

TACRAO Executive Committee Meeting
August 1 – August 3, 2021
In-Person Meeting

From August 1st-August 3rd, the TACRAO Executive Committee (TEC) met in-person to conduct organizational business.

The following items were discussed:

- **June 2021 Minutes:** The June minutes were approved.
- **TACRAO Membership Update:** 77 Members Paid for Next Year, 188 Subscribers Paid for Next Year, 0 Affiliates.
- **TCCNS Billing Vote and Contract:** Vote passed to waive 2021 TCCNS fiscal year billing due to COVID, new TCCNS contract, and other delays. The new TCCNS contract has been executed.
- **TACRAO Summer Meeting:** 393 registered.
- **HS Relations Vote and Discussion:** TEC voted to reduce the high school relations terms from 5 years to 3 years, but make the positions eligible for reappointment. This change will go before TACRAO to a vote in order to update the Bylaws. In addition, it was discussed that an ad hoc committee will also be formed to better streamline HS relations issues and the College Day/Night Chair discussed day/night timelines.
- **Nominations & Elections:** Voting is going on for the first few weeks in August.
- **Lubbock Conference:** All items related to the Lubbock conference (e.g. sessions, masks, civic center layout, discussing logistics with keynote speaker, when to waive presenter fees, etc.) were discussed in-depth. As of the August meeting, they had 107 registrations.
- **Technology:** The discontinuation of dropbox, updates on job board (13,000 page views), listserv, and other items were discussed. As an extension of technology discussions, the important of staying up to date on software for ease of auditing purposes was discussed.
- **TACRAO Accounts:** Checking: \$137,778.63; Savings: \$82,240.19; TCCNS: \$80,719.48; CD #1: \$50,155.40; CD #2: \$50,811.38. (Note: We did refund 7 institutions \$100 who overpaid dues.)
- **Audit Change in Procedure Manual:** A motion passed to add this charge to the procedure manual: conduct a mid-year review of the implementation of the most recent audit committee recommendations and an end-of-year review on the response to the recommendations and include both responses in the annual treasurer's report.
- **TEC Comp Night Change in Procedure Manual:** A motion passed that TEC would cover the cost of a hotel night(s) beyond the traditional conference nights if early arrival/late departure was required to fulfill TEC business. It was noted, as an addendum, that all available comp rooms must be used first.
- **Lubbock Conference Vendor Income:** Currently sitting at \$2,000 over the exhibitor goal for the year.
- **Session Finalizations:** August 9th is this year's deadline to confirm session participation. After that deadline, the VPs over the session scheduling will ensure no holes need to be filled and will work to post the schedule to the Web.
- **Motion to Approve Newcomer Gift Cost:** The item will be a surprise to new members so it won't be announced ahead of time, but the budget for a gift was approved.
- **2020 Newcomer Scavenger Hunt Winners:** April Hollingsworth (TTU), Erica Wilson (Dallas College), and PJ Woolsten (UT Permian Basin).
- **Site Selection:** El Paso, Amarillo, Waco, Corpus Christi are being considered for 2024 and 2025. San Marcos may also submit RFP for 2025.

- **Bylaws Changes:** The past president is updating the bylaws to reflect membership/fiscal year updates, N&E updates, and past treasurer position. Bylaw changes will require a vote by TACRAO membership.
- **Procedures Manual:** Past president updated procedures for accuracy (e.g. vendor track clarification, past president position, VP-IT language consistency, add “ex officio” when needed, information related to golf tournaments and local arrangements).
- **Motion to Update Technology Chair Duties and Responsibilities:** References to the VP-IT preparing financial reports were approved to be removed due to the fact the Treasurer controls the financial reports.
- **LAC 2022 Budget San Antonio:** The 2022 budget was approved. The committee will keep working to get costs down (COVID-19 raised some costs), but they have made it as fiscally responsible as possible.
- **Next Meeting:** TEC will meet again August 31, 2021 to finalize remaining conference details.

Respectfully Submitted,
Kristin McDonald-Willey
TACRAO Secretary