

**College Student Personnel Association of New York State
Advisory Board Meeting
Clarion Riverside Hotel, Rochester NY
Annual Conference**

Meeting Dates/Times: Saturday, September 24, 10:00 AM-5:00 PM, Hochstein/Jordan Room
Sunday, September 25, 9:00 AM-12:00 NOON, 1225 Room
Tuesday, September 27, 7:30 AM Breakfast Meeting, at Breakfast

Happy Belated Birthday (summer) to: July: Wendy, Elaine, Scott Nonemaker; August: Tracey.
Upcoming Birthdays: October: Michelle, JJ.

RUNNING AGENDA

1. Welcome (our new board members: Emily, Michelle and Scott) and Introductions

People Present:

Robin Diana	Beth O'Neill
Peter Fagan	Michelle Schneider
JJ Manley	Scott Nonemaker
Wendy Wheeler	Michael Fogarty
Doreen Hettich-Atkins	Emily Balcom
Liz De La Rosa	Deb Pawlikowski (arrived 2:00 PM)
Elaine Bushey	Scott Helfrich (arrived 2:15 PM)
Tracey Cross-Baker	Eric Duscherer (arrived Sunday AM)

2. Call to Order: Welcome back. This is the first time the advisory board is meeting before the conference. This is in the hopes of accomplishing a collective vision before the conference attendants arrive.
 - a. May not have anything to report but you may have ideas you want to plant out there for CSPA – Please feel free to do this.
 - b. Robin is NOT a Robert's rules person – roll with it and feel free to correct
 - c. Officially called to order at 10:35 in the Clarion Hotel, Jordan Room, Rochester, NY
3. Approval of June Minutes – Peter moved to approve the minutes, Liz seconds. Any discussion?
 - a. JJ Manley – Are we getting CSPA shirts for conference? We're going to talk about getting them for 2006 conference.
 - b. Minutes are approved by a vote of 10-0-0
4. Plan for our time together (Robin)
 - a. We will be doing a little business and a lot of discussion for formulating the Call for Action, 2005-08.
 - b. As we enter afternoon, Robin wants us to make sure we are focused on several things:

- i. Putting in place a strategic plan that captures history but also moves forward.
- ii. We need to be diligent in goals we decide through course of weekend, in regards to what we can ACTUALLY accomplish. Quality is as important as quantity. One of her goals was to create a better model of conference, and that is accomplished this year.
- iii. Don't only make decisions because that is what we have done in the past. More important to take a step back and examine who we are, what we do, and why we do it...than doing something to quickly without thinking through the details, impact, does it serve a purpose, etc.Ex – SAMI. What can we manage taking into account our responsibilities on our campuses?
- c. The actual Call for Action will be this afternoon, since Deb & Scott will be here to. Carryover into open meetings with members tomorrow night.

5. President's Report (Robin)

a. ACPA:

- i. Seriously looking at a Student Affairs Educator certification – task force under Greg Blimling. The task force will be presenting at ACPA about ideas and thoughts about certification. Mirrors Counseling Continuing Education Units. It's unclear if the membership will be asked for vote or insight, but if they do, we should take advantage of opportunity to voice opinions.
- ii. Other task force – to look at their organizational structure of ACPA. Under leadership of Patricia Perillo (from UMBC – Asst. VP for Student Affairs). The goal is to better incorporate the voice of membership, among others. There will be a vote at the conference, so make sure to review and vote. Have been told that if membership endorses it, that is the way it will go – executive council will not be able to change the vote.
- iii. Indianapolis 2006 is shaping up. Robin is co-chair for programs with Tom Jackson. Programs are under review. Presenters notified by end of November.
 - 1. Tracey asked about timeline for showcase – deadline is November 5. We do have time to submit it, once we have it selected at conference. Robin & Tracey will work with the person(s) selected to submit.
- iv. Mid-Level Management Institute – Robin will be faculty at it. She recommends it highly, as does Emily who attended. Tom Jackson, David Braverman, Tim Pearson, Jackie Skinner, Dawn Person, and a guest faculty member to be named.
- v. Jeanne Steffes (ACPA President Elect) will begin the Associate VP at Syracuse University. Take position October 1. She will be a great asset for next year's conference having already attended Silver Bay 2001. Deb P. will contact her to invite her to the 2006 conference in Syracuse.***** -
- vi. Beth O'Neill – Due to location, she is hearing that NASPA is being seen as prime location. (DC) She asked if this has this come up? Robin acknowledged that the conference team is talking about this. Indy is totally

