

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | October 22, 2019

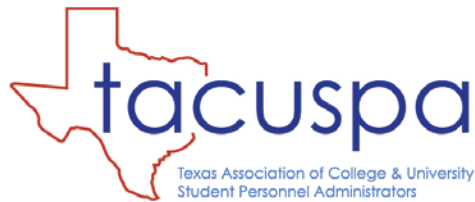
Members Present: Ashley Spicer-Runnels, Molly Albart, Teresa Simpson, Keith Lamb, Caryn Hawkins, Kristy Vienne, Iliana Melendez, Brandon Lee, Staphany Lopez-Coronado, Jody Randall, Corey Benson, Lisa Perez, Nicki McGee

Guests: Tabitha Walker, Ramces Luna, Quyn Houg-Nguyen

- I. **Call to Order:** Melendez called meeting to order at 11:45 a.m.

- II. **Approval of Minutes**
 - October 20, 2019 - tabled

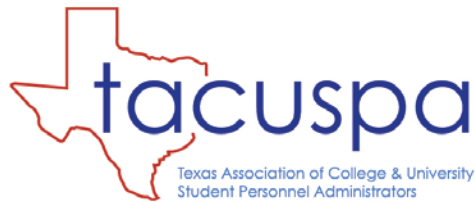
- III. **President– Iliana Melendez**
 - **Conference Update:** Melendez provided time for Board members to give their feedback on 2019 Conference. The following is a what was provided in time allotted:
 - i. The Grad Student Experience was a highlight;
 - ii. Entertainment was great;
 - iii. First time vendor TexAnn wants to continue relationship with TACUSPA
 - iv. Members liked the printed program and how compact it was; format was good; sending out descriptions early helped out;
 - v. Venue was good in regard to navigating it;
 - vi. Keynotes were great to work with;
 - vii. AV was difficult at times; hotel was responsive. Biggest complaint was wifi and it not being offered. Expectation of members is to have it available. As we select hotels need to look at how to better negotiate this for future conferences;
 - viii. Conference team needs to remember to mic speakers (this is an accessibility issue);
 - ix. Need to think about gender inclusive restrooms and lactation rooms (needed more signage for this one);
 - x. Need to be more thoughtful on how professional the program as a whole looks; polishing it a bit more; suggestion for an emcee;
 - xi. Presentation from the Board needs to be done ahead of time;
 - xii. Suggestion is to have templates for the presenters.
 - xiii. Auction should be more prominent on the website;
 - xiv. 33 people participated in headshots; consider adding green screens of photo threads on website
 - **Volunteer Agreements:** Action Item: Hawkins will create a google form and send it out to board members



- **Austin 2020 Conference:** Luna & Houn-Nguyen provided the following updates as 2020 Conference Co-Chairs
 - i. November 15, 2019 is scheduled for a walk thru at AT&T Center (hotel) with committee members
 - ii. Team will be asking about accommodations, AV, parking, lactation rooms, etc.
 - iii. Conference Team met Sunday morning to discuss possible speakers; would like to have a panel with a diverse representation at the closing session instead of keynote. Luna asked board members for suggestions for keynotes; **Action Item: Luna will create a form on google drive to add suggestions;** Simpson suggested President from UH Dr. Munoz; Dr. Richard Anthony Baker at Rice was another one suggested; Lamb suggested to reach out to the TX Education Consortium
- **Team Builder:** Melendez provided activity to get to know Board members. Board members had time to each share their representations of themselves.
- **Expectations**
 - i. **Budgets:** Melendez asked Board members to look at their respective budgets for their position. She reminded board members that there must be board approval for anything above what has been allocated for their positions.
 - ii. **Communication:** Melendez asked all Board members to be inclusive and respectful with each other.
 - iii. **Accountability:** Melendez plans to change the agenda format; expect to see some changings and she will work on accountability and keeping track of actions items.
 - iv. **Transparency:** Melendez will focus on being transparent with the members and expects that other Board members do the same.
- **Review TOWS Positions/Association (attachment)** – tabled for a later meeting; Melendez would like to invite Gaige Payne to a future meeting
- **1:1 Meetings** – Melendez will be following up with Board members to schedule quarterly meetings. In some cases the meetings may be more often.
- **Jan/Feb Meeting:** Melendez explained that she is exploring the possibility of changing the Jan/Feb in person meeting to correspond with the NASPA conference in March. She will send a doodle poll to Board to check availability.
- **Summer Meeting:** Melendez would like to discuss the purpose of summer meeting; **Action Item: Melendez will place on a future agenda as a topic.**

IV. President Elect – Ashley Spicer-Runnels

- **Financial Presentation:** Spicer-Runnels passed out the Request for Payment Form and explained the process for paying for items or being reimbursed for items. She provided other tips as for returning and new Board members.



