

College Student Personnel Association of New York State
Advisory Board Meeting
Utica College, Faculty Dining Room
Friday, November 4, 2005
10:00am-4:00pm

FYI...

Happy Birthday: Liz (today); Eric (16th)

Mid- Level Management Institute, ACPA- apply now- Jan 21-25, 2006

Mark your calendars: ACPA, March 18-22, Indianapolis: Keynote Speaker: John Merrow from the PBS special *Declining by Degrees*

Reminder: Submissions for the November Monthly Bulletin is Monday, November 14 to Robin

Next Meeting: Feb 3 College of St. Rose, Feb. 10 (snow day)- Still a go? JJ requested that Wendy find out if he can have the conference committee meeting there

AGENDA

1. Call to Order

In attendance: R. Diana, W Neifeld-Wheeler, M. Fogarty, D. Pawlikowski, T Cross-Baker, S. Nonemaker, J. Manley, E. Bushey, P. Fagan, E. Balcom, L. de la Rosa

2. Approval of September Minutes – approved 8-0-0

3. New Business:

- Review Proposal- CSPA Strategic Plan (Robin's team, Group Discussion) – see attachment
 - To work on the Missions, Vision, Goals, Objectives – how will we do this in the next couple weeks? M. Fogarty, E. Bushey, L. de la Rosa, R. Diana, D. Pawlikowski – this group will meet (either in person, via telephone, or electronically) to compose objectives from the stated goals.
 - Another group needs to put together the package for the large vote – T. Cross-Baker, B. O'Neill, D. Pawlikowski, R. Diana, W. Neifeld-Wheeler, P. Fagan. T. Cross-Baker will start to put the first draft together and share with the rest of the group.
 - Robin's goal by the end of November, both will be seen by the group, and by the first week in December it will go out to membership.
- Review Budget Cycle Proposal and Verisign/other possibilities (Scott's team, Group Discussion) see attachment
 - Budget cycle – wanted to get all of the major events under one budget year.
 - This change will allow us to actually close the books from year to year.
 - Verisign – made the decision to go month to month. We were paid through October 31st.
 - Scott passed out the Treasurer's report
 - Checking is at \$9173.69
 - Savings is at \$12,623.79
 - Total budget is \$32,115.85

- Verisign/PayPal –
 - Costing \$19.95 per month for now. Keeps current service
 - Looked at going to PayPal. There aren't any real fees with PayPal. They take a 1.9 – 2.9% plus \$.30 per transaction. The %age depends on how much was a moving.
 - We get hit from both the merchant (bank) and Verisign. Could select any bank, including HSBC.
 - The new news is that PayPal is buying Verisign, so we are going to wait to see what happens.
 - Need to talk to Graham about linking to website. Our current website provider does not allow us to have PayPal/Verisign linked off our site at our level. Believe it would require us to increase our level of service.
- Website
 - Ideas about what to do with the website:
 - Create an appointed position to the board.
 - Upgrade hosting service to support PHP or DreamWeaver
 - Create a “spiffier” website
 - Graham VERY willing to give it up
 - M. Fogarty – believes we should devote money to hiring someone to do this – it shouldn't be something we tack on to someone's job.
 - L. de la Rosa – have a student intern create our website?
 - E. Bushey – she is concerned about transition issue.
 - T. Cross-Baker – thinks 1, we should stick with Verisign, and 2, the group looking at goals should be considering how to deal with the technology concerns.
 - Robin – take a wait and see approach with Verisign/PayPal, and give a facelift to the site for now.
 - **Proposal** is to “Spiff” up website (Robin has a student who could do it, but Michael also has a contact to see if someone he knows is interested.) T. Cross-Baker would be interested in helping to envision it. M. Fogarty get back to Robin within the next week or so if this person is interested, as well as price and hours. Robin and T. Cross-Baker is willing to work with Graham, and Elaine will talk to marketing folks from conference to see if anyone is interested. Scott will continue to watch progress with Verisign and PayPal. Need to also research the levels of service we may be entering into. Send T. Cross-Baker ideas.
- Leadership Cycle – see attachment
 - Will in effect create 16 month positions
 - There will be a hiccup in the leadership.
 - There are still details and logistics to be worked out, but there will be further discussion of that later.

