

**Texas State Agency Business
Administrators' Association**



**39th Annual Summer Conference
Arlington, Texas
June 30th -July 2, 2008**



**TEXAS STATE AGENCY BUSINESS ADMINISTRATORS' ASSOCIATION
ANNUAL BUSINESS MEETING
SHERATON ARLINGTON DFW AIRPORT SOUTH
ARLINGTON, TEXAS
WEDNESDAY, JULY 2, 2008**

Agenda

Call to Order	<i>Suzanne Tolley</i>
Secretary's Report	<i>Michael Doerr</i>
Treasurer's Report	<i>Leslee Camarillo</i>
Awards Committee Report	<i>Suzy Whittenton</i>
Annual Conference Committee Report	<i>Daniel Benjamin</i>
Audit Committee Report	<i>Brenda Stott</i>
Continuing Professional Education Committee Report	<i>Carol Oberrender</i>
Membership Committee Report	<i>Carla James</i>
Mid Winter Conference Committee Report	<i>Greg Herbert</i>
Newsletter Committee Report	<i>David Galanski</i>
Programs Committee Report	<i>Laura C. Font</i>
Resolution, Constitution and By-Laws Committee Report	<i>Linda Duncan</i>
Vendor Committee Report	<i>Lori Trank</i>
Website Committee Report	<i>Carol Willess</i>
Old Business	<i>Suzanne Tolley</i>
New Business	
Presentation of Administrator of the Year Resolution	<i>Suzy Whittenton</i>
Amendments to the Constitution and By-Laws	<i>Linda Duncan</i>
Annual Conference 2008	<i>Greg Herbert</i>
Mid Winter and Future Annual Conference Site Selections	<i>Michael Doerr</i>
Nominations Committee Report	<i>Ken Welch</i>
Election of Officers for Fiscal Year 2009	<i>Ken Welch</i>
Passing of the Gavel	<i>Suzanne Tolley</i>
Adjourn	<i>Suzanne Tolley</i>



TSABAA
Minutes of the Annual Business Meeting
July 27, 2007

Officers Present:

Ken Welch, President
Suzanne Tolley, First Vice President
Greg Herbert, Treasurer
Cecilia Whitley, Treasurer
Leslee Camarillo, Secretary
Michael Doerr, Parliamentarian
Pamela Scivicque, Past President

A quorum being present, the meeting was called to order by Ken Welch at 10:30 a.m.

Committee Reports:

The Annual Business Meeting Agenda and copies of the Committee Reports were distributed to the members present at the meeting. (Copies are included in the Secretary notebook as "Attachment A")

A motion was made by Abel Rosas to dispense with the reading of the individual Committee Reports, and moved that the reports be accepted as written. Malcolm Cleveland seconded the motion. There was no opposition and the reports were adopted as written.

Recognition of Officers for Year 2007

President Ken Welch recognized each officer for the year 2007 and awarded them with a plaque for their service.

Old Business

President Ken Welch opened the floor for discussion of old business and there was none.

New Business

President Ken Welch opened the floor for discussion of new business and there was none.

Resolution Read:

Vincent Houston, Chair, Constitutions, Bylaws, and Resolutions Committee, presented a resolution recognizing Cecilia Whitley as the Administrator of the Year for 2007. A motion was made by Ken Welch to adopt the resolution. The motion was seconded by Bo Overstreet. The membership voted that the resolution be adopted. The resolution was then presented to Cecilia Whitley.

Conference 2008

Suzanne Tolley announced that the 39th Annual Summer Conference will be held at the Wyndham Hotel in Arlington, Texas June 30 – July 2, 2008.

Conference 2009

The site selection committee, chaired by Greg Herbert, distributed ballots for all voting members to select a possible site for the 40th Annual Summer Conference for 2009. Greg announced that Corpus Christi received the most votes followed very closely by Galveston. Since the vote was so close, he will solicit proposals for both cities and present to the executive committee.

Nominations Committee:

Pamela Scivicque, Immediate Past President and Chair of the Nominations Committee, called for any nominations from the membership. None were presented. She presented the following nominations from the Executive Committee for 2008 TSABAA Officers:

President	Suzanne Tolley
First Vice President	Greg Herbert
Second Vice President	Cecilia Whitley
Treasurer	Leslee Camarillo
Secretary	Michael Doerr
Parliamentarian	Sandra Woodruff

A motion was made by Malcolm Cleveland to accept the nominations, seconded by Brian Millington. The nominees were elected by vote of the membership.

