TACRAO Executive Committee Meeting-Web Summary
November 8–9, 2025
El Paso Convention Center – Westar Room

The Executive Committee (TEC) met in advance of the annual conference to review organizational operations, financial standing, committee structure, conference logistics, audit procedures, and strategic planning for 2025–2026. The meeting included outgoing and newly elected officers, along with LAC leadership.

Organizational & Membership Updates

- **Active Institutional Membership:** 144
- **Lapsed Memberships:** 31
- **Active Subscribers:** 314 (16% increase since August; 22 new subscribers)

Financial Overview

- **Checking:** $184,074.75
- **Savings:** $82,275.25
- **CD (7-Month):** $103,398.93
- **CD (13-Month):** $50,920.19

TEC reviewed the **2025–2026 draft budget** (TEC-only funds). Final approval will occur post-conference following Audit Committee review.

External Audit Discussion

- Some auditor-recommended processes are not operationally feasible.
- Treasurer and President will document encumbering procedures for historical records.
- TEC agreed to restart the process to identify an audit firm specializing in nonprofit organizations.

Key Votes & Actions

Governance & Administrative Actions

- **Approved**: August 2025 meeting minutes.
- **Approved**: Update to Procedures Manual waiving SEM workshop registration fee (Town Hall update required).
- **Approved**: Creation of Ad Hoc Committee (2025–2027): Governing Documents Review.
- **Approved**: Creation of Chair-Elect position for Enrollment Reporting Committee (to be added to Procedures Manual).
- **Approved**: Assign VP-IT as Ex-Officio to Enrollment Reporting Committee (to be added to Procedures Manual).

Conference Refund Decisions

- **Approved**: Refund consideration for airline-canceled flights with documentation for 3 members.
- **Denied**: Refunds for registrants when cancellations were voluntary (not airline-driven).

Summer 2026 Meeting

- **Approved** Hold Summer 2026 Meeting **in person**.

Conference & Operational Planning

StriveScan Transition

- HS Relations will meet with StriveScan during conference.
- Dates for 2026–2027 and 2027–2028 cycles to be set.
- Public-facing description temporarily removed pending clarification.

Session & Vendor Planning

- 109 total conference sessions (28 Admissions; 53 Records & Registration).
- Identified need for improved master calendar incorporating vendor deadlines and scanning software timelines.
- Transition materials and updated VP guides completed and saved to SharePoint.

Houston 2026 Planning

- Session proposal link and website ready to launch post-conference.
- LAC recruitment link to be embedded in conference survey.
- Pre-conference leadership/management workshop proposed for future discussion.