different. Hotels are all together, within walking distance, town is happening. “Not your mother’s Indy anymore.” ☺ NASPA will probably attract more, but ACPA will be great. TCB noted that Indianapolis is closer to some strong grad programs so they may choose to attend ACPA. MPF – Final Four will be coming in that following Saturday. We need to book hotels EARLY, due to this.

- vii. Other thoughts and updates? Last thing – Robin says state needs to become more connected to the national organization. ACPA wants to partner. Ann, who is Director of State and International Divisions, and wants to know about us, and been a great voice. ERB – still pushing for state divisions to have dual membership with ACPA? A lot of people saying no way. (input into decisions making, etc) NYS has been strong voice against that. No decision at national level, but she doesn’t think that is going to happen. They do want to know more about what states have been doing, but some states have not been very forthright.
- viii. Questions? None asked.

6. President Elect (Deb)

a. Awards Dinner

- i. Monday night – program was printed on campus. It looks lovely. She is ready with certificates, etc. Not all recipients are able to attend, despite Deb contacting people and strongly suggesting they did attend. JJ – will people who were nominated know? Yes, but afterwards. Didn’t want to make for awkward situations.
- ii. ACPA Reception Update
 - 1. Teamworks is on-board for co- sponsoring the reception. We will find out in January where we are. The space is booked for 150+ people. It will be held on the Monday night of conference. Deb will find out if there is anyone booked after us, because it is nice to not have to rush through the program and get out of the space.

7. Past President (Tracey)

- a. SAMI Final Report – As of 4 PM yesterday, no final report had been given to her. To summarize, it was a wonderful initiative that was a financial failure. Robin will contact Ann Marie Pryzwara and Heather Maldonado for their final report. TCB gave summary for those who were not familiar with the initiative. Her recommendation is that SAMI is probably not a direction to go back to until there is a much better plan in place. TCB will send another request to Ann Marie Pryzwara and Heather Maldonado. Robin would still like it for the records. Scott N. will need to be copied on final report to make sure all is accounted for.
 - i. Questions/comments:
 - 1. Beth O’Neill asked why it was moved separate from annual conference? Because there seemed to be some interest. Lateness in planning was fatal flaw.
 - 2. JJ Manley – would like to say that the attendees got a lot out of it, but he doesn’t think it’s something we should give up on it.

3. TCB – she said we should not give up, but it should be handled differently.
 4. Robin Diana – Conceptually good, planning and implementation was poor. Plan now for next year (2006).
 5. Emily Balcom – does this conflict with ACPA’s initiative? RD – Yes, we need to change name, and want to do it differently. There is still a need for it, as confirmed by survey done on national level. People are still struggling to be effective mid-Level managers. Liz & Doreen need to take a closer look at results of survey, possibly even sorted by NYS responses.
 6. Beth O’Neill – for her, part of problem about not knowing a bout conference until 2 – 3 years before, but often staff is asked in October where people want to go so early, that they cannot necessarily attend.
- b. Call for Nominations
- i. If board is amenable, Tracey would like to send out around early January, rather than 10 - 12 weeks later. It is better to bring next President on board early so they can be at national meetings in March. Past-President doesn’t need to go, but President and Pres-Elect should attend, as it will greatly benefit the organization. Vote will be finalized end of February.
 1. Michael Fogarty - be careful in timing so it doesn’t get lost in January opening.
 2. Wendy Wheeler - Make sure put it into monthly updates as reminders.
 3. Beth O’Neill – because it is a nomination form, feel funny about nominating self. Please put “Self-nomination encouraged” – perhaps call it an Application.
 4. TCB will contact those nominated before putting it out. TCB will get info to ERB for ordering more letterhead and envelopes soon.
 5. Pete Fagan – how to ramp up response rate? (We got 70 actual ballots out of 250). Electronic voting might be smart. Perhaps we could put it on the web. We could host at RIT through Clipboard Survey, like the conference evaluation.
 6. Election will include President-Elect, VP for Conferences-Elect, VP for PD Elect, Members-at-Large.
8. VP Professional Development and Elect (Liz and Doreen)
- a. Some discussions have been held. The direction that PD goes will depend on the discussion this afternoon. They will have more to say through discussion later today. They would really like to have it clarified about why they are in the rolls they are in.
 - b. Liz – was asked why her position was only one year. From what she understands, person in elect position took an academic affairs position, and Liz was elected for only one year in VP position, and then Doreen will take over.
9. VP Conferences and VP Conferences Elect (Peter and JJ)
- a. Conference Update

