

GCPA Executive Board meeting
July 23, 2007
Morehouse College

Present: Kathy Alday, Eddie Howard, LaShandra Little, Ron Lunk, Charles Osiris, Brooklynn Parrott, Nicole Phillips, Debbie Roach, Matthew Robison, Paul F. Sedor II, Stanley Singleton, Kendall Stiles.

President Nicole Phillips called the meeting to order at 10:23 a.m. She thanked Dr. Charles Osiris, Associate VP of Student Services at Morehouse College, for his hospitality in hosting us. Nicole also welcomed GCPA's two new board members: Dr. Charles Osiris (Morehouse College) and Stanley Singleton (Paine College).

Minutes: *Eddie Howard move that the minutes from the May Retreat be approved with changes; Ron Lunk seconded the motion. The motion passed.*

Treasurer's Report: Outgoing Treasurer Debbie Roach distributed her end-of-year report. Currently our checking balance is at 0. Our CD has matured to the amount of \$16,314.20, and the board will discuss how to distribute this amount between the checking account and a new CD. Our projected revenue for 06-07 did not match the actual revenue; however, our expenses were less than we anticipated. Nicole stated that GCPA met with some unforeseen difficulties regarding some conference vendors, and that in the future we will collect vendor fees prior to the conference. A written agreement will be created to use for this purpose, outlining the terms and conditions. Debbie also commented that any such agreement should contain information about what the vendor needs from GCPA. A question arose regarding the money from the Georgia Network (GN). Nicole will talk with Carole Middlebrooks about any outstanding fee.

Discussion continued about the GCPA annual conference and how it affects the budget. Eddie inquired as to whether or not there is anything written within any GCPA documents that outlines the roles of members/officers for the conference. Aside from what is written in the by-laws and the list of officer duties, there is nothing. The group agreed that it would facilitate communication if the Treasurer serves on the Conference Committee. Nicole made two recommendations, as follows: first, we need to reference our documentation more frequently; and second, any checks coming into GCPA must be made out to "GCPA" and given to the Treasurer. Stanley asked if there was any formal conference evaluation process in place for the Board. Nicole responded by saying that there is nothing that is formalized, and that the Board faced some unique circumstances this year. Brooklynn commented that the major problem was communication flow. Eddie suggested that the Board President obtain approval from the Board before appointing the Conference Chair.

After further discussion, Eddie moved that the Treasurer's report be accepted; Stanley seconded the motion. The motion passed.

Sector Representative Report: The sector reps had no reports. Stanley asked the other sector reps if he could have some time to meet with them about the responsibilities of the position. Both Ron and Matthew agreed. Matthew asked that the Sector Reps be given more specific tasks

to complete, saying that there does not seem to be any consensus about how they should do their jobs. Nicole responded that the intention of the Sector Representatives is to be a voice for their specific constituencies in the state, and that they need to do outreach to those constituencies. Ron said it would be helpful to have a strategy for sector reps along with a plan for follow-through. Nicole suggested that President-elect Eddie Howard meet separately with the sector reps to determine a specific strategy.

Discussion ensued about the challenges facing the sector reps when attempting to make contact with other institutions. Charles noted that we should find ways to make GCPA more visible. Kendall suggested that the sector reps could be at the forefront of reviewing GCPA's process of recruiting and retaining members. Matthew stated that he would like to develop a mentoring program for the state, much like the one he developed in Massachusetts. Nicole remarked that such a program would be a great way to get people involved in GCPA.

The Sector Reps will discuss when they can meet together.

Membership Report: In David Johnston's absence, Nicole distributed the membership report he compiled. Since the April 30 meeting, two members have renewed, and six new people have joined GCPA. As of July 20, GCPA has 111 members.

The group discussed how to recruit new members and get former members to renew. Ron inquired about the possibility of sending out postcards to everyone. Charles suggested sending emails to everyone. Paul suggested that the sector reps break down the state into functional areas, and contact people according to those areas (all the student activity people, all the housing people, etc.).

Newsletter Report: Paul distributed a "mock-up" of the new on-line newsletter, which he would like to call "Peach Connection." Eddie suggested that three times per year would be adequate and realistic for publication. Discussion ensued about the content of the newsletters, and suggestions included the following: upcoming conference dates, pictures from various GCPA events, position availabilities, and a President's column. Nicole and Paul will meet to further discuss content ideas. Nicole asked Paul to let the Board members know the deadlines for submission. The first deadline for articles is August 15, 2007.

New Member Development Task Force: Kathy announced the New Professionals Workshop to be held at GC&SU on Friday, September 7. All agreed that the Board should have a presence there. Nicole will give the official GCPA welcome to the new professionals. Brooklynn suggested that we have a way for attendants to register for the conference. From those who register, a drawing will be held for one free conference registration. Ron will provide a gift basket for the drawing, and Eddie will provide one free GCPA membership from his own funds! ***Ron moved to make this suggestion for the drawing official; Matthew seconded the motion. The motion passed.***

Kathy distributed a preliminary proposal from colleagues Dr. Andy Wilson (Emory) and Dr. Alicia Caudill Colburn (Gainesville State) for a certification program to be offered through GCPA for those professionals who may not have entered the field through a traditional Student

Affairs preparation program. The suggestion was made to invite them to the Board meeting in September. Kathy announced an opportunity for GCPA to host NASDEV (National Association of Student Development) members during the ACPA Convention in 2008. Kathy also announced that she would be meeting with Dr. Diane Cooper to discuss ways to reach out to the UGA program for more involvement.

