



**Georgia College Personnel Association
2008-2009 Elected Board Business Meeting
Conference Call
Thursday, November 6, 2008**

Attendance: Nicole Phillips, Brooklynn Parrott, Ron Lunk, Eddie Howard, Raphael Moffett

I. Call to order at 11:10 AM

II. Minutes

Ron reviewed minutes from September 12 meeting at GCSU

Motion to accept minutes as submitted was made by Brooklynn, motion was seconded by Nicole

III. Treasury Report & Approval

- In good shape, all payments have been collected from SAFI & Assessment Workshop
- Total balance for checking account is \$14,624.22 with \$435 being deposited November 5
- Ed Bonza changed all of the information on the brochure & website regarding Tax ID numbers, to reflect the GCPA number
- Brooklynn hasn't had a chance to get with anyone on the Tax Exemption status inquiry
- The Association made \$143.69 in revenue from the Assessment Workshop at Georgia Tech

Motion to accept Treasurer's report was made by Nicole, motion was seconded by Ron

IV. Officer Reports

Updates on Agenda Items

- On-line payments
 - Eddie reiterated that PayPal was not the issue, there was a learning curve in using the software, and so the Association will be staying with PayPal – as recorded in the minutes from September. Eddie will leave the decision to change on-line payment options to future Boards discretion
- Career Mapping Workshop
 - Cancelled due to low participation
 - Only one person had to be refunded the registration and Brooklynn has already mailed.
 - SAFI will still meet in Augusta on Friday

Student Affairs Foundations Institute

- Alicia feels that the program is going really great
- There are 21 people from very diverse institutions and experiences/background participating in the program

- A quick assessment was done at the last meeting, the feedback came back well except the Homework piece was not popular
- At the last board meeting there was a question about selection of participants. Alicia indicated that selection was based on those individuals who sent in a complete packet first and she & Andy wanted to create a diverse group, but tried to limit number of participants from each institution
- Initially they selected 25, 4 backed out at last minute because of travel restrictions, which leaves the group at the current 21.
- All the participants are currently serving in a professional position, but that decision was not intentional
- Participants will be doing site visits coming up where they will have to spend some time on another campus
- Alicia crashed e-learning site
- Participant Recognition to be discussed for conference, Alicia hopes that everyone will stay for the entire conference and feels pretty confident that they will
- Membership forms for the participants are to be filled out and sent back tomorrow, since membership payments have already be made
- Pre-conference for SAFI has already been paid and so there is money in the budget for those expenses
- Alicia wants to go ahead and make the decision if the Association wants to continue the Institute and what the dates, costs, and locations would be so that the Institute can be advertised at the Conference
- Nicole wants to get testimonials from the participants, which Alicia already has – just not compiled
- Eddie suggested to hold off on the vote until the full board meets in December and wants Alicia to present the information about updates and future plans of the Institute then
- Brooklynn suggested that we need to look at the fees assessed and expenses to ensure that all costs are being covered
- Alicia said that they had the participants use a textbook this year and that cost may need to be included in the overall cost for next year

Motion to table vote on if GCPA wants to continue to support the Institute was made by Ron, motion was seconded by Raphael

Vote was: **5-0-0**

Assessment Workshop Update

- Mike Fulford joined the call to report that the Assessment Workshop went well and that he received positive feedback
- The workshop brought in some of the more daily practitioners of Assessment as opposed to more traditional Student Affairs people, which was a plus
- Approximately 38 people participated in the Assessment Workshop
- Everyone in attendance wanted to see more on the topic
- Mike indicated that ACPA almost has their Road Show up and running, so that may be a series we could consider
- Mike would be comfortable hosting the conference at Georgia Tech every year

2009 Conference Updates- Athens, GA

- Theodora working with Holly at UGA on Reservation System & Forms for Conference
- Conference Rate is \$170 early bird... \$210 regular... \$240 late
 - Mike proposed that there be a day rate (for Thursday ONLY) & a student rate of \$120 for Thursday ONLY and wouldn't include membership
 - Brooklynn asked for a breakdown of each costs associated with the conference that would arrive at the fees above
 - Mike indicated that with meals, meeting package, taxes & fees, incidentals, speaker fees, and Greg Robert's expenses all divided by the projection of 100 conference participants. The cost is really about \$145-\$147 a person.
 - Brooklynn & Eddie both want a broken down, detailed cost projection; for information -- not to make decisions
 - Mike will email the conference spreadsheet to the Board so that everyone can see the costs
 - Sponsors are going to be critical!!! (No pressure Ron)

