



## **Executive Committee Meeting Minutes December 11, 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, Kent Butler, and Elizabeth Villares

### **1. Changes and additions to the agenda**

- a. None

### **2. Old Business**

- a. Strategic planning meeting logistics
  - i. Send Casey itinerary- Goal is to arrive on Friday, January 19<sup>th</sup> by noon and depart on Saturday, January 20<sup>th</sup> after lunch
  - ii. Special needs or requests
  - iii. Tentative agenda items were reviewed. Items below were approved.
    1. Officer reports
    2. Review of committees
    3. Review of interest networks
    4. Review of special committee initiatives (webinars & journal)
    5. Vision for emerging leaders
    6. Graduate student events & mentoring program
    7. Budget implications
    8. Conference planning
    9. Graduate student representative selection
    10. Spring meetings

### **3. New Business**

- a. Database Updates
  - i. Cheryl will identify a developer and work with ACA to develop a database costing \$820. ACA will complete the work order and additional steps needed in order for this to move forward.
- b. Women of Color Interest Network Proposal
  - i. Casey received a proposal and offered suggestions regarding different items to incorporate into the proposal.
  - ii. The proposal developers will revise the proposal and resubmit it.



#### **4. 2018 Conference Planning**

- a. Conference Budget
  - a. Projected attendees and conference budget were discussed
- b. Proposal Portal
  - a. Send feedback to Cheryl by Wednesday, December 13, 2017
  - b. Portal will start to accept proposals on December 15, 2017
- c. Conference Insurance
  - a. Natoya is waiting for the quotes
- d. Registration Rates
  - a. Members, non-members, and students rates were discussed, voted on, and approved.
  - b. Emerging leaders, SACES EC, ACA/ACES EC, student and professional volunteers, and preconference presenters' promotional code and discount rates were discussed, voted on, and approved.
- e. Registration System
  - a. Will be discussed during our next meeting
- f. CACREP self-study pre-conference
  - a. A pre-conference room will be provided. CACREP will cover their own expenses.

#### **Upcoming Meetings**

1/19/2018 – 1/20/2018

Strategic Planning, Atlanta