



# 5<sup>th</sup> 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, 4<sup>th</sup> 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](mailto: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