

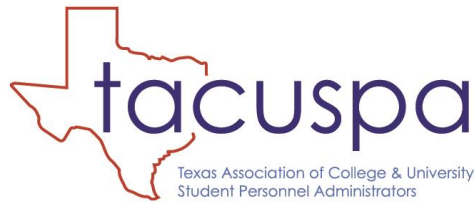
TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | January 7, 2019 via Conference Call

Members Present: Molly Albart, Lisa Perez, Brandon Griggs, Stephanie Box, Ashley Spicer-Runnels, Hope Garcia, Amanda Drum, Caryn Hawkins, Iliana Melendez, Brandon Lee, Nicki McGee, Tabitha Williams

Guests: Jeff Strietzel (fellow)

- I. **Call to Order:** Meeting was called to order by Albart at 12:02 pm
- II. **Approval of Minutes**
 - **December 3, 2018 Board Meeting via conference call** – minutes were tabled until next meeting for approval
- III. **President– Molly Albart**
 - **February Board Meeting (in-person)** – Albart reported that the next Board meeting will be held on February 12 & 13 in San Marcos, TX. The February 4, 2019 conference call meeting will be cancelled.
 - i. On February 12, 2019, the Board is expected to arrive by 12pm at the Embassy Suites. Lunch will be provided; meeting will wrap up at 5pm and plan to go to dinner together;
 - ii. On February 13, 2019, meeting will start with breakfast the next morning and should wrap around 11am.
 - iii. Rooms are blocked for board members; Albart will send room assignments.
- IV. **President Elect – Iliana Melendez** – no report
- V. **Past President – Brandon Griggs**
 - **2018 Conference Budget** - most of it has been finalized; Griggs will follow up with Hope Garcia to reconcile membership differences
 - **2020 Update** – Griggs and Melendez will head to Austin to work on getting information ready for 2020 Conference
 - **2021 Proposed Site & Budget (attachment)** – Griggs reported that they have a proposed site for conference and are still working on the budget
 - i. Griggs provided a conference fee comparison sheet from other professional organizations and asked Board to review and provide answers to the following questions:
 1. Do we want to increase our rates for 2020/2021? How much do we want to increase?
 2. What is our ultimate goal?



3. How do we get there?
 4. Is the financial goal of the conference to break even or have additional revenue for other programs/costs?
- ii. Discussion by Board members continued and included the following:
1. Albart and McGee will be discussing the membership rates and will bring to February meeting.
 2. Spicer-Runnels thinks we should have rates increased; has been a discussion within Financial Advisory Committee
 3. Melendez believes that we should increase and thinks 2020 is a good time to do it; it's a strategic year and makes sense
 4. TACUSPA is a generalist conference; it's good to keep it affordable; rates should align with what is affordable for graduate or new professionals
 5. Who is target audience? Let that be the influence on what rates should be.
 6. Conference rates have been raised incrementally; Association has been making strides; need to come up with a strategy on how to continue to do this
 7. Question asked: have we thought of raising membership rates?
- iii. Melendez & Griggs will look at budgets for the upcoming conferences and then make recommendations to Board in February.
- **Conference Updates** – Albart turned floor over to McGee and Williams for updates. McGee is working on finding a few more team leads for conference. Looking forward to February meeting to visit venue. Her hope is that rates will be streamlined for upcoming 2019 conference. Williams will inquire about getting more rooms in the block; will follow up on technology and will share information she has gathered at February meeting.

VI. Director for Administration – Stephanie Box – Box sent out volunteer list to Board via email; Box will upload updated operations manual to TACUSPA website.

VII. Director for Membership – Hope Garcia

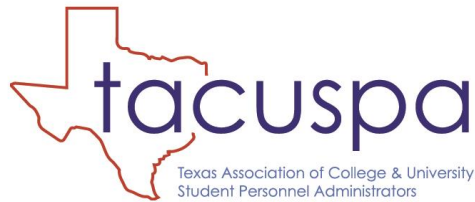
- **Institutional Membership Renewal:** Garcia asked Board: Should a change be made on the top of the Institutional Membership Form from:

The Chief/Senior Student Affairs Officer or designated membership manager may add or remove individuals listed under the institutional membership.

To

CSAO or membership manager may request a name swap if a current institutional member leaves their position or the institution.

Board agreed to leave as is and asked Garcia to send out a reminder to institutions indicating that names can be swapped out if a vacancy occurs.



VIII. Director for Marketing – Corey Benson

- **Newsletter** – Benson requested that Board look at email that he sent out regarding Newsletter and respond to him by January 14

IX. Director for Education & Professional Development – Kristy Vienne – no report

X. Director for Technology – Caryn Hawkins – no report

XI. Director for Research – Jennifer Edwards – no report

XII. Director for Assessment – Brandon Lee

- **Annual Goal Tracking/Strategic Plan** – Lee reminded everyone to input his or her goals on the google drive. Lee will send out a link to everyone so they can complete it.

XIII. Secretary – Lisa Perez

- Perez reminded members that Archive Documents are due January 11, 2019

XIV. Treasurer – Ashley Spicer-Runnels

- **Account Balance Updates (checking & savings)**
 - i. Checking: \$86,689.75
 - ii. Savings: \$62,757.00
- **2018 Conference Reconciliation** - Spicer-Runnels will bring Conference reconciliation to February meeting

XV. Approval of Reports. Melendez moved to approve reports and Box seconded the motion. The Board approved reports.

XVI. Good of the Order: Albart asked Board to think about topics for February agenda and send them to her.

XVII. Adjournment: Albart adjourned meeting at 12:42pm