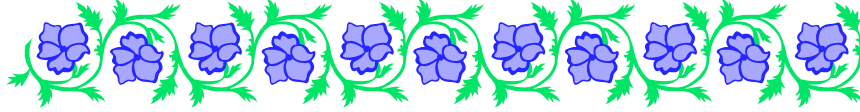


College Student Personnel Association of New York State
Executive Board Meeting



Friday, September 7, 2007
Syracuse University
10:00am-4:00pm

MINUTES

[FYI] November 10, 2007 – Buffalo SPA conference (getting connected, rep from CSPA?)

1. Call to Order – THANKS to Kim Williams and Rebecca Reed Kantrowitz for hosting!
In attendance: Peter S., Peter F., Brian, Doreen, Kim, Deb, Lauren, Michael, Jen C.

2. Approval of April Minutes

Note: This and all following votes, as a result of the resignation of Jenn Hinton, will be made with simple majority.

Doreen moves to approve minutes with changes. Brian seconds. Vote: 5 in favor, 0 opposed, 0 abstentions. Motion approved.

3. New Business:

- o Position Annual Reports ~ ALL
- o 2007 Conference Update – Michael and Peter S.

[See report]

Conference is one month away. Committee and sub committees are in the final stages of planning.

Registration: Registration materials officially went out yesterday, with corrections. The white box that appeared in the PDF was not on the original Word document—it was a glitch in the conversion to PDF and was swiftly corrected. There were challenges in getting the booklet together, proofread, and out. Peter S. and Michael have identified slow downs and will address them after the conference. Registration and conference materials look great. Thanks to all who helped proofread and get this together.

Website: All credit card transactions will be done online only—no more paper credit card registration. Google Checkout is very easy. You do not have to use a form to register at the hotel—you can simply call and use the group registration number. Conference registration has very handy pop-up windows to provide additional information.

Pushed back early bird deadline until September 21 from September 14 (this isn't incredibly obvious to the membership). Hotel is ok with pushing back early bird deadline as well.

In July, there was a hiccup with the hotel involving a rate increase surrounding meals, but it was swiftly resolved without increase.

Reminders to come: postcard and email.

Feedback for next year-- On the registration page, it isn't clear that some portions have additional charges (rates are on a different page). It'd be good to have rates on the registration page. At this point, we can't make changes to this sans a web developer.

Tuesday breakfast with Debra Rowe—suggestions: people we tap intentionally (VPs, CSAOs, etc.), winners of the case study (can case study be built around sustainability?), Best of CSPA, silent auction, graduate students, raffle off seats as door prizes (self-select into raffle). Michael and Peter S. will work with conference team to come up with a creative solution for this. Debra wants to talk with people who can and want to really think/talk/act about sustainability. Doreen will contact the task force on sustainability at Ithaca College and see if they can tap into their networks/list-servs. Conference committee will work on this outreach as well.

Todd Cellini and Jeanne Steffes will not be able to join us for the conference.

Business Associates are slim so far this year—historically have been for about 9 years.

Budget—we need 160 registrants to turn a \$1500 profit, including graduate students, early bird registrants, late registrants, and non-members. We have an anticipated vendor income of \$2500 (approximately 5 vendors). However, planning has been financially conservative this year.

Professionalism of this conference is phenomenal.

Michael will not be chairing next year's conference. At what point do we appoint a chair for next year's conference? Deb, Emily, and Peter F. are discussing this and we do not have 2008 and 2009 chairs confirmed yet, but ideally we'd have them at the October 7 board transition meeting. This October, transitions will start to become easier. Several members of the conference committee have or may be tapped for board positions, but it may leave a gap in the conference committee. Conference chairs need to have good conversations with the presidential trio about meeting the conference committee and the executive board's best interests. Conference committee members are often new professionals—we need to make it known that this is an excellent opportunity for involvement for professionals and CSPA members at all levels.

Peter S. can facilitate post-conference evaluation through UB (Survey Monkey)—Kerry can (hopefully) provide last year's survey. UB and SU both have survey monkey accounts.

Steve Tyrell is reaching out to SUNY CSAOs despite the SUNY meeting not happening at the conference to encourage them to attend the conference. Their attendance was not originally calculated in the numbers, so their lack of attendance won't impact projections.

- o Google checkout

Questions: is Verisign still active? Is it connected to our Bank of America account?

- o Board role at conference, sign ups- committee needs

Michael and Peter S. will let us know what they need from us and have sign-ups at board meeting October 7. They may need board presence at grad student/new professional conference, but that is TBD.

- o Mike D'Attilio hosting conference committee and e-board

Michael and Peter S. will be coordinating details with him and will let us know—please make sure to get him a thank you gift.

- o Awards Update ~ Emily

We have ZERO submissions to date. Board members: please make a concerted effort to think about folks who are deserving of these awards. Emily is working on a CSPA plaque template (\$25-\$35) to be used for awards for consistency and professionalism. Note: plaques have already been taken care of for case study award winners by the conference committee. For next year, let's think about that.

- o Journal Update ~ Robin

[see report—Deb, please send to Jen]

We are waiting for movement on discussions about Great Lakes Journal.

- o Banner/ Table cover status ~ Annette

For the best prices, Annette is getting the table cover and Jenn Hinton is getting the banner, both with new CSPA logo. **Question: Will these be ready for conference?**

- o Technological advances ~ website update ~ Kerry

[see report] Kelly Showard is totally able to do basic updates regularly. She does *not* have the expertise with higher end coding and behind the scenes work. Emily is working on and pursuing a new person to take care of those details. We do not want to lose the work Erik has done if we need to make significant changes. We want the website to be graphically dynamic and more sophisticated.