- i. numbers have gone up again! Over 150 conference attendees. Peter will look at trends from past years in terms of who, from where, what are we missing.
- ii. Budget summary is page 2. Conference was allowed to be a \$4K loss, due to A/V and conference piece. As of last night, conference will take in \$2500! We have done more, and still managed to bring in money.
 - 1. Please see appendix from Peter for specific numbers.
- iii. Some notable changes in budget:
 - 1. It is worth the \$800 for set-up through graphic designer in Utica. It is now templated with her, so Peter recommends continuing using her. Doreen suggested that the Exec board should send her a note of thanks.
 - 2. Printing was about \$1100. If we continue to use a graphic designer, it will be lower to use their printer.
 - 3. A/V rentals will be \$3600 – 3 LCDs, 5 screens, overheads are free. Set-up and tear down are free.
 - 4. Also, giving out meal tickets for meals – conference team will provide a person to collect tickets. Also we have 22 – 23 commuters who have purchased varying meals.
- iv. Budget business will be wrapped up by the 27th of October. A final conference report will be available to board at Fall meeting.
- v. Showcases for vendors is a new thing, vendors met its goals as well financially (within \$50).
- vi. APCA sponsoring coffee breaks. Teamworks picking up half of vendor reception. Vendors could be a vibrant part looking forward.
- vii. Ann Groves-Lloyd, doing workshop for grad students. She is willing to speak at 4 PM and 5 PM. To TCB & Andrew’s credit, programs are great!
- viii. Dr. Pope is excited to be a keynote. Dr. Roberts is only here through Monday. CSAO is happening again this year and we are expecting 13 – 15 CSAOs. We are welcome to attend their sessions. On Monday, SUNY CSAOs are meeting. Did lose Thelita Sanchez. (Good idea not to have 2 RL folks as programming co-chairs).
- ix. Any pictures, please share for next year’s publication.
- b. Expectations of Advisory Board during the Conference
 - i. Be the welcoming committee - wear the “Got CSPA” buttons. Be excited throughout. Attend events, and be visible. Don’t clump. Invite others to eat at meals, etc.
 - ii. Meetings for conference committee and executive board do not conflict this year.
 - iii. Take advantage of mentor opportunities with CSAOs, etc
 - iv. We are able to purchase Learning Reconsidered & Multicultural Competence, and have them signed.
- c. Robin Diana – publicly thanking them – top notch & should be commended. Will create buzz, as well as a model for next year’s conference team to build on.
- d. Reception in Bennigan’s at 8 PM – stop in please. Advisory board should also attend CSAO/Crystal Circle in Bennigan’s at 5 PM.

