

College Student Personnel Association of New York State Executive Board Meeting

Friday, April 18, 2008

MWPAI

10:00am - 2:30pm

AGENDA

Call to Order: meeting called at 10:18am

Thank you Peter for hosting us again!

1. Minutes from February meeting – approval needed
-Doreen has changes for minutes. Sarah will make changes and note the date of changes and send them out again. Emily called for vote, Connor second. All in favor; no opposed.
2. Reminder about updated board roster – Happy Birthday: Deb P – March 22, Doreen – April 26th, Sarah – May 14, Kim – June 18, Beth- June 20th, Peter F – June 21, Connor-July 29th, anyone else?

3. Reports/Updates:

President: Emily

-Emily sat through a phone conversation prior to ACPA with all presidents. Peter will speak to that follow up since it went on at the National Convention (event insurance). All associations need to complete their annual reports. Insurance covers business interruptions and business liabilities. Annual leadership meeting in July—Peter F. will be going to represent CSPA.

President-Elect: Peter F.

-Other things discussed at ACPA were: getting 2 million dollars of insurance for free—all states really need to follow suit. Dual membership (ACPA and CSPA memberships simultaneously). We can offer dual membership to members as a 'one-stop shopping' idea and take care of both memberships at once. It does tie up our money a bit more though. Our participation in dual membership includes: online enrollment through ACPA, membership reports from ACPA, monthly financial reports for what they maintain for us since they will hold our money from what was paid through the dual membership. We can discuss this further in June—this provides more visibility and accessibility for us and help increase membership. Beth asked if ACPA would remind us when our membership was up. Peter F. said it was different for national vs. state. They won't be dipping into our funds or controlling all of our assets.
-ACPA showcase went well. Lots of mashed potatoes and chili. Budgeted \$200 for showcase but only spent \$65. Doreen suggests we send Annette a thank you note for her help with organizing the showcase and staying under budget.
-ACPA social- \$200 received from Ithaca, \$100 from St Rose, \$50 HCCC. Syracuse left their leftover food for us as well. Final bill was \$308.80 and budgeted \$1500. Great job, we had about 230 people there. Teamworks gave away gift bags and Peter F followed up with people the next morning. Tom Jackson, current VP for ACPA was there and said it was great.
-Roundtable was slim but got some ideas. Had conversation about upcoming events. Emily asked if we should continue and it seemed the board agreed we should. Peter S. suggested working on the description more.

Past- President: Deb

-Emily will speak on elections later. Deb attended President's meetings with Peter F.

VP-PD: Michelle

Treasurer: Tracey – excused – share report

-Tracey's report is from February. Update is that we've paid for the Desmond which is about \$15000. We had to cash out a CD to remain solvent. Not sure which one was cashed out. Cash on hand is about \$11,758.66.

-Ideaworks (\$585.19) got paid. Tracey said the Teamworks sponsorship was received. Kim said she has Verisign money to deposit as well. Other states don't have extra money so comparatively we are in a better position. Emily said this money situation should turn around.

Secretary: Sarah

-recruited new members at CSPA social—what is next step? Appointed positions should contact Peter F. at pfagan@mwpai.edu for further info. Emily suggested they pay their membership to start getting info. Direct to website cspanys.org. Peter S. said that there's not much of a role for conference help right now. Forward help requests to Peter S. or Beth. Doreen said they can suggest program proposals for the conference as well. Emily reminded everyone to send Sarah their attachments.

Communications: Doreen

-Thank you for those who sent Doreen stuff to review she is trying to turn info around quickly. Peter S. said the turnaround rate was perfect! Doreen is working with Matt Hinton to do basic corrections to site (content only). Conference registration will be given to Matt by June 1 since he volunteered to help. Website will be better than we have now but not 100%. Please give Doreen FINAL drafts of things to be put online, not multiple drafts, so Matt can do this once. Beth suggested June 1st for everything. If anyone sees major website issues please let Doreen know so Matt can change it. Peter S. suggested talking to Annette or Eric and the history on the site is a little screwed up...correct it or take it off. Peter S. asked for clarification on when the website will be updated so that he can print the save the date cards for the conference. Peter S. and Doreen will work on the site info for conference together. Jennifer (Doreen's marketing person) will need talking points, basic headlines and data or dates by which you need things so she can work up a document and run it by the person who submitted it.

