

**College Student Personnel Association of New York
Advisory Board Meeting
Syracuse – Onondaga Community College
10:00 AM – 4:00 PM**

FYI...

- **Happy Birthday: Emily (Feb. 24) and Scott (March 5) and Deb (March 22) and Doreen (April 26)**
- **Mark your calendars: ACPA, March 18-22, Indianapolis: Keynote Speaker: John Merrow from the PBS special “Declining by Degrees”.**
- **Showcase and CSPA Reception at ACPA is Monday, March 20 at ACPA. Deb has details.**
- **Next Meeting: April 3 at the College of St. Rose/and/or another date?**

MINUTES

Call to Order – 10:40 AM

Present: R. Diana, J. Manley, E. Bushey, D. Pawlikowski, M. Schneider , B. O’Neill, M. Fogarty, W. Neifeld-Wheeler, T. Cross-Baker, D. Hettich-Atkins, E. Balcom, S. Nonemaker

Absent: S. Helfrich

Go-round/News

- M. Fogarty is asking who would like to go to dinner at ACPA (and will be coordinating.)
- R. Diana has accepted a new job – Director of First Year and Residential Life Programs at Buffalo State College, starting May 1.

Approval of November Minutes – Motioned by J. Manley, Seconded by M. Fogarty 11-0-0

Reports/Updates:

President: R. Diana - Shirts, ACPA-Best of Show Date/Time, Keeper of Letterhead/Communications, Other items

- Shirts – please let Robin know if you are ordering, which one, and what size.
- Best of Show – Kent State program has been accepted – 3/21, 8:45 AM, Room 145 of Convention Center.
- Innovation Award – we submitted for 2005 conference, was reviewed, T. Cross-Baker served on committee but did not review ours. Do not know if we have won, but stay tuned. Please try to make the awards ceremony on Saturday.
- Keeper of Letterhead/Communications – conversation about how we can streamline keeping of letterhead and how it is distributed. Includes use/placement of logo, and how decisions are made.
 - Who should be keeper of letterhead?
 - J. Manley – shouldn’t everything be on letterhead, shouldn’t everyone have it?
Answer – No.
 - Secretary should be keeper.
 - How do we manage electronic and hard-copy communications?
 - Current logo is on R. Diana’s computer in a PDF.
 - Current process has been funneled through the President position to approve documents, etc. to be sent to memberships.
 - If role requires you to have it, and know you need hard-copies, then you will have a supply.

- T. Cross-Baker – make it simple to have access. But need to look at when and where people are using it. Suggesting a calendar.
- P. Fagan – anything that goes out in print format, needs to be on letterhead. Electronic version should not supplant the letterhead.
- D. Pawlikowski – suggestion: looking at job descriptions – when transition meeting happens and training, letterhead comes along with your binder, etc. Not so sure *everything* needs letterhead.
- B O’Neill – if it is a first contact with someone, should use letterhead. Second contact is OK to be a photocopy.
- R. Diana – keeper of letterhead until June meeting is E. Balcom. R. Diana, as the President, will continue to sign off on communications coming from the association. R. Diana will be keeper of electronic logo to review requests to use it.
 - Three people to put together, for June meeting, a timeline of what goes out on behalf of CSPA, and to come up with comm. plan for CSPA – T. Cross-Baker and B. O’Neill, W. Neifeld-Wheeler

President-Elect: D. Pawlikowski: Showcase, CSPA Reception, Awards

- Showcase – Unsure of title of room, Monday night before reception. 6 – 8:00 PM
 - Requesting help at showcase with trivia, etc. from those attending. Has received supplies from historian. Set-up at 5:00 PM. E. Bushey will help with set-up. Clean-up will need to fall to someone else, because D. Pawlikowski and R. Diana need to be at social to set up. D. Pawlikowski sent around a list for everyone to sign-up and share cell-phone numbers. Are also raffling off basket – B. O’Neill helping by creating a basket. M. Fogarty and E. Balcom will pick up an I Love NY t-shirt on the way back from the meeting. Raffled off at reception – include cell phone number.
- Reception is 7:30 – 9:00 PM – food is “at the movies” set-up (popcorn, beverages) & “death by chocolate”. Kristin Skaarie of Teamworks okayed it so long as it is chocolate! Ordered a room for 150 and food for 135. Anything that we want raffled off, bring it. Inviting all schools that are in placement to invite their candidates. Theme is “stars.”
- Awards Luncheon – all award winners were invited who won. Monday luncheon is for bigger awards for ACPA. Whoever gets there first, claim a table for NYS! Saturday, 4:30 – 6, is ceremony for state/international. CSPA is supplementing this year. In the future, there won’t be plaques given.