- e. We are submitting conference for Innovation Award at ACPA. ACPA recognizes a program/conference that meets its purpose mission goals, and is reviewed by a committee and is awarded at the Awards Luncheon. Look for endorsement from board. Includes evaluation, comments from CSAO & keynote. Has to be done in 6 pages. Don't think we've ever applied. May stand alone with the quality that we are bringing to table.
10. 2006 Committee Meeting/Site Needs/Promotion – JJ
- a. The site is easy to get to – The Marx Hotel in Syracuse.
 - b. Bill Williams, the Director of Sales, is donating free lodging for next year's conference. It is separate from Silent Auction. Can buy raffle for \$10.00
 - c. The conference committee meeting will be at lunch on Tuesday. Combining registration/marketing committees. New committees will be kept, and also Community College added.
 - d. The question was raised “are we able to brand events?” The only thing we cannot do is offer graduated service for graduated fees. Just need to track everything, just in case we are ever audited for in-kind items.
 - e. Promotion – full-color in binder. JJ will be talking it up. He will be working on area to get area locations to donate packages for vacations. State Fair, etc.
 - f. There is concern about commuters because of location. Board may need to pay attention to how we do that, since we are going to big cities. May want to create a commuter package through registration, or separate out meals.
 - g. Columbus Day weekend may also affect us.
 - i. later the better seems to be a theme in regards to timing of conference.
 - h. JJ, Robin, Scott, Deb, Tracey, and Emily will sit and review the contract this weekend. Have all of feedback for this conference to give to next year's conference.
 - i. Wendy Wheeler – put it into regular monthly update, and also how will we market this at ACPA? Allow people to plan well in advance.
 - j. JJ announced that he is not planning on having a co-chair this year. In his opinion, due to his style, he will do better on his own. He is going to talk to Deb P. about it. Will make decisions after committee meeting on Tuesday.
 - k. November 18 is meeting at Cortland. Second will be somewhere else. 10 am – 4 pm.
 - l. 2007 – Emily will have proposals at Fall meeting.
11. Member at Large (Beth, Michael and Wendy)
- a. Nothing to report. Will know more after this afternoon.
 - b. Have had a nice email chat over strategic planning.
 - c. One thing on their mind – give members-at-large tasks and projects. Task forces, short term committees.
12. Secretary (Emily)
- a. Glad to be back serving the Association!
 - b. Please make sure all handouts are sent to me electronically.
 - c. Will be ordering letterhead and envelopes with info from Tracey soon.
13. Treasurer (Deb and Scott N.)
- a. Final Report

- i. Deb is still treasurer until the end of this conference. We are able to cover everything because we are depositing checks as we write them. CD is rolling. Gave update. We should re-visit where we deposit our monies in the near future, but will leave that to Scott N.
- b. Verisign – should revisit the cost of how much they cost. Are currently \$219.00 a year.
 - i. have been working with credit card system for last 3 conferences. Started because it is ease of payment. Majority is conference-based, not membership heavy. It would be interesting to see how we break down.
 - ii. Allowed to do 500 transactions, but we were spending a lot on fees.
 - iii. The customer service is good, and easy to use.
 - iv. Renews on 10/1, so we should decide if we are going to continue.
 - v. Pete Fagan – is it possible to have people link directly? Michael Fogarty thinks he remembers that it cost more. We will need to check with Graham. Scott N will talk to Graham to investigate it.
 - vi. WNW – Is it possible to get them to rollover our 500 swipes per month? We have a history, and able to negotiate.
 - vii. They do take a small portion for service charges as well, maybe want to think about looking at how much that is, and rolling it into membership.
 - viii. RD – Can we make a decision, even without knowing about whether they will work with us?
 - 1. JJ – are we able to get our money back after we pre-pay for one year? Will they pro-rate? Can we contract for less time?
 - 2. Scott N is being asked to go back next week to see if he can get something pro-rated, or get peak time or annual service?
 - 3. RD or Scott will send something out quickly to the board to make a decision.
 - 4. Question – if we cannot renegotiate, can we bless Scott just moving forward? WNW – are we able to buy a month so Scott can look into it? Scott can present that we are at a cross-roads, and looking for other options. RD will send it out in the October Board Update.
- c. Budget Task Force
 - i. Scott will officially take over at the end of the conference.
 - ii. RD’s recommendation – task force under Scott’s leadership to determine new budget cycle. Would like to establish a systematic budget sheet (template). Anyone who has budgetary responsibilities should be using this. We’ve never been audited, but we may be some day. We have accountability, and we have not necessarily done a good job. She would like to appoint a 4 person task force to create a proposal to be presented at next board meeting.
 - iii. TCB – would this have implications on the rest of our “disconnectedness” of our cycles.
 - 1. This piece can stand alone and isolated to resolve.
 - a. Comments/questions: About time, June board meeting is currently the start of budget year.