Historian: Eric

-Peter S. said Annette would be the 'prod' for Eric to work on updates and edit conference booklet. Doreen asked to be cc'd on conversations. Emily asked about plaques. Annette said she would have them corrected but we're not sure about how many will be done at once. Peter S. said that someone needs to tell her what we want. Peter F. said to NOT do everything at once given our financial situation. Peter S. said it might not be as costly as we think and that we should get cost estimates from Annette before we decide. **Emily will follow up with Annette slash Eric.** Keep Doreen in the loop for updates. We could establish a business relationship so we can keep it going for plaque updates every year.

Membership: Kim

-Not a lot of new members, only about 50. Kim needs the board to turn in memberships as well as people on our campuses. We have 15 new members. Only 6 board members have sent in their membership. **Doreen asked for memberships via email for board.** Peter S. brought up a past report about people from each of our institutions of colleagues that have not renewed so we can approach them. Kim doesn't have the names of people that registered for their membership when they signed up for the 2007 conference. Peter F. isn't sure how we can sort that list out. There should be no checks from 2007 that are left uncashed. Kim is up to January/February 2008 in terms of checks that haven't been cashed. There are still old forms circulating. Kim will connect with Erika to cross reference last year's members. Smith@ithaca.edu. Kim will take any other membership questions. Sent program request and save the date went to about 200 people. Beth asked about the database that Deb had—we can use that to send it out to more people. Beth said she will be glad to go through and purge it for old members and other states. Peter F. and Kim have a copy of that database. Peter S. said he has a copy and that it's a mess. Peter F. suggested purging 2006 and back into a new document. Kim and Michelle work with members at large to contact members regionally by institution that have not renewed. Sarah brought up sending things to departments as well as other institutions. Doreen said the marketing person could help with that. Peter S. said that the vice-presidents lists will be up to date shortly. Peter S. wants to send save the date info by May—Emily suggested also adding membership info and research grant info as well with a short cover letter flyer style. Target is early to mid-July to Res Life departments about membership as well. Mike suggested a 6 week follow up email reminder. Sarah asked about marketing person compiling master list of departments in NYS. Emily thinks she has a master list. **Emily said Peter S. needs to create a flyer for conference; Kim to create talking points for membership flyer; Brian needs to create talking points for research grants.** Doreen needs to give Jennifer a few weeks to proof and create. Research grant info can be left out because the deadline is May 13th. Discussion ensued about deadlines and what should be included and when. One mailing to VPs makes sense for research grant and conference and emailing to the rest of the department to not inundate professionals. Emily said we can revisit conference stuff and membership after June 1 via email to department heads. This we can work with Jen on this. Kim will share the list with members at large and other board members. Emily mentioned phone calls will require talking points and possibly a script. **Peter S. aims to have his and Brian's snail mail letter to Doreen by April 25th and possibly out by May 2nd. Email version out to Presidents, Program coordinators out by the end of June. Drafts of talking points to Doreen to get**

to Jen by May 31st. Email mail merge out by 27th of June. Date for Kim to email to members to have not renewed by May 2nd.

2008 Conference Chair: Peter S.

-Keynote speakers are booked. Don't have a chair for the committee. Theme is "Connecting Our Community of Learners". Program book is being updated. Save the date cards are finished and were handed out at National Conference. Will be emailed to recipients and sent by postal mail. Display boards have been up at various events.

-Registration will be online again this year.

-Patti Perillo or Tom Jackson will be in attendance.

-Call for programs has gone out via email.

-Andrew Wall will do book signing, possibly John Shuh and Amy Reynolds

-SUNY Chiefs will meet at our 2008 conference—about 40 people.

-Peter S. did a lot of connecting with Business Associates at ACPA. Collegiate Link (Student Activities Management Software) wants to come and present at the conference. Discussion about ensuring that they are not selling a product during their presentation ensued.

-Lost both Professional Development Chairs to pregnancy but still moving along

-Grad and Undergrad pre-conference is moving along as well. Teamworks agreed in 2007 to sponsor and organize this new UG event. Peter S. anticipates it being a one-day, "drive-in" for students interested in going into this field.

