

TACRAO Executive Committee Meeting June 6, 2021 – June 8, 2021 In-Person Meeting

From June 6th-June 8th, the TACRAO Executive Committee (TEC) met in-person to conduct organizational business.

The following items were discussed:

- **March Minutes:** The March minutes were approved.
- **TACRAO Active Membership Data:** 43 active Members, 137 Subscribers, 0 Affiliates.
- **MemberClicks:** MemberClicks updates and challenges thus far were discussed. TCCNS will be distributed once contract is renewed and TEC leadership has given the approval to distribute the form.
- **Membership Payment Votes:** In the transition to the new system, 12 total institutions over or underpaid the annual dues. The institution voted to grace in those who underpaid for a one-year period due to the TACRAO error, but to refund the difference to the institutions who overpaid the dues.
- **Membership Affiliate Role:** TEC Past President will discuss affiliate role/potential members with past presidents at next TEC meeting.
- **Procedure Manual Updates:** Subscription date will be updated to reflect invoices will be emailed by May 1st with an August 31st deadline; Past Treasurer position will be awarded 20 points; vendor information will be updated to reflect current structure; information related to TEC member who works with N&E will need updates.
- **“I’m Available Form” Update:** Assessment Committee removed from list.
- **TCCNS Contract:** Outdated TCCNS roles will be clarified and TCCNS contract is currently being edited and renewed.
- **TACRAO Summer Meeting:** The meeting will be free (utilizing existing institutional Zoom licenses).
- **SB25 THECB/TACRAO Meeting:** 8 TACRAO members met with 3 THECB members to discuss SB25. TACRAO plans to help support its members by partnering with entities such as the THECB to represent its institutions’ interests and to help disseminate information to the TACRAO body.
- **Ad Hoc Committees:** Field of Study has a new structure through TTAC, but TACRAO will find a way to partner with this committee. High School relations will reconstitute a committee based on the current chair’s recommendations.
- **MemberClicks Enrollment Reporting Meeting:** 144 signed up; 101 actual attendees.
- **TACRAO Trainings – Town Hall:** At the next Town Hall, various TACRAO trainings (e.g. Enrollment Reporting) will be discussed.
- **Technology Committee:** Committee role will be re-examined beyond the summer meeting.
- **Face Mask Requirement:** Face masks will be a suggested option, but not annual meeting requirement.
- **TACRAO Annual Meeting:** Script, potential schedule breakout sessions, insurance, Fun Run, Newcomer’s session, corporate sponsorships, Wi-Fi challenges, etc. were discussed.
- **AACRAO Award:** TACRAO may be eligible nominee for Elbert W. Ockerman State and Regional Professional Activity Award.
- **Banners:** The TEC approved the purchase of two vertical banners that are the same size and to dry clean old banners.
- **TACRAO TEC Positions:** After discussion, it was decided to let all positions sit for one year following the MemberClicks implementation to see if further duty division needs to be discussed.

- **MemberClicks Data Availability:** VP-IT discussed number of forms, communications, etc. submitted and tracked through MemberClicks.
- **MemberClicks Migrations:** Web page, committee membership, past president notations, and transitions to MemberClicks were also discussed. In a follow up email (June 9th) it was decided listservs will also transition to MemberClicks.
- **MemberClicks Job Board:** The TEC approved the use of Job Boards and will use the cost-sharing model with out-of-state subscribers and non-TACRAO members to keep the cost at \$0 to our institutional members.
- **MemberClicks Communications:** The role of the Contact Center versus ad hoc communications was discussed and the role of the Communications Committee in viewing communications pieces was discussed.
- **TACRAO Accounts:** Checking: \$133,943.19; Savings: \$82,238.81; TCCNS: \$80,553.38; CD #1: \$50,152.89; CD #2: \$50,808.83.
- **Annual Conference Virtual 2020 LAC Audit:** Members of the committee will meet prior to tax filing next April.
- **Treasurer Cost Savings:** Treasurer has saved/will save funds by (with approval) closing out Naylor subscription, moving out of Dropbox, ending Timberlake email, ending GoToMeeting subscription, and cancelling old laptop's antivirus. We will keep the Zoom account, but move to an annual versus monthly subscription to save costs. Treasurers only true cost is the laptop (voted on in last minutes) and 3-year antivirus (\$99).
- **Treasurer Cost Procedures:** SharePoint document designating LAC/TACRAO division has been created. All invoices should now go to Treasurer email account or TEC email account to assist with changeover.
- **2021-2022 Fair Schedule:** Combination of in-person (roughly 90%) and virtual fairs. They are working through COVID-19 space capacity challenges and are finalizing the schedule. Training meetings will be held for counselors and colleges/universities.
- **Virtual Fairs:** Virtual fair costs will be adjusted to ensure what TACRAO is billed is covered in revenue.
- **DoubleTree Tour:** TEC toured the facility in preparation for 2021 conference.
- **Committee Assignments:** As of today, there are 26 "I'm Available Forms" that were submitted.
- **Future Sites:** The Past President discussed potential 2024 sites. The 2022 LAC discussed the budget/San Antonio logistics.
- **Bylaws Updates:** Dropping people from membership update and numerical updates related to number of candidates and years served will go before TACRAO in Business Meeting for vote.

Respectfully Submitted,
 Kristin McDonald-Willey
 TACRAO Secretary