- Tracey C-B – makes a motion to propose to amend the by-laws regarding our fiscal and leadership cycles be moved to November 1, 2006. Second by Liz. 9-0-0
- Conference 2005: Reflections (Peter)
 - Report is done!
 - The hotel was very responsive to our needs.
 - One word of advice is that we can only address what we know about. Some people tried to address things with the hotel, but some also didn't speak up while there.
 - In opening remarks, mention this!
 - There was a strong correlation between the more years in the field, more content with the quality of the conference.
 - JJ, Elaine, and his team should be looking at this to look forward.
 - Recommendations for JJ & Elaine from the board:
 - E. Balcom echoed the comments in the evals that sessions should be 75 minutes. Keep evening entertainment.
 - S. Nonemaker – nail home - do the deposits as you go! Send deposit receipts to treasurer as they make the deposits. Do credit cards as they come in.
 - L. De la Rosa – she recommends looking at the vendor program in general. She talked to vendors – suggested calling them business partners, not vendors. What else do we give the vendors besides the conference? Also, more focus on the PD committee – their events were rushed – have a bigger plan. For the NP/GS pre-conference, really focus on keeping those attendees informed. Revisit case-study timing
 - R. Diana – make hospitality more visible. Ask again if people are willing to have their name & school & office listed. Have the state of the Association at the dinner.
 - B. O'Neill – Q - wondered what happened to the NCR sheets? A - Evaluation was redesigned to be outcome based.
 - Don't do door tags, but perhaps a welcome something at check-in at the hotel. Purchase orders – if not able to handle it, take it off the registration piece.
 - D. Pawlikowski – Has been interviewer for the Pre-conference – they get so much out of it, but we need to be more intentional about making this part of the conference.
 - M. Fogarty – Don't have the registration table being the focus. Move the question/ answer/info stuff to Hospitality.
 - T. Cross-Baker – Feedback showed concerns with vendors. Look at Sunday to maximize the use of people's time. Committee members need to understand that meetings are not optional.
 - W. Neifeld-Wheeler – make sure the planning includes covering the incidental issues that come up. The board needs to think about ways to stand out – shirts, etc.
 - The conference was submitted for the Innovation Award

- P. Fagan – recommended to put a line in the budget for Philanthropy.
 - Keep using the tickets for meals.
 - Conference 2006: Committee Structure, Budget Implications to Consider, Role of Advisory Board (JJ, Elaine, Deb)
 - Conference structure has changed to allow for more people to be involved (new and regulars) and to also allow the VP and co-chair and split the workload to actually attend the conference. Creating more leadership positions.
 - What is the difference between Coordinator and Captain – definitions are in document. Captain has tasks that they are in charge of. Coordinator makes sure these tasks get done overall. Recommendation to change Captain to Chair.
 - The structure is fine. It brings new blood to the group.
 - Page 1 & page 4 – some things need to come out.
 - Now let's deal with the “who” is in the positions & if Advisory Board members are allowed to be on the conference committee – Michael and Liz offered to step out during the conversation.
 - We should have the discussion about Advisory & Exec Board helping out with the conference for the 2007 conference and 2006 exec board.
 - Budget – two new things – Professional workshop packages – no meals, only go to sessions. Saturday night social.
 - If each member of the conference committee and Advisory Board brings 2 people, that is our revenue.
 - Proposing to give discounts to people who bring 3+
 - Projecting 205 registrations, not counting “Professional Workshop Packages”
 - Discussion
 - MPF – Saturday night social – would be an additional charge – think about how to build it into the registration charge or in another way.
 - TCB – concerned that the numbers projected are still high
 - JJ – asking for an \$1100 deficit
 - PF – too low on registration and marketing
 - Will have an actual budget to vote on at St. Rose in February
 - Role of Advisory Board – asking us for specific times ahead of time to volunteer
 - Membership Plan and Institutional Membership Ideas (Scott) – Scott's vehicle broke down on the way here, so Robin will follow up with him & work with him to get info to the board.
 - 2007 Conference Site (Emily)
 - if Poughkeepsie doesn't pan out, we'll head to Albany
4. President's Report (Robin)
- SAMI Report- any questions?
- It doesn't mean that sort of concept is dead, but that we won't make the same mistakes again.

Web site Update

ACPA- best of show

Has until Tuesday at midnight to submit Kent State program. Ann is looking for Past-Presidents to review proposals.

5. President Elect (Deb)

Speaker Grant

ACPA offers as support for state orgs to do PD. Money varies by year. Depends on a lot of variables. Graham had applied for one before, and received it. Think about applying for one of these to move our objectives forward.

Carnival Ideas—Now called “Showcase”

At ACPA. No theme yet.” Emily, Beth & Liz will help Deb P. The expectation is that you WILL be at showcase for a shift and also attend the social.

ACPA Luncheon for our award recipients

Fee associated with it. Last year Robin paid for last year’s winners. Deb motioned to support the ACPA awards luncheon – TCB seconded. 9-0-0

6. Past President (Tracey)

Nominations

- timeline is going to need to change because of proposed By-law changes.
- let’s look at content instead.

- Meet the Candidate – exactly as it was. Should we provide a sample? Board says yes. 2 page maximum.

- Nomination form – perhaps more prominently feature the email submission encouraged, and move the self-nomination statement up.

- Added the paragraph about what meetings they must attend. Please make sure to note “Summer Transition Meeting” rather than June/July months. Peter suggested cutting “Regional Coordinators”. Should probably refer people to by-laws.

- Letter – looks good. A few editing suggestions were given.

- Check that timeline and deadlines match.

7. Board Position Updates

- still no newsletter person, and probably won’t be for a while. Feeds into the technology thing. Need to set a plan before we make a decision about that position.

8. Housekeeping: Announcements; shirts; other items?

Next meeting is at CSR Feb 3, snow date Feb. 10.

10. Adjournment at 4:12 PM