-one chair for special events

2009 Conference Chair: Beth

-Beth visited both possible hotels (Sheraton and the Doubletree in East Syracuse). Proposals are similar. Beth doesn't have any more questions to ask. Sheraton has a life outside of the hotel and is smaller and more contained space so we'd be all together. Aesthetically, the Sheraton is more appealing and inviting. The Doubletree is more business and industrial. Beth's recommendation is the Sheraton pending Peter F's review. Packages are composed without rooms on the conference bundle. Emily asked about deadlines for releasing—we have first refusal. Dates for 2009 conference is October 4th-6th. Sheraton has free parking with conference. Peter F. suggested removing breakfast from contract. Kim suggested a tour package or idea with the Everson as well. Peter S. suggested being cautious of changing things drastically this year. Beth asked about who makes the final decision on contract—Emily said Beth makes the decision in consultation with Emily and Peter F. **Beth will send Peter F. info by April 24th for review.**

Members at Large: Brian – excused – will share reports in old business

Russell

-none

Mel

-absent

Mike

-feels like he's floating—feels like he doesn't really have a job or a purpose here. Wants to help develop the position.

-Mike recently published in an online Fraternity and Sorority Affairs journal. We encouraged him to present at conference.

Graduate/ New Professional: Conor

-contacted a grad program about sending a short survey on grad students staying in NYS and if they would get involved in CSPA and why. Encountering some difficulties but still trying. Conor is off the market. Congratulations!

4. Old Business:

CSPA Journal/editor

-Emily read Brian's report...Met with Buff State people-talked about "Memorandum of understanding (MOU)" which defines relationship between CSPA and Buff State. Buff State people will send their curricula vitas and Brian will make the appointment of editor. MOU will now include copyright info—wants board to review and make changes. Editorial board will come together once an Editor is selected. **Goal is for MOU confirmed by April 28th.** Editorial board confirmed by beginning to mid-May. Recruitment for editorial board by June 1st, confirmed by mid august. MOU needs to be run past a lawyer Connor works with and possibly more. Board wants to know if this is a contract. Russell suggested we move in

that direction. Peter S. suggest Doreen look at the MOU also. Mike suggested Buff State review as well as us.

CSPA research grant

-guidelines were distributed to board via email. Received one request for more info and one post-ACPA. Sending to grad prep programs. We should have minimal mailings and Peter S. is combining mailings. If review is needed he suggests it be with a committee of no more than 3 people. Emily wants to know if it's ok that he start forming a board of 2 other people—at least a faculty person and Doreen suggested the other person be a CSPA member.

-We will be going to UB for board retreat on June 20-21st. Rooms, linens and parking available at no charge. On South campus which has a lot of technology. Access to lounge for work. Most meals to be arranged by CSPA.

Elections- Emily spoke for Deb: we have at least one candidate for each position. Technical difficulties with statements, that is why Peter S. doesn't have info—should be to Peter S. by Monday. Kim will get out "it's time to vote" info also.

ACPA report – President's meeting, showcase, social follow up, roundtable

RPI joint conference

-Went well...about 45 people were there. There were about 13 non-RPI people in attendance. Only 17 people completed the evaluation—we got a list of Professional Development information from that. RPI is thinking about having a follow-up session.

5. New business:

Annual report –

Emily may be approaching board members about specifics to complete the annual report for ACPA

Awards – Peter/Michelle

-Michelle recommending that social justice award will be combined with other awards when the call for nominations is sent.

-As soon as elections are done the call for awards will go out. **Peter F. wants nominations back by August 15th.**

Community College Institute

-Monday, June 16th at HCCC. CSPA is a co-sponsor. HCCC has graciously agreed to let us use facilities free of charge.

-Goal is keynote in morning, 3 general education sessions and a breakout session based on interest area. ORL, Academic Advisement, counseling, learning centers, faculty connection. Keynote would speak the role of CC in education today and possibly the sessions could cover PTSD, FERPA and Asperger's/Autism. Anyone is welcome to attend. \$25 for CSPA members, \$35 for non-CSPA members.

Affirmative Action

-Peter F. will be working on our plan. It needs to be updated. Will be talking more about this at the board retreat in June.

2008 - 2009 budget

-We will begin building this in June. Goal is to have finalized and approved budget when we leave Rochester for the conference.

Retreat plans

-Current board and the new VP for PD, new members at large, new President Elect

6. Announcements ~~ Board Retreat – June 20 – June 21 – University at Buffalo – thank you Brian!

-Peter S. has a hotel proposal for 2010. Emily suggested telling them that we will put the chair in touch with them after June.

-C-vent called Peter S. and Kim for interest in event management software. Peter S. made an initial recommendation that we may not be interested in it right now but may look into pricing. Emily suggested that we not pursue this because of all of the learning opportunities that the conference planning committee gets from the hands on experience we provide. Peter S. will talk to them to get an idea about price.

-Michelle has joined the Academic Affairs Committee area of ACPA.

7. Adjournment of Meeting-meeting adjourned at 3:05pm