Past- President: T. Cross-Baker: Bylaw Proposal Update and Elections: VP for Conferences Hiccup

- Bylaw Proposal update – had 66 votes cast – 62-1-3. There were even people on Advisory Board who didn’t vote electronically. Majority rules, so changes we were looking for are actionable by us. T. Cross-Baker will email out a clean copy of the by-laws. Recommends we re-examine electronic-only voting methods due to low response. Means budget cycle and leadership positions are finally in sync. (everyone cheered)
- Elections – are impacted by new by-laws – see new business.
 - Election materials will be handled in both electronic & print versions.
 - There will be a post-card directing people to the website to vote. Cornell will assist (E. Bushey)
- VP for Conferences hiccup – if we leave everything as it is, the VP for Conference elect will not be working with their own board, but will be working with the prior board.
 - J. Manley - suggestion is that the VP for Conferences Elect serves as the co-chair.
 - The suggestion is that J. Manley plans 2 conferences back to back, and whomever is elected as the VP-elect will be the co-chair for the 2007 conference. Then, the VP for conferences runs their conference in 2008.

- T. Cross-Baker - However, this will take the say away from the membership who runs the 2007 conference. We need to give the membership their say as to who runs the 2007 conference.
- W. Neifeld-Wheeler –we need to make a decision.
- S. Nonemaker – the membership’s voice is heard by electing the new VP Elect.
- D. Hettich-Atkins – membership doesn’t have any clue anyhow about who actually plans the conference, and also, electing the conference chair is a new thing to her anyhow.
- M. Fogarty motions – The current VP-elect for conferences serves as the chair for the 2007 conference as well, which will take place during their VP for conferences year. The incoming VP Elect for 2006-2007 will serve as the conference co-chair for the 2007 conference, and as the chair for the 2008 conference. Second – P. Fagan.
 - Discussion
 - Vote – 9-1-0
- How does this impact booking the future conferences? The VP for Conferences will book the conference 2 years away from their conference year. (ex. 2006 books 2008, 2007 books 2009, 2008 books 2010)

Treasurer: S. Nonemaker: Quarterly Report, Update on Verisign Merge

- Quarterly report – (attachment already sent.) How did we end up lower than in November? Beaver Hollow finally hit the books. Conference spent \$14,000.00, and brought in \$20,000.00.
- Update on Verisign merge - Merge is done – PayPal bought VeriSign, but are running as 2 separate entities.
 - Currently with VeriSign, we are paying \$19.95/month, and \$35.00/month merchant account fee from bank. Essentially paying \$55.00 per month. Formerly showing as an annual fee plus a monthly charge, but now we are month to month
 - PayPal – no fees, but take 2.9% of transaction plus \$.30 per transaction. No fee if we don’t use it. Do people have to have a PayPal account? No.
 - If commit with Verisign it would be \$179 and \$220, plus \$35.00 every month, and if we exceed a certain number, we get hit with another charge.
 - S. Nonemaker should pursue PayPal with the blessing of the board.
- S. Nonemaker will look into our tax paying status.

