

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

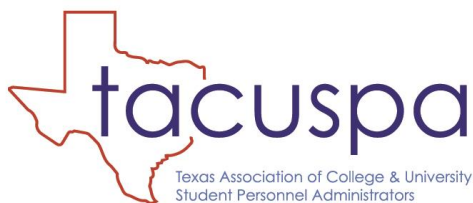
Meeting Minutes Unofficial | May 6, 2019

Members Present: Molly Albart, Jennifer Edwards, Amanda Drum, Ashley Spicer-Runnels, Lisa Perez, Brandon Griggs, Nicki McGee, Stephanie Box, Hope Garcia, Brandon Lee, Kristy Vienne

Absent: Iliana Melendez, Caryn Hawkins, Corey Benson

Guests: Jeff Strietzel (fellow)

- I. **Call to Order:** Albart opened 12:01pm
- II. **Approval of Minutes**
 - **April 1, 2019 minutes:** Box motioned to approve, Spicer-Runnels 2nd; minutes approved
- III. **President– Molly Albart**
 - **June Board Meeting:** will be in person. Meet on June 5 & 6. Albart will work with Vienne on room reservations.
 - i. Griggs will not be able to attend
 - ii. Edwards will not be able to attend
 - iii. Albart will invite newly elected people to attend as well.
 - iv. **Action item: if have topics for the agenda send them to Albart**
 - v. Vienne has 5 rooms reserved for June 4 if need to travel the day before
 - **Conference Updates:** McGee mentioned that all speakers have been confirmed; conference committee is under budget for keynote speakers. Speaker information has been posted on TACUSPA website.
 - i. Call for programs goes out May 20th; committee will be going through the programs and will send to McGee
 - ii. Maxient may be open to be a sponsor; **Action Item: McGee will be following up in July**
 - iii. Registration to open at beginning of June
 - iv. Conference committee received a notification from a photographer in the Austin area who does professional heads shots; looking into this to see and thought this would be good idea for graduate students especially; McGee asked for feedback from board; Board agreed that too expensive, but thought it was a good idea. Williams said marketing team could possibly do it; so will follow up with them; Director of Marketing could potentially do this as well. Vienne offered to help with professional development budget. **Action Item: Williams will go back to explore other options.**



- v. Williams waiting to hear back from Embassy suites regarding addendum to room number blocks
- vi. Looking to procure more sponsorship; working
- vii. Working with Graduate students to provide a graduate experience at conference
- viii. Williams Working with City of San Marcos to give a tour and also provide publicity material
- ix. Williams Waiting to hear back from 3 entertainers
 - 1. Mariarchi group
 - 2. Echo (acapella)
 - 3. Vocally Break
- x. William will be having a phone conference call next week to meet about resume review as an experience at conference;
- xi. Albart mentioned that they have secured a \$1,000 Sponsorship from Chartwells

IV. President Elect – Iliana Melendez – No Report

- Strategic Plan Follow Up (tabled)

V. Past President – Brandon Griggs

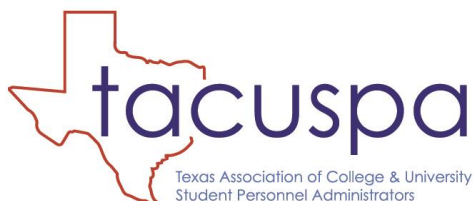
- Board Elections: elections will be uploaded online next week.
 - i. Have the following number of candidates for each position:
 - 1. President Elect -3
 - 2. Administration 1
 - 3. Membership 2
 - 4. Tech 1
 - 5. Treasurer 1
 - 6. Research 1
- Those positions with 1 candidate will be included on the ballot.

VI. Director for Administration – Stephanie Box

- Box created a document for our annual calendar and added months & tasks based on the operations manual. Keep in mind that this is for general planning – things could change a little each year.

<https://docs.google.com/spreadsheets/d/1Ag7LolceFiJpSVqw7Nrrv80MNDFMlvLzoJ17xf3Rucw/edit?usp=sharing>

- The first tab is for the Board and the second is for the Conference (this only has a few dates). Please review and add dates as needed. DO NOT change dates at this time – since these come from the operations manual, the dates need to be changed there first, then the calendar so we can keep it all straight.



