

GEORGIA COLLEGE PERSONNEL ASSOCIATION
-Executive Board Meeting-
December 13, 2009

- I. Call to order: 9:35am
- II. Old Business
 - a. Officer Reports
 - i. Secretary, Angela Avery-Jones read the minutes
 - 1. Motion – Eddie, Seconded by Dan , all in favor
 - ii. Treasurer, John Spranza
 - 1. John has funds from SAFI registration, Assessment workshop and a few membership dues.
 - 2. No Bank of America in Rome
 - 3. John currently does not have a statement on the amount in the CD. Eddie will check on the statements. Check online.
 - 4. President Haydel has the money from the Assessment Workshop
 - 5. Kathy states, currently a statement has not been completed from the May conference. Thirty people attended the conference at a cost of \$50 per person. The conference brought in \$1,500. There is still question on how much was paid for the speaker. The caterer has not called to collect payment. Therefore, lunch has not been paid for as of yet however, the estimate food bill is \$1,000. Kathy estimates approximately \$100.00 was made. Brooklyn would have details of what was in the account.
 - 6. Eddie still has GCPA credit card, and questions the policy on what to do with it. John says they have been deactivated. President Haydel and John have new cards.
 - 7. Working with PayPal to change over Eddie Howard.
 - 8. Motion to accept Treasurers Report, Dan – seconded by Eddie
 - iii. 2-yr Public Sector Rep Alicia Caudill
 - 1. Association emails are not going out. Ask Ed. Alicia does not believe everyone is on the list. No call for proposals have gone out. Want a few of the two year schools to go out. Wants to be a “Best Practices” discussion.
 - 2. Sector reps selected Award recipients last year. They were the selection committee.
 - 3. Dan asks who the membership database person is. President Haydel answers that is Brooklyn.
 - 4. List serve update is critical. President Haydel will contact Ed

III. Board Reports

- a. Asked David to work with Ed to have a password protected entry from website. President Haydel handed out a database list. This is a priority. Discussion to have the list open to all members. Alicia has the SAFI members to add.
 - i. **Action: Email the list to the board.**

- b. Kathy Alday (**New Leader Development Task Force**)
 - i. Provided feedback from the Support Staff workshop. Survey Monkey
 - ii. President Haydel spoke with Georgia Southern to host the concurrent session. UGA & GA Southern. Kathy will begin to talk to UGA.
 - iii. Kathy is excited about the proposed curriculum for the conference.

- c. Tom Miles (**Georgia Journal Editor**)
 - i. Daryl Hollman will be featured. Working to have a second edition. Other states are envious of our published journal.
 - ii. Discussion – do we need a newsletter? Can we commit to a fall, spring, and summer updates/communication? Eddie thinks it is good PR. Alicia suggested sending out to membership to see if someone would be interested in taking on the task. This would be good for archival purposes.
 - iii. **ACTION: Email President Haydel updates and information of the newsletter (obtain template from Ron)**
 - iv. President Haydel read update sent by Mike via email- Assessment workshop had 13 members. *(ask for Mike's notes to add)*
 - v. Questions from membership:
 - A. What are some workshops topics you would like for us to offer in the next year?
 - B. What should the cost be?
 - C. Dan- we could get key people to speak. SACS Office, CAST from ACPA
 - D. CAST/SACA workshop?
 - E. Alicia: Does it have to be spring could it be in early June? We don't utilize our summer enough.

d. Nicole Phillips (**Government Relations**)

- i. Government Relations- no updates. Nicole questioned her role in GCPA. Board had a brief discussion on the CLHE (Council on Law in Higher Education) – consider gathering information. President Haydel suggests budgets date would be useful via BOR. Contact Tony Lam from BOR. She is a valuable resource. Eddie- Inquires about stimulus money. **Kijua** – The Higher Ed Act. Kathy- liked receiving updates and links related to legal, freedom of speech etc. Bring business office professionals to the table with student affairs professionals. Kathy suggests John Fucko from BOR (Audit). NAICU the independent colleges. The topics need to be broad.

e. Alicia Caudill (SAFI)

