**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY**

**STUDENT PERSONNEL ADMINISTRATORS**

**Minutes**

**Monday, August 1, 2011**

**Members present:** Trisha VanDuser, Amanda Drum, Deidra Stephens, Jennifer Edwards, Alicia Huppe, Andy Axsom, John Kaulfus, Sheila Bustillos Reynolds, Charlin Jones, Gale Stuart, Marlon Anderson

1. **Call to Order**

Meeting called to order at 1:32 pm.

1. **Approval of Minutes**

John motioned to approve with amended changes the July 11 minutes. Alicia seconded. Motion passed unanimously.

1. **President – Trisha Van Duser**
	1. 2011 Fall Conference – Sheila Bustillos Reynolds & Andy Axsom
		1. Securing sponsored meals.
		2. Reaching the $5000 sponsorship goal; should surpass the goal. Finalizing update on Orgsync proposal.
		3. 35 registrants to date.
		4. Secured band for President’s reception.
		5. Weekly email to Board with registrant updates until September Board meeting.
		6. 30 submissions for program proposals. Using a rubric for blind-review process. Filling 23 session slots.
		7. AV requests needed as soon as possible.
		8. Finalizing speaker travel.
		9. Marketing: postcard out; working on program.
	2. COSSVP Meeting Updates
		1. Legislative Updates.
		2. Encouraging participation in TACUSPA for themselves and New Professionals.
2. **President-Elect – Deidra Graves Stephens**
	1. Fall 2012 Conference Update
		1. Finalizing logo – see attached
		2. Facility update: Double Tree-Downtown
			1. More than enough space for our needs and very accommodating for all our needs.
		3. Speaker update – see attached
			1. Shaun Harper is out.
	2. Assessment Update
		1. Website assessment plan
			1. Table setup with computer evaluation to complete during breaks between sessions.
			2. Still developing evaluation protocol.
	3. Incoming Officer Meetings
		1. Highlights: sending out to everyone.
		2. 2011-2012 goals due September 15
	4. Webinar Topics
		1. January – presented by UTSA: EPIC Journey – unique collaborative strategy addressing violations of community standards by assessing skill sets in engagement with the university, personal development, interpersonal development, and community membership.
		2. April – presented by UT Austin – potential topics
			1. Mental health; financial aid; registrar systems; inventory efforts; academic support systems; students affairs development; health center insurance billing; recreational facilities management; building and construction planning; housing challenges; new federal audits
3. **Past President – Amanda Drum** **& Stephanie Box**
	1. Newsletter out by August 15
		1. Include speaker topics
4. **Vice President for Administration – Alicia Huppe**
	1. A&R Finalists
5. **Vice President for Membership & Marketing – John Kaulfus**
	1. 435 Members
		1. 54 Member Institutions
			1. 31 - $100
			2. 9 - $200
			3. 3 - $300
			4. 4 - $400
			5. 4 - $500
			6. 1 - $600
			7. 2 - $800
		2. $14,590 – Membership Fees Collected
			1. $8835 – Checks
			2. $5935 – Credit Cards
			3. -$180 – Reimbursements
6. **Vice President for Education & Professional Development – Jennifer Edwards**
	1. Graduate student site visit; working to try to have in 2011, otherwise have for 2012.
	2. Articles submitted for newsletter.
	3. Stylus Publishing willing to provide a display and a pack of books to include into the conference as appropriate.
7. **Director of Technology – Hope Garcia**
	1. Absent
	2. Securing paid assistant to work on website.
8. **Secretary Report –Charlin Jones**
	1. Archives
		1. Seeking digital images of historical items to showcase on website
		2. Still working to cleanup
	2. Timeline
		1. Updated and to be sent out by August 12.
9. **Treasurer Report – Lisa Nagy**
	1. 2011-2012 Budget
		1. MOTION: Amanda moved to approve 2011-2012 Budget, Alicia seconded. Motions passed unanimously.
	2. Budget Update: balance as of 7/20/11
	3. Tax return status: waiting to hear back from IRS regarding appeal
	4. Online Credit Card Status: Hope is working on getting the membership categories online and then First Data will be removed. Once that is completed, we can begin using Gateway and cancel the First Data plan.
	5. Conference/Membership Registration Update: $2,555 cleared as of 7/21/11 & membership income is $14,415
10. **Approval of Reports:** Amandamoved to approve all reports. Deidra seconded. Motion passed unanimously.
11. **Old Business**

MOTION: Deidra moved to announce the Caswell award in advance of the Fall Conference beginning 2011, Amanda seconded. Motion passed unanimously.

1. **New Business:** None
2. **Next Meeting** Monday, September 12 @ 1:30pm-3:00pm – last meeting before conference

1. **Adjournment**

MOTION: Deidra moved to adjourn, John seconded. Motion passed unanimously. Meeting adjourned at 2:38 p.m.