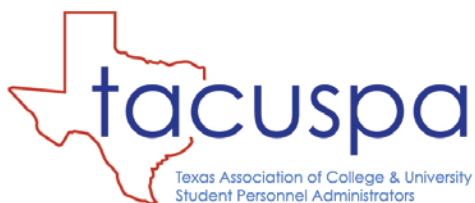
- **Fiscal Year:** The fiscal year for the Association is September 1 – August 31
- **Membership Year:** The membership year is defined as January thru December.
- **Treasurer's Role:** The treasurer's role is to serve as a financial conscious for the organization. It is up to Board Members to be mindful of expenses and to be fiscally responsible.
- **Credit Card Payments:** credit card payments may be made over the phone; however if Board needs to get reimbursed then advance notice should be given to treasurer before submitting a Request for Payment Form (RfP).
- Prior to submitting RfP, please verify to whom the checks should be addressed to avoid having to void checks
- On the RfP, the "TACUSPA Office" field refers to the position in which you serve.
- **Action Item: McGee as the new treasurer will need to update the form and Hawkins will need to update the website with the new form**
- Please ensure to include the treasurer if establishing relationship with vendors.
- Budget cycle begins in May and completes in July; important for Board members to provide a response to treasurer; The proposed budget is voted on during August meeting and is presented to membership at Conference (usually October);
- Changes have been made to the budget so Board Members need to review to ensure they how much has been allocated for their positions.
- Important part of this process is communication.
- Be mindful of planning ahead and do not procrastinate in submitting RfPs.
- Albart added that operating budget comes from membership fees. Conference operates on it's own budget from conference registration cost.
- Conference and Foundation are committees that are part of the 1 checking account of the Association.
- The Association also has a savings account and two Certificate of Deposits.

V. Past President – Molly Albart

- **Board Structure Task Force: Update/Continuance/Membership**
- **Action Item: Albart will take the lead for this this term; plans on sending a timeline; and will ask board for feedback; forthcoming with information in the next couple of months; Melendez will also follow up with Dr. Walker**
- **Award Naming: Action Item: Albart will reach out to Randall to discuss**

VI. Director for Administration – Jody Randall no report

VII. Director for Membership – Staphany Lopez-Coronado no report



VIII. Director for Marketing – Corey Benson

- Weekly emails (announcements) – Benson will be removing access to those who have access and only president and marketing position will have access. If others need access they will need to be trained prior to access being granted. Benson will determine which date emails will be distributed.
- Newsletters – Contributions to the newsletter have been lacking; Benson would like to include the following in each newsletter: welcome; article from fellow, financial report, upcoming events, and membership spotlight. Newsletter is usually distributed in December April and August.
- **Action Item: Benson will send out video to Board on how to update information in WA; board members will be responsible for inputting their content**
- Amet Aksoy and Christy Goutier are the editors of the newsletter.
- Benson reminded Board that he should be reviewing anything that is produced with the Association logo. Board needs to plan accordingly.

IX. Director for Education & Professional Development – Kristy Vienne

- Vienne has been working on professional development and has identified 3 people to assist with this area: Taylor Kemp (Scholarship), Diana Lee (Fellows), Stephanie Martinez (Careers), and Melissa Fadler will continue her role as Webinar Chair.
- Application deadline December 1 for Fellow application; share with your respective schools
- There have been 5 projects submitted for the Fellowship Program, but only have funding for 4 Fellows.

X. Director for Technology – Caryn Hawkins

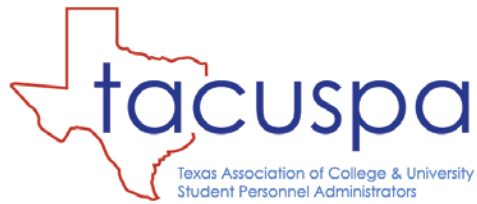
- **Technology Overview Access:** Hawkins explained that the Google drive is where the Board keeps documents. Hawkins provided password to board members to access it. Hawkins is the person responsible for checking the Association's Google email account.

XI. Director for Education & Research – Teresa Simpson

- Simpson has ensured that everything has been taken care of as it pertains to the renewal of the Student Affairs Journal.
- She will be forming a committee to offer creative ways for publishing
- She would like to work with Benson on imagery to promote Fellows/Graduates and more information out about the Case Study winners.
- She would like to also work on making more connections with faculty.

XII. Director for Assessment – Brandon Lee

- **Action Item: Lee will be sending out information on conference evaluation to membership and also sending feedback to the presenters from their presentations.**



XIII. Secretary – Lisa Perez

- Perez asked for clarification on future meetings for this year. **Action Item: Melendez will send out doodle poll to see which day works best for Board members.**
- Perez requested Board members to send reports electronically to her with agenda items. This will help with ease of keeping minutes of meeting but also giving an opportunity to participate as well.

XIV. Treasurer – Nicki McGee

- Account Balance Updates (checking & savings): McGee is the process of getting access to account. **Action Item: She will report on account balances at next meeting.**

XV. Foundation – Keith Lamb

- Lamb reported that the Foundation liked platform they used for collecting money; seemed to make process easier.
- Board provided some feedback on the Electronic Auction process this year.
- He reported that the Foundation raised a total of: \$12,620 during this conference. The breakdown included the following:
 - a. Century Club \$4,465, General Donations \$3,230, & Silent Auction, \$4,425

XVI. Good of the Order:

- **Volunteer Interest Form –Action Item: Melendez will get with Randall to review the completed volunteer interest forms;** Spicer-Runnels asked that we ensure we close the loop on communicating appointments with the members.

XVII. Approval of Reports: Board approved reports

XVIII. Adjournment: Benson motioned to adjourn the meeting, Hawkins seconded. Meeting was adjourned at 2:16pm.