- iv. No motion necessary – any volunteers? Deb, Scott, Tracey, Wendy, Peter
 - 1. Charge – to examine and review the current CSPA budget cycle and the tenets to which we operate and make recommendations, with the proposal to be presented at the next board meeting.
14. Historian (Eric will report on Sunday)
- a. anything you do, please make sure it goes to Eric. Reports, brochures, programs, outlines, etc.
 - b. After last mtg., he has been putting some order to the archives. Some interesting things he has found:
 - i. The Pines, South Fallsburg for the first 3 conferences
 - ii. Membership fee was \$3.00
 - iii. 1980 was when we moved the conference to October from March.
 - c. He will display some items during the conference.
 - d. Possibly 8 Crystal Circle members attending this year. Mike, Chris, Dennis, Regina, Wendy, Eric, Joe Franick
15. Membership (Scott H.)
- a. Final Report- August – just took over in the past 2 weeks from Bill Kernan, who served the board well.
 - b. lots of memberships to respond to due to conference.
 - c. Review of Bill's report as of August
 - i. We need to go electronic or else Scott will quit!
 - ii. 296 members last year, down from previous year.
 - iii. More professionals than student, more women than men.
 - iv. LI is untapped, etc.
 - v. About half are affiliated with ACPA.
 - vi. More people who are newer in the field. Majority in residence life, but the numbers can be duplicated.
 - vii. Ethnic make-up is troubling – mostly Caucasian – are we welcoming? How are we targeting other groups?
 - d. Plan for 2005-06
 - i. Power Point from Scott H.
 - 1. Wendy Wheeler – 2 thoughts: #1 – We have lost Patrick Love, so connection to NYU will continue to suffer. #2 – Goals too lofty? Never thought it appropriate for membership person to set goal for themselves to increase membership. She sees this goal as the board's responsibility. She believes we should not necessarily go completely to an electronic format for membership.
 - ii. He will use the information from the conference to drive membership through the board – sees this as a team goal.
 - iii. RD – believes the Scott is bringing new innovation to the position.
 - iv. Asking Scott to put new goals together for next board meeting.
 - 1. Tangible rewards – ex. cutting \$\$ back to those who refer the most.
 - e. Institutional Membership Concept – request from Buffalo State for Institutional Membership. RD - Asking Scott H to conceptualize what this might look like, benefits, etc. Need to strategically think about what we are giving when we pay membership – for next board meeting. Does he want help with plan as well as

handling membership? His goal was to tap people who are not necessarily on the board. If you have colleagues, get them in touch with Scott H.

- f. The essential question is: What do you get (with a CSPA membership)? What is important? What keeps up coming back?

16. Graduate Student (Michelle)

- a. excited to be here. Looks to all of us as mentors. Give her wealth of knowledge. Tell her how to do job effectively. Encouraged to ask lots of questions.

17. Regional Coordinators/ACPA Liaisons

- a. Elaine – GLBT
 - i. Yesterday was National Bisexuality Awareness Day.
 - ii. Conference – we do have a GLBT presentation going on that she is doing. For third year in a row, no one else submitted.
 - iii. Have an off-site reception this year.
- b. The conversation this weekend will shed more light on future of these positions and their connection to the national organization.

