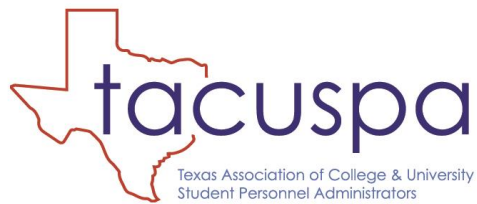


TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS
Meeting Minutes | September 10, 2018

Members Present: Molly Albart, Paulina Mazurek, Stephanie Box, Brandon Griggs, Pam Shefman, Ashley Spicer-Runnels, Caryn Hawkins, and Hope Garcia. *Guests: Alicia Huppe, Paul York.*

- I. **Call to Order.** Brandon Griggs (President) called meeting to order at 12:03 pm.
- II. **Approval of Minutes.** Pam Shefman (Director of Assessment) moved to approve corrected August minutes. Molly Albart (President-Elect) seconded. Meeting minutes passed unanimously.
- III. **President – Brandon Griggs**
 - Conference updates
 - Three conference speakers are finalized
 - Logistics NPI / MMI speakers being arranged
 - As of today, there are 103 registered for conference (lodging is about the same). Slightly lower than last year at this time but conference was earlier in the month last year
 - Conference Committee was able to arrange some savings to remain under budget
 - \$700 savings with in AV (free Wi-Fi)
 - Lowered meal counts for Tuesday breakfast
 - All breakfasts are continental
 - Sponsorships still being collected.
 - ASCA conducting a preconference boot camp
 - Action item: Email to VPs and admins will go out this Wednesday to promote conference with staff.
 - Action item: Paul will notify conference committee to send any expenses needed to Ashley asap
 - Action item: Paul will send *run of show* to board soon
 - **Next meeting: October 21, 2018 | 11 am – 3 pm (on site)** lunch included. Board members coming off should be prepared to talk about goals with successor.
 - Action item for all: End of year report is due Oct 4. Pam will send out google doc.
- IV. **President Elect – Molly Albart**
 - 2019 Conference
 - Two keynotes solidified – marketable skills theme
 - Adam Peck



- Tia McNair (AACMU). Focuses on the assessment of high impact practices.
 - Solidifying conference chairs
 - Preparing save the dates

- V. Past President – Lisa Nagy** – unable to attend

- VI. Director for Administration – Stephanie Box**
 - No report

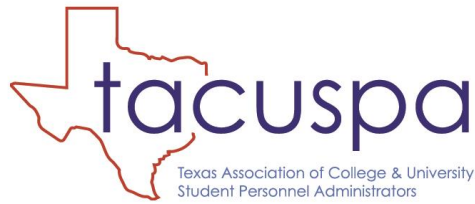
- VII. Director for Membership – Hope Garcia**
 - Overall numbers: 442
 - Emeritus: 15
 - Student: 6
 - Professional: 421
 - Institutional: 41
 - Three big institutions have not yet renewed and could account for missing members
 - **Action item: Ashley will send St. Thomas membership roster to Hope and find contact for St. Mary's.**

- VIII. Director for Marketing – Christine Self** – unable to attend (report presented by Brandon)
 - Conference photography. University of Houston's Center for Student charges \$30/hour with a 3-hour minimum, including photo editing. Proposed photography times: Candid shots at opening reception and dinner, awards lunch, ed sessions. Total would be \$180 for two three-hour sessions. Board agreed. **Action item: Christine will move forward with hiring photographer.**

- IX. Director for Education & Professional Development – Iliana Melendez** – unable to attend
 - No report

- X. Director of Technology – Caryn Hawkins**
 - Continuing to work on functionality of website.
 - **Action item: Caryn will look into the new payment platform that Wild Apricot has launched and further discuss with Ashley.**

- XI. Director of Research – Jennifer Edwards** – unable to attend (report presented by Paulina)
 - TACUSPA Journal will go out this month.
 - TACUSPA Research Chats series will begin Sept 19
 - Working on hosting a research meet up at the conference



XII. Director of Assessment – Pam Shefman

- No report

XIII. Secretary – Paulina Mazurek

- No report

XIV. Treasurer – Ashley Spicer-Runnels

- Balance updates
 - i. Checking: 126,591.26
 - ii. Savings: 62,750.70
- CD renewed.
- **[electronic vote 9-25-18]**

Paulina Mazurek motions to retroactively re-vote (due to inaccurate records from original vote in February 2018) on adding a second in-person board meeting as needed. Expenses for this meeting should be funded by president’s budget, not to exceed \$3,000. Caryn Hawkins seconded. Motioned passed unanimously.
- FYI, any refunds to the credit card go back to the credit card, not the checking account
- Budget update. Currently showing ~\$3000 over budget. Will reconcile.

XV. Approval of Reports. (Stephanie Box (Director of Administration) moved to approve reports. Pam Shefman (Director of Assessment) seconded. Reports passed unanimously

XVI. Old Business

XVII. New Business

- Awards committee is reviewing nominations for association awards. Confirmation will be made that nominees have active involvement with TACUSPA (requirement of award)
- **Action item: Stephanie will ask Iliana to confirm if award nominees have been in volunteer roles.**

XVIII. Adjournment Molly Albart (President-elect) motioned to adjourn board meeting, Hope Garcia (Director of Membership) seconded. Brandon Griggs (President) adjourned the meeting 12:41 pm.

Attachments: none