

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes Unofficial | April 1, 2019

Members Present: Karyn Hawkins, Corey Benson, Jennifer Edwards, Lisa Perez, Molly Albart, Nicki Mcgee, Amanda Drum, Brandon Griggs, Kristy Vienne, Stephanie Box, Ashley Spicer-Runnels, Brandon Lee

Guests: Jeff Stritzel (Fellow)

- I. **Call to Order :** Meeting called to order at 12:02pm by Albart.

- II. **Approval of Minutes**
 - **February 13, 2019:** Benson moved to approve minutes; Spicer-Runnels seconded the motion. Minutes were approved by Board.

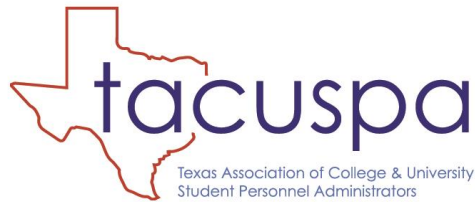
- III. **President– Molly Albart**
 - **Conference App:** Albart explained that, with the help of Benson, she found an app that is relatively in expensive and will be used for the upcoming conference instead of printing out programs; the intent will be to still print a few program guides for those who request them.
 - **NPI Chairs selected:** Kelly Vincent will be the chair
 - **June Board Meeting:** Albart sent out schedule; there will be time built in for officer transition at front and back end of the meeting, if new board members able to come.
 - **Conference Updates – Tabitha Williams & Nicki Mcgee**
 - i. **Keynote, Kevin O’Connell, for Tuesday morning is under contract**
 - ii. **Tia McNair will be opening keynote on Sunday**
 - iii. **Adam Peck will be the other keynote on Monday morning**
 - iv. **About \$5,000 under budget**
 - v. **McGee asked about the call for programs form being created by Benson or Hawkins;**
Action Item: Benson to forward a copy of last year’s form to McGee
 - vi. **Call for programs will be open May 20-June 30 to allow for a month of review**
 - vii. **Registration is scheduled to open on June 3**
 - viii. **Action Item: Williams checking to see if can offer a resume review for attendees**

- IV. **President Elect – Iliana Melendez – not able to attend**
 - **Strategic Plan Follow Up – table**

- V. **Past President – Brandon Griggs**
 - **2020 Conference Contract Update:** ATT Center in Austin contracts have been signed; working on logistics of payment
 - **2021 Conference Contract Update:** contract signed and working on logistics of payment; thru negotiations with site brought meal cost down; Wi-Fi will not have to be paid for at this site.

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- **Board Elections: Number of Nominations for the following positions are:**
 - i. President elect 2;
 - ii. administration 1
 - iii. membership 1
 - iv. technology 1
 - v. research 1
 - vi. treasurer 1;
 - vii. Deadline to apply is April 12; nominations to be sent to Griggs
 - viii. Elections will be held April 29-May 3
 - ix. Spicer-Runnels asked question if there were a minimal number of votes for those positions; Box verified candidate has to secure 25% of the votes cast.
- **Board structure task force: Action item: Griggs will send out a doodle to begin meeting and plans to have recommendation to Board by June or August/September meeting.**

VI. Director for Administration – Stephanie Box

- **Awards and Volunteers:** nominations should open this week or early next week; reminder that by March meeting everyone was supposed to update volunteers list; important to avoid duplication; Box clarified that volunteers need to be active members to be on a committee.
- **Look for volunteers here:**
<https://docs.google.com/spreadsheets/d/11bvdYzGs1Q0YkciGwa3sRG50xlrbnk6USpkqcJsDZN0/edit?usp=sharing>
- **Update your volunteers here (add or remove positions as needed):**
<https://docs.google.com/spreadsheets/d/10Md6fUCEEt5koXCaEnhDvqHOWLgSdTHHu6l-lnJ7A88/edit?usp=sharing>

