

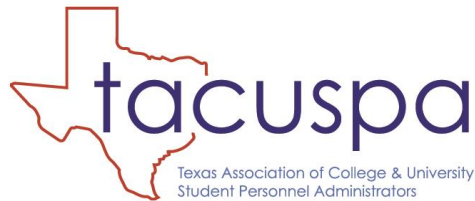
TEXAS ASSOCIATION OF COLLEGE & UNIVERSITY STUDENT PERSONNEL ADMINISTRATORS

Meeting Minutes | Sunday, October 1, 2017

Members present: Christine Self, Brandon Griggs, Lisa Nagy, Adam Peck, Jeff Jackson, Paulina Mazurek, Ashley Spicer-Runners, Molly Albert, Iliana Melendez, Corey Benson, Pam Shefman, Stephanie Box, and Hope Garcia.

Guests: Jennifer Edwards, Caryn Hawkins

- I. **Call to Order.** Lisa Nagy (President) called meeting to order at 12:13 pm.
- II. **Approval of Minutes.** Brandon Griggs (President Elect) moved to approve September minutes. Corey Benson (Director of Technology) seconded. Meeting minutes passed unanimously.
- III. **Introductions & Welcome Fellows**
- IV. **President – Lisa Nagy**
 - **2017 Conference Report** (Heather Snow/Trisha Van Duser)
 - Conference Registration so far: 274, 27 NPI
 - Sponsorships: \$1,480 so far (\$7,750 in money, \$6,270 in kind)
 - **General Session Overview/Run of Show**
 - Board ran through the conference schedule
 - **Action Item: All board members able to attend volunteer breakfast on Tuesday should do so.**
 - Spread the word: use #tacuspa on social media during conference
 - For next year: Consider recognizing foundation chair simultaneously with conference chairs
- V. **President-Elect – Brandon Griggs**
 - 2018 conference postcards will be placed on tables at opening dinner
- VI. **Past President – Adam Peck**
 - Career Services Meeting to begin at 1 pm
 - Lisa recognized outgoing president Adam Peck, and vice versa
- VII. **Vice President for Administration – Molly Albart**
 - **Ops Manual Changes**
 - Table “duty of recognition” proposal until Tuesday’s meeting.
 - Suggestion that volunteers coordinator should fall under Director of Membership.



- **2019 Conference Proposal**
 - Option 1: Omni at the Colonnade (San Antonio, Oct 27-29)
 - Discussed pros and cons.
 - Option 2: Embassy suites (San Marcos, Oct 20-22)
 - Discussed pros and cons.
 - Conference registration fee will stay the same for 2019 conference.
 - Will eventually need to increase registration to sustain a quality conference (2020 increase likely).
 - Ileana motioned to approve the 2019 conference site at the Embassy Suites in San Marcos, as well as the 2019 conference budget. Christine Self (Director of Marketing) seconded. Motioned passed unanimously.
 - Action item: Iliana (or anyone) who could suggest San Marcos conference chair. Would be good to have them on Brandon's committee to get conference experience.

VIII. Vice President for Membership– Stephanie Box

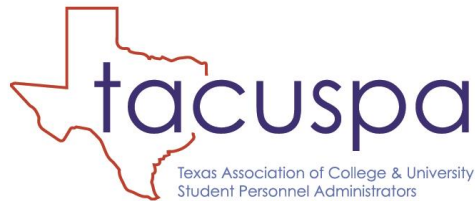
- **Membership Update**
 - Emeritus – 13
 - Professional Memberships: 614
 - Student Memberships: 41
 - Institution Memberships: 44
 - No membership increase this year; may be due to Hurricane Harvey impact. Decline in community/Jr. colleges. Decline in smaller and/or private schools.
 - Membership calls currently goes out to student affairs chairs and office mgrs; should also send to student affair deans.
 - Action: Christine and Hope will discuss marketing efforts for coming year.
 - If membership comes in after Nov 1, then it goes towards the next year's membership.
 - Will wrap up membership numbers by Nov 1; to make sure there are no outstanding balances.

IX. Vice President for Marketing – Christine Self

- Winter newsletter - 1st week of Dec

X. Vice President for Education & Professional Development – Iliana Melendez

- All scholars and fellows should be at conference



XI. Director of Technology – Corey Benson

- Outgoing Director of Technology (Corey Benson) suggests that the association purchase “Constant Contact” and have Director of Marketing be the primary user. This software will assist with the following:
 - Better control of software “ownership”
 - Better control of authorized individuals
 - Fast, reliable messaging
 - Bulk messaging
- All board should be trained on new software and not be given access until training complete. On-site meeting would be good time to have software training.
- Conference manual needed
- On-boarding process for new board members is needed

XII. Director of Research – Jeff Jackson

- Outgoing DoR, Jeff Jackson, discussed transition with incoming DoR, Jennifer Edwards.

XIII. Director of Assessment – Pam Shefman

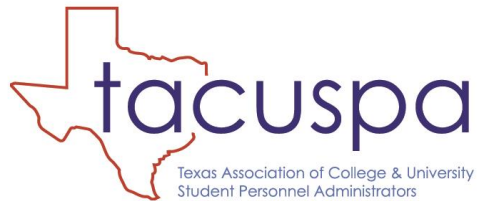
- No report

XIV. Secretary – Paulina Mazurek

- **Archives**
 - Action Item: Heather/Trisha – Should send list of conference attendees.
 - Action Item: Director of Membership should send list of Annual Members.
 - Action Item: Lisa should send annual report to secretary for Archives.
 - Action Item: Ashley should send financial history to secretary for archives.

XV. Treasurer – Ashley Spicer-Runnels

- **Account Signatures**
 - Signature changes on account should change every other year. Signatures on bank account should treasurer and 2 out of 3 presidents on board (past, current, elect).
Action Item: Paulina will check Operations Manual to confirm this process.
- **Account Update**
 - Checking: \$ 184,553.07
 - Savings: \$ 762,733.41
- **Priority (only 9 checks left)**
 - Reserved for Hotel expenses and 2 speakers



- XVI. **Approval of Reports.** Corey Benson (Director for Technology) moved to approve reports. Christine Self (Director for Marketing) seconded. Reports passed unanimously.
- XVII. **Old Business**
- XVIII. **New Business**
- XIX. **Adjournment.** Lisa Nagy (President) adjourned the meeting at 1:55 pm