

TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | December 4, 2017

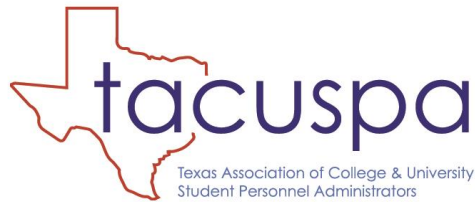
Members Present: Brandon Griggs, Stephanie Box, Caryn Hawkins, Paulina Mazurek, Ashley Spicer-Runnels, Molly Albart, Christine Self, Hope Garcia, Ileana Melendez, and Jennifer Edwards.

Guests: Paul York

- I. **Call to Order.** Brandon Griggs (President) called meeting to order at 12:02 pm.
- II. **Approval of Minutes.** Pamelyn Shefman (Director of Assessment) moved to approve November minutes. Molly Albart (President-Elect) seconded. Meeting minutes passed unanimously.
- III. **President – Brandon Griggs**
 - **2018 Conference Update (Paul)**

Conference Theme: Inspiring Change

 - Rooms/meals booked for in person January meeting
 - **Action item: Brandon to provide contract for January stay to Paul**
 - Conference committee reached out to Simon Sinek as a keynote speaker option. Waiting to hear details
 - **Action item: Board members should send Paul/Brandon suggestions for keynote speakers that would complement conference theme**
 - **January in-person meeting**
 - In person January meeting will take the place of regular 1st Monday of month meeting
 - Meeting will begin Wednesday, January 31 at noon (lunch included) and end Friday, February 2 at noon
 - **TACUSPA Foundation**
 - Brandon spoke with foundation chair, Jean Fitch, to discuss ways to improve communication between boards. They recommend that a foundation chairman (foundation past president) sit on the TACUSPA executive board as a non-voting, ex-officio member. TACUSPA board would pay for this person's hotel stays during on-site meetings. Board agrees to move forward on this item
 - **Action item: Brandon will draft up verbiage for operations manual to describe foundation ex-officio member item**
 - Currently, TACUSPA past president, president, and president-elect sit on foundation board. Foundation would like to move to two individuals instead of three
 - **Action item: Brandon will draft up verbiage for operations manual (two vs. three members on foundation board), open for discussion, to present at January meeting**
 - **Action item: Brandon will send email/letter to board members regarding January on-site meeting for supervisors if needed**
 - **Committee Assignments**
 - **Action item: Board members should send any committee chair appointments to Brandon**
 - **Action item: Brandon and Hope will connect to discuss volunteer process**
 - **Action item: Christine will put a call out for volunteers in next newsletter**



IV. President-Elect – Molly Albart

- Should have a finalized 2019 conference contract by January meeting

V. Past President – Lisa Nagy

- No Report

VI. Director for Administration – Stephanie Box

- Action item: Board members should send any proposed changes on operations manual to Stephanie for discussion/voting at January meeting

VII. Director for Membership – Hope Garcia

- Membership renewals approaching
- Action item: Hope will send institutional renewal information to campus contacts

VIII. Director for Marketing – Christine Self

- After discussion, TACUSPA Newsletter will go out Thursday, December 14.
- Action item: Newsletter items due to Christine by Monday, December 11
- Action item: Molly will follow up with Heather Snow about adding conference pictures to Google doc
- 2017 TACUSPA Conference video can be found at: <https://www.youtube.com/watch?v=qX-Y3kVSfP8>
- Action item: Ileana will follow up on fellows regarding their article submissions
- Action Item: Jennifer to send Christine best practices infographic for newsletter

IX. Director for Education & Professional Development – Iliana Melendez

- Received three webinar proposals so far; continuing to work on webinar scheduling

X. Director of Technology – Caryn Hawkins

- No Report

XI. Director of Research – Jennifer Edwards

- Working on finalizing members of journal board
- Action item: Will send out twitter chat schedule (to start January) to board when available
- Looking at having meetup regarding ‘researching grants from student affairs perspective’ in spring/summer 2018

XII. Director of Assessment – Pam Shefman

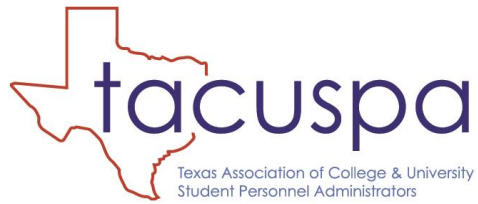
- Action item: Board members should complete uploading position goals on Google Doc if you haven’t already

XIII. Secretary – Paulina Mazurek

- No Report

XIV. Treasurer – Ashley Spicer-Runnels

- Checking \$107,645.90
- Saving \$62,736.56
- Close to finalizing last year’s budget
- Action item: Will get clarification for Hope on institutional memberships paid
- Outcome of IRS issue: IRS admitted incorrect late fees. IRS is sending a letter indicating the original notice was inaccurate and fees removed
- Action item: Will separate tacuspa and foundation board checking accounts soon



- XV. **Approval of Reports.** Christine Self (Director for Marketing) moved to approve reports. Pam Shefman (Director for Assessment) seconded. Reports passed unanimously.
- XVI. **Old Business**
- XVII. **New Business**
- XVIII. **Adjournment.** Brandon Griggs (President) adjourned the meeting at 12:34 pm.