

*CPAK Executive Council Conference Call Meeting Minutes  
November 9, 2007*

Present at the meeting: Michael Anthony, Dr. Shanley, Jonathan Johnson, Angela Taylor, Kenny Quisenberry, Tracy Lara, Katie Buerger, Patrick Noltemeyer, Jared Tibbets, and Bethany Kilgore

Membership (Angela)

- Flyer coming out soon; wants this information out on our website
- Needs forms for awards, case study competitions, program proposals and Executive Committee nominations
  - Patrick and Kenny to assist Angela
- Dr. Shanley suggested we add a section to the membership form asking if people are also members of ACPA/NASPA
- To get the word out about the conference, it was suggested that we work with our liaisons within our public and private universities

Emily Coleman (Past-President)

- Has secured the folders from Logowear; a person at Logowear has asked that we include a flyer or something about his store to promote his business more
- Pens are purchased

Hotel (Michael)

- The conference site is not nailed down but he's in the process of exploring options
- Holiday Inn wanted 175 guests guaranteed for the conference; in the past only 40 have stayed overnight.
  - Is working with Holiday Inn to see what is going on since we've not had this issue in the past

Award Nominations (Angela)

- In progress
- Are using programs to pull people into attending (to be reviewed Dec. 15)

NASPA Connection (Dr. Mark Shanley)

- Donation of \$700; can cover the cost of breakout session food and beverages
- The rest of the money can go into a general fund

Careers in Student Affairs Initiatives (Dr. Shanley)

- Schools around the state are doing this, would like to see CPAK do something for our undergraduates interested in Student Affairs
- Tracy is working on this either to add to CPAK or to do something in the fall
- If undergraduates come, would like to see a mentoring piece (again, Tracy and the committee are looking into that as well)

Careers in Student Affairs Initiatives (Dr. Shanley)- continued

- With the upcoming conference looming, is unsure whether to do this now or to wait until it has been planned and well thought out. Would want it to be highly promoted too
- Dr. Shanley suggested getting chief student affairs officers (CSAO's) to help, either doing a session form them or being a mentor.
- Could invite undergrads to a portion of the conference with dinner on the first night and do a session for them at the first breakout.
  - Do a welcome
  - Inform them about CPAK
  - Inform them as to what they can get out of the conference (network!)

Other Items:

- Vendors needed; suggested that Elizabeth from Transy could help out since she's not assigned to anything as of yet
- Still working on newsletter