



TASSCUBO Executive Committee Minutes January 4, 2018 at 10 am

Attendance

Bob Brown, Alicia Currin, Randy Wallace, Calvin Jamison, Carlos Hernandez, Valarie Maxwell sitting in for Marilyn Fowle' (Antoinette Brown), and Sue Fuciarelli.

Approval of the Minutes

The November 30, 2017 minutes had not been presented. Marilyn will provide them when she returns from the break.

Treasurer's Report

Bob discussed the treasurer's report in Angie's absence. One comment from Bob is that he thought we had spent too much on the primary members meeting hotel. It's a nice venue, but it turned out to be a little pricey.

2018 Winter Conference

Registration--Bob reported registration numbers that were obtained before we left for the holiday: 74 conference only, 65 conference and the LAR Workshop and 20 LAR only. He didn't know if we had an updated number. The total is 149 people and this means that we are down 30 from the planning target. Bob said that after today's conversation, he will send out another email to encourage people to attend. Bob stated that winter is typically one with late registrations so we will go ahead and push for that.

Registration of Sponsors -- Alicia asked a question about registration on behalf of Angie. There currently is a sponsor that would like to bring more than the allotted number of attendees to the conference. After discussion, the group decided that additional sponsor attendees beyond what is allotted with their sponsorship should pay the regular attendee rate. In the case presented, one of the attendees of the sponsor is a speaker, so the additional person can register at no cost.

For the future, sponsors would receive a number of attendees. TASSCUBO can then be assured that any attendees beyond the sponsor's allowed number would pay the full rate.

Venue – Alicia reported that the hotel contract is for 527 nights. We are allowed 85% attrition, so we cannot go below 448 nights. The count right now is 461 nights. Bob commented that it is good to see we met the hotel count even with the lower registration numbers.

Alicia commented that several groups are trying to piggy back and have meetings after the conference. There were some complications with the TAMUS CFO meetings conflicting with the

LAR workshop and contracted rooms and TASSCUBO picking up the charge. There needs to be better coordination and TASSCUBO organization should not be guaranteeing other groups rooms. Alicia recommends this be a discussion item at Primary Members meeting.

Sponsorships--Carlos stated that he did get an email yesterday from one of the sponsors that when they went to try to get hotel registrations they were told that they were sold out. Alicia will check with Rebecca. Also, Carlos needs shipping information because a lot of the sponsors will ship items in advance. He also needs clarification of hotel availability for sponsors. Valarie commented that there were inquiries about the hotel being full. Rebecca responded in an email to Antoinette that she has some rooms available under her name. Registrants are to contact her via email if they still need a room.

Bob asked Carlos if there were any additional sponsorships. Carlos stated that he had two additional inquiries were received over the holiday break. Compass Group which is representing for Service Solution Corporation and Chartwells. They will be doing a winter only sponsorship \$3,500 and Blackboard renewed for winter and summer at \$6,000. Total new sponsorship is \$68,000.

Program-- Calvin hopes to have the program done by the first part of next week. He knows that we need to have it on the web. Valarie commented that there are interested folks but they would like to see what is on the agenda. Bob will send out a reminder with noting that Tom Dodge will be a speaker because he is popular speaker folks will be interested in hearing him again. Bob requested that Calvin add some CPE language to the agenda – he can find it on the Fall retreat's agenda.

Liability Insurance Discussion

Bob noted that when Rebecca was working on some planning, hotels noted that we do not have any liability insurance that covers the board members. Bob would like the authority to explore that and bring a proposal for it. It would cost between \$500 and \$1,500. Also, it will protect the organization/Board members if someone has issues at our conferences. The group agreed it was a good idea to purchase.

Other Business

Valarie mentioned that scanners are ready for use for winter conference: 5-handheld and 2-stand-alone. Paper forms "Record of Participation of Attendance Forms" will be used as back-up for the scanners. Bob said there were issues during the breaks and people coming back into sessions without being scanned. He suggested talking about that from the podium and reminding people to be scanned. For those circumstances where there isn't a break between speakers, we need to make sure that we are a little more efficient with getting people scanned. We will have this case in this next conference.

Valarie stated that Antoinette will need help to scan the name badges. Bob believes volunteers will need to come from the Executive Committee or our staff members (if attending). Bob volunteered his assistant. Rebecca will not be able to help. The group asked to discuss at the Executive Committee meeting so everyone understands what help and the number of people are needed. Antoinette said that she needs at least two or three people at each session. Bob will check to see who is traveling with us and get volunteers.

Carlos reminded Calvin of his suggestion to do a session on receivables. Calvin said he would like to discuss this with Carlos.