



TASSCUBO
Executive Committee Minutes
June 1, 2017 at 8:00 AM

Attendance – Bob Brown, Alicia Currin (Rebecca Pressley), Valarie Maxwell for Dr. Marilyn Fowle' (Antoinette Brown), Calvin Jamison, Noel Sloan, and Randy Wallace

Approval of Minutes – Bob provides motion to accept as submitted, Alicia seconded – minutes passed.

Treasurer's Report – Noel reports that we have \$147,920 and that funds are coming in from summer conference registrations.

2017 Summer Conference

- **Program** - Calvin has set-up the following presentations: Dr. Rick Risby will be the keynote speaker, a legislative update, and a presentation on financials associated with project development. He is working on getting presentations on best practices. This would allow an institution to showcase something that works for them and hopefully helps others as it is shared. He sent out two emails asking for presenters of best practices with the deadline of May 26 and then extended to June 2nd. He hasn't had any response yet. The logic behind this is to identify best practices on streamlining or best practices on campus procedures. He thought that we might get some members to present if we gave a few people a nudge. Bob said that we should set a time limit on responses then work on getting more established presenters. June 9th was decided as that cut off date. Calvin informed the group that Barry McBee will be the speaker for the budget subcommittee. Randy is to follow-up with the other two subcommittees to see if they are using speakers or will continue with their current format. All three subcommittees will meet at 4PM on Monday, July 10th.
- **Registration** – Rebecca reports that our registration for the summer conference is currently at 196 people including spouses, registrants and business partners. It was asked if this was a low count, but no comparable data was immediately available. Rebecca stated that hopefully the numbers will go up. This includes eight guests, seven sponsors and one speaker registered and most don't register early. Bob stated that he would send a reminder for the registration and hotel. The hotel cutoff date is June 24th. As far as where we are with the registration, Rebecca will get back with us on our attrition. Alicia mentioned that some people wait on the agenda before registering so Bob asked that a draft agenda be emailed to him by tomorrow, Friday,

June 2nd so that he can email it out by Monday, June 5th. Also, the agenda should include the three committee meetings and primary members meeting.

- **Past Presidents Reception** – For the 50th year anniversary, we will honor the past presidents. Invitations went out for the reception for non-current members. TASSCUBO will cover the registration fee and the hotel expense for those who can attend. Bob will send out the invitation to active past presidents separately.
- **Future Meetings** – Valarie Maxwell informed the committee that the budget subcommittee has set a tentative date of November 2nd for the fall workshop. Bob asked if we should have another meeting about the conference on June 14th. Majority thought we didn't need to meet so we will not have a teleconference call on that date. The next meeting will be at the conference July 9th.
- **Sponsors** – Carlos was not available for today's meeting. Last report was that he is following up with a couple additional sponsors for summer.
- **New Business**– Marilyn Fowle' has been working on upgrading the evaluation and CPE process from paper to electronic. The information on both the evaluations and CPE's has been attached to the email with the minutes. We will have the online evaluations ready for this summer's conference. Antoinette stated that we are mirror imaging the NACUBO and SACUBO evaluation system. It will be a transition but it should work well. The intent is to email all attendees at the end of the conference with a link to the form and provide a short window for submission. The question was asked about having the forms available at the start of the conference. The form must be completed and submitted at one time. A working draft cannot be saved from day to day. Bob suggested the start date be the Wednesday after the conference allowing for a travel day like the procedure currently done by NACUBO. Valarie suggested that we limit the end date to two weeks. Any more than two weeks and people will not complete the online form. A reminder to those who have not completed an evaluation will be emailed one week after the conference. All were in agreement.

Valarie discussed the projected new CPE process through the use of scanners and electronic equipment which will be available hopefully by the winter 2018 meeting. We will be moving to a paperless process and that should make the process much easier. We will use barcodes that will be scanned. These barcodes will be printed on the name tags. She has a few concerns, one being how to track and scan members when they attend multiple presentations in one room. How do we track people that don't leave the room before the next presentation begins? Bob suggested that we have assistants available in the room to scan attendees name tags and also have two stations set-up for automatic scanning at the entrance door. Bob will make announcements at the conference stating that extra stations are available; this would help alleviate this problem. Alicia noted that not everyone will be interested or need CPE so the numbers will be significantly less than the number of registrations. The development process will continue to move in this direction.

No further business teleconference call closed