**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Sunday, October 14, 2012**

**Members Present**: Trisha VanDuser, Deidra Stephens, Jennifer Edwards, Alicia Huppe, Adam Peck, John Kaulfus, Lisa Nagy, Heather Snow, Marlon Anderson, Jan McKinney, JoAnna Benavides-Franke, Hope Garcia, Heather Snow, Charlin Jones, Andy Axom, David Rachita, Gale Stuart, Paulina Mazurek, Stephanie Box

1. **Call to Order**
	1. Meeting called to order at 10:08 am.
2. **Approval of Minutes (September 10, 2012)**
	1. Trisha motioned to approve the September 10 minutes. Lisa seconded. Motion passed unanimously.
3. **President – Deidra Graves Stephens**
	1. 2012 Fall Conference – Jo Anna Benavides-Franke, Jan McKinney & Marlon Anderson
		1. All presentations uploaded to OrgSync
		2. Announcement sheets available at the podium at all general sessions for those who need an announcement made
		3. $5000 of sponsorships came through!
		4. 230attendees, 54 of pre-conference attendees, 56 NPI, and 40 of graduate students
	2. NPI
		1. Visit at 1:30 pm with those attendees.
	3. Business Meeting
		1. During Monday lunch
		2. Awards Ceremony
	4. Annual Report
		1. Finalize
	5. 2-Year College Report
		1. None
4. **President-Elect – Alicia Huppe**
	1. Conference Assessment
		1. Being handled by Kasey Neece-Fielder from UTSA
		2. Ask for announcements to take the online survey for each keynote speaker throughout the conference.
5. **Past President – Trisha Van Duser**
	1. No Report
6. **Vice President for Administration – Heather Snow**
	1. Operations Manual Revisions
		1. Fiscal Policy Changes to be reviewed and voted on
7. **Vice President for Membership & Marketing – John Kaulfus**
	1. Membership Numbers
		1. 556 Members
		2. 61 Member Institutions

34 - $100

11 - $200

5 - $300

4 - $400

3 - $500

1 - $700

2 - $800

1 - $1100

* 1. Membership Fees Collected
		1. Total $19,580
1. **Vice President for Education & Professional Development – Jennifer Edwards**
	1. Fellows Matching
		1. Might need to double up the fellows with mentors
			1. Rusty Jergins
			2. Jennifer Edwards
			3. Volunteers: Heather Snow, Adam Peck
2. **Director of Research – Rishi Sriram**
	1. None
3. **Director of Technology – Hope Garcia**
	1. Website
		1. Membership renewal through website for the first time
		2. Award winner list to be added
		3. Sponsorship link shared by Foundation donations; user will enter their desired amount with a memo field
		4. Operation Manual to be added
4. **Secretary Report –Charlin Jones**
	1. No report
5. **Treasurer Report – Lisa Nagy**
	1. Distribute EOY budgets
	2. CD Update
		1. Look to new investments in the future
6. **Old Business**
	1. None
7. **New Business**
	1. MOTION: Jennifer moves to have the following responsibilities, authorities, and accountabilities move from VP of Education position to Director of Research position:
		1. Responsibilities
			1. Oversees the actions of the graduate education and research committee and Graduate Student Caucus.
			2. Oversees the research grant program.
			3. Oversees the creation and development of new research opportunities for members.
			4. Shall perform other duties as assigned by the President.
		2. Authorities
			1. Is a full voting member of the Board of Directors.
			2. May recommend appointments for committees and commissions to the President.
		3. Accountabilities
			1. The development and activities of GEAR and Graduate Student Caucus.
			2. Effective use and dissemination of research conducted and/or funded by the association.

Trisha seconds. Motion passes unanimously.

* 1. MOTION: Charlin moves to approve all changes to the Fiscal Policy for the Operations Manual. Trisha seconds. Motion passes unanimously.
1. **Approval of Reports:** Trishamoved to approve all reports. Hope seconded. Motion passed unanimously.
2. **Adjournment**

Meeting adjourned at 1:15 pm.