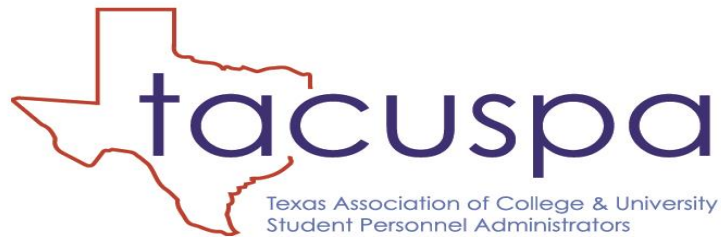


TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Minutes
Monday, September 9, 2013

Members present: Alicia Huppe, John Kaulfus, Deidra Stevens, Adam Peck, Jeff Jackson, Mark Mungia, Lisa Nagy, Stephanie Box, Hope Garcia, Lisa McDougle, David Rachita and Paulina Mazurek.

- I. **Call to Order** – 1:32 pm
- II. **Approval of August 5, 2013 Minutes:** Deidra moved to approve August minutes, John seconded. August minutes approved as amended. Minutes passed unanimously.
- III. **President – Alicia Huppe – get #s from David**
 - **Conference Updates**—Final Countdown 33 days!
 - *Registration* = 120 for dinner, 130 for business luncheon. Early bird ends 9/30.
 - Sponsorships: CC Creations, Public Identity, Aramark, Sam Houston, Campus life and assessment. Nothing from USA today.
 - *Board Meeting 10:00 Sunday, October 13th*. Will Adjourn by 2pm.
 - *Need updates for annual report*. Alicia will present at business lunch. Lisa will do detailed report. **Action: Send updates to specifically webinar participation), to Alicia.**
 - *GEAR presentation confirmation*. Let's confirm that GEAR recipients are good to go.
 - **Action: Alicia requests that Quarterly Reports get turned in.**
- IV. **President-Elect – John Kaulfus**
 - **Updates**
 - *Tom Rad*: Finalizing everything. Check mailed after 9/1.
 - *Pre-conference*: Strengthquest 101 will be used.
 - Will have '14 conference presentation/video/table at '13 conference.
 - *New board members*: finalizing board meeting agenda. **Action: 13-14 board, send John your goals.**
- V. **Past President – Deidra Graves Stephens**
 - **Caswell Award**. Information sent out via ListServ. Planning for unveiling with possible slideshow. Heather should have award information (plaques). Award will be upgraded from glass to crystal because of limited costs in other award areas and vendor worked with price.
 - **Newsletter**. Will go out in a few weeks, however, light on content. Newsletter will include:



- Alicia's letter
- Board info/pictures
- Foundation
- Announcement of Caswell Award
- Law Conference
- Webinar/job announcement
- Conference update
- Quart. Budget reports
- **Action:** Deidra will ask Andy to check if all fellows articles have already been used.
- **Action:** Adam will like to see something on COP, Adam will put something together and will send something one week from today.

VI. Vice President for Administration – Heather Snow

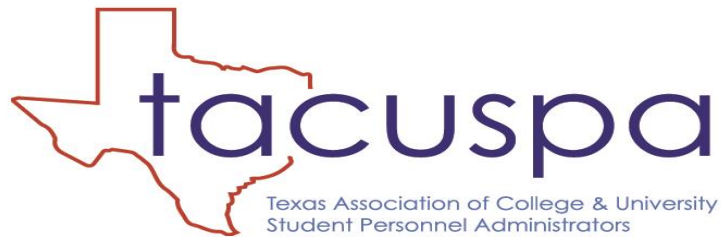
- **Conference Awards & Recognition**
 - **Outgoing officers**
 - President = Dr. Alicia Huppe
 - Vice President for Administration = Heather Snow
 - Treasurer = Lisa Nagy
 - Directory of Technology = Hope Garcia
 - Conference Chair = David Rachita
- **A&R—all award levels**

VII. Vice President for Membership & Marketing – Stephanie Box

- Lisa offered to help Stephanie with edits on Adobe Illustrator for the rap card
- Membership numbers are good.
- UNT requested press release for Dr. With's Caswell award. Deidra will be contact person. Stephanie will send email announcement to UNT.

VIII. Vice President for Education & Professional Development – Adam Peck

- *Communities of Practice*. Educational sessions that will be sponsored by COPs have been selected.
- *Webinar Series 2013-14*. Presentations have been selected:
 - Managing your stress
 - Veterans on Campus
 - Developing parent programs
 - Evidence-based
 - LMF – best assessment tool you're not using
 - Successful job search for emergent new professionals
 - Latinas Lean in
- *Fellows Update*. 18 applications; scholarships numbers not known.
- *Scholarship Update*.



- Scholarship/Fellowship Requirements. Currently threshold at 9 hours. **Action:** Adam will review operations manual and will add item to October meeting to make possible motion.

IX. Director of Technology – Hope Garcia

- Transition of Wild Apricot Administration to Jeff Jackson. **Action:** Hope will be updating board page and minutes page before doing the transfer.

X. Director of Research – Rishi Sriram

- No updates

XI. Secretary Report – Paulina Mazurek

- **Need to update letterhead with logo and officers for 2013-14.** New letterhead sent out to board
- **Archives.** Amanda is hoping to schedule a trip in late fall or late spring. Up to 1980 has been done.

XII. Treasurer Report – Lisa Nagy

- **End of Year Report.** Not yet complete. Will report at October meeting.
- **Review of Procedures.** Scheduled for last week of September, auditors will review procedures. Lisa needs to amend treasurer's budget to pay for review of procedures (\$3000-3500). **Motion:** John moved to amend treasurer's budget to \$3500 to include review of procedures, Diedra seconded. No discussion. Motion passed unanimously.
- **Bank Signatures.** **Motion:** Lisa Nagy moved to add Lisa McDougle (president-elect), John Kaulfus (president) and Mark Mungia (treasurer) to checking account, savings account, CDs, and money market account. Adam Peck seconded. No discussions. Motion passed unanimously.
- **Money market account:** Will use mutual fund 1.5% interest rate. Performance of bond fluctuates (will choose something conservative). MF generates a monthly dividend. MF not IFDIC insured. It's short-term (1 year without penalty). \$12,000 in CD to go to MF? Bank of America mutual fund being used is Merrill Lynch. Financial advisory board recommends using MF with Merrill Lynch for at least one year. **Motion:** John moved to transfer \$12,000 in the CD to a Bank of America Mutual Fund. Adam seconded. No discussion. Motion passed unanimously. **Action:** Lisa will research process to make the switch.

XIII. Approval of Reports. Stephanie moved to approve all reports, Adam seconded.

XIV. Old Business.

XV. New Business.

XVI. Adjournment. John moved to adjourn meeting, hope seconded. Meeting adjourned at 2:33 pm