

CPAK Monthly Conference Call Meeting
October Minutes
10.8.09

Exec Present: A. Taylor (Georgetown), J. Randall (Bellarmine), P. Noltemeyer (Centre), E. Liebschutz (U of L), D. Horrarr (U of L), D. Harper (NKU), J. Johnson (U of L), M. Cuyjet (U of L), M. Mardis (U of L), C. Thuringer (UK)

Conference officially commenced at 10:04 am

- **Careers in SA Conference Update (Nov. 21st)**
 - **Johnson:** Talked to food service; \$15/ person—includes centennial breakfast and baked potato bar lunch
 - Plans being made to use Floyd Theater and the Red Barn for the event
 - Plans being made to use Alumni Center lot for free parking
 - Working on gathering a list of students interested in Student Affairs
 - Request to have lists from other schools
 - Blurb will come out later today (Thursday 10.8)
 - **Liebschutz:** At-Large liaison should send notice to their contact lists
 - **Registration**—how do they pay and how much?
 - KAHO registration asks that people bring check with them
 - **Cuyjet:** To keep price down (from PayPal usage) bringing check would be helpful
 - **Johnson:** Concerned that people won't come who register if they don't pay in advance
 - **Horrarr:** Charges will occur either way
 - **Liebschutz:** Bump up cost of registration to compensate for mishaps
 - **Cuyjet:** Mailing in payment is always a possibility 😊
 - **Mardis:** Could bring payment to a contact person who would disseminate the information to U of L
 - **Thuringer:** PayPal fee will be 3%--would be better than dealing with checks
 - **Liebschutz:** Some schools will pay for students to attend if costs are low; some schools won't do credit cards and only do checks
 - **Thuringer :** Online payment needs to be set up for main conference so this has be done at some point
 - **Mardis:** If possible, keep price at \$15 for students to encourage participation/be sensitive to their needs
 - Possibly get pastries and juices from Kroger instead of using Sodexo for breakfast
 - **Johnson:** Comfortable with leaving price at \$15 and having checks be mailed and/or brought in
 - **Randall:** Concerned with 'unknown factor' that would occur with having checks be brought in day of conference

- **Horrar:** Recommends we use PayPal
 - **Cuyjet:** Increase to \$16 for flexibility
 - **Johnson:** Not using Sodexo would give us extra money
 - **Final decision: \$16 for registration; accept checks via mail and use pay pal**
- **Marketing**
 - Personal contacts and blanket emailing to all schools
 - Supply Johnson with a list of interested students by Oct. 23rd meeting
 - **Cuyjet:** Personal contact does not mean we're 'picking who's going' but increases the likelihood of students coming
 - **Liebschutz:** Also market to those 'lost souls' how have graduated, but are not set on a career
 - Dates, time (9a-3pm), and framework of meeting will be set/worked on at 10.23 meeting
- **2010 CPAK Conference Update**
 - **Liebschutz:** Signed contract with Hyatt
 - **Taylor:** Communication has been excellent with contact since last month and adjustments are being made
- **Speakers**
 - **Taylor:** Komives still interested in being keynote
 - Was thinking considering flying out Thursday to meet her NASPA obligations
 - May not be available for a Friday session
- **Conference Theme**
 - NASPA newsletter blurb has been submitted to advertise CPAK Conference theme and Careers in Student Affairs Conference
- **Program Proposals**
 - **Randall** will work on Call for Programs; will send something to Thuringer for membership and Horrar for an online form
 - Liebschutz will send any past program form information to Randall and Horrar
 - Deadline for proposals need to be at the beginning of January to give people time to plan, as well as the committee time to review
 - **Proposed Deadline: January 8, 2010, building in time for an extension if needed**
 - Horrar will have proposals routed to everyone who is reviewing them
 - Harper will move from the proposal committee to Booklets to assist Griffith
 - Randall will get information over to Horrar and Thuringer by next week
- **October Face to Face Meeting**
 - *Oct 23, 2009, 10am to 3pm University of Louisville*

- W310 Suite in Conference, SAC
- Paid Parking in Floyd Street Parking Garage
- Form will go out today to allow attendees select lunch options
- Email Taylor if you will/will not be there
- December face to face will be decided later; possible opportunity for site visit for the conference

- **ACPA**
 - Liebschutz's department will not be able to send her to ACPA
 - **Taylor:** How can CPAK support her?
 - **Noltemeyer:** Worthy investment for us to sponsor Liebschutz, as well as an International organization expectation
 - ***Decision was made to assist Liebschutz with attending***

- **Membership Outreach**
 - Nothing new on the site
 - Old address was released
 - Forwards have been made to officers emails
 - **Thuringer:** Plans to produce monthly newsletter vs. a brochure to highlight upcoming events
 - Survey results will be provided at Oct. 23 meeting

- **Additional Items**
 - **Mardis:** Submit any relevant Student Affairs info for NASPA newsletter to ecoleman@midway.edu

- **Closing Remarks**
 - Next conference call: **Nov 12th**
 - Reminders will be sent out closer to the date
 - Mardis will send out information about face to face shortly

Meeting adjourned at 10:47am—Have a great day!

Respectfully Submitted by:
Destiny C. Harper
Secretary-Treasurer