference, and Thomas said that will be done; Thomas will send the institutional updates to the CSAO of each institution in January or February
8. Treasurer Report – K. Rogers reported that the BIA account has a balance of \$32,071.92; the checking account has a balance of \$38,440.14 for a total of \$70,512.06. Keri mentioned that she will be working on the tax form due in January; she reported that all expenses related to the Fall conference had cleared; she also reported that the board needs to approve a budget overage for the web maintenance expenses
9. Next Meeting: scheduled for December 17 at 1:30 pm
10. Adjournment: D. Biggers adjourned the meeting at 2:31 pm CST

Reviewed & approved by the Board on 1/21/04