

TACUSPA Board Meeting  
(via teleconference)

December 17, 2003

Present: D. Biggers, K. Swanson, S. Benn, T. Moorman, M. Fuentes-Martin, D. Braverman

Absent: K. Rogers, S. Sutton, B. Jacobs, R. Wolaver

D. Biggers opened the meeting at 1:30 pm CST

1. Approval of Minutes: Approval of minutes was postponed to the next meeting due to lack of quorum.
2. President's Report
  - a. Fall 2004 conference – S. Benn reported that the committee met in early December for the first time. The committee brainstormed potential themes for the conference. The theme selected was “Our Best Student Engagement Practices: A Capitol Investment.” The board members approved the theme as submitted. The February meeting of the conference committee will be held at the Omni Hotel in Austin.
  - b. Summer 2004 conference – D. Braverman reported that he is following up with those individuals that expressed interest in assisting with the summer conference. David reported that he is “leaning” towards the Omni Hotel in Corpus Christi. A couple of dates are being considered (e.g., late June or mid-July). The June dates include Sunday, June 27 through Tuesday, June 29. Darlene asked David to summarize what each hotel offers in order to share that information with the board for feedback. Darlene asked about the theme, and David reported that “civility” and “honor codes” are possible topics. Darlene said this might be an opportunity to include our academic colleagues. It was mentioned that the summer conference planning committee often invites speakers, rather than soliciting all sessions through a call for programs.
  - c. New Professionals Institute: No report was given.
  - d. February/March site meeting: Darlene said that the board would try to meet in Corpus Christi inn late February or early March. She said the board would come in on Thursday and leave on Friday. She said she would continue the discussion via email in order to determine a final date, but that it looked like it would be in early March.
3. Past Presidents Report – Mari said she planned to follow up with Jack regarding the journal. T. Moorman had some information about the journal; namely, that the inaugural issues would be mailed by January 5, 2005. He also reported that there may be concerns about funding the journal for future issues (the inaugural issue is scheduled to cost \$4000.00). Darlene asked Mari to comment on the survey that was conducted recently; Mari said she would prepare some

- recommendations for follow-up action. Mari also mentioned that elections need to be discussed soon; the open positions are President-elect, VP for Marketing, and Treasurer. Mari said the elections need to probably be held in April 2004.
4. President-elect Report – No report was given.
  5. V.P. for Administration – K. Swanson raised the issue of following up with those that volunteered at the fall conference. She said she wanted to personally follow-up with those that volunteered for the “Awards & Recognition” committee, with Austin Lane as the chair. The board agreed that was a good idea.
  6. V.P. for Membership & Marketing – No report was given.
  7. Database Manager – T. Moorman asked the board to look at the web site and make comments & recommendations. He is also looking for someone with interest in assisting with the web page. Thomas has to sign off early, but the conversation continued regarding how to enlist some help to maintain the web site. Kathrine suggested that Thomas approach those folks that volunteered for the Technology committee. Some of the most immediate needs are to update the information related to the conferences,
  8. Treasurer Report – Since K. Rogers was unable to attend the meeting, she forwarded her report via email in advance of the meeting. Kerri reported the following:
    - A. IRS Forms 990EZ and Schedule A (Tax Return) have been filed and mailed!  
No late fees or tacky conversations with the IRS this year. By the way, I found out that not all IRS deadlines are on the 15th. Wish I would have known that early!
    - B. I will be filing the Form 1096 over the holidays. This is the form you have to do to report those who have been paid over \$600 for services in 2003. We only had one person – the one who revamped our website. I’m currently waiting on her to send back the W9 form I sent her. We need to remember to have all people we pay complete a W9 before we pay them so that we can have their information on file. I always forget, but thought all of you might help me remember. (W9s give us the information to put on a 1096 so they can issue W2s – how’s that for IRS lingo?)
    - C. We have \$37,928.45 in our checking account and \$32,082.46 in our business investment account for a total of \$70,010.91.
    - D. Journal Money – In October, 2001, TACUSPA transferred \$12,000 from our checking account to the BIA account. This was funding for 3 years of the Journal at \$4,000/year. That money is still in the BIA account, so we will need to move some when we start getting expenses for The Journal.
    - E. We need to approve an over-expenditure of the Website budget/increase in that line item. We have \$1000 budgeted for this fiscal year for website maintenance. We have gone over almost \$1000 and we aren’t even halfway through the year. We need to approve an increase in this budget line item. I would suggest we up it to \$3000 to cover whatever might come our way for the rest of the year. These expenses have been very unanticipated (meaning we don’t necessarily know how to budget for a total revamp of a website,

including a new domain name). Thomas can explain them in detail. Here is what has currently been spent for this fiscal year:

\$150 – purchase of domain name  
\$1200 – design of new site  
\$251.35 – past due balance for hosting of old site  
\$244.40 – website server space  
\$100 – website maintenance  
\$1945.75 – TOTAL

9. Next Meeting: scheduled for January 21, 2004 at 1:30 pm
10. Adjournment: D. Biggers adjourned the meeting

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