Passing of the Gavel:

President Ken Welch passed the gavel to Suzanne Tolley, President-Elect. Suzanne stated that she is very excited about the upcoming year and stressed to all members the importance of being involved in TSABAA.

Past President Pamela Scivicque presented outgoing president Ken Welch with a gavel in appreciation for his hard work this year.

Adjournment:

There being no further business, the meeting was adjourned by Ken Welch at 10:45 a.m.

Respectfully submitted:

Leslee Camarillo, Secretary
Texas State Agency Business Administrators' Association



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**Texas State Agency
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P.O. Box 13164, Austin, Texas 78711-3164
www.tsabaa.com

Treasurer Report - Fiscal Year 2008

As of May 31, 2008

	<u>Budget</u>		<u>Variance</u>
	<u>FY2008</u>	<u>FY2008</u>	<u>Over/(Under)</u>
Beginning Cash Balance - 9/1/07		18,934.04	
Receipts			
Advertisements	50.00	0.00	(50.00)
Memberships	6,375.00 (85 @ \$75)	6,075.00	(300.00)
Midwinter Conference	10,000.00	13,513.57	3,513.57
Annual Conference	40,000.00	17,040.00	(22,960.00)
Other Miscellaneous	300.00	0.00	(300.00)
Prior Year Conferences	3,650.00	5,200.00	1,550.00
Total Cash Revenue	<u>60,375.00</u>	<u>41,828.57</u>	<u>(18,546.43)</u>
Disbursements			
Annual Conference	40,000.00	1,368.06	38,631.94
Bi-Monthly Meetings	250.00	0.00	250.00
Awards Committee	1,500.00	0.00	1,500.00
Bylaws Committee	100.00	0.00	100.00
Executive Committee	400.00	372.14	27.86
2006 Fidelity Bond	0.00 Note 1	0.00	0.00
Membership	200.00	0.00	200.00
Midwinter Conference	10,000.00	12,240.01	(2,240.01)
Miscellaneous	500.00	283.00	217.00
Newsletter	1,900.00	1,225.00	675.00
Postage	1,000.00	67.50	932.50
Web Page	460.00	336.54	123.46
CPE Sponsor Fee	600.00	400.00	200.00
Future Conference	500.00	0.00	500.00
Total Cash Expenditures	<u>57,410.00</u>	<u>16,292.25</u>	<u>41,117.75</u>
Revenues Over/(Under) Expenditures	<u>2,965.00</u>	<u>25,536.32</u>	<u>22,571.32</u>
Ending Cash Balance - 05/31/2008		<u>44,470.36</u>	

Note1 - Fidelity Bond coverage extended for a three year period so the policy is effective through 1/1/09

Respectfully Submitted,
Leslee Camarillo, Treasurer
Texas State Agency Business Administrators' Association.



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2008 AWARDS COMMITTEE REPORT

One of the major functions of the Awards Committee is to solicit, receive, and review nominations for the Administrator of the Year Award and to provide nominee evaluations to the Executive Committee. The Executive Committee designates an individual to be recognized for his or her outstanding service and leadership to state agency administration.

The criteria for the award was provided on the Nomination Form and published on the TSABAA Website. Some changes were made to the criteria and to the nomination form in 2008. Nominations were solicited by sending letters to every agency head and email blasts were sent to all TSABAA members. The nominations were accepted until May 30, 2008. The committee evaluated five nominations and ranked the nominees according to points awarded for each evaluation category. The Executive Committee reviewed the committee recommendation and voted to recognize to receive this year's award.

The committee would like to sincerely thank each nominator who took the time to submit a nomination for this award. All of the nominations were very strong candidates and we appreciate the support the agencies give our organization.

The committee is also charged with coordinating the 2008 retirees to be honored at the annual conference and with purchasing the awards for the various officers, chairs, and honorees. We expect to honor **3** retiring members at the 2008 summer conference.

Each of us considers it an honor to have served on this committee.

