

TASSCUBO Executive Committee Conference Call Proceedings
September 17, 2010

Attendees: B.J. Crain, Randy Wallace, Bob Brown, Gary Barnes, Hugh Ferguson, Wayne Beran, Juan Sandoval

Not Participating: Calvin Jamison

New Member Welcome to Bob Brown and Hugh Ferguson

Hugh is asked to try and encourage participation by Health Science Centers

- A discussion was held on time commitment and executive activities
- Routine meetings--time & type
(Currently monthly phone conference on 2nd Wednesday at 1:30 Central). This time was confirmed.
- Executive committee meetings are usually held for an hour prior to TASSCUBO events
- Position Responsibilities/Timeline of activities

Calvin is responsible for Constitution and By-laws, as well as Sponsorships

Members were asked to develop position responsibility lists to use as discussion drafts at the next Executive Committee meeting in San Antonio

- Info needed from Executive Committee:
 1. Cell phone numbers
 2. Fax numbers for TASSCUBO letterhead
 3. Contact information for support staff
 4. Photos for the website
- Bob to ask for and post new photos for the Executive Committee to the website.
- B.J. reviewed the current list of Primary Members and asked executive committee members to take one last look at the list so that invoices can be mailed.
- TASSCUBO Committees
 - Overview of existing committees
 1. Accounting Principles
 2. Student Business Services
 3. Budget Committee

- Financial Report and Annual Dues
 - Balance at 9/16/2010 is \$116,179
 - Next expenses will be for the Primary Members retreat
 - We have been successful in becoming exempt from filing the IRS form 990.
 - Fall retreat has 31 members currently signed up

- Minutes of meetings
 - The secretary may bring his/her assistant to the meeting at TASSCUBO expense in order to transcribe proceedings. This is in addition to the commitment to pay the expenses for the assistant of the treasurer.

- CPE credit for roundtable discussions at conferences/meetings
 - We need to make sure learning outcomes are well identified and addressed in roundtables in order to award CPE Credit. We also discussed the need to ensure the presenter works the time stated in the agenda, as this is also the basis for CPE credit, as that will adversely affect the amount of time provided in that credit.

- Primary Members' Retreat – Status
 - Arrangements (status)

5:00 pm	Executive Committee Meeting (Fredericksburg Room)
6:30 pm	Reception
7:00 pm	Dinner
9:00 am	Start time both mornings
Noon	End of retreat on Tuesday

On your own for Monday evening

Agenda:

- Legislative Update in early afternoon
- Coordinating Board on deferred maintenance index
- Various roundtables to be determined
 - Information security and technology risk management (Randy will check to see if the U.T. person in charge of this area can attend and present.)
 - B.J. will talk off-line with the executive committee for other ideas.

From the President:

Bob was asked to review the web site for changes and improvements. He is to report to the executive committee at the October meeting in San Antonio.

Calvin will be asked to review the by-laws and constitution for any suggested changes. He is to report to the executive committee at the October meeting in San Antonio.

B.J. asked that the executive committee think about the possibility of amending the by-laws to allow for a second person from each member institution to be eligible for election to the executive committee. She would like to discuss in October.

Other:

Randy will be asking those assistants who receive stipends to submit W-9's if his office does not have one currently on file.