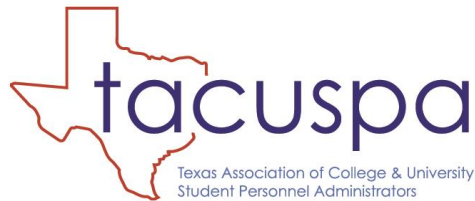


TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | October 4 & 6, 2015

Attendees: Lisa McDougle, Jeff Jackson, Rishi Sriram, Stephanie Box, Christine Self, Adam Peck, Andrea Mitchen, Lisa Perez, Corey Benson, Brandon Griggs, Lisa Nagy, Mark Munguia, Paulina Mazurek, Molly Albart, Ashley Spicer-Runnels, and Lacey Claver.

- I. **Call to order:** Adam Peck (President) called the meeting to order at 11:11 am. Meeting on 10-4-15 was deferred mid meeting to October 6. Meeting was resumed on Oct 6 by Adam Peck (President) at 12:27 pm.
- II. **Approval of Minutes (October 4, 2015)** - Differed to November Meeting
- III. **President 's Report – Adam Peck**
 - **Review Important Dates (attached)**
 - **Action Item: Board members should submit officer quarterly reports by Nov 2**
 - **Conference update 2016 Oct 23-25**
 - Projected conference budget presented (attached). Once finalized, board will vote to adopt
 - Three speakers secured
 - NPI Chair – Jan McKinney
 - Mid Manager Institute Chair – Maureen McGuinness; MMI will replace pre-conference session
 - Currently searching for entertainment options
 - Discussion of concerns being - 34K prior to conference. Mark and Adam will discuss options offline
 - Suggestion presented to add short videos of student affairs professionals dispersed throughout the conference to show different perspectives
 - Higher Ed Law Conference – Dan Moore won't be able to coordinate HELC, Melissa Sanders was suggested. Discussion of how much contributions we actually give to them. **Action Item: Adam will reach out to planning committee to see what they need from us and work on a written agreement of the partnership with the organization.**
 - **Monthly meeting details** – Call **641-715-3605** | access code: **610936** | Call in Time **12 noon**
 - Adam will be involved in conversation regarding strategic plan for the TX higher Ed coordinating board and how TACUSPA can be involved. Meeting scheduled Oct 23.
- IV. **President elect – Lisa Nagy**
 - Discussion of possible conference sites for 2017 (Lubbock, Addison, Grapevine).
 - Working on choosing conference chairs.



V. Past President – Lisa McDougle

- **2015 Conference Numbers**
 - 269 final registered (there may be duplicates)
 - 97% attendance rate (234 vs. 225)
 - Audio/visual expenses - \$ 12,276.30
 - Sunday expenses - \$ 12,187
 - Monday expenses - \$ 24,582
 - Aquarium expenses - \$ 12,000
 - Tuesday expenses - Pending
- **2015 Conference (Misc.)**
 - **Action Item: Mark and Lisa M. will reconcile all conference expenses**
 - Suggestion to build in COP time into conference
 - Suggestions to make TACUSPA involvement session should be more informal (not as an actual education session)

VI. VP of Administration – Molly Albart

- **Action Item: Stephanie will send Molly some items that need to be added to operations manual.**
- **Action Item: Per Adam, all executive board members need to look through operations manual in respective areas and point out inaccuracy information to Molly.**
- **Action Item: All executive board members should send officer goal bullets to Adam by Nov 2**

VII. VP of Membership – Stephanie Box

- No Report

VIII. VP of Marketing – Christine Self

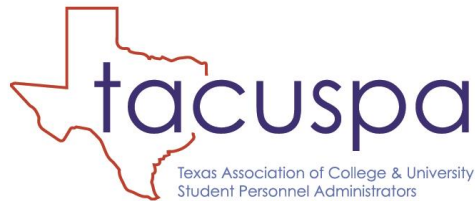
- **Action Item: Christine will identify a newsletter editor – looking for experience and recommendations (social media, video, graphic design)**
- Seeking 3 marketing volunteers and 1 newsletter editor

IX. VP of Education and Professional Development – Brandon Griggs

- **Fellowship and Scholarships.**
 - Discussion about Foundation reviewing and selecting fellows/scholarships in order to elevate their involvement/role since the funds are coming from then.
 - Stephanie Box suggests that we move up the selection of fellow and scholars.
 - **Action Item: Lisa M. will bring up to the foundation for input.**

X. Director of Technology – Corey Benson

- Plans to merge technology /marketing committees
- **Action Item: After conference, levels of access will be updated as needed**



XI. Director of Research – Jeff Jackson

- **Journal** will continue; Most interested in continuing capacity they are in for the journal
- **Volunteer forms** – a lot of people were interested in multiple things, very few signed up for only one thing. 50/50 on interest in chair position

XII. Director of Assessment – Andrea Mitchen

- **Action Item: Andrea will work with Brandon on how to best assess webinars**
- **Action Item: Andrea will review strategic plan to begin implementation.**
- Andrea suggests an annual review of strategic plan in February so there is some direction during the March on-site board meeting.
- Director of Assessment position will implement individual session assessment as well as overall conference assessment
- Conversation on COP and assessment areas. Adam suggests there should be a strong connection but the Assessment COP hasn't been very successful.
 - Tried to have portals
 - Tried to utilize COPs as conference sessions
 - Moving forward we could try something else or enhance

XIII. Secretary – Paulina Mazurek

- No report

XIV. Treasurer – Mark Munguia

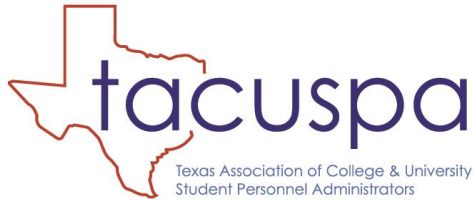
- **Proposed FY16 budget** Attached
- **Authorized signature change** will take place following conference close

XV. Approval of reports – Lisa Nagy (President-Elect) moved to approve reports. Rishi Sriram (Director of Research) seconded. Reports passed unanimously.

XVI. Old business

XVII. New business

XVIII. Adjournment: Jeff Jackson (Director of Research) motioned to adjourn the meeting. Christine Self (Director of marketing) seconded. Meeting adjourned at 1:25 pm.



Important Dates for
TACUSPA.docx



Budget 2015-16
(Beginning Budget).xls

TACUSPA 2016 BUDGET SUMMARY

			PROJECTED	ACTUAL	DIFFERENCE
TOTAL REVENUE			\$83,305.00		
	Fees	\$72,955.00			
	Sponsors	\$10,000.00			
	Golf	\$350.00			
TOTAL EXPENSES			\$117,401.78		
	Speakers	\$10,850.00			
	Marketing	\$5,439.78			
	Gift	\$2,397.00			
	Hotel	\$98,715.00			
NET			-\$34,096.78		