Respectfully submitted,

The Awards Committee:
Suzy Whittenton, Chair
Ronnie Jung
Stephanie Newberg
Machelle Pharr
Joani Bishop



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ANNUAL CONFERENCE COMMITTEE REPORT 39th Annual Summer Conference 2008, Arlington

June 6, 2008

Suzanne Tolley, President
TSABAA Members

On behalf of the Annual Conference Committee, this report is respectfully submitted.

Although we have not reached our preliminary registration goal, we are one week away from the conference and hope to receive some late registrations. At the present time, 129 members, 1 non-member, 3 spouses/guests and 1 retiree are registered to attend the conference. The Ethics class has had a great response with 24 registrants.

Each member serving on the Annual Conference Committee deserves acknowledgement and special recognition for their contributions and efforts in the planning of the 39th Annual Summer Conference.

Vince Houston and the Program Subcommittee have arranged for an outstanding program to include a variety of interesting and educational topics. Conference presentations will be made by Deputy Comptroller Martin Hubert on Open Government, Dr. Thomas Sindell, How to Reengineer Processes, Harvey Kronberg and Ross Ramsey, Legislative Perspective, Christina Dorfhuber, Finance Transformation, including an informative break-out session and the conference will close with an update of the upcoming 81st Legislative Session.

Local Arrangements Chair, Melanie Callahan, coordinated menu selections and meeting space while Linda Duncan, Registration Chair, was responsible for organizing and preparing pre-registration for a smooth on-site registration process. David Cravatt and the Publicity and Printing Subcommittee did an outstanding job designing and producing the program books. A special thanks goes to Sylvia Casas, Publicity and Printing Subcommittee Co-Chair for her efforts to solicit the wide array of door prizes to be given away. Lori Trank, Vendor Committee Chair, is commended for her efforts in organizing vendor exhibitors and sponsors. Currently, there are 8 exhibitors and a total of 16 vendors registered to attend the conference.

We would also like to extend our appreciation to Carol Willis for her continuous updates to the web-site, the registration reminders and updates forwarded to members, via e-mail.

Thank you Suzanne for the opportunity to serve as the Annual Conference Chair and for your support through this process. Planning for this conference has been a challenging and rewarding experience and it has been a privilege and a pleasure to work with such a talented group of professional individuals.

Sincerely,

Daniel Benjamin
Chair, Annual Conference Committee



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October 26, 2007

Suzanne Tolley, President
Members of TSABAA

I have examined the financial records of the Texas State Agency Business Administrators' Association for the year ended August 31, 2007. The examination was based upon the Treasurers' statements dated the same date as well as the bank statements and reconciliations.

The following statements have been prepared from the available financial records using the accrual basis of accounting:

Statement of Assets, Liabilities, and Fund Balance as of August 31, 2007
(includes comparative totals for August 31, 2006)

Statement of Revenues, Expenditures, and Changes in Fund Balance for the period ended August 31, 2007 and for the Year Ended August 31, 2006.

In my opinion, the financial statements present fairly the financial position of the Texas State Agency Business Administrators' Association and changes in financial position for the period ended August 31, 2007.

Sincerely,

Brenda Stott
Chair, Audit Committee

TEXAS STATE AGENCY BUSINESS ADMINISTRATORS' ASSOCIATION
STATEMENT OF ASSETS, LIABILITIES, AND FUND BALANCE
AS OF AUGUST 31, 2007
(includes comparative totals for August 31, 2006)

	August 31, 2007	August 31, 2006
<u>ASSETS</u>		
Current Assets:		
Cash in Bank	18,934.04	13,059.00
Prepaid Items	393.68	2,600.00
Accounts Receivable	3,130.00	750.00
Total Assets	\$22,457.72	\$16,409.00
 <u>LIABILITIES</u>		
Total Liabilities/Accounts Payable	\$0.00	\$0.00
 <u>FUND BALANCE</u>		
Fund Balance	22,457.72	16,409.00
Total Liabilities and Fund Balance	\$22,457.72	\$16,409.00

TEXAS STATE AGENCY BUSINESS ADMINISTRATORS' ASSOCIATION
STATEMENT OF REVENUES, EXPENDITURES
AND CHANGES IN FUND BALANCE
For the Years Ended August 31, 2006 and 2007

