

**Meeting Minutes**

**SACES Executive Committee Meeting**

**Date**: Thursday, 7/16/20 | **Time**: 10:00am-12:00pm EST

**Persons in Attendance:**

Dodie Limberg, President

Elizabeth Villares, Past President

Sejal Barden, President-Elect

Mario De La Garza, Treasurer

Brandee Appling, Secretary

Galaxina Wright, Graduate Student Representative

**Persons Absent**:

None

**Old Business**

**June 2020-** Executive committee approved the meeting minutes from June 2020. Meetings will be sent to webmaster and uploaded to G-Suite.

**Awards**

* Call went out some members have asked for extension Liz is going to reach out to Lacie Ricks and Awards committee to see if they want to extend date past (July 21st).

**Operations Manual**

* Motion to approve the operations manual was made and seconded to approved
* Discussion about manual Mario noted there are changes based on invoicing to ACES designee which needs to be made in the manual.
* Motion amended to approve suggested recommendations to the committee and seconded. All attendees in favor; no abstentions oppositions; motion carried to approve the 2020-2021 operations manual with amendment regarding change to ACES designee.

**By-Laws**

* By-Laws need to be sent out 30 days prior to voting.
* Any changes need to be in track changes format with comments/changes/notes
* Motion made to approve By Laws as submitted. Motion was seconded. No discussion. All attendees in favor; no abstentions oppositions; motion carried to approved the By-Laws as submitted.
* By-Laws need to be voted on by general membership and Liz will work webmaster to get this handled.

**Emerging Leaders (EL)**

* In June vote was held to approve 22 ELs all that were invited accepted their invitation and surveyed to determine which committees they were interested in serving on.
* This is now a 2-year commitment so they may be able to rotate through various experiences over the 2 years
* Caitlyn Bennett and Joey Tapia-Fuselier will be EL co-chairs and will be meeting with Elizabeth next week to develop workshop etc.
* Any IN that is interested in having an EL can have one since there are 22

**G-Suite**

* Make sure all materials have been and use new emails in G-Suite
* Account for Conference should be placed in hold and archived

**Research Practice Grants**

* Liz has 12 volunteers
* Currently there is a call out and once it closes and selections are made these will come back to EC for vote and approval.
* We are able to award six for $500 each

**Nominations Update**

* Elizabeth has received two for the secretary role. Anyone can submit but only 2 will be selected to be on the ballot. Typically, some level of involvement in SACES is necessary before being allowed on ballot. ACES allows anyone to be on ballot as long as they meet regional requirements.
* No one has put forth for secretary elect-elect committee encouraged to recommend to Elizabeth any individuals for secretary elect-elect and president elect-elect
* Nominations due 8/15/2020

**Update on Leader List (committees and interest networks)**

* Almost everything has been assigned Dodie has already sent out letters of appointment and G-Suite information
* Service learning & Technology are the only ones still left to be filled
* Tried to have all states represented on the board
* Will be posted soon
* Onboarding meeting will be held July 30th at 10EST
* MOUs will be new this year as well as any that have roles in the strategic plan

**SACES 2020-2021 Leadership and Onboarding**

* Discussion held on IN stay in rotation as long as they have viable interest and membership (i.e. 10+ members) discussion was held about how to keep Interest Networks relevant and meaningful to the organization and its membership

**2020 conference and future contract update**

* Conference cancelled for 2020 but right now we are not out of any contracts. We have not signed any contracts for 2022 or 2026.
* Looking at 2022- “Baltimore 2022” but nothing is signed. Hotel is allowing us to get out of 2020 as long as we stay with them for 2022 and 2026. We have asked hotel to amend that if we are force majeured out of 2022 can we be out of 2026. Nothing has been signed. Out of good faith we should probably commit to 2022 in Baltimore and change dates from existing contract.
* Dodie is meeting with contract people to look at where we are with already signed contracts
* Wording in Hilton contract states that the hotel or can terminate within 10 business days of any such occurrence

**New Business**

**Graduate Student Committee**

* Galaxina Wright is the new GSR.
* Poll just sent out to grad student members to determine time/date for meeting
* Hopefully, more updates next month

**SACES 2020-2021 Professional Development Conference Replacement Plan**

* Since conference is cancelled Dodie is proposing providing professional development for the entire year instead of just the conference weekend (see draft).
* Replacement plan includes Carry over events, New virtual PD plan, Diversity workshop
* Discussion was held about using this opportunity to have research grant award recipients present the results from their research (per grant requirements for accountability).
* A virtual PD coordinator has been identified already by Dodie.
* Really important to ensure we get the CEUs approved prior to virtual PD
* Dodie would like for EC to be available on 10/22 and 10/23 for Virtual PD as if we were at the conference. Some ideas are to pre-record the business meeting for SACES and launch during the Virtual PD.
* NBCC stated on 7/14/2020 that attendance must be synchronous for CEUs
* Carry over SACES TBH during virtual PD by the SACES EC
* Discussion held about consistent date/time for virtual PD (pros/cons to the same date/time monthly 1st Thursday of the month) all sessions will be recorded but attendees must attend synchronously for CEUs
* Save the Dates could be sent out to membership and presenters to solidify dates
* Maybe call it SACES Professional Development Series and coincide with newsletter topics
* No costs appear to be involved in the replacement plan
* Options for sponsorship for the Virtual PD (each webinar presented could be sponsored and if honorarium provided to speaker could cover the speaker honorarium)
* Also, questions regarded that if we have to pay a $20,000 cancellation fee where would that come from conference budget or operations budget (hopefully we won’t incur this cost but just keeping it on the radar).
* In regards to all our communication Liz recommended promoting all topics of each communication (newsletter, journal, virtual PD series, etc.)
* Motion and seconded to approve virtual PD series and carry over events presented. All attendees in favor; no abstentions oppositions; motion carried to approved the Professional Development Conference Replacement plan series and carry over as submitted.

**Webinars Proposal**

* Proposal is to do one a month on 3rd Thursdays 3-4PM

**TSC Special Issue**

* Dodie asked for TSC to have a special issue. TSC editors submitted proposal.
* President asked for motion to accept proposal request for TSC special issue motion seconded and all in attendance approved; no abstentions or oppositions. Discussion held about the special issue call: potential guest editor and additional authors and if we would like to only invite authors or open call for submissions. Committee proposes ask editor to submit three potential guest editor names to executive committee and that we are requesting open call for submissions with targeted list of authors as well. All attendees in favor; no abstentions oppositions; motion carried to approve

**Diversity money new call for research focused on anti-racism in Counselor Education**

* Move to next meeting

**Website update and SJIN task for website**

* Need to update Dodie will work with webmaster to update

**SACES Scheduled Meetings**

August 13th 10-12PM

September 17th 10-12PM

October 15th 10-12 PM

October 22 & 23 hold for conference carry over events

November 19th 10-12PM

December 10th 10-12PM

Motion made and seconded to move to adjourn meeting. All attendees in favor; no abstentions oppositions; motion carried to approve meeting adjourned at 12:09 PM.