



**GCPA Board Retreat**  
**June 10, 2008**  
**Augusta State University**

**Attendance:** Eddie Howard (President), Nia Haydel (President-Elect), Ron Lunk (Secretary), Jami Hall (4-Year Sector Rep), Lauren Willard (Tech College Sector Rep), Raphael Moffett (Private School Rep) Brooklynn Parrott (Treasurer), Nicole Phillips (Past President)

**Call to Order:** 9:35 AM

Eddie reviewed the agenda and discussed the purpose of today and the order of business.

**Conference 2009 Proposal:**

***VOTE on: Theme***

The board discussed the theme proposed by the conference committee for the 2009 GCPA Conference "There's No Place Like Home: Renewing, Unifying, Building You". Members of the board felt as though the theme does not reflect the academic and professional content and intent of the conference. It also does not clearly convey the 40 years of practice and contributions that GCPA has provided to the state. The suggestion that was made was to edit the theme to read as follows: "40 Years of Renewing, Unifying, & Building You".

Brooklynn made motion to accept this revised theme, Nicole seconded the motion.

- The discussion that ensued regarded the fact that somewhere in the conference material there needs to be an explanation of the significance of the Ruby & 40<sup>th</sup> Anniversary

**Vote:** 8-0-0

***VOTE on: Rates & Registration fees***

- Professional Rates: \$160, \$170, \$180
- Student Rates: \$130, \$140, \$150
- Board requested a cost analysis for Conference Fees

Nia made motion to table this discussion until the September Board Meeting, Jami seconded the motion.

**Vote:** 8-0-0

- The discussion that ensued regarded itemized list of costs per person including meeting room package, food, meals, etc.
- Also, looking at revising the Student Rate to just cover costs and not profit.

Brooklynn made motion charging the conference committee to produce these recommendations, Raphael seconded the motion.

**Vote:** 8-0-0

**VOTE on:**      **Payment Options**

- Option 1: UGA Conference Center handling Registration
- Option 2: ACPA collecting registrations
- Option 3: GCPA do it all ourselves through PayPal

Nia made motion that GCPA will collect the conference fees but UGA will process registrations, Lauren seconded the motion.

**Vote:** 8-0-0

**VOTE on:**      **Conference schedule**

- The Board discussed rewording “Night in the Classic City” to indicate that it is Free Time
- SSAO Breakfast & Past President’s should be combined and sponsored by NASPA
- Invite people to attend the SSAO/Past President’s Breakfast... either the highest ranking official from each institution, if not the SSAO, they should receive something in their packet at check-in
- Recommend reducing time of SSAO ThinkTank
- Change Student Affairs Institute time on Wednesday from 1- 5 PM to 9-3 PM
- Remove the Student Affairs Institute on Thursday... which will free up space for other program options

Brooklynn made motion to approve conference schedule with the above corrections. Jami seconded the motion.

**Vote:** 8-0-0

**VOTE on:**      **Conference Speakers**

- Eddie asked if the board wanted to approve the speakers or if the board would leave that decision up to the conference committee.
- Eddie asked that if anyone on the board had suggestions of speakers, then send those recommendations to Mike
- The board does not wish to be involved in the speaker selection process.

Nia moved that the committee should pursue speakers with approval of President. Lauren seconded the motion.

**Vote:** 8-0-0

**Student Affairs Institute:**

**VOTE on:**      **Tuition/Rate**

Nia made motion to set the registration fee at \$350 per participant. Raphael seconded the motion.

**Vote:** 7-0- 1

**Proposed Budget:**

**VOTE on:**

**Proposal**

- Brooklynn presented budget
- Some items were moved and lines recalculated such as the line for the Student Affairs Institute should be \$7000, reflecting the \$350 tuition for 20 people
- Looking at the Actual Expenses of 2007-2008 ACPA Reception, that amount reflects Ted Miller & Rogers Winston's expenses... the minutes reflected that GCPA would pay for one (1) night hotel for each; GCPA paid the entire cost of Ted's lodging, over \$700 and one night lodging for Roger.
- Brooklynn wants each line to be explicitly stated what is included.

Brooklynn made motion to take the interest earned from the CD and put that in the checking account, once the CD matures in August. Nia seconded the motion.

**Vote:** 8-0-0

Brooklynn made motion to accept the Treasurer's Report with modifications. Nicole seconded the motion.

**Vote:** 8-0-0

**Action Items:**

***Conference Chair as Board Member***

Nia made motion to that the current President would select a Conference Chair and the President-Elect would select a Conference Chair-Elect. The Conference Chair would be approved by the Board and would have a vote. The Conference Chair-Elect would serve on the Conference Committee but would not have vote on the Board until they took position of Conference Chair. Mike Fulford would be grandfathered in as 2009 Conference Chair. Lauren seconded the motion.

**Vote:** 8-0-0

***Revision of the GCPA Exec Board Guide***

Kathy & Jami volunteered to work on updating the GCPA Exec Board Guide. If anyone on the Board has suggestions on updates, email Jami or Kathy Guide to be brought back to the Board by next meeting in September.

***Nominations & Elections Chair not be default Past President***

The position is not the issue; it may be the person in the position who did not follow the expectation of their position.

If there are clear procedures, there may be a better opportunity to see when there will be an issue.

Nia made motion for GCPA to evaluate the election process to look at the timelines and way the Board operates. Nicole seconded the motion.