	August 31, 2007	August 31, 2006
<u>REVENUES</u>		
Annual Membership Fees	\$6,375.00	\$6,150.00
Mid-Winter Conference Fees	10,185.08	10,110.00
Annual Conference Fees	35,345.25	22,010.00
Other-Advertisement	260.00	249.00
Total Revenue	\$52,165.33	\$38,519.00
<u>EXPENDITURES</u>		
Mid-Winter Conference	7,265.38	10,104.00
Annual Conference - 2007	35,156.07	28,201.00
Annual Conference - 2008	0.00	0.00
Executive Committee	382.11	235.00
Membership	0.00	0.00
Newsletter	375.00	1,125.00
Postage	0.00	144.00
Fidelity Bond	0.00	0.00
Insurancy - Theft Policy	0.00	500.00
Administrator of the Year and Awards	1,514.22	1,295.00
Web Page	575.67	449.00
Fees and Other Charges	848.87	1,076.00
Total Expenditures	\$46,117.32	\$43,129.00
Excess (Deficit) of Revenues Over Expenditures	6,048.01	(4,610.00)
<u>FUND BALANCES</u>		
Fund Balance-Beginning	16,409.71	25,394.00
Restatement - A/R from Prior Year Not Removed		(4,375.00)
Fund Balances, as Restated	16,409.71	21,019.00
Fund Balances - Ending	\$22,457.72	\$16,409.00



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CONTINUING PROFESSIONAL EDUCATION COMMITTEE REPORT June 2008

It has been my pleasure to serve as the Chairman of the Continuing Professional Education Committee.

Since 1986, the Association has been a registered provider of Continuing Professional Education for Texas Certified Public Accountants by the Texas State Board of Public Accountancy. Since the Board of Public Accountancy does not approve or register specific courses, it is the responsibility of each licensee to determine whether a course meets the requirements for professional competence. The sponsor's identification number from the Texas State Board of Public Accountancy is 02013.

Courses provided by the Association to date for Fiscal Year 2008 include:

<u>Course #</u>	<u>Course Description</u>	<u>CPE Hours</u>
08-01	October 9, 2007 Bi-Monthly Meeting	2
08-02	November 13, 2007 Bi-Monthly Meeting	2
08-03	January 16-18, 2008 Mid-Winter Conference	10
08-04	March 10, 2008 Bi-Monthly Meeting	2
08-05	May 29, 2008 Bi-Monthly Meeting	2
08-06	June 30 – July 2, 2008 Annual Summer Conference	12

Respectfully submitted,

Carol Oberrender



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MEMBERSHIP COMMITTEE REPORT June 2008

Paid agency memberships as of May 23, 2008	80
Memberships not renewed/Agency transferred	8
New Memberships	0
Total Membership at May 23, 2008	88

Respectfully submitted

Carla James
Membership Committee Chair

MEMBERSHIP COMMITTEE REPORT

	Agency Name	Number	2008 Paid
1	Texas State Senate	101	\$ 75
3	Texas Legislative Council	103	\$ 75
4	Legislative Budget Board	104	\$ 75
5	Legislative Reference Library	105	\$ 75
6	Sunset Advisory Commission	116	\$ 75
8	Board of Law Examiners	203	\$ 75
9	Office of the Court Administration	212	\$ 75
10	Commission on Judicial Conduct	242	\$ 75
12	Office of the Governor	301	\$ 75
13	Office of the Attorney General	302	\$ 75
14	TX Building & Procurement Commission	303	\$ 75
15	Comptroller of Public Accounts	304	\$ 75
16	General Land Office	305	\$ 75
17	Texas State Library-Archives Comm	306	\$ 75
18	Secretary of the State	307	\$ 75
19	State Auditor's Office	308	\$ 75
20	State Securities Board	312	\$ 75
21	Department of Information Resources	313	\$ 75
22	Texas Workforce Commission	320	\$ 75
23	Teacher Retirement System	323	\$ 75
25	Employees Retirement System	327	\$ 75
26	Texas Real Estate Commission	329	\$ 75
27	Housing and Community Affairs	332	\$ 75
29	Board of Tax Professional Examiners	337	\$ 75
31	Texas Public Finance Authority	347	\$ 75
32	Bond Review Board	352	\$ 75
34	Office of Rural Community Affairs	357	\$ 75
36	State Office of Administrative Hearing	360	\$ 75
37	Texas Lottery Commission	362	\$ 75
39	Texas Residential Construction Commission	370	\$ 75
40	Adjutant General	401	\$ 75
41	Texas Veterans Commission	403	\$ 75
42	Department of Public Safety	405	\$ 75
44	Commission on Jail Standards	409	\$ 75
45	Commission on Fire Protection	411	\$ 75
46	Texas Savings and Loan Department	450	\$ 75
47	Department of Banking	451	\$ 75
48	Dept of Licensing and Regulation	452	\$ 75

