



Executive Committee Meeting Minutes November 13, 2017 2:00-3:45pm

Attendees: President-Casey Barrio, President-Elect-Natoya Haskins, Past-President-Melanie Iarussi, Treasurer-Cheryl Wolf, Secretary-Rabeena Alli, Student Representative-Missy Butts, and Committee Members-Latrina Ray Raddler and Kent Butler

1. Changes and additions to the agenda

- a. None

2. Old Business

- a. State ACES leaders for website
 - i. Cheryl updated SACES website with this information
- b. Strategic planning meeting agenda
 - i. Strategic planning meeting will be in Atlanta January 19th and 20th

3. New Business

- a. PayPal vs. merchant agreement
 - i. Cheryl opened a new Pay Pal account to process conference registration payments through Open Water and connect to our website.
 - ii. Merchant agreement was cancelled since using credit cards with daily deposits is a problem for ACA/ACES accounting.

4. 2018 Conference Planning

- a. Conference theme
 - i. We decided on having a theme but not tying it to or using it in the rating criteria for the conference proposals. It will guide the conference vision and mission revolving around social justice and equity.
 - ii. No keynote speaker; we will highlight featured sessions that align with our conference theme instead.
 - iii. Discussed feature sessions
 - iv. Cheryl created a conference logo and will revise the logo with the theme: *Creating and cultivating equity: Activism in practices.*
 - v. Natoya will obtain quotes for conference insurance (liability and cancellation).
- b. Logistics updates
 - i. Natoya will submit the date of the hotel site visit and names of the team members to visit Myrtle Beach in the next few months in preparation for the conference.

- ii. Melanie will obtain the needed documents for the NBCC provider status from Allie and get them to the new CEU Chair for this conference.
 - iii. Calls for proposals will be sent out Dec 1st or 15th with a deadline of February 15, 2018.
 - iv. Conference proposal reviewers can apply through Open Water for easier assignment of reviews. Cheryl and Elizabeth are working on developing that part of Open Water.
- c. Conference budget
- i. Cheryl discussed the conference budget
 - ii. Registration rate will be voted on during the December EC meeting
 - iii. The possibility of providing “giveaways” was discussed (e.g., door prizes at the receptions, vendor/sponsor gifts, etc.)

Upcoming Meetings

12/11/2017	2:00-3:45pm ET
1/19/2018 – 1/20/2018	Strategic Planning, Atlanta