

**CPAK Summer Conference Call Meeting
July 28, 2009**

EXEC Present: A. Taylor (Georgetown), E. Liebschutz (U of L), P. Noltemeyer (Centre), D. Horrar (U of L), F. Griffith (Georgetown), D. Harper (NKU), J. Johnson (U of L), M. Cuyjet (U of L), M. Mardis (U of L)

Conference official commenced at 11:02am

- Welcome by Taylor
- Careers in Student Affairs Conference Update (October 2009)
 - Plans
 - Discussion with University of Louisville
 - **Griffith**-No word from Dr. Cuyjet, unsure of progress
 - **Johnson**-Started researching concept in other states do, no further information
 - **Taylor**-Explore more and confirm plans to proceed (and how)
 - Next Gen from ACPA-contact to get the materials
 - Griffith will contact ACPA
 - Johnson will contact Pam Curtis at U of L
 - **Cuyjet**-Plans have not started
 - Unsure about connecting with U of L
 - Johnson will contact Pam and get back to Cuyjet
 - Cuyjet will move forward from there
 - **Taylor**-Request to keep everyone in the loop via email
- 2010 CPAK conference Update (March 4th & 5th, 2010 – Louisville, KY)
 - Hotel Location: Hyatt or Crowne Plaza-please review the contracts and share your thoughts during the conference call
 - **Liebschutz** - First went with Crown Plaza based on price, however Hyatt is now attempting to work with CPAK; now very competitive w/ Crown Plaza
 - Used contract from last year to base their numbers to be sensitive to our financial needs
 - **Cuyjet** -Parking rate will not accommodate the majority of our conference attendees (drive in)
 - reduced rate is for the guests of the hotel
 - **Taylor**-There will be a \$9 for ALL conference participants to her knowledge
 - Schools bringing vans with multiple people will reduce costs
 - **Mardis** –Where hotels considered that were not in central/downtown area?
 - **Liebschutz** - Other hotels were not as accommodating to ADA issues
 - Exec decided to look near airport, Crittenden Dr. and downtown due to hotel support for the ACPA Summer meeting last week (compensated rooms); thus Exec is trying to bring them business back
 - Very few hotels can accommodate the number of rooms needed for our conference
 - **Noltemeyer** –Reminder to Exec that parking and internet are no organizational costs
 - Social scene may be more appealing to attendees if downtown
 - **Cuyjet** – What is the conference room difference--\$1800 at the Plaza vs. \$800 at the Hyatt?
 - **Noltemeyer** –Inquiry about service charge and sales tax for the Hyatt; believe that both locations will be pretty close when everything is combined

- **Taylor**-Crowne needs to be informed this week of Exec's decision to move forward
- Location Preferences:
 - **Noltemeyer** -Hyatt
 - **Mardis**-Crowne
 - **Cuyjet**- Hyatt if adding rooms does not raise contract too much
 - **Johnson**-Hyatt
 - **Harper**-Hyatt
 - **Horrar**-Hyatt
 - **Taylor**-Hyatt
 - **Liebschutz**-Hyatt
 - **Griffith**-Hyatt
- **Mardis** —Considerations: Crowne renovations, proximity to campus, services provided, parking is significant too, more friendly than Hyatt
- **Cuyjet**-Was first leaning towards the Crowne, but if fees are virtually the same, the parking situation could sway him
- **Noltemeyer** -Ask about AV fees when talking to hotels—will need several screens, cords, etc.
 - Crowne only mentions it loosely
- **Horrar** —Explore the possibility of bringing our own AV items
- **Mardis** -Possibly hold pre-conference meetings at U of L if it would save money
 - Is parking on campus same as downtown?
 - \$8 a day at U of L

Taylor and Liebschutz will talk about this and make decision after conference call
A 'kudos' was rendered from Cuyjet to Taylor and Liebschutz 😊