49	Texas Department of Insurance	454	\$	75
50	Railroad Commission	455	\$	75
52	Texas St Bd of Public Accountancy	457	\$	75
53	Alcoholic Beverage Commission	458	\$	75
54	Board of Architectural Examiners	459	\$	75
55	Board of Professional Engineers	460	\$	75
57	Consumer Credit Commission	466	\$	75
58	Credit Union Department	469	\$	75
59	Structural Pest Control Board	472	\$	75
60	Texas Public Utility Commission	473	\$	75
61	Texas Racing Commission	476	\$	75
62	Comm on State Emergency Community	477	\$	75
63	State Office of Risk Management	479	\$	75
64	Board of Professional Geoscientists	481	\$	75
67	Board of Nurse Examiners	507	\$	75
69	Texas Funeral Service Commission	513	\$	75
70	Texas Optometry Board	514	\$	75
71	Board of Pharmacy	515	\$	75
72	Board of Examiners of Psychologists	520	\$	75
73	Texas Cancer Council	527	\$	75
74	Health and Human Services	529	\$	75
75	Dept of Family & Protective Services	530	\$	75
76	Exec Council of Physical & Occ Ther E	533	\$	75
77	Department of State Health Services	537	\$	75
78	Department of Assistive and Rehab Services	538	\$	75
79	Department of Aging and Disability Services	539	\$	75
80	Department of Agriculture	551	\$	75
81	Texas Animal Health Commission	554	\$	75
82	Board of Vet Medicine Examiners	578	\$	75
83	Water Development Board	580	\$	75
84	Texas Comm on Environmental Quality	582	\$	75
	Texas State Soil and Water Conservation			
85	Board	592	\$	75
86	Texas Department of Transportation	601	\$	75
87	Texas Juvenile Probation Commission	665	\$	75
88	Texas Youth Commission	694	\$	75
89	Texas Department of Criminal Justice	696	\$	75
90	Texas Education Agency	701	\$	75
91	School for the Blind/Visually Impaired	771	\$	75
92	School for the Deaf	772	\$	75
93	TX Higher Ed Coordinating Board	781	\$	75

94	Parks & Wildlife Department	802	\$	75
95	State Preservation Board	809	\$	75

80

\$6,000



MID-WINTER CONFERENCE COMMITTEE REPORT
January 2008

Suzanne Tolley, President
Members of TSABAA

The 28th Mid-Winter conference was held January 16-18, 2008, at the Y.O. Ranch Resort Hotel and Conference Center in Kerrville, Texas. There were 157 registered attendees, representing more than 40 agencies.

The conference began Wednesday evening with a welcome reception for all participants, featuring an opportunity to make new acquaintances and renew old ones. Thursday morning's first presentation was an energetic discussion on *What Great Leaders Do* by Jo Dale Guzman from the State Auditor's Office. Following that was a technical presentation by Steve Schiurring from the State Comptroller's Office regarding new technology that will be released soon called the *Business Intelligence Tool*.

Following lunch, the afternoon was filled with information to help individuals in state agencies ensure compliance with requirements and standards. It began with a presentation titled, the *Public Information Act 101*, by Karen Rabon from the Office of the Attorney General. The afternoon was rounded out by Don Holdegraver from the University of North Texas who provided useful tools in his presentation, *Risk Assessment Strategies*. Thursday evening, participants gathered in the "Networking and Idea Exchange Center" to share their thoughts and discuss the topics from the day.

Friday morning opened with Verma Elliott from the State Auditor's Office, who provided insight in her presentation titled *Performance Measure Refresher*. As one of the authors of the *Guide to Performance Measure Management – 2000 Edition*, Ms. Elliott was able to share information regarding the development and auditing of performance measurement systems. The final day of the conference concluded with a very energetic presentation by Dr. Beverly Chiodo from Texas State University. Her enlightening tales related to *Character Driven Success* were key to providing the conference on an upbeat and motivational conclusion.