- i. Refund one participant who missed 2 sessions. She has one more check for tuition. Still needs one room during the GCPA conference for final session. Accolades from all for being a great program. Information was sent for them to present at the conference. Participant’s names were provided during the luncheon. Eddie – can we do SAFI info at the Conference? Provide a sign-up sheet for those interested.
- ii. A nomination has been made SAFI “Best Practices”.
- iii. Instructors receive stipend. No itemization on the Budget Report.

f. Ex-Officio Board Reports

- i. Conference Updates & Discussion
 - 1. KJ provided handouts (to include)
 - 2. 5 rooms at conference center and 15 rooms at the Emory Inn. Cost: \$245.00 inclusive If NextGen brings more than 10 students the cost will drop to \$40.00 per person. Kathy discussed NextGen Conference agenda – concurrent to GCPA Conference agenda. Presentations about Master’s programs – have professionals from the schools to come and share. Discussion about start time. Possibly 9am with an extended time. KJ and Kathy to revisit the schedule. The room time will need to be extended. Question: What is the target number? 50 students. Consider the cost analysis. \$50.00 per student/ SAFI funds to cover the rest of the cost (approx. \$50.00) what is the max number for the budget provided? Kevin Cane with UGASPA is interested in helping with NextGen. Consider Vendor/Exhibitor foot traffic. Possibly create a Vendor Passport and house vendors near food break stations and restrooms.
 - 3. Break for Lunch – 12:19pm
 - 4. No items to vote on at General meeting at 2010 Conference

5. VP session on Friday. KJ and Tom to discuss
6. Emory – 80 person minimum at day rate
7. Membership list from ...
8. Face book invite (Who is the admin on the Face book-Mike Fulford)
9. Additional Updates
 - a. Emily – Poster Submission, Exhibits Chair – Clayton State, Entertainment Chair (Christie Smith), and bowling at Emory and restaurant dinner discounts. Looking to secure a sponsor or for Bowling if not, include on registration at an additional rate. Welcome Packet details
 - b. Tom – side trip for NextGen participants who come early. Provide tours of ...
 - c. Community Service Chair – in association with Golden Key. They have adopted MLK Elementary. Looking for materials for their College day. 600 students at the school. This may be a good way to have Golden Key as a vendor. Eddie suggested OrgSync as a vendor. **Action: AJ Send KJ OrgSync information.** Emily Wyles from Golden Key is a potential contact. (she is on the SAFI list)
 - d. Registration form – link to GCPA PayPal account. Change the deadline to January 15th for proposals. January 22nd for pre-registration cost. 7 days for program acceptance. Proposals will be peer reviewed. Discussion presenter's being charged however, last minute invitees to present will be waived. **ACTION: NH to give KJ email of graduate student list serve.**
 - e. President Haydel asked board to consider presenting and add inclusively on registration form.
 - f. Job table?
 - g. Conference calls every Monday at 2pm.

IV. Open Forum

- a. 2010 ACPA Convention Updates
 - i. The table is reserved. Dan will create a game. Needs ideas for give-a-ways
 - ii. Southeast Social. Monday 7:30pm or 9:30pm – We do not have cost as of yet. Board agreed upon \$1,000.
- b. Marketing & Publicity
 - i. Board- \$312.59 (foldable display) – Georgia Tech student will provide creative direction for the GCPA display board. Dan suggests if there is an event and you think it will be beneficial to have just ask. The brochure is updated. Banner-Kathy presented hand crafted renderings with 3 options. Colors: samples to be provided
- c. Upcoming Workshops

- i. Eddie, Kathy & Alicia will go to UGA for Student Affairs Panel for UGASPA
- ii. Support Staff Drive-in- UGA will like to host it in May. Two on the same day.

d. Special Motion

- i. Alicia Motion to purchase \$75 Target gift card for Brooklyn, and (3) \$25.00 gift cards to various restaurants for Jamie. Seconded by – Eddie. All in favor

e. Election Timeline

- i. Eddie commented that the needs to work on election timelines. Announcement needs to be out by... Nicole and Eddie will provide dates to President Haydel. As long as the elections are complete by the Conference.

f. President Request

- i. President Haydel asks: Please reply to emails (even if it does not apply to you)
- ii. We need a roster. Binders will be provided today. Contents will be available by the end of the year.

V. Adjournment

- a. Angela – Motion to adjourn. Emily seconded - All in favor