- Speakers
 - **Mardis**—Salvador-willing to bring her in, CPAK will cover conference costs
 - No info about Komives for CPAK
 - **Taylor**—Has not heard anything further info about this, Mardis has been asked to check in with Dr. Jackson
 - Travel: \$500-750 is w/in our budget and we can apply for a speakers grant w/ ACPA
 - **Mardis**—Wil check on this and let Taylor know
- Using the Louisville Convention and Visitors Bureau (LCVB)
 - Use this whenever we have a conference
 - Was very gracious during ACPA summer meeting, Casey Allen is contact
 - Willing to help CPAK as well
- Conference Theme
 - Ideas
 - **Liebschutz**: took a look at the ACPA theme for this year
 - Attempt to be historical and connect to Kentucky
 - Examples: Pioneering Practices, Determined Discoveries Pioneering Practices, Expanding Exploration Pioneering Practices, Expanding Education Pioneering Practices, Shaping Scholars (The "s" from Settlers...wanted to be careful of something that sounded like settling).

- **Harper:** likes the pioneering practices, expanding education
- **Griffith**—Agreed with Harper
- **Horrar**—Don't use colonization!
- **Cuyjet**—Expanding Education

*Most leaned towards **Pioneering Practices, Expanding Education***

Exec will review minutes and provide though; if no further recommendations then the above will be selected

- Membership Outreach
 - Website
 - **Horrar**--Didn't know what was needed, reorganized website with what was present
 - Wanted to know what basic theme could be used/basic layout
 - **Taylor**--Thinks Horrar's layout was clean, will be easy for students to navigate
 - **Horrar**--Inquiry about other features on the website?
 - **Noltemeyer**--People normally go to site around conference, but it would be good to have them go more often (members only section), RSS reader feeds
 - **Horrar** —Doesn't like where the site is hosted—can we move it to another?
 - **Taylor** -approved that we can move to another platform; instructed David to work with Harper to get it paid for
 - **Cuyjet**—we need to increase site use for more than for the conference, make it functional and easy for those using it just for the conference, be timely w/ info for the conference, keep relevant, etc
 - Listserv
 - Taylor will continue to communicate via the listserv
 - Brochure/Information Sheet
 - Thuringer is updating it
 - Taylor will send this out once it's done; copy will be sent to Horrar to have updated by the end of August (if not earlier)
 - Survey for Topical Feedback
 - **Liebschutz:** Suggestion to add question about the interest of a pre-conference workshop
 - **Cuyjet:** Suggestion to ask if attendees would consider getting a hotel room (if planning to attend)
 - **Taylor:** 1st bullet: 'I'm planning to attend this conference'
 - Ground question 1 and 2 together
 - Will share with Thuringer
 - CPAK Logo
 - Looks good!
 - AV info from Hyatt coming from Liebschutz
 - Campus liaisons
 - Randall moved to WV
 - Email Taylor with suggestions about filling this spot, Taylor must appoint someone
 - Use as an opportunity to reach out to schools who are not well connected with CPAK

- Additional Comments
 - **Mardis:** Thoughts about NASPA/CPAK involvement
 - **Noltemeyer:** NASPA has helped sponsor some things with the conference and have been willing to partner via dinner/session sponsorship. It would be great to build on the partnership
 - **Cuyjet:** 2 years ago was stronger, no reason why we can't strengthen ties and make connection transparent
- Report from ACPA Summer Meeting-
 - Taylor will create summary of 19 pages and share with Exec
 - Meeting revolved around unification of ACPA and NASPA
 - Contact Taylor to read all of it or need more specifics on an area
 - Many presidents weren't excited about coming to KY, but this experience changed their mind and they are not excited about coming for ACPA in 2012
- CPAK Executive Council
 - Regular CPAK meetings
 - Looking into having regular meetings starting Dec to Feb
 - Liebschutz recommends adding one in Oct or Nov
 - **Cuyjet**—more meetings depends on agenda items—wants meetings to have substance
 - Monthly phone conference meetings will help change the trend of not being active
 - Would the travel take away time?
 - **Liebschutz** —meeting times will give support to other areas that we want to get off the ground
 - Journal
 - Careers in SA
 - Taylor will send out a doodle to see what times works
 - Updated CPAK Directory
 - Attached to email
 - Monthly conference calls
 - Refer to previous minutes
 - Sept 11
 - Oct 9
 - Nov 13
 - Dec 11
 - 10-11am, 2nd Thurs of each month
 - Meeting adjourned at 12 noon