

**TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS**  
**Meeting | February 6 & 7, 2017**  
**(Onsite Meeting – Richardson, TX)**

**Members Present:** Lisa Nagy, Paulina Mazurek, Ashley Spicer-Runnels, Stephanie Box, Pamelyn Shefman, Corey Benson, Christine Self, Brandon Griggs, Jeff Jackson, Adam Peck, Iliana Melendez and Molly Albart. *Guests: Heather Snow and Ahmet Askoy.*

**I. Call to Order.** Lisa Nagy (President) called meeting to order at 12:12 pm on 2/6/17.

**II. Approval of Minutes.** Adam Peck (Past President) moved to approve minutes. Corey Benson (Director for Technology) seconded. Meeting minutes passed unanimously.

**III. Discussion Items**

• **Membership & Conference Survey Results - Pam**

- Survey sent in Dec 2016, 94 responses
- Discussion of needs assessment
- Could export membership profiles and create listservs
- We should pilot, timeline, and consider cost to implement. Think about some topics to pilot on.
- Q6: adding drive ins
  - Another options for those with budget cuts
  - Way to engage graduate students
  - Way to include sponsorship options throughout the year...for whatever we decide

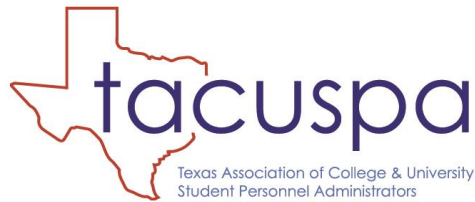
• **Strategic Plan Updates- Pam & Lisa**

- **Action Item (ALL): Update status of strategic plan progress on add 2017 goals to google doc. Deadline: March 6, 2017.**
- Tasks will be determined to complete current strategic plan.
- New strategic plan writing will occur next year.

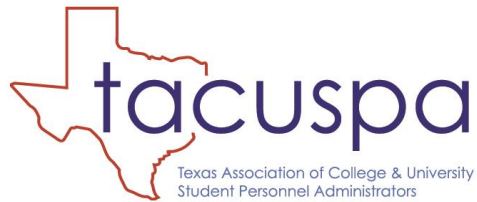
• **Associate Member Proposal - Stephanie**

- Discussion of addition of associate member status for vendors to maintain connection to association and have additional benefits.
- Options
  - Not add associate membership, keep sponsorships as is
  - Proposal in additional to sponsorship
  - Proposal to merge sponsorship/associate – tacuspa sponsorships. Could include webinar sponsorship options...would fall under marketing position.
  - **Action item: Christine, Iliana, Lisa, Stephanie will further discuss.**

**The premier student affairs professional association in Texas since 1925!**  
**www.tacuspa.net**



- **Career Development Organization - Brandon/Adam/Iliana**
  - Discussion of TACUSPA's possible involvement with newly forming career development organization. What would this look like?
  - Board agrees to have Adam coordinate with regional consortia/Higher Ed Coordinating Board and allow them space to host a meeting to discuss the topic at '17 TACUSPA conference and Adam will help facilitate discussion.
  - **Action item: Adam will coordinate with regional consortia/HE CB to host meeting and will check with Heather about space.**
  
- **Google Doc Training - Corey**
  - TACUSPA email [tacuspa@tacuspa.net](mailto:tacuspa@tacuspa.net) is checked by Director of Marketing.
  - TACUSPA no longer sending emails from wild apricot.
  - **Action Item: Corey will download member list from Wild apricot and upload to contacts list.**
  - Each officer position will have email account.
  - Currently have foundation, treasurer, board, and main as accounts in the email.
  - **Action item: All board must upload all their relevant documents to Drive.google.com -> my drive, upload files. Deadline to upload docs: April 3, 2017.**
  - There will be a folder for every position and every conference.
  
- **Webinars- Iliana & Corey**
  - Attendance is low
  - Discussion to look at webinar proposal cycle. Discussion to shorten webinars. Board agrees to try a new webinar initiative - tacuspa X (20 min webinars).
  - **Action item: Iliana will think about how to launch Tacuspa X**
  - **Action item: Christine will work on some logos.**
  - **Action item: Christine will create newsletter poll, social media poll to ask members logistics about webinars.**
  
- **Review of Procedures Results- Ashley**
  - **Action Item: Will work on getting recordkeeping up to date.**
  - **Action item: Ashley to send electronic version of review to Adam, Brandon and Paulina for records.**
  
- **Change in Fiscal Year/Foundation Account- Ashley**
  - No update yet; ongoing
  - Discussion related to reinvestment of CDs



## [Officer Reports]

### I. President – Lisa Nagy

- **Tour of Hotel- Heather & Trisha**
- **Conference Updates- Heather & Trisha**
  - Make sure graduate students are attended to. Ideas to make them feel welcome
    - Possibly rename reception from president's reception to tacuspa reception
    - Clear instructions on dart details and time.
    - First committee chairs meeting happening at the end of the month.
    - Working with some keynote options (thinking of activism speakers, embracing it times and capitalizing). Suggestions: Renu Khator (president of university of Houston), Ajay Nair (VP at Emory), Paul Loeb, Andrew Slack (founder of harry potter alliance).
  - **Action item: Molly and Stephanie will chat on how to recognize conference volunteers (breakfast and/or lunchtime recognition).**
- **UNT Law Conference**
  - Offered tacuspa space at conference, option to host something, opportunity to highlight tacuspa conference. Suggested role for Director of Ed & Prof Development.
  - **Action Item: Lisa N. will attend conference.**

### II. President-Elect – Brandon Griggs

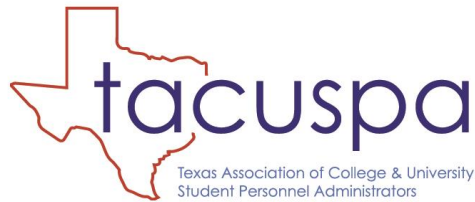
- **Foundation Board Use**
  - **Action Item: Brandon will discuss with foundation some options for auction messaging.**
  - Discussion of TACUSPA apparel sales.
    - **Action Item: Heather will research options.**
    - **Action Item: Christine will work on some designs.**

### III. Past President – Adam Peck

- **Elections**
  - Nominations coming in, none for technology so far.
  - Nominations close Feb 24.

