

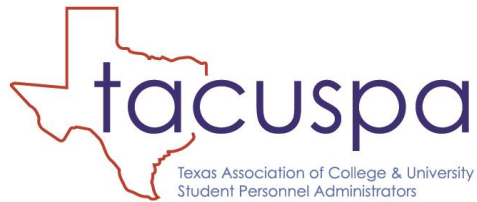
## TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

### Meeting Minutes | November 6, 2017

**Members Present:** Caryn Hawkins, Paulina Mazurek, Lisa Nagy, Ashley Spicer-Runnels, Brandon Griggs, Molly Albart, Stephanie Box, Pam Shefman, Iliana Melendez, Christine Self, Jennifer Edwards, Hope Garcia.

*Guests: Paul York, Drew Shelnett.*

- I. **Call to Order.** Brandon Griggs (President) called meeting to order at 12:02 pm.
- II. **Approval of Minutes.** Caryn Hawkins (Director of Technology) moved to approve minutes. Molly Albart (President-Elect) seconded. Meeting minutes passed unanimously.
- III. **President – Brandon Griggs**
  - **2018 Conference Update (Paul York)**
    - Jamal Smith (SFA) will serve with Paul York as conference co-chair.
    - In process of reaching out to members interested in joining conference committee.
    - Currently working on conference timeline .
  - **Board Retreat Dates:**
    - January 31-February 2 in Houston (strategic planning update, visit conference site)
    - May 2-3 in Central Texas (TBD)
  - **Board Structure Task Force**
    - Brandon has appointed Lisa Nagy (Chair), Paulina Mazurek, Iliana Melendez, and Don Albrecht to serve on task force that will evaluate current board structure and operations manual.
    - **Action item: Lisa will send email to board asking for suggestions and also initiate conversation with task force.**
- IV. **President-Elect – Molly Albart**
  - **Action Item: Molly will finalize contract with Embassy Suites in San Marcos for 2019 conference.**
- V. **Past President – Lisa Nagy**
  - **No Report**



#### VI. Director for Administration – Stephanie Box

- Action Item: All board members should send any edits of the operations manual to Stephanie.
- Action Item: Iliana will work on some edits regarding Mooreman fellows.

#### VII. Director for Membership – Hope Garcia

- **Membership Update**
  - Professional: 617
  - Emeritus: 13
  - Student: 41
  - Institutional: TBD (Action Item: Hope to send Paulina institutional membership # for November minutes.)
  - Total: 671
- Action Item: Hope to send out communication to membership regarding renewals on Dec 1 .
- Action Item: Hope to reach out to Jeff for guidance on how to archive membership numbers on website.

#### VIII. Director for Marketing – Christine Self

- Action Item: Board members should send any newsletter content to Christine by November 28.
- Action item: Board members should send anything you would like to go to membership as part of weekly updates.

#### IX. Director for Education & Professional Development – Iliana Melendez

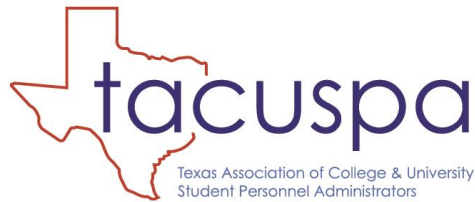
- **UNT Higher Ed Law Conference (March 26-27, 2018)**
  - Action Item: Lisa will reach out to individual who took over for Mark and restart the conversation about TACUSPA's involvement in this conference.

#### X. Director of Technology – Caryn Hawkins

- **TACUSPA domain discussion**
  - Board discussion on whether we need/want to purchase TACUSPA.com and TACUSPA.org to protect our brand and membership. Board consensus was to not purchase those domains, instead, educate our membership on communications we would never receive or information we would never ask for.
  - Action Item: Christine and Caryn to work on education piece re: web security, education on domain (TACUSPA.net), etc. and include in newsletter.

#### XI. Director of Research – Jennifer Edwards

- **Journal Domain**
  - Jennifer will be getting journal domain transfer from Rishi Sriram.
  - Action Item: Jennifer will put together 'transition of journal domain' procedures for operations manual and send to Stephanie.
- **Twitter**
  - Action item: Christine will send twitter log in information to Jennifer.
  - Action item: Jennifer will compose a series of tweet chats and send to Christine for review.



- **TACUSPA Blog**

- Board discussion on whether to revive tacuspa blog stating that blog is a non-research based (as opposed to the journal) discussion forum. Could be a way for fellows and scholarship recipients to get exposure.
- Action Item: Jennifer, Iliana, and Christine will do some brainstorming on blog options (purpose and costs) and present to board in January.

**XII. Director of Assessment – Pam Shefman**

- **TACUSPA Goal Tracking**

- [Goal Tracking link](#)
- [Guidelines for goal setting and tracking](#)
- **Board Goals for 17-18 are due December 5**
- Action item: Pam to map all goals once received and use to feed into our strategic plan discussion.

**XIII. Secretary – Paulina Mazurek**

- Action Item: Lisa to send pending volunteer agreement to Paulina.
- **Historian Role**
  - Discussion of historian role being an ad hoc position to be appointed by president as needed. Further discussion of need for this position to be done with board structure task force.

**XIV. Treasurer – Ashley Spicer-Runnels**

- **Account updates**
  - Checking: \$108,679.60
  - Savings: \$ 62,735.01
- Conference budget will be reconciled in ~2 weeks.
- Action item: will contact foundation with lingering financial questions.
- Action item: will review IRS email received and take actions as needed.

**XV. Approval of Reports.** Christine Self (Director for Marketing) moved to approve reports. Iliana (Director for Education & Professional Development) seconded. Reports passed unanimously.

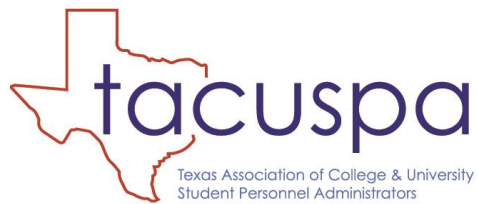
**XVI. Old Business**

- **Volunteers**

- Action items: Board members should send a list of volunteer positions that they need to Hope.
- Action Item: Board should send committee chair appointments to Brandon for approval asap (Committee chairs should be in place before holiday break)
- Action Item: Hope will send out volunteer google doc and include molly's information on the second tab.
- Action Item: Hope will sort through volunteer list and assign volunteers as needed avoiding numerous appointments.

**XVII. New Business**

- Paulina Mazurek (Secretary) motioned to approve and add to bylaws, a second in-person board retreat in May. Iliana Melendez (Director for Education & Professional Development) seconded. Motion passed unanimously.



- Christine Self (Director for Marketing) motioned to approve a second night's stay during January on-site board meeting to be funded by president's budget. Pam Shefman (Director for Assessment) seconded. Motioned passed unanimously.

XVIII. **Adjournment.** Brandon Griggs (President) adjourned the meeting at 1:05 pm.

**Attachments:**



TACUSPA Volunteer  
SignUp Sheets 2017