

**GCPA Executive Board Minutes
September 6, 2007
New Professionals Workshop
Georgia College & State University**

10:30 a.m. - GC&SU (in conj. w/ NPW)

Present: Diane Cooper, Eddie Howard, Nicole Phillips, Jami Hall, LaShandra Little, Ron Lunk, Brooklynn Parrott, Kendall Stiles, Nia Haydel, Debbie Roach, David Johnston, Tom Walter, and Paul Sedor

Minutes from 7/23/07-

Lunk- motion to approve; Cooper- 2nd. Approved as written.

Treasury report- LaShandra

LaShandra had opened up a new checking account with new tax ID # from IRS. IRS will need to send documentation to the bank.

Balance: \$16, 354.20

She has \$600 to deposit -- \$16,954.20

Discussion re: opening a CD. How much? Eddie Moved- \$10,000; Ron- Seconded. Motion passed. (\$10,000 in CD)

Discussion- how long? Debbie has varied what's been done based on rates. She's done 6 months and she's done 16 months. She asked if it would be linked to checking account and recommended it might be a good idea because it would wave fees.

LaShandra will look into what would be the best thing.

Sector Rep update- RON

Ron e-mailed all the 4 year public representatives who are ACPA members and invited them to become GCPA members. He then sent it to those whose memberships had lapsed after 2004. He's gotten some responses.... One wanted more info for his staff. Nicole commended Ron for his hard work and leadership as sector rep, and Ron has really set the standard. David commented that he feels Ron is doing exactly what a sector rep should do, and expressed his appreciation. Nicole hopes his lead will "trickle down" to the other sector reps.

Membership Database

According to David, more and more members are paying through Pay Pal. We have not gone up on our fees for those paying online; however Pay Pal charges us a small amount for those paying online (3.3% - Debbie thinks). Brooklynn wants to resolve that fact that when individuals register for the conference that it automatically gives them a year- long membership included. Therefore, she loses money out of her budget for membership fees and some members are paid up for several years in advance. The board decided to address this issue later.

Nicole asked David if LaShandra could start receiving the checks instead of David receiving the checks and then them going to LaShandra. Paul suggested Pay Pal having a button for "paying by check" or "paying over Pay Pal." Eddie stated that that is not really the issue. Nicole asked David, Debbie, and LaShandra to get together and work on all these issues.

David stated that if we have a “member” and “non-member” fee for the conference then we need to verify membership of registrants because nonmembers have registered as members in the past to get a reduced rate. Nicole said regardless, we need to do what is needed to help Brooklynn out with the conference and the budget.

Kathy brought up compensating Ed for the website. He is just maintaining the website now, and Nicole said that we need to recheck old minutes about what we’ve paid Ed in the past. A motion was made to pay Ed \$250 for the website, and the motion passed.

Membership Recruitment

Kendall suggested making registrants to the NPW true members to GCPA when registering. She plans on talking more to Paul Jahr and Kathy about this idea. Last year, we got only 15 new members from the NPW conference. Diane said she has 75 graduate students that she would like to take GCPA information back to. Nia is also going to take brochures back to GSU’s programs that relate to Higher Education. Kathy stated that we need to offer these graduate students something if we are going to try and recruit them. Right now, most graduate students join SACS A because it seems to have more to offer them – like a conference in the fall when they’re not interviewing for employment.

Government Relations

Diane distributed a handout of information on FERPA, HIPPA, and other issues like the Virginia Tech massacre. Nicole suggested putting this information on the GCPA website.

Diane said that the Vice President of UGA is willing to pay for a joint social room for the UGA/GCPA social at the ACPA conference. Diane asked GCPA to pickup the tab for two rooms, one night (Monday night-March 31, 2007) at the hotel for Ted and Roger and their families to stay. Kathy said that she’ll work on all this and get the invoice to Nicole. A motion for Dr. Winston and Dr. Miller’s rooms to be compensated for was made and passed.

2007-08 GCPA Sponsorship Plan

Debbie passed out a working draft of the sponsorship plan. Debbie wants to strike paying for their meals at the conference under the \$750 section. Brooklynn asked for a distinction between what a vendor is and what a sponsor is. Eddie suggested offering more to sponsors as opposed to vendors who don’t really help off-set the costs for the conference. Brooklynn stated that she has come up with a vendor fee which includes the table fee and the conference fee. Nia also suggested issuing meal “tickets” as opposed to just stating “meals.” However, Eddie said that he really don’t think we should even provide meals.

Georgia Journal

Tom gave the history of the GCPA Journal. It is on-line under the UGA server, and the last issue came out last spring. Tom stated that it looks a lot more like a College of Education Journal as opposed to a GCPA Journal. Tom also suggested transferring the Journal from the UGA server to the GCPA website. Brooklynn has agreed to talk to Ed about all this information.

Tom asked for ideas on the next Journal issue. Kendall suggested talking to Tonya Lam about Higher Education issues in the state of Georgia. Paul brought up the issue of making our website and Journal entries adaptive.

BREAK FOR LUNCH – 12:10 p.m.

Winners at lunch:

- 1) Liza Smith from Columbus State University – 1 Year Membership to GCPA**
- 2) Tina Love from Georgia Tech – Free Conference Registration**
- 3) LaTosha Williams from Spelman College – Gift Basket**

Back in Session at 1:30 p.m.

New Leader Development

Nia suggested doing a workshop on Customer Service for the Support Staff. Kathy asked everyone to email her any other ideas, and we discussed Georgia Highlands and ABAC as possible workshop sites. Nia suggested having the workshops on the same day – one in the North part of the State and one in the South.

GCPA Newsletter

Paul stated that no submissions were submitted for him to put in the Newsletter, and it fell by the way side. The upcoming Newsletter can have the winners from today's lunch and conference information. Nicole asked Paul to have an email reminder out by the end of next week about Newsletter submissions. Eddie also asked Paul to mention something about awards and elections.

Assessment

Nia said that she hasn't assessed anything yet. Nicole is going to get with Nia to work on measurable goals and outcomes.

Conference Updates

Brooklyn stated that she didn't have any current updates that the Executive Board hasn't already received. Nicole stated that Tina Love from Georgia Tech was the recipient for the free conference.

Upcoming Workshops

Mock Placement Drive-in @ Augusta State University on November 8th – Ron passed out a flyer and a budget breakdown for the workshop. He based everything on 60 participants. The Board thought of other ideas for this workshop like possibly "Career Mapping" and we decided to take the work Placement out of the title. The fee structure will be \$20, \$30 and \$40 (member, student, and non-member).

Non-Traditional Student Affairs Training Institute – Dr. Caudill distributed a handout about the proposed Institute. Dr. Caudill went over the plans for the institute with the GCPA Board and asked for our support. Dr. Caudill hopes to have 15 to 20 students/participants in the cohort. The Board tossed around ideas with Dr. Caudill on how to incorporate these cohort participants into GCPA and the conference and/or pre-conference. For the sake of time, we decided to hash out details later, but the majority thought the Institute was a good idea.

Next Meeting Agenda Items – membership fees, Pay Pal update, the Institute, and absenteeism of Board members

Next Meeting – Possibly Friday, November 9, 2007 at Augusta State University

Meeting Adjourned at 3:20 p.m.