

**Executive Board Strategic Planning Meeting Minutes**  