18. Other Issues needing review/discussion

- a. Once we have plan together (Will have a clearer picture to have a discussion with general membership then) we need to use those discussion points to generate ideas with these groups.
- b. If there aren't many people, we need to not take over the conversation – will “Go With the Flow.”
- c. Meetings on Sunday Night: NYS Committee and Workgroup Meetings: 5:00pm

New Business: “Our Call for Action”

19. Mission, Vision and Value Review/Discussion (Robin)

- a. The Call for Action
 - i. We need to set the course for our next three-five years.
- b. At last board meeting, her observations were:
 - i. Would like to encourage board to think about our goals for each year to be of a collaborative nature—meaning that we are working in tangent, collaboratively to achieve our goals.
 - ii. People who have been in those roles have operated in silos, and have never worked on goals collectively as a board- so therefore, thoughts, opinions and ideas from others have been lost.
 - iii. The board should be doing this together – may involve small groups, and may involve the larger board or task forces
 - iv. Part of this is why we have lost who we are, why we are, and what we are—we are at a crossroads now to re-examine our purpose and to set the course for CSPA...it will not be a sprint, but a marathon...and we must remember to take our time...no need to rush.

20. Strategic Plan - Review 2003-05 and notes from previous advisory board.

- a. Tracey started the discussion last year.
 - i. We have a mission statement in place, but we need more.
 - ii. See October 24 follow up (6 pages)
 - iii. See Strategic plan template that she put together
- b. Beginning with Mission Statement & Vision Statement

- c. What does 2005-08 look like? What are the goals and objectives (use template attached and review goals brought forward by new advisory board groups)?
21. Vision, Mission, Values work:
- a. Vision: The last draft of the vision statement was:
 - i. A leader in advancing the student affairs community in New York State.
 - ii. There were two other suggestions for the mission:
 - 1. We are the foremost provider of innovative, stimulating, and relevant developmental opportunities for student learning facilitators in higher education.
 - 2. We aspire to be the premier student affairs professional development organization.
 - b. After several drafts, the current mission statement was revised to be: (tentative)
 - i. The College Student Personnel Association of New York State, Inc., the first chartered state division of the ACPA: College Student Educators International, is a comprehensive professional student affairs organization. We are dedicated to fostering the development of our members, a diverse community of educators, students, and scholars within higher education.
 - c. Values – one group named the following values, which are semi-reflective of the ones we already espouse(tentative):
 - i. Innovation
 - ii. Community
 - iii. Learning
 - iv. Inclusion
 - v. Person-centered

***** Meeting adjourned for Day at approximately 5:15 PM, September 27, 2005 *****

- 22. Organizational Structure- Does this stay the same? If so, why? If not, what does this look like?
 - a. This item was never visited
- 23. By-laws- Does any of the above affect our By-laws?
 - a. This subject was not revisited

***** Meeting called to order to resume 7:30 AM, Tuesday, September 29, 2005 *****

- 24. Work Group and Committee Brief Update – themes as reported by Emily Balcom.
 - a. Opportunities for networking
 - b. Welcoming and high energy
 - c. RCs or some sort of regional efforts are important
 - d. Our marketing efforts are not getting out to where we want them – new professionals haven't been hearing from us.
 - e. Original record of discussion is attached
- 25. Where do we go from here?
 - a. Good progress this weekend
 - b. Propose next – RD: Strategic plan & goals are going to take time.

- i. She would like to assemble a small group to work with RD & DP over the next month to work on the mission, vision & goals, and craft a first draft of the strategic plan
 - 1. 3 potential goals for this year and half of next.
- ii. If we wait until next board meeting, we would have to wait until the next again to get something going.
- iii. Thoughts and reactions
 - 1. Approval from group to move forward on this.
- iv. Volunteers? JJ, Elaine, Liz, Michael
- v. Deb & Robin will begin to craft something, then share with small group, and then get out to the board before the next meeting in November.
- c. Board Meetings:
 - i. November 4
 - 1. look at strategic plan and goals
 - 2. examine conf executive summary, committee reports, and evaluations & make recommendations for 2006.
 - a. Commuter packages – not just for meals, but for sessions
 - b. Expand volunteer opportunities to assist conference team
 - 3. Location & Time: November 4, Utica College – 10 am – 4 pm
 - ii. February – College of St. Rose – Feb 3, Feb 10 (snow day)
 - iii. April – 2007 site location – April 7, 2006
 - iv. June – Cazenovia (visit the Marx) – June 11 – 13, 2006
 - 1. Sunday – Monday for exec board