### IV. Director for Administration – Molly Albart

- **Awards & Recognition Timeline**
  - Mercedes Moreno – Chair
  - **Action item: Corey will give Mercedes access online.**
- **Operations Manual Update**
  - **Action Item: All board members should send updates of ops manual to Molly ASAP.**



#### V. Director for Membership– Stephanie Box

- Membership update (as of 2/3/17)
  - 20 Institutional Members (4 faculty members)
  - Action item: Stephanie will send email to CFOs letting them know of faculty option.
  - Discussion about membership committee: Do we need a membership committee? It is in the ops manual but not sure we need it; the intent was to have reps from each region.
- Volunteer Survey
  - Action item: Heather/Trisha to make sure volunteer spots are accurate.
  - Action item: Corey will send to membership...open for volunteers.
  - Action item: Corey will send volunteer survey for review; board should return by 2/17.
    - Update 2/21: Corey will be sending out soon and offer new deadline
- GEAR Committee
  - Discussion of GEAR committee's future.
  - Action Item: Molly gathering all proposed changes to operation manual.

#### VI. Director for Marketing – Christine Self

- Action Item: If board needs to send items out to membership, send to Christine by Wednesday so she can include in weekly email.
- Next newsletter will go out first week of April (to include election information).

#### VII. Director for Education & Professional Development – Iliana Melendez

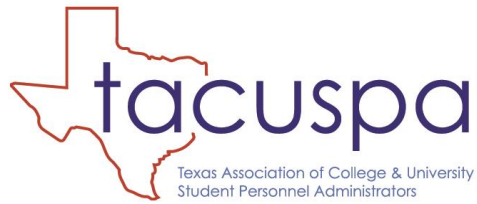
- 2 applications in for UNT law conference scholarship
- 1 application for TACHE scholarship
- Action Item: Board should help spread the word for those scholarships.

#### VIII. Director of Technology – Corey Benson

- Action Item: All board members should upload all documents to google docs (instructions sent via email by Corey) by April 3.
- Website is up-to-date
- Conference site will be updated as necessary
- Action item: Corey will add folder to photos.
- Action item: Christine will send Lisa and Heather types of photos we need for print publications.

#### IX. Director of Research – Jeff Jackson

- First article went out last Friday
- 2 new submissions
- Pending one update



- Process of reviewing is in place
- Next journal article will go out in approximately one month

**X. Director of Assessment – Pam Shefman**

- No Reports

**XI. Secretary – Paulina Mazurek**

- **Action Item: Collect conference committee member names from Heather and Trisha**

**XII. Treasurer – Ashley Spicer-Runnels**

- Update on account balances - Recon as of Jan 31
- Tax Update
  - Action Item: Ashley will send taxes to Lisa, Adam and Mark for review.
  - Will eventually motion that the new treasurer not do taxes for a year they did not manage.

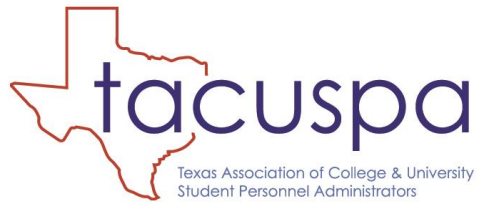
**XIII. Approval of Reports.** Christine Self (Director of Marketing) moved to approve reports. Corey Benson (Director of Technology) seconded. Reports passed unanimously.

**XIV. Old Business**

**XV. New Business**

- Reception at NASPA?
- **Action item: Jeff will check with Jan McKinney if UTSA is still doing a reception. Maybe we can collaborate with that.**

**XVI. Adjournment.** Lisa Nagy (President) adjourned the meeting at 11:25 am.



## 2017 Conference Committee Chairs

**2017 Conference Co-chairs:** Trisha VanDuser and Heather Snow

**Assessment and Evaluation:** Jennifer Fox

**Budget & Finance:** VACANT

**Ed Sessions:** Nikki McGee

**Ed Sessions:** Jennifer Edwards

**Ed Sessions:** Danielle Davis

**Entertainment:** Melissa Sanders

**Foundation Liaison Golf:** TBD by Foundation Board

**Foundation Liaison Silent Auction:** TBD by Foundation Board

**Graduate Student Experience:** Emily Mire & Mike Knox

**Keynote Speakers:** Alicia Huppe

**Marketing & Communication:** VACANT

**Mid-Managers Institute:** Maureen McGuinness

**New Professionals Institute:** Kristy Vienne

**Reception & Hospitality:** Hope Garcia

**Registration:** VACANT

**Sponsorship:** Stephanie Cuellar & Hollie Smith

**Visitor Information/Local Arrangements:** Latoya Oduniyi

**Volunteer Coordinator:** VACANT

**Website:** Cory Benson