Membership: S. Helfrich: Membership Report – report given by R. Diana

- W. Neifeld-Wheeler – have had 4 CSR students who haven’t received anything since the conference. R. Diana believes it’s been worked out, but if anyone has any questions regarding their membership, please direct them to R. Diana.
- R. Diana – filling in for S. Helfrich – need to print membership apps for conference.
- Been many hiccups with database. Folks who did membership apps at conference needed to get to S. Helfrich. S. Helfrich has been working to reconcile database. There shouldn’t be any waiting for membership.
- Membership report was not sent – membership listing was sent in error. * Correction – the membership report was the second page of the worksheet.
- R. Diana and S. Helfrich are working diligently through membership issues, and R. Diana will go back to ask for a report such as B. Kernan used to produce. *See above corection
- There are a considerable number of people who appear to have membership problems right now.
- Or it might be a technological issue?
 - P. Fagan is being asked to help R. Diana & S. Helfrich work through some of the concerns with the examples presented to see if there might a more effective way to manage the database, send out emails, and check for missing information/duplication of information, etc.

VP for Conferences: J. Manley and E. Bushey: Conference Update

- coming along well. Sharing information from each committee.
- Sending appendices
 - o Nancy Evans (opening) and Susan Komives (closing) – honorariums are only \$1000 a piece.
 - o Still working with Bob Bonfiglio & Jeanne Steffes for middle of conference
- ACPA give-away -
- E. Balcom - Get E. Bushey the cost for 1500 sheets
- Concern from P. Fagan that it appears we are increasing our attendance by 57% by adding in the professional packages
- J. Manley - need to put the challenge out to executive board members and conference committee members to bring additional people. Do we need incentives? Or just the professional responsibility we have to the association and our colleagues.
- E. Balcom and P. Fagan: 2007/2008 CSPA Conference Locations – homework to review & send feedback on 2007 to entire group by Tuesday E. Balcom, D. Pawlikowski, and R. Diana will have a conference call.

Shortness of time noted by R. Diana

Members at Large: B. O’Neill, M. Fogarty and W. Neifeld-Wheeler – nothing pressing to report at this time.

VP for Professional Development: L. de la Rosa and D. Hettich-Atkins – not sure what they should be doing. Request is to focus on that sometime soon.

Graduate Student: M. Schneider – nothing to report.

Liaison Role: E. Bushey – there are a number of sponsored programs by the SCGLBTA.

New Business:

- o Review New Election Timeline: Tracey
 - Nomination mailing out by 3/17/06 (nomination forms at reception)
 - Nomination form due 4/12/06
 - Meet candidate info packet collected 3/17/06 – 4/14/06
 - Ballot & meet the candidate packet mailed to membership by 4/19/06
 - Ballot due back by 5/19/06
 - Election tabulated and certified by 5/26/06
 - Review of packet:
 - Nomination form – okayed
 - Candidate descriptions - okayed
 - Meet the candidate forms – “will be presented as provided” will be added. Will be limited to 2 pages, especially if we do a print version. More specific as to what we are looking for – bullet points, narratives, etc. Categories needed: Position running for, Current title, Current Institution, Education, Professional Employment Experience (in these two areas, asking for institution, title or degree obtained, and for employment, dates),
 - o Need some revisions – T. Cross-Baker will go back and have something reflecting changes for us in next two weeks. How long should it reflect? Leave it open ended as to how long it should reflect.
 - o Personal statement should be narrative, not bullets. Be more targeted in what we request in terms of narrative.
 - o Suggestion made to limit it to 8 1/2 x11 page, no less than 11 point font.
 - o She will send it out and give 12 hours to respond.
 - Letter
 - o adding “Attendance is also required at all board meetings”

- T. Cross-Baker will clarify the term of office dates on the Candidate Description sheet.
- Exec board summer meeting dates – Old board meets June 11. New board meets June 11 & 12. (And let's use Sunday night to meet, rather than staying an extra day.) L. de la Rosa is checking with Caz to host us and working out details already. Include this in letter.
- Membership Plan: S. Helfrich – didn't get to it
- Annual Goals: R. Diana – didn't get to it
- Journal with SPA Buffalo State: R. Diana – send collective thoughts to R. Diana about this by 3/27.
- Website: T. Cross-Baker/R. Diana – T. Cross-Baker will send the link for the template – please send feedback directly to her.
- Eric – asked for \$50.00 for plastic bins – 7-0-0 approved. (some attendees had already left by this point.)

Housekeeping: Announcements

- Next meeting – April 7, Albany, location TBA.

Adjournment of Meeting – adjourned at 4:00 PM