



TASSCUBO Executive Committee Minutes January 11, 2017 at 10:00 am

Attendance: Bob Brown, Calvin Jamison, Noel Sloan, Marilyn Fowle', Alicia Currin, Sue Furiarelli, Carlos Hernandez, Randy Wallace, Rebecca Pressley (TAMU-Commerce – Arrangements)

Approval of the Minutes

October 12, 2016 – Accept the changes, approval of Treasurer's report as presented, Marilyn presented motion, Randy seconded, approved.

November 9, 2016 – Accept the changes – Alicia presented motion, Randy seconded, minutes approved.

December 14, 2016 – Accept the changes – Marilyn presented motion, Alicia seconded, minutes approved.

Treasurer's report

- December Treasurer's Report was sent out electronically – all membership dues have been paid, expenses budget workgroup included and final bills for primary members, ending \$138,422.17. Item for \$440.36 "card charges" are for when members use their credit cards to pay their membership fee. Would like charge noted versus "credit card fees".
- Bob would like to put together budgets/actuals for individual conferences to be reviewed by committee. Noel has already started a spreadsheet to look at comparison and can share with the group and Alicia for budgeting purposes. Noel presented, Alicia second, approved.

Winter conference

- **Registration** - Noel reported that currently registered 234 attendees – includes 3 guests, 15 guests, 3 speakers, 32 first-time, 195 will attend Sunday's reception. Would like to track how many people come to the reception – Bob will talk with Alicia on options to see if they can keep track.
- **Venue** - Rebecca reported that the hotel is in a good location, but is small. Breakfast will be in the ballroom (seating on 120 pp), will be staggered with attendants replacing place settings. Lunch on Monday will be in restaurant and only seats 150 pp. Patio available but with winter weather may not work well. Other overflow room, but on a separate floor. Will have to let folks know the seating's are tight and the other spaces available. Ballroom holds 250 for general meetings. Free Wi-Fi if sign up for Clinton rewards (don't want to pay for that service other than those that are presenting and \$20 pp for access in meeting rooms).

Put in conference materials for people to sign up for rewards for the free Wi-Fi. Also cellular plans for individuals might cover the service. New member reception in Ladybird Studio – both receptions in the same place will cost \$100 attendant plus separate food – will cost probably \$1,000 more. EC agreed to not have a separate location.

- **Room Reservations** - Currently have 415 nights reserved, 517 nights were guaranteed – still need 50 more nights to hit guarantee number. Saturday night would count if anyone wants to attend on Saturday. 219 reservations, only showing one speaker having a reservation. The block is closed. Not sure what the cost would be if not in the block. Bob asked if Rebecca would not release block - Rebecca will check reservations to ensure they are included in our block. Noel suggested comparing lists to ensure that those who have reserved for the conference have also reserved the hotel and visa-versa. Might not be getting credit on all the hotel reservations that are with the conference.
- **Program** - Calvin said for the NACUBO presentation he will get back to Rebecca on what set-up they want. Carlos reviewed with program topics with committee. Bob will need to put together agenda for primary members. Reviewed CPE's and changed time on the last program to provide 1.5 CPE's for the last session. Bob asked that the CPE's be listed at the top of the conference agenda. Also change the committee reports on Tuesday to 9:45-10:00 with a full 30 minute break. Calvin asked if anyone has ideas for summer to please let him know. Bob suggested having a least one "feel-good" session because the summer is a more relaxed conference.
- **Committee meetings** - Randy – all are planning on meeting at the same time as the primary members meeting – need to have agendas for the committee sent to Rebecca and Alicia and post on the website. Only send agendas to those on the committee – post information on website AFTER meeting to restrict the people attending the committee meetings. Randy will send out meeting times and locations to the chairs with instructions on communication with their committee members. Need to update committee member to update the website memberships.
- **Sponsorship** - Rebecca has reserved eight tables for sponsors – but 15 individuals have registered. Carlos said ten tables are needed and doesn't think they need any other specific requirements. Need to make sure to have microphone at reception to recognize sponsors. Carlos reported that 11 sponsors total, \$55,500. Carlos has been working collection efforts, working on one addition sponsor for the summer – estimating will have \$58,000 in total. Two new sponsors this year. Working on updating flyers/logos for sponsors – should have by the end of the week for program. Updated power point that Calvin prepared in the past. Several have offered ideas for programs, but Carlos has emphasized they cannot use as a platform to market their company. Have two ideas that might be used for summer session and will work with Calvin.

Other

Bob requested executive committee attend executive committee meeting in Austin because there are items to discuss. Also requests member provide primary member topics. Set asides and merit programs are some suggested topics. Tuition and fee increases. Anyone heard house and senate hearings? No one has heard any dates yet. Do we want to continue to have one large session or do break-outs? We have dates nailed down for future conferences and have info on future conference hotel possibilities. SACUBO meeting in Texas next year so need to make sure to publicize that with TASSCUBO members.