Community Service Initiatives: Kendall reported that she has been exploring community service opportunities for GCPA during its annual conference at Jekyll, reaching out to nearby communities for suggestions of how we can assist. She is working on an “adopt-an-agency” program for GCPA. Since Kathy stole her announcement about the new professionals workshop, she reminded the Board that each member who plans to attend must register for the workshop and pay the \$15 fee.

ACPA Updates: Eddie and Nicole reported on their trip to St. Louis for the summer ACPA Leadership meeting. ACPA is undergoing some structural changes, and one of its main themes is “sustainability.” MUCH discussion was held about sustainability and what it means and why it’s important to us as Student Affairs professionals. Charles volunteered to write a newsletter article about sustainability.

One issue of interest is that NASPA and ACUHO-I will be holding a joint placement event that is not associated with either organization’s annual meetings. We will receive more information on this matter at a later date.

ACPA Convention Updates: As the Local Arrangements Chair, Eddie asked that anyone who wanted to assist during the annual 2008 convention to please contact him. He would like to see GCPA have a large presence at the convention. He also suggested that Board members might want to consider serving as convention program reviewers, and to contact Dan Morrison at GA Tech. Dan is serving as the Program Chair for the convention. There is also a form to submit to be a program reviewer on the ACPA website.

Dual Membership Issue: Nicole and Eddie received detailed information at the summer meeting about the dual membership option with ACPA. According to them, any negatives are outweighed by the benefits of dual membership. There are two options, as follows: first, the Board can turn over all finances to ACPA; or second, GCPA can control its own finances, while any money collected by ACPA is housed at ACPA. Per Eddie, this money can be used as a kind of “savings account,” from which we can draw when necessary. The Board discussed the matter at length. All were in agreement with the dual membership second option. This matter will need to be decided by the entire GCPA body at the annual conference. Our focus now needs to be on getting the word out via the newsletter, the website, and any other ways we see fit.

Revenue options: In discussing how to bring more money into GCPA, Nicole asked that each Board member try to get one sponsor for the organization. It will also be helpful if each of us can secure sponsorships for the conference. Brooklynn has already found two sponsors who will print the t-shirts and the program books for the conference. Nicole will head up a committee that will be responsible for sponsor development, and Kendall, Brooklynn and Debbie will help. Matthew said he could get the “stress peaches” donated if we wanted to give them away at the

conference. Eddie reminded the group that “in kind” donations are welcome, but that GCPA will happily accept cash.

Membership Recruitment/Retention: Nicole reiterated the contents of the minutes from the April 30 meeting relating to membership recruitment/strategies and asked the members to continue thinking of ways to recruit and retain members.

Drive-In Workshop Ideas: Eddie announced two ideas he had about possible drive-in workshops. First is a “job recruitment boot camp” session that could possibly benefit graduate students who are about to look for jobs. The Board discussed the matter thoroughly. Ron and LaShandra will look into the possibility of holding such a workshop, and Eddie volunteered ASU as the host site. Second is a workshop for Student Affairs support staff members. Kathy said she would like to head up the committee to work on it, and Kendall, Eddie, Brooklynn and Nicole said they would be happy to help. This workshop might be one that could be done twice in the north and south sections of the state.

Other workshop suggestions were a derivative of the Mid-Manager Institute, and SSAO or AVP/Dean event.

Dates for the workshops were tentatively set for November (boot camp). Student Affairs support staff (December), SSAO event (April), and MMI (May). Eddie suggested that we might only want to consider holding two workshops.

ACPA Georgia Social: Much discussion was held about the format that the GA social at ACPA should take, particularly since the convention is being held in Atlanta. Kathy will meet with Diane Cooper to get some kind of idea as to what UGA’s role is going to be. This item will be a topic of discussion at our next meeting.

New Financial Information: Much discussion was held about how to handle the check from the CD. *Eddie moved to put \$11,000 in a CD, and to put the remaining sum in a checking account; there was no second.*

Matthew moved to put \$10,000 in a CD, and to put the remaining sum in a checking account; LaShandra seconded the motion. Much discussion occurred about how much money GCPA would need in its checking account. After much discussion, the motion was tabled.

Eddie then moved that LaShandra put all the money into a Wachovia checking account and for the Board to decide later how much to be put in the CD; Matthew seconded the motion. The motion passed.

Adjournment: with no further GCPA business to discuss, President Nicole Phillips adjourned this portion of the meeting at approximately 3:30pm. She invited anyone who wanted to stay to discuss the conference to please do so. Notes from the conference discussion follow these minutes.

Respectfully submitted,

Katherine E. Alday
(Substituting for Secretary Jami Kuhns)

GCPA Conference Presentation: Conference Chair Brooklynn Parrott distributed a 2008 conference report. Following are highlights from the report:

1. A conference mailer (postcard) will go out in August and in December.
2. Brooklynn asked each Board member to think of one new person to bring to the conference.
3. Brooklynn has designed a GCPA commemorative pin to be sold to members as a fundraising project for GCPA.
4. On-line conference registration opens in November.
5. The call for conference content is already on the website. Brooklynn encouraged Board members to submit.
6. There was much discussion about conference assessment and evaluations. Brooklynn asked that members submit any ideas they have.
7. Speakers for the conference are Joelle Davis Carter, Director for Diversity in the College of Computer, Mathematical and Physical Sciences at the University of Maryland College Park and George Langford, Associate Commissioner of the GA Department of Veterans Services.
8. Brooklynn is working with Nu’Nicka Epps on creating a sort of form letter and telephone script that can be used by members in efforts to obtain sponsorship.
9. After much discussion about the opening social for the conference, Brooklynn announced that there would be a social time prior to the Wednesday night banquet, and a social following the dinner.