In addition to the presenters, the success of the conference was the direct result of the time and effort contributed by the sub-committee chairs and all of their respective committee members. The committee chairs were: Program – Pamela Darden, Registration – Daniel Benjamin, Local Arrangements – Carol Oberrender, Publicity & Printing – Sylvia Casas and David Cravatt, Hospitality – Paul Campbell, and Vendor – Lori Trank. All of the volunteers are to be commended for their dedication to the success of the conference.

Respectfully submitted,

Greg Herbert
Chair, Mid-Winter Conference Committee



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Annual Report – Newsletter Committee

I was honored to serve to serve as chair of the 2008 Newsletter Committee. The most enjoyable aspect of my service was working with a committee of outstanding news writers, editors and Web masters. The members of this year's committee are as follows:

Paul Campbell	Texas Department of Transportation
Vince Houston	Board of Professional Geoscientists
Joni Sager	Comptroller of Public Accounts
Ben Strauser	Comptroller of Public Accounts
Cecilia Whitley	Texas Senate
Carol Willess	Pharmacy Board

This year we produce four issues of the *Administrator*. A fifth issue will follow the annual conference. The following issues were produced during the past year:

Volume 25, Number 1 – September 2007
Volume 25, Number 2 – December 2007
Volume 26, Number 1 – February 2008
Volume 26, Number 2 – May 2008

We contract with a publisher to design and layout the newsletter. Our committee member, Carol Willess, posts the finalized version of each issue to the TSABAA Web site and issues an e-notification with the Web link to our mailing list members.

Current and past issues of *The Administrator* are available on the TSABAA Web site at www.tsabaa.com.

We appreciate the support of the all committee members, the Executive Committee and the TSABAA membership that contributed to the articles and production of this year's *Administrator*.

Respectfully Submitted,

David Galanski, CPA, MPA
Comptroller of Public Accounts



Bi-Monthly Program Committee
 Committee Report
 June 2008 for FY 2008

Objective

The B-Monthly Program Committee develops and arranges speakers and meeting space for scheduled meetings.

Summary of Activities

Conducted four Bi-Monthly Meetings between September and August, 2008.

Participation estimated at approximately 60 – 75 attendees per meeting.

2 hours of CPE credit awarded for each class.

Topics Covered

October 9, 2006	Consensus Building Techniques Jo Dale (Bearden) Guzman, MSCJ, Professional Development Manager, State Auditor's Office
November 13, 2007	Understanding Compensation & Classification Systems in Texas Christine Bailey, CCP, GRP, Senior Classification Analyst, State Auditor's Office
March 20, 2008	Organizational Change Basics for Business Administrators Dr. Tom Shindell, Director of Organization Development, Texas Education Agency
May 29, 2008	Auditor Roles in Government Performance Measurement and Accountability Stephen L. Morgan, CIA, CGAP, CGFM, CFE, City Auditor, City of Austin

Committee Members – Bi-Monthly Program

Laura C. Font, Chair Texas Department of Aging and Disability Services
 Carol Oberrender, Co-Chair State Auditor's Office



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May 27, 2008

To: Suzanne Tolley, President
And Members of TSABAA

The Resolutions, Constitution and By-Laws Committee proposed one amendment to be considered at the annual business meeting. This amendment affects Constitution Article 8 and would clarify the Audit Committee chairperson's appointment and term. Specifically, the amendment is written to state that the chairperson for the Audit Committee may be appointed to serve more than one fiscal year; however, the same chairperson cannot be appointed to serve more than three consecutive years.

The committee has prepared one resolution to be presented at the business meeting of the 39th Annual Conference. This proposed resolution honors the Administrator of the Year.

Thank you for the honor to serve on the Committee.

Respectfully submitted,

Linda L. Duncan, CPA
Chair – Resolutions, Constitution and By-Laws Committee
Chief Operating Officer, State Office of Administrative Hearings



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I and several committee members, along with officers and others have made contact with new and established vendors. As of 6/4/08 the following businesses have reserved exhibit booth space for a total of 7 booths with Enterprise Rent-a-Car being a possible addition:

Exhibit Booths:

JPMorgan Chase Bank
Advantage Rent-a-Car
La Quinta
Texas State Comptroller
Goodwill Industries of Central TX
Neubus, Inc.
Capitol Credit Union

Platinum Sponsor:

Accenture, Inc.