Motion made to accept the proposal of the conference committee not to include the membership rate was made by Ron, motion was seconded by Raphael

Vote was: **0-5-0**

- The Pre-Conference for Cultural Capital is set but there is still a question about the Service Learning Pre-Conference being fleshed out.
- Discussion regarding SAFI's meeting being a full day versus a half day ensued and how both options would impact the cost of the conference. Mike calculated that providing lunch and a room for the entire day would cost \$35 per person. The half day costs are already covered, so there would be no additional costs associated with the Institute. Eddie is going to talk to Willie Banks at UGA to see if SAFI can get a room somewhere else on campus and then food would be the only cost, which is already factored in to the overall GCPA budget.
- Mike suggested the possibility of using morning sessions on Thursday for continued SAFI as another alternative
- Wednesday night will be the Gala at the opening night dinner and the panel of Presidents with the UGA Ballroom Performance team performing
- Angela Avery-Jones is working on the look and celebration feel for the Gala
- Lunch on Thursday will not have speaker because of general body meeting & recognition ceremony
- Greg Robert will talk about the Re-Authorization of Higher Education Act
- Thursday afternoon will be the Senior Student Affairs Think Tank
- Thursday night dinner on your own

- Friday breakfast & closing speaker, could be Stan Carpenter but flight is in question and the expense associated with his travel

Motion to accept as information was made by Brooklynn, the motion was seconded by Alicia

V. Old Business

Brief Review of Association Goals

BUDGET & FINANCE

- To develop a process for documenting financial matters that reflects 100% of GCPA's financial status by May 30, 2009, to avoid overspending and/or mismanaged money. (Assigned to Brooklynn Parrott)

UPDATE: Brooklynn still wants software, prefers QuickBooks but will discuss with business colleagues and ACPA

COMMUNICATION (publications, marketing)

- To provide minutes for each board meeting via email to 100% of the GCPA membership within 10 days of approval in order to increase knowledge and communication of the association. (Assigned to Ron Lunk)

UPDATE: Ron not doing this, but has posted on the website – will start emailing the association driving them to the website

- To work with the membership database chair and web master to develop 1 on-line membership database to be accessed by 100% of the association via password by the conclusion of the 2009 conference, to allow colleagues to connect with each other and to provide current contact information. (Assigned to Eddie Howard)

UPDATE: Eddie hasn't begun the conversations

- To provide 2 publications to the GCPA membership in the form of the GACOPERAS newsletter and/or Georgia Journal by April 30, 2009, to increase awareness of higher education matters within the state of Georgia. (Assigned to Ron Lunk & Tom Walter)

UPDATE: Ron has already sent out one publication and the 2nd will go to out in February... Tom working on Journal

- To communicate up-coming professional development opportunities to 100% of the membership 90 days prior to the event by various mediums (website, emails, postcards, phone calls), to provide adequate time for approval and planning to attend events. (Assigned to Marketing Events Coordinator).

UPDATE: Sort of happening, but hasn't been communicated to Matthew that he needs to do it. Modification needs to be added

MEMBERSHIP

- To recruit or establish no less than 1 member at 95% of the TCSG schools to prevent under-representation in the organization. (Assigned to Lauren Willard)

UPDATE: Skipped because Lauren wasn't present

- To increase membership in GCPA at public 4-year institutions by 10% prior to the 2009 annual conference, to continue growth in the organization. (Assigned to Jami Hall)

UPDATE: Skipped because Jami wasn't present

- To increase by 10% the membership of GCPA at each private 4-year institution, to provide visibility of institutions in my sector to GCPA. (Assigned to Raphael Moffett)

UPDATE: Skipped because Raphael had stepped away

BOARD MEMBER SUPPORT OF GCPA

- To attend 100% of all GCPA board meetings, arriving on time 100% by April 30 2009, to provide feedback on processes & procedures. (Assigned to Nicole Phillips)

