



5th Annual Summer Institute Business Meeting Minutes

June 10, 2016

12:00pm – 1:00 pm

Austin Marriot South- Austin, TX

TxGAP Board in Attendance: Dana Mordecai, Alounda Joseph, Stephanie Ozuna Larralde, Melissa Williams, Philip Guerrero, Matt Painter, Andrea Yen, Rebecca Gavillet

TxGAP Summer Institute Attendees: 117 Total

- **Meeting Called to Order:** Dana Mordecai, TxGAP President
- **Welcome/Overview of TxGAP**
 - Dana Mordecai called the meeting to order and presented an overview about TxGAP and who we are.
 - She then introduced the current TxGAP officers and Committee Chairs:
 - President – Dana Mordecai
 - Vice President – Alounda Joseph
 - Secretary – Stephanie Larralde
 - Treasurer – Philip Guerrero
 - Communications Officer- Melissa Williams
 - Committee Chairs:
 - Professional Development - Matt Painter
 - Membership – Robert Stephens
 - Research – Andrea Yen
 - Conference Planning – Rebecca Gavillet
- **Approval of Minutes of the June 12, 4th Annual Business Meeting in Fort Worth, TX** Dana Mordecai, TxGAP President- No Questions or Discussion. Unanimously approved.
- **Executive Committee Reports**
 - Year Highlights and Goals- Alounda Joseph, TxGAP Vice President
 - Continued work with NAGAP leadership to brand TxGAP
 - Expanded our partnership with similar organizations (i.e. TACRAO)
 - Held TxGAP Chapter Meeting at annual NAGAP Conference with over 50 attendees
 - Hosted Fall Mixer following UT Graduate Fair
 - Held Annual Executive Board Strategic Planning Retreat
 - Membership and Growth- Stephanie Ozuna, TxGAP Secretary
 - Summer Institute
 - 2012 – 62 attendees
 - 2013 – 92 attendees
 - 2014 – 89 attendees
 - 2015 – 106 attendees
 - 2016 – 117 attendees

- Membership
 - Started with 32 members
 - Today we have 27% increase in members from last year.
 - NAGAP Chapter Grant:
 - We were awarded a \$400.00 Grant for the 2014-2015 Fiscal Year.
 - We plan to create a Membership Committee Welcome Packet
- Treasurer's Report- Philip Guerrero, TxGAP Treasurer
 - Income: Summer Institute registration, corporate partners, and individual membership dues
 - Beginning balance as of 7/1/15: \$12,339
 - Income for the year: \$19,935 (7/1/15 - 6/10/16)
 - Expenses: Summer Institute, operational expenses (website, CPA, etc.) and administrative expenses (board expenses, travel scholarships, grad fair events, etc.)
 - Expenses for the year: \$5,939 (7/1/15 - 6/10/16)
 - Current balance: \$26,335
- Communications Committee- Melissa Williams
 - Seeking additional committee members
 - Upcoming Projects:
 - Social Media Updates
 - Membership Management
 - If interested contact Melissa Williams at mwilliams@umhb.edu
- Research Committee- Andrea Yen
 - Andrea introduced Committee Members:
 - Andrea Yen- Chair, University of Texas at Arlington
 - Rene Arahambault- SMU Guild Hall
 - Les Riding-In, University of Texas at Arlington
 - Shanice Miller, University of North Texas- Dallas
 - She also went over their Committee Findings Report, which shows the Higher Education Institutions in Texas by Region.
- **Proposed Updates to Bylaws** Dana Mordecai, TxGAP President
 - We are currently working on making the following updates:
 - Annual Report to NAGAP & NAGAP Support to Chapters
 - Chapter Obligations that were set by the "Policies for Chapters Affiliated with NAGAP.
 - We will be sending an updated version of the bylaws through email. They will be available for 30 days before voting.
- **TxSwing Calendar-** Andrea Yen
 - Andrea mentioned that the Texas Swing calendar was already up on our website and showed members how to find it.
- **Get Connected- Join a Committee**
 - Alounda Joseph encouraged attendees to follow us on all our social media sites to stay connected with what TxGAP is doing and network with other professionals.
- **Closing Remarks**
 - Dana Mordecai thanked all of our sponsors including Texas State University Graduate College, University of North Texas at Dallas, EPS, and Liaison.
- **Adjourn** Dana Mordecai