**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday, July 11, 2011**

**Members present:** Trisha VanDuser, Amanda Drum, Jennifer Edwards, Alicia Huppe, Andy Axsom, John Kaulfus, Sheila Bustillos Reynolds, Charlin Jones, Hope Garcia, Lisa Nagy, Gale Stuart

1. **Call to Order**

Meeting called to order at 1:32 pm.

1. **Approval of Minutes**

Amanda motioned to approve June 6 minutes. Hope seconded. Motion passed unanimously.

1. **President – Trisha Van Duser**
   1. Foundation Update
      1. Met on July 11, 2011
      2. Approved spending $10/month for authorized automatic draft from account
      3. Silent auction discussion
      4. Sponsorship letters have been sent
   2. 2011 Fall Conference – Sheila Bustillos Reynolds & Andy Axsom
      1. Registration is open and active. Board members to register as soon as possible
         1. Highly unlikely to accept additional members register day of conference.
         2. Registration deadlines
            1. Early bird deadline: September 1 by midnight
            2. Regular rate deadline: October 1
            3. Late registration deadline: October 7
      2. Conference meals confirmed.
      3. Projectors provided at no cost from UT Austin. All presenters to bring their own laptops.
      4. Call for proposals open and active. Extend deadline possible.
      5. Postcards going out to the membership.
      6. Sponsorships—need to check with Lisa McDougle
   3. Org Sync Agreement – Sheila & Andy
      1. Use for holding conference presentations and mobile app.
      2. Seek a revised potential contract to consider.
   4. COSSVP Meeting
      1. Discuss upcoming conference; encourage attendance and presentation proposal submissions.
2. **President-Elect – Deidra Graves Stephens**
   1. Fall 2012 Conference Update
      1. Hotel Site Visit – July 18
      2. Finalizing theme\/logo – deadline August 31
      3. Identifying major committee positions and contacting SA area colleagues to fill these roles
   2. General
      1. Next year’s conference calls will continue to be the 1st Monday of each month, 1:30-3:00pm (with exceptions for holiday weeks and in-person meetings)
      2. Meeting with each 2011-2012 officer to review role and discuss goals for next year
      3. Appointed newsletter assistant editor: Sheila Bustillos Reynolds
      4. Appointed New Professional Institute coordinators: Lisa McDougle & Katy Comer
      5. Assessment Updates
         1. Website evaluation during the conference for the 2011 Fall Conference.
3. **Past President – Amanda Drum**
   1. Newsletter due date July 15; Sent out on August 1. Focus on Fall Conference.
   2. Caswell Award—recipient selected
4. **Vice President for Administration – Alicia Huppe**
   1. A&R Committee Update
      1. Blind review deadline July 11.
      2. Finalists to be reviewed by Board at August Board meeting.
   2. Awards/plaques
      1. Texas shaped plaque for all awards except the Caswell.
      2. All awards to be ordered by VP Administration.
5. **Vice President for Membership & Marketing – John Kaulfus**
   1. 427 Members
   2. 54 Member Institutions
      1. 31 - $100
      2. 9 - $200
      3. 3 - $300
      4. 4 - $400
      5. 4 - $500
      6. 1 - $600
      7. 2 - $800
   3. $14,380 – Membership Fees Collected
      1. $8835 – Checks
      2. $5725 – Credit Cards
      3. -$180 – Reimbursements
6. **Vice President for Education & Professional Development – Jennifer Edwards**
   1. Grant Competition
      1. Two recipients will be offered $500 for their research grant proposals ($250.00 pre-research and $250.00 post-research).
   2. Article Competition
      1. No entries received.
   3. Fellowships
      1. Waiting on information from Matt (Fellowships and Scholarships Chair)
   4. TACUSPA Journal
      1. Working with Rishi on the journal proposal and events during the fall conference.
   5. Book Reviews
      1. We will have two book reviews to forward to the TACUSPA newsletter.
   6. Social Media Outlets (Twitter, Facebook, Blog) - Legislative Updates and Number of Followers
7. **Director of Technology – Hope Garcia**
   1. Website Building Priority
      1. Directory
      2. Sponsorship
      3. Membership
   2. Wild Apricot payment options
      1. Include donation option
8. **Secretary Report –Charlin Jones**
   1. Updated timelines
      1. Sending out updated timeline by July 15.
   2. Archives
      1. Site visit on July 15
      2. Checking on cleanup request from January and reviewing for any further cleanup.
9. **Treasurer Report – Lisa Nagy**
   1. Still paying for 2 payment systems.
   2. Still waiting to hear from the IRS.
   3. Reoccurring charges approved by the Foundation.
   4. Finalizing Quicken rebuild and will have budget out by July 15.
10. **Approval of Reports:** Johnmoved to approve all reports. Jennifer seconded. Motion passed unanimously.
11. **Old Business:** None
12. **New Business:** None
13. **Next Meeting** Monday, August 1 @ 1:30pm-3:00pm

1. **Adjournment**

MOTION: Alicia moved to adjourn, John seconded. Motion passed unanimously. Meeting adjourned at 2:58p.m.