

## **TASSCUBO Executive Committee Minutes**

### **December 14, 2016**

- Committee Meetings/Training at Winter and Summer Conferences
  - How can we make committee meetings more effective at the conference?
  - Discussion included Valarie Maxwell, Chair of Budget Committee and Christy Blakney, Chair of the Bursar Committee, and Teresa Bass, Chair of the Accounting Principles Committee
  - Believe the workgroups have time for discussion and get things done in a very limited time. Would like to do more training at TASSCUBO meetings if funding available for bringing in specialized trainers
  - May also need larger rooms for training and additional cost to rent rooms before/after the conference and include that optional training as part of registration form
  - Will not do at the January meeting, but could be a possibility at future conference (i.e. LAR may need training for budgeting by program)
  - October specialized meeting for budget was very successful and having the meeting at the Love Field Hilton convenient for fly-in/fly-out option. Committee would like to do again next October
  - Discussion on the number and size of rooms for the January meeting – the conference hotel is new and has smaller conference spaces – may need to limit work group attendees to 50 pp and announce to general assembly that only committee members can attend
  - Times for workgroups – Bursar 4-5:30 Monday afternoon, Budget Tuesday AM, Accounting also 4-5:30 Monday afternoon
  - Let Marilyn know if any CPE credit is to be given for the work group sessions
  
- Approval of the minutes
  - Approval of November minutes was postponed until a future meeting
  
- Treasurer's Report
  - Noel reviewed the Treasury report and noted that the amounts look good. One institution has not yet paid their dues – Alicia will contact the institution because there is a new CFO, he may not understand what TASSCUBO is
  - Sponsorship funds and registrations are coming in – so far have received \$130,000
  - Bill for primary retreat from November has been received and paid in the month of December and so is not reflected in November report
  - Treasurer's report was approved as presented
  
- 2017 Winter Conference – January 29-31 Austin
  - Have 124 registrations so far, two sponsors, ten first-timers, 110 will be attending the Sunday reception
  - Bob will send another reminder out – have 343 nights reserved so far with 15 nights reserved for speakers, need to get up to 517 reserved nights - Many are waiting to register until they see the agenda
  - Breakfast will only seat 130 pp – will open up at 6:30 am to stretch out time more, will use Foyer, other room that can hold 80, and could take breakfast into meeting room

- Lunch will be in the restaurant with a buffet and overflow space – could use deck outside – have contracted for 250 pp
- Program – Calvin reviewed the Primary members meeting results and has made adjustments – one topic could be a NACUBO speaker on the implications on higher education with the new administration
- Sponsorships – no report – Alicia will need to know the number to ensure number of tables is adequate
- There is a maximum of seating of 300 in general conference room
- Parking overnight is expensive at \$36/night – valet has a discount, didn't see any self-parking
- Will be following up with hotel on January 11 for an update
- Future Conferences
  - July 9-11, 2017 – J.W. Marriot in San Antonio
  - Alicia reported that RFP's are out for future conferences and should have something to discuss at January's Executive Committee meeting
  - Bob reported there was a little pushback having two JP Morgan speakers in the program and with them also being a sponsor. In the future, use other sponsors as speakers.
  - Evaluation of Fall retreat – Treasury session wasn't as good as the others. Suggest having the prerequisites and course objectives session on each session versus overall conference
- Audit
  - Should have audit completed by Christmas
- Adjournment