We need to figure out a solution for long-term, ongoing, and timely web development, possibly professionally contracted. Doreen will work with Kerry on this.

Kim has a contact—Joel McCarthy—who has some significant web experience. Worked on designing the conference brochure last year.

- o Online database/ Membership ~ Kerry & Peter

Test of this should be up and running today for Peter to look at. You will have to become a new member when you renew membership online so that you have a unique identifying membership number (somehow old membership identifiers did not translate to the new system). Peter will work with Kim to help her understand new system and database.

- o 2008 Conference Updates ~ Peter F.

Hyatt has created one night stay packages (Dinner, breakfast, lunch) for us for Rochester 2008. We'll have to create one day registration rates as well. We didn't meet our minimums for rooms at the Marx in Syracuse and ended up getting charged. We will then have room minimums of 15, 65, 65 for individual nights. The rooms are packaged with meals for 2008. We still have flexibility for 2009. Many expenses at the conferences are waived if we meet the minimums set for meals and rooms. Locations to look into for future conferences: Niagara Falls (Peter S. & Brian will investigate), Turning Stone.

- o New board transition in October ~ Deb & Emily

Chris Strong will not be able to be with us for October 7 transition meeting. We will be doing teambuilding, goal setting, etc. at this meeting with newly elected and appointed executive board. **Deb will send a reminder email.**

- o Appointment Updates ~ Emily
- o Need to change communications position to two years in the description (this is correct in the bylaws) and needs to include who reports to the person in that position

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Peter—President Elect, Emily—President, Deb—Past president

VP for Professional Development—we will ask Michelle Ward if she is interested. We will ask Kim Harvey or Erin Sumner as VP Elect for PD.

Brian, Russell (2 years) and Mel Beach, Mike D’Arcangelo (1 year) as Members at Large.

Treasurer—Tracey

Membership—Kim

Connor—Grad Student/New Prof rep

Historian--Eric

Communications Coordinator—Doreen

Jennifer Kellington—Marketing

Still vacant:

Conference chair

Senior faculty position/CSAO

Webmaster

Note: Jenn Hinton has resigned as VP for PD

VP elect for PD—Michelle—what logistically makes sense is to ask her to step in early to the position and look at the other candidates who had run and ask them if they are interested. We’d like to bring someone on in October ideally. Bylaws provide us flexibility to fill vacancies in this manner.

- o Planning for new board/ updating electronic and paper binder ~ Deb/ Emily
Everything Kerry needed she has gotten—we’re going to go toward everything being on CDs as opposed to paper, which will facilitate

Reports/Updates:

President: Deb – grant award from ACPA for Debra Rowe--\$400 toward conference. Buffalo SPA conference—November 10—Coordinator has asked if someone can be on site representing CSPA at this conference. Peter S. is willing to go; this would also be a good thing for the new VP of PD. Deb has made some good NYC connections—hopefully this will lead to more downstate involvement in CSPA.

President-Elect: Emily (in absentia)—has not completed affirmative action update; had a great experience at the summer leadership meeting. Other state organizations are in awe of us and our multi-day conference—we do good work. Thanks for representing NY well within ACPA.

Past- President: Robin (in absentia)—Nominations took place in May, June election occurred. No cost was incurred. 230 members at that point, only 80 voted, but that is better than the past few ballots. We only had approximately 50 members vote on bylaws. We need to think about how we’ll run and host voting next year. Clipboard survey program at RIT has been used in the past. UB and SU both have survey monkey accounts.

VP for Professional Development: [see report and handout] Doreen and Jenn H.—Lots of behind the scenes/infrastructure work. Doreen and Jenn have left terrific plans for the next VP for PD.

VP for Conferences: Michael (see conference report above and handout—final report to come at November meeting)

Members at Large: Brian [see report, please send electronically to Jen], Kerry [see report], Annette—took charge of branding (logo) and took part in PD committee, showcase at ACPA

Membership: Peter F. [see report, please send electronically to Jen] Bylaws were done and approved May 10, 2007. New bylaws are posted on website. State institutions are not well represented in CSPA membership. Can Erica reach out to faculty at SUNY Albany to encourage involvement of their grad program?

Secretary: Jen C.—staying on as secretary for executive board. Doreen's suggestion for future agendas—check on accomplishment of tasks as outlined in previous meeting's minutes.

Treasurer: Tracey [in absentia] Switching accounts, CDs are on shorter renewal, Google checkout should enable easier direct deposit—Google will start charging fees in January.

Graduate/ New Professional: Lauren [see report—please send electronically to Jen]

Lauren will be stepping down, working on applying to graduate school. For her successor, she recommends partnering with VP for PD, helping to plan PD opportunities and working with conference committee to help with graduate student/new professional conference (possibly chair?).

Thank you for your time, your commitment, your involvement, your insight, and your participation in your time in this role! Best of luck to you in your next steps in the field!

Historian: Eric [in absentia]—updated materials

ACPA Men's Liaison Role: Peter S.—no update, elections were postponed, ACPA went well, had faculty in residence and some good sponsored programs. This position is no longer in existence.

4. Announcements -- Next Meeting of New board, Saturday, October 6 ~ Desmond/ Albany; 10 am-4 pm

ACPA in Atlanta 2008

Two of Peter F.'s e-learning proposals have been picked up for the spring

5. Adjournment of Meeting

Meeting dispersed—quorum was not available to officially adjourn the meeting.