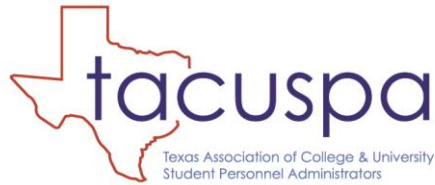


## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | Monday, September 14, 2015

**Members Present:** Adam Peck, Lisa McDougale, Paulina Mazurek, Stephanie Box, John Kaulfus, Mark Munguia, Brandon Griggs, Rishi Sriram, , Jeff Jackson, Lisa Perez, Corey Benson, Andrea Mitchen, Christine Self and Lisa Nagy.

- I. **Call to Order.** Lisa McDougale (President) called the meeting to order at 12:02 pm.
- II. **Approval of Minutes (August 3, 2015)**  
Stephanie Box (VP Membership and MKT) moved to approve August meeting minutes. John Kaulfus (Past President) seconded. Meeting minutes passed unanimously.
- III. **President – Lisa McDougale**
  - a. **Fall 2015 Conference Update – Corey Benson and Lisa Perez**
    - i. Registrants – 180
    - ii. Texas state meeting - 20
    - iii. NPI – 18
    - iv. Golf Tournament – 1
    - v. 6 registered for Lexington Tour
    - vi. 19 fun run
    - vii. Campus labs and TACHE provided monetary donations
    - viii. Some in-kind donations
    - ix. Transportation arranged for Monday dinner (president’s reception)
    - x. Action Item: Lisa to send President’s message for program to Corey or Lisa
    - xi. Action Item: Adam to send ‘save the date’ info for program to Corey or Lisa
    - xii. Action Item: Lisa M., Corey & Lisa P will discuss decision on what costs should be for guests for Sunday night dinner.
  - b. **90<sup>th</sup> Anniversary Celebration Update – Amanda Drum**
    - i. 8 retired/working out of Texas Past Presidents/Caswell recipients plan to attend the celebration and will be recognized at Monday’s Lunch.
    - ii. Past Presidents will receive a lapel pin (received)
    - iii. Caswell recipients receive a gold star keychain (expected delivery next week)
    - iv. All members in attendance will receive a set of leather coasters at their place setting
    - v. Deidra and Amanda will facilitate a Turning Points session
    - vi. Special guests were asked to share their stories in 2pm session Monday
    - vii. The timeline has been created and ordered (expect delivery by the 18<sup>th</sup>). It will consist of two 8 ft. long banners
    - viii. TACUSPA Trivia test sheets will be at check in and all answers are on the timeline. There are only 7 questions. Correct entries are placed in a drawing. Six winners will receive \$25 Amazon gift cards (these will be awarded throughout the conference). Clues have been going out via social media (please like, share and retweet)
    - ix. \$90 for 90 and 1925 solicitations are going well.
    - x. Materials for the wall of honor and 1925 drawing have been acquired/created.
    - xi. The 1925 Emerald necklace will be given out at the Presidents Reception Monday evening.



- c. **Discussion of foundation business (See amendment below – electronic vote 9-15-15)**
- d. **Strategic Plan Update** – suggest we have copies of the strategic plan to place at the tables during the business luncheon. **Action item: Paulina to send Lisa M. final strategic plan.**
- e. **Final Board Meeting** before Adam takes over 😊 – October 4 (on-site) 10:30 am – 2 pm.
- f. **Quarterly reports due September 15** (please make sure to be timely with your final report as this will help with the construction of the annual report.)

#### IV. **President-Elect – Adam Peck**

- a. **2016 Fall Conference**
  - i. Theme: Picturing our future and telling our story
- b. **Professional development for mid-level professionals**
  - i. Consideration of pairing new professionals with mid-level mentors at the conference
  - ii. Identify ‘tracks’ for different levels at conference
- c. **Agenda items for October Board Meeting**
  - i. **Action Item: Send any agenda items to Adam**
  - ii. Important dates for 15-16 (attached)

#### V. **Past President – John Kaulfus**

- a. **Caswell update.** Recipient to be recognized at conference.
- b. **Fall newsletter went out last week**

#### VI. **Vice President for Administration – Elizabeth Massengale**

- a. **No report**

#### VII. **Vice President for Membership & Marketing – Stephanie Box**

- a. **Membership Update as of 9/14/15**
  - i. Institutional campuses 48
  - ii. Professional members 576
  - iii. Student members 35
  - iv. Emeritus members 11
  - v. Total: 622

#### VIII. **Vice President for Education & Professional Development – Brandon Griggs**

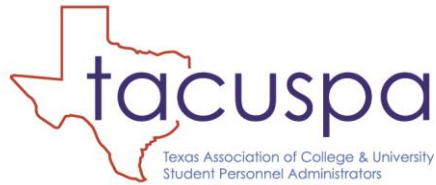
- a. **Scholarships and Fellowships.** Ten spots for scholarships available; 4 fellowships. 3 scholarship applications. 7 fellowship applications. Board ok with moving 3 fellowship applications into graduate scholarship consideration.
- b. **Communities of Practice.** Claudette Jackson will serve as chair for the Communities of Practice
- c. **Webinars.** Currently reviewing webinar proposals for next year.

#### IX. **Director of Technology – Jeff Jackson**

- a. **Quarterly Report Form** - <https://tacuspa.wufoo.com/forms/quarterly-report/>
- b. **Is resuming discussion with COSSVP on hosting them on our Wild Apricot website**

#### X. **Director of Research – Rishi Sriram**

- a. **Journal update.** Editorial Board will meet at the conference. Working with Jeff on Director of Research transition.
- b. **Research grant update.** Working with Mark to get this taken care of.



- XI. Secretary Report – Paulina Mazurek**
    - a. **No report**
  - XII. Treasurer Report – Mark Munguia**
    - a. **Proposed FY16 budget.** Some money reserved for 90<sup>th</sup> anniversary on President’s line item has not been used so it will roll over to president’s line for FY16; this will reflect as \$14,000 now vs. what was originally \$8,000.
    - b. **Up-to-date financial balance of checking account and conference**
      - i. Total assets 2014 - ~\$246,000
      - ii. Total assets 2015 - ~\$243,000 (as of today)
      - iii. Checking balance: \$146,694.83 (as of today)
      - iv. Conference income: \$ 35,370 (as of 9/9/15)
    - c. **Changing authorized signers on account** (Lisa, Adam to be listed on account – John coming off)
  - XIII. Approval of Reports**

John Kaulfus (Past President) moved to approve reports. Brandon Griggs (VP for Education and Professional Development) seconded. Reports passed unanimously.
  - XIV. Old Business**
  - XV. New Business**
    - a. **Volunteer Recruitment – Stephanie Box**

Proposal to solicit volunteers prior to conference so we can meet with them AT the conference. Board agrees it is a good idea; Stephanie will move forward and take the lead on this initiative.

Action Item: Please send Stephanie any volunteer positions you have available.
  - XVI. Adjournment.** Lisa McDougle (President) adjourned at 12:55 pm.
- 

Amendment – September 15, 2015

Lisa McDougle (President) motioned via email to rename the TACUSPA fellows program in honor of a member who has made many contributions to the foundation. Adam Peck (President-Elect) seconded. Motion passed unanimously via electronic board vote.