Nia made a friendly amendment to review procedures written by Brooklynn for the 2008-09 elections and vote at the next Board Meeting. Brooklynn seconded the motion.

**Vote:** 8-0-0

***How to break a tie in the GCPA elections***

Will be described in the elections process

***Acceptance of Brooklynn's elections timeline would be a Bylaws change***

Will be described in the elections process

***Survey Monkey***

Ron made motion that GCPA Purchase of Survey Monkey subscription of \$200 for the year, contingent to technical colleges being able to access it. Nicole seconded the motion.

Lauren tasked to ensure that all members could receive it.

**Vote:** 8-0-0

***2nd General Body Meeting at New Professionals***

Nia made motion to hold a 2<sup>nd</sup> General Body meeting at New Professional Workshop on September 12 at Georgia College. Lauren seconded the motion.

**Vote:** 8-0-0

***Board Minutes on-line/Resources***

Brooklynn made motion to have minutes added to the GCPA website once the board has approved. Lauren seconded the motion.

**Vote:** 8-0-0

***Increase Membership Dues***

Ron made motion to table discussion until September Board Meeting. Brooklynn seconded the motion.

**Vote:** 8-0-0

***Payment Collections***

Brooklynn made motion to standardize collections through the Treasurer and to follow-up with those in charge of registration of workshops & the conference.

Jami seconded the motion.

**Vote:** 8-0-0

***Standard Sponsorship Agreement***

Jami made motion to table discussion until September Board Meeting. Lauren seconded the motion.

**Vote:** 8-0-0

***On-line Payment options***

Nicole made motion to table discussion until September Board Meeting. Ron seconded the motion.

**Vote:** 8-0-0

***Future conference locations***

Ron made motion to table discussion until September Board Meeting. Jami seconded the motion.

**Vote:** 8-0-0

***Membership Recruitment & Retention***

Skipped

***Registration for "Peach of a Program"***

Jami made motion to pay for the ACPA Conference registration for the presenters of the designated "Peach of a Program." Lauren seconded the motion.

Discussion ensued regarding the process being outlined such as evaluations of the session and awarded at the conference.

Nicole will convene a committee to discuss the process and discuss what to do about co-presenters.

Brooklynn made a friendly amendment for the process to be determined by Nicole's Peach of a Program committee and brought back to the Board for approval.

**Vote:** 7-1-0

Recess for lunch 11:56 AM

Reconvene at 1:57 PM

Nicole went over Strategic Planning, Goal Setting using the SAM Method. The following goals were developed for GCPA:

**BUDGET & FINANCE**

- To develop a process for documenting financial matters that reflects 100% of GCPA's financial status by May 30, 2009, to avoid overspending and/or mismanaged money. (Assigned to Brooklynn Parrott)

**COMMUNICATION (publications, marketing)**

- To provide minutes for each board meeting via email to 100% of the GCPA membership within 10 days of approval in order to increase knowledge and communication of the association. (Assigned to Ron Lunk)

- To work with the membership database chair and web master to develop 1 on-line membership database to be accessed by 100% of the association via password by the conclusion of the 2009 conference, to allow colleagues to connect with each other and to provide current contact information. (Assigned to Eddie Howard)
- To provide 2 publications to the GCPA membership in the form of the GACOPERAS newsletter and/or Georgia Journal by April 30, 2009, to increase awareness of higher education matters within the state of Georgia. (Assigned to Ron Lunk & Tom Walter)
- To communicate up-coming professional development opportunities to 100% of the membership 90 days prior to the event by various mediums (website, emails, postcards, phone calls), to provide adequate time for approval and planning to attend events. (Assigned to Marketing Events Coordinator).

#### **MEMBERSHIP**

- To recruit or establish no less than 1 member at 95% of the TCSG schools to prevent under-representation in the organization. (Assigned to Lauren Willard)
- To increase membership in GCPA at public 4-year institutions by 10% prior to the 2009 annual conference, to continue growth in the organization. (Assigned to Jami Hall)
- To increase by 10% the membership of GCPA at each private 4-year institution, to provide visibility of institutions in my sector to GCPA. (Assigned to Raphael Moffett)

#### **BOARD MEMBER SUPPORT OF GCPA**

- To attend 100% of all GCPA board meetings, arriving on time 100% by April 30 2009, to provide feedback on processes & procedures. (Assigned to Nicole Phillips)

#### **PROFESSIONAL DEVELOPMENT (mentoring, conference)**

- To develop a process for securing 1 graduate/undergraduate intern for GCPA by February 2009, to create additional opportunities for membership involvement. (Assigned to Nia Haydel)
- To plan 2 professional development workshops for professionals in the state of Georgia by April 30, 2009, to provide low-cost professional development opportunities. (Assigned to Eddie Howard)
- To implement a 6-month curriculum based program by July 2008, to assist in the education of professionals within the state who do not have a traditional student affairs background. (Assigned to Eddie Howard & Kathy Alday)

#### **GOVERNANCE**

- To review 100% of the GCPA by-laws and recommend needed changes by January 1 2009, to be presented to the General Body for voting. (Assigned to Eddie Howard)

- To review 100% of the GCPA Executive Board Guide and make needed changes by September 12, 2008, to be presented to the GCPA executive board for approval. (Assigned to Jami Hall & Kathy Alday)

November Board Meeting was cancelled and rescheduled for Gainesville State on December 12, 2008. Nia volunteered to discuss with Mike the Conference Goals.

Next meeting is at GCSU on September 12.

**Adjourn:** 4:15 PM