UPDATE: Nicole feels that this is happening and pleased with progress

PROFESSIONAL DEVELOPMENT (mentoring, conference)

- To develop a process for securing 1 graduate/undergraduate intern for GCPA by February 2009, to create additional opportunities for membership involvement. (Assigned to Nia Haydel)

UPDATE: Skipped because Nia was not present

- To plan 2 professional development workshops for professionals in the state of Georgia by April 30, 2009, to provide low-cost professional development opportunities. (Assigned to Eddie Howard)

UPDATE: Accomplished by having planned Assessment & Career Mapping Workshops

- To implement a 6-month curriculum based program by July 2008, to assist in the education of professionals within the state who do not have a traditional student affairs background. (Assigned to Eddie Howard & Kathy Alday)

UPDATE: Accomplished by implementation of SAFI

GOVERNANCE

- To review 100% of the GCPA by-laws and recommend needed changes by January 1 2009, to be presented to the General Body for voting. (Assigned to Eddie Howard)

UPDATE: Some changes have been made; will be sent out to membership via surveymonkey.com

- To review 100% of the GCPA Executive Board Guide and make needed changes by September 12, 2008, to be presented to the GCPA executive board for approval. (Assigned to Jami Hall & Kathy Alday)

UPDATE: Accomplished by having revisions made and approved by Board

Alicia wants to add a goal regarding the 2-year institutions and suggested to add a goal about conference attendance

GCPA Exec Board Guide Review/Approval

Motion to accept updates to the GCPA Exec Board Guide as presented was made by Ron, motion was seconded by Brooklynn

Vote was: **5-0-0**

Standard Sponsorship Agreement/ Approval

Recommendation to table until full board meeting in December

“Peach of a Program” Guidelines

Nicole hasn't gotten any feedback regarding this and will speak with Nia regarding the preferred procedure

Will present at December meeting

Conference Location Schedule/Approval

Eddie brought forward information regarding a joint Meeting with Georgia Association of Collegiate Registrars & Admission Officers (GACRAO) in Augusta, GA at their Annual Meeting in October 2009

There was also a question if GCPA wanted to partner with GACRAO on their Staff Workshop- February 2009- Location is yet to be determined

The Board agreed that there would need to be written agreements & a clear understanding between the two groups.

The agreement could really benefit GCPA. Joint workshops at annual conferences

Joint meeting would possibly slated for 2011

Eddie is going to invite some of the GACRAO leadership to the December Board meeting to discuss this joint venture

Eddie asked if we could hold off on conference location discussion until December Board meeting

Motion to table the discussion regarding conference location and to invite the GACRAO leadership to the December Board Meeting was made by Alicia, motion was seconded by Brooklynn

Vote was: **4-0-0**

Election Guidelines/Timeline

Discussion regarding the Election Guidelines & Election Timeline ensued, mainly the question about where this information should be centered. Discussion about these documents being added to the Exec Board Guide or the By-laws was the real question. The Board concluded that adding this information to the Exec Board Guide may be the best location.

Nicole wants to start getting the Election process moving forward soon

Brooklynn will submit what she wants to add to the Guide for the December 12 meeting

Increase in Membership Dues

Brooklynn is investigating and will present the cost analysis at December Board meeting

Support Staff Workshop

Date is still to be determined

Brooklynn confirmed that Kennesaw State University is committed to hosting Brooklynn also indicated that Kathy is already working on this workshop

VI. New Business

- ACPA Convention- Participation
 - Eddie, Nia, & Raphael are attending ACPA
 - Nicole is not certain if she is attending ACPA
 - Brooklynn, Ron & Alicia are not attending ACPA
 - Nicole indicated that this may be a good involvement opportunity to have GCPA members, not just board, help out at the table
- ACPA Business
 - Eddie retracted this item
- Awards Committee
 - No timeframe at this time
 - Nicole asked for recommendations of people who could read award nominations. Alicia suggested soliciting the membership
 - Nicole will look up nominations packets
- Agenda Items for Full Board Meeting @ Gainesville State
 - Lunch to be discussed between Alicia & Brooklynn and can be off-site location
 - Meeting to be held in the President's Conference Room, Alicia will send directions.

V. Adjournment at 1:25 PM