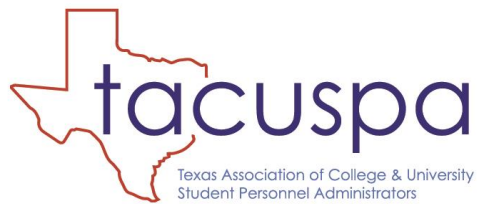
VII. Director for Membership – Hope Garcia – No Report

VIII. Director for Marketing – Corey Benson –

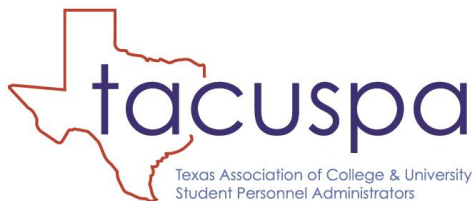
- Benson asked Board “What contact list are we using now that the conference is over? At what point do we start using the new membership group?” Box clarified that she suggests using current membership or membership within 2-3 years.
- Benson has sent to Board Calendar invites to send updates to him for Newsletter.
- **Action Item: McGee will send updates to Benson once she gets updates from all areas.**

IX. Director for Education & Professional Development – Kristy Vienne

- Working on Webinar series- Benson and Dean of Students group has been wonderful on filling gaps; have been working on getting others to submit topics



- Working on scholarships- have been working on Fellows program; Drum worked on a tentative outline and is now waiting on approval from Foundation. Goal is to announce at the new program at Conference;
 - **Action Item: Vienne will get with McGee & Williams to see how to fit in to conference;** She has sent proposal for Fellows Program to Foundation for review; they will meet on April 15 and the hope is to bring to May Board meeting.
 - Jeff Striezel (Fellow) provided feedback and supported the idea and direction that the Fellows program in going.
 - Hot Topics- Vienne asked McGee to begin thinking of topics to include in program.
- X. Director for Technology – Caryn Hawkins
- Canva: free non-profit version is available? Wanted to see if Board is okay with moving forward with it; there were no objections to this
 - GoToWebinar: Hawkins mentioned that TACUSPA already paying for this; asked if Board wanted to transition to this instead of the current service. Board agreed to try it out.
 - **Action item: Hawkins to send out information on how to access. Board will use it for next May meeting**
- XI. Director for Research – Jennifer Edwards
- Research ecourse in February: 14 people signed up; used Facebook as the “black board”
 - **Action Item: Benson to send Edwards certificate template**
 - Upcoming issue of the journal: Edwards would love to work with graduate students to assist with publishing;
 - Research Briefs are being developed and Edwards would like to put this out on the TACUSPA Facebook
 - Research Grant: no applications have been submitted; going to publicize more and try it again.
- XII. Director for Assessment – Brandon Lee
- Still need to have goals updated.
 - Registration open for will be in June
- XIII. Secretary – Lisa Perez – no report
- XIV. Treasurer – Ashley Spicer-Runnels
- **Account Balance Updates (checking & savings)**
 - Checking: \$103,193.17
 - Savings: \$62,761.64



- **2018 Conference Budget Reconciliation: Spicer-Runnels sent out to Board via email on 4/1/19 (attachment)**
 - i. **Total Revenue: \$79,620**
 - ii. **Total Expenses: \$101,105.67**
 - iii. **Net: -\$21,485.67**
 - iv. **TACUSPA charged for not meeting minimum food & beverage expense; registration costs variances; 12 people have registered but have not paid; this will be additional revenue added to budget. Action Item: Spicer-Runnels will add this to the June agenda**

- XV. **Foundation – Amanda Drum**
 - **Operations Manual work: working on Fellows program; next meeting on April 15, 2019**
 - **Spicer-Runnels would like to know if discount code will be used; McGee would like to register Fellows instead; McGee will work on a solution to this for upcoming registration for conference.**

- XVI. **Approval of Reports. Benson motioned to approve reports Box seconded; reports approved.**

- XVII. **Adjournment: meeting adjourned at 12:53pm.**