



Meeting Minutes | Sunday, October 13, 2013

Members present: John Kaulfus, Alicia Huppe, Hope Garcia, Stephanie Box, Rishi Sriram, Adam Peck, Mark Mungia, Heather Snow, Deidra Stephens, Jeff Jackson, Lisa McDougle, David Rachita, Paulina Mazurek and Lisa Nagy.

I. Call to Order

Alicia Huppe (President) called meeting to order at 10:13 am.

II. Approval of September 9, 2013 Minutes

Deidra moved to approve September minutes, Adam seconded. Meeting minutes passed unanimously.

III. President – Alicia Huppe

A. Conference Updates—David Rachita

- Overall registration numbers
 - 276 conference attendees as of 10 am on 10/13/13
 - \$67,065 raised from registrations as of 10/13/13
 - \$4,150 monetary sponsorships as of 10/13/13
- Golf Tournament – 8 participants
- Jog and See - 13 people signed up. Cancelled due to rain
- NPI - 55 participants (including faculty presenters and Vice-Presidents)
- Pre-Conference - 84 participants

B. Business Meeting – Annual report

Annual Report will be presented at COSSVP and Business meetings.

IV. President-Elect – John Kaulfus

Volunteer forms will be distributed at the business meeting. **Action item: John requests for volunteers to be contacted within 2 weeks of the conference.**

V. Past President – Deidra Graves Stephens

Action item: Deidra requests that volunteer's personal information be collected so we don't lose them should they transfer institutions

VI. Vice President for Administration – Heather Snow

- Awards were ½ the cost of last year; award shop used is in Arlington, TX.
- Lisa Perez will chair awards committee for 13-14

VII. Vice President for Membership & Marketing – Stephanie Box

A. Membership Counts as 10/13/13

- Total Membership: 606
- Professional Institutional: 511
- Professional Individual non institutional: 34
- Student membership: 61

B. Other updates

- Rack card will be printed in the Spring and go out to Higher Education programs in Texas
- The membership database in Access has been closed and a copy will be sent to the archives

VIII. Vice President for Education & Professional Development – Adam Peck

A. Fellows

Ah Ra Cho from University of North Texas	Mentor: Dr. Thomas Moorman
Jessica Erwin from UNT Health Science Center	Mentor: Dr. Hollie Smith
Christina Wan from TAMU-C	Mentor: Dr. Elizabeth With
Amanda Flores from Stephen F. Austin	Mentor: Dr. Mari Fuentes-Martin

B. Scholarship Recipients

Stephen Alteide	University of North Texas
Branston Harris	University of Houston
Christopher Hensley	University of North Texas
Katherine Kroh	University of North Texas
Shahla Nadem-Mollaei	Texas A&M University-Corpus Christi
Jessica Perez	Texas State University
Adriana Sanchez	University of Texas at San Antonio
Craig Wright	Stephen F. Austin State University
D’Andrea Young	Texas State University
Stephanie Lopez	Texas State University

- C. Webinar series will be announced at conference. Registration will be up by today
- D. Graduate Scholarship Requirements
Discussion to move criteria from 9+ credit hours to 6+ credit hours. **Action item: Adam will make a motion to make changes at February on-site meeting.**
- E. Scholarships and Fellowships: quantity and type of payment (reimbursement or waiver)-- review Operations Manual
- F. Partnership with “University Police Sexual Assault Training (UPSAT)
Adam was contacted by UPSAT, they are looking for TACUSPA’s endorsement. After discussion, will deny request based on lack of follow through from UPSAT.

IX. Director of Technology – Hope Garcia

- All meeting minutes to date are posted on website
- Website domain was renewed in August 2013 as is good for three years
- **Action Item: Jeff will review social media administrators and website for necessary updates including logo update**

X. Director of Research – Rishi Sriram

- [Student Affairs on Campus](#) – launch. As of 10/12/13, there have been 367 unique visitors to link.
- 15 students signed up for case study competition
- **Deidra Stephens (Past President) moved to provide \$100 Amazon Gift Cards per student for winning team, up to \$400 to come from Director of Research’s budget. John Kaulfus (President Elect) seconded. Motioned passed unanimously. Action item: Lisa Nagy will create a form for gift card acceptance and receipt.**

XI. Secretary Report – Paulina Mazurek

Action item: Paulina will ensure that meeting minutes are current at archives in Austin.

XII. Treasurer Report – Lisa Nagy

- A. 2013-14 Budget.
 - Lisa states that board members should not exceed allotted amount in their budget without approval
 - Email votes records must be attached to minutes
 - Recommendations and report will be ready at the end of next week
 - Lisa mentions the need for checks/balance process. Suggests that bank statements and quicken data should be sent to president.
 - To be in compliance of IRS, a statement of “in person” is needed if a document is delivered in person.
 - Once registration is reconciled, it needs to be reflected in the meeting minutes
- B. Financial Procedures Procedure
- C. Conference/Membership Update
- D. Review of Procedures Update
 - Report should be ready around October 18, 2013
- E. Bank of America visit- Tuesday 11:00am.
 - John will have access to bank accounts and authorize.net
 - Mark will be on bank account but does not currently have access to authorize.net
- F. Mutual fund Status

Action item: Lisa will follow up with Merrill Lynch next week to determine next steps to move monies into mutual funds.

XIII. Approval of Reports

Heather Snow (VP of Administration) motioned to approve all reports, Hope Garcia (Director of Technology) seconded. Motion passed unanimously.

XIV. Adjournment

Deidra Stephens (Past President) motioned to adjourn the meeting, Lisa Nagy (Treasurer) seconded. Meeting adjourned at 12:40 pm.