26. Announcements

- a. JJ Manley - needs people to help with distributing items from Silent Auction - \$550.00 was raised for local charity, Alternatives for Battered Women of Rochester and Monroe County.
 - b. Transfer of treasurer position – as September 27, 2005, Deb Pawlikowski is no longer treasurer, and Scott Nonemaker has assumed the position.
 - c. Liz de la Rosa – please make an appearance at the case study – 9:30 in Anthony
 - d. Elaine Bushey – social was great last night – some new people attended – yay!
 - e. Peter Fagan – thank you for a great conference. Suggestion – menu and vegetarian options need to be very clear.
 - i. CSAO – why aren't they integrating still? How is that perceived? How can we let people know that they can attend and vice versa? Lunch – CSAO's getting lunch ahead of rest of conference – looked very bad – think about flow for next year.
 - f. Scott Helfrich– challenge to the Advisory Board – get scheduled into Student Affairs meetings and bring membership forms. Then send them as a group to Scott.
 - g. Eric Duscherer– send me stuff!
 - h. Scott Nonemaker – will be in touch with Verisign, as well as Deb, Pete and Scott H.
27. Thank you from Robin, and brought shirts. \$25 - \$30. June meeting we decided to purchase on our own. Please look at sizes and shirts- we will make decisions at November meeting.

Meeting adjourned at 8:28 AM, September 29, 2005.

Tasks as recorded through Advisory Board meeting:

1. **Robin Diana & Tracey Cross-Baker** – Are responsible for working with Dr. Richard Herdlein for submission of Best of CSPA to ACPA.
2. **Deb Pawlikowski** is to contact Jeanne Steffes shortly after her arrival at Syracuse University to solicit her involvement in the CSPA 2006 conference.
3. **Robin Diana** will follow up with Ann Marie Pryzwara and Heather Maldonado regarding final report on SAMI.
4. **Tracey Cross-Baker** will get letterhead and envelope ordering information to Emily Balcom.
5. **Emily Balcom** will order more letterhead and envelopes.
6. **Peter Fagan** will look at trends from past years in terms of who, from where, what are we missing in regards to annual conference
7. **Peter Fagan and Michelle Ward** will have final report prepared for November 4 meeting.
8. **Peter Fagan and Michelle Ward**-A special note of thanks should go to the graphic artist who designed the conference registration- Peter Fagan and Michelle Ward
9. **JJ Manley, Emily Balcom, Deb Pawlikowski** will complete negotiations of 2006 conference contract.
10. **Emily Balcom** will have proposals ready for November 4, 2005, meeting for 2007 conference.
11. **Scott Nonemaker** will be contacting Verisign to revisit options for contracts, pro-ration of fees, and if we are able to negotiate yearly transaction counts. Robin Diana will send it out in the October Board Update.
12. A budget task force was appointed: **Scott Nonemaker to chair, Deb Pawlikowski, Tracey Cross-Baker, Wendy Wheeler, Peter Fagan.** Charge – to examine and review the current CSPA budget cycle and the tenets to which we operate and make recommendations, with the proposal to be presented at the next board meeting.
13. **Scott Helfrich** was asked to put new goals for membership together for next board meeting.
14. **Scott Helfrich** was asked to conceptualize what institutional memberships might look like, benefits, etc.
15. A small group was assembled to work with **Robin Diana & Deb Pawlikowski** over the next month to work on the mission, vision & goals, and craft a first draft of the strategic plan – **JJ Manley, Elaine Bushey, Liz de la Rosa, Michael Fogarty**