- Also remember to complete your volunteer list. We are still missing a lot of positions, it appears:
<https://docs.google.com/spreadsheets/d/10Md6fUCEEt5koXCaEnhDvqHOwLgSdTHHu6l-InJ7A88/edit?usp=sharing>

Albart discussed with McGee and will be populating the conference timeline on the spreadsheet

- Award nominations forms are all open. Box encouraged members to solicit nominations for each of the awards. Deadline is June 7. She only has nomination for Caswell thus far.

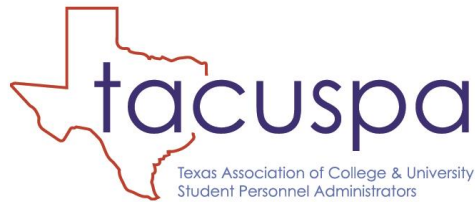
VII. Director for Membership – Hope Garcia

- Call for update to membership was a success. This process worked and is a good indicator of where we stand with membership.
- Garcia will send out membership numbers when she has them available. Update via email:
 - i. 412 Total Members
 1. 15 Emeritus (0% increase same as last year reported in 5/2-3/18 minutes)
 2. 383 Professional (62.97% increase; 235 reported in May 2018 minutes)
 3. 14 students (366.66% increase; 3 reported in May 2018 minutes)
- Summer regional membership gathering; plan to have 3 total; Melendez offered to test this in Houston area. Would like to offer a door prize such as pre-conference registration at these events
- Garcia asked Board where should the other 2 be hosted? Ideas suggested: San Antonio (Spicer-Runnels happy to assist with this location) DFW area. Board agreed to have in May, June, July but dates are flexible in Houston, San Antonio and DFW.
- Would be good to have them 1 on each month...future idea is to have a TACUSPA Day to have them on the same day

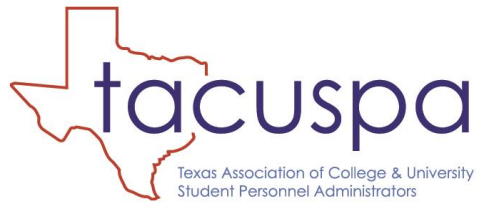
VIII. Director for Marketing – Corey Benson – No Report

IX. Director for Education & Professional Development – Kristy Vienne

- Fellowship Program Model: Working on Fellows program revision; working on prototype application. Hope to have this for feedback at June meeting.
 - i. Albart reminded that Board will be discussing projects that will be good to offer for the new program.
- Working on application process through the Foundation and alignment for match up.



- Newsletter has publicity regarding Fellows program.
 - Idea is to have a preview at conference, then select fellows at a later date and then match up with mentors/project coordinators.
 - **Action Item: Vienne to double check language for scholarship in newsletter to make sure there is no confusion**
 - Working on Webinar series; hot topics and how to loop into the conference;
- X. Director for Technology – Caryn Hawkins
- Update via email: submitted the application to Canva for free access to ‘Canva for Work’. Hawkins is still waiting on Canva’s decision on whether they will provide the service to us for free due to our nonprofit standing.
- XI. Director for Research – Jennifer Edwards
- Have Submissions for the journal; looking for reviewers; looking also for good book reviews; Journal will be released on June 1, 2019
 - Research Scholars application will go out May 13 – May 24
 - June 17-21 Research Swap will take place
 - Have a Submission for TACUSPA Research Grant
- XII. Director for Assessment – Brandon Lee No Report
- XIII. Secretary – Lisa Perez No Report
- XIV. Treasurer – Ashley Spicer-Runnels
- Account Balance Updates (checking & savings)
 - i. Checking: \$99,855.64
 - ii. Savings: \$62,763.19
 - **Action Item: Budget update will be sent to the board later today**
- XV. Foundation – Amanda Drum
- Scholarships & Fellowships – see above in Vienne report
 - Foundation Committee Operational Policies: were created to align as a committee and not separate entity
 - **Action Item: Board Review and approve for inclusion in the operations manual**
 - Foundation will have a special meeting in May to slate their members
 - Working on budget proposal
 - Silent Auction Items: **Action Item: Board don’t forget to bring money to the June Board meeting.**



- XVI. Approval of Reports. Vienne motioned to approve reports; Lee seconded the motion; reports were approved.**

- XVII. Good of the Order: **Action Item: Wild Apricot to be added to June agenda.****

- XVIII. Adjournment: Albart adjourned meeting at 12:48pm**