Gold Sponsor:

Deloitte & Associates

Silver Sponsors:

Blue Cross Blue Shield of TX
Neos Consulting Group

Bronze Sponsors:

Advantage Rent-a-Car
Allied Consultants
Capitol Credit Union
Salvaggio, Teal & Associates

Vendor Attendees:

Bill Briggs - TPMG (also contributing a gift certificate as a door prize giveaway)
Blake Youngblood – Innovatech, Inc. (new vendor)
Angela Dempsey – Innovatech, Inc. (new vendor)

Most of our exhibitors will also have drawings for prizes at their booths during the final break.

I am still contacting vendors and will continue to do so until the conference starts.

Submitted by

Lori Trank, Committee Chair
June 4, 2008



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June 5, 2008

Suzanne Tolley, President
Members of TSABAA

It has been an absolute pleasure serving as Chair of the Website Committee.

The website, <http://www.tsabaa.com>, was updated routinely with information regarding Bi-Monthly Meetings, Conferences, Membership information, as well as new editions of *The Administrator*.

As of today, there are 472 participants subscribing to TSABAA's list server. These subscribers receive e-mails containing important news and announcements regarding TSABAA. This method continues to serve as a quick and efficient way to disseminate information to TSABAA participants.

Your comments or questions concerning TSABAA's web site may be directed to me at (512) 305-8032 or carol.willess@tsbp.state.tx.us.

Sincerely,

Carol L. Willess
TSABAA Web Site Committee Chair



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June 5, 2008

TSABAA Members:

Pursuant to Article 8 of TSABAA's Constitution, the Executive Committee provides the following explanation of the attached proposed amendment to the Association's By-Laws to be presented for discussion and adoption at the Annual Business Meeting scheduled for July 2, 2008, at the Sheraton Arlington Hotel in Arlington, Texas.

Currently, the Audit Committee is responsible for the preparation and filing of documents with the Internal Revenue Service (IRS). In an effort to clarify the term for the Audit Committee chairperson, the Executive Committee agrees that the Association would best be served by allowing the same chairperson to be able to serve more than one fiscal year but not more than three consecutive years. This change will result in the ability to preserve continuity and ease in prompt submission of required IRS documents.

On behalf of the Executive Committee, I thank you for your consideration of these proposed amendments and welcome you to contact any of the 2008 TSABAA Officers if you have any questions. Our contact information is available at www.tsabaa.com.

I look forward to seeing you June 30th in Arlington, Texas.

Sincerely,

Suzanne Tolley
2008 President

Attachment

**Proposed Amendment to By-Laws
Provided to Membership at Mid-Winter Conference on January 17, 2008
For Consideration and Vote at Annual Conference in June 2008**

Recommended Amendment to By-Laws:

The recommendation to amend the language in the By-Laws relates to the appointment and term of the Audit Committee chairperson. It was recommended that the By-Laws be amended to clarify that the chairperson for the Audit Committee may be appointed to serve more than one fiscal year; however, the same chairperson cannot be appointed to serve more than three consecutive years.

Article 8 – Paragraph 2 – Section 8:

AUDIT COMMITTEE - The Audit Committee shall examine the accounts, papers, and invoices of the Treasurer at the close of the fiscal year. The Audit Committee shall report in writing its findings and shall certify, by November 1 of each year, the year-end balances to the Executive Committee. If approved by the Executive Committee, the Audit Committee shall send its report to the membership in the first newsletter following the November 1 date.

The Audit Committee shall be responsible for timely preparation of required Internal Revenue Service documents for non-profit organizations, as appropriate for the Association, for verification and signature of the current President for submission to the IRS by the current Second Vice-President.

A memorandum copy of the prior year fiscal report may be included in the packet for distribution at the annual business meeting. If requested by the Executive Committee or a two-thirds vote of the membership, the Audit Committee shall examine the accounts, papers, and invoices of the Treasurer for activity during any specified partial fiscal year's period, prior to the annual conference, for certification at the annual meeting.

~~*The term for the Audit Committee members shall be for the fiscal year.*~~

(The term of the Audit Committee chairperson shall be one fiscal year at a time. The same chairperson may be reappointed to serve in the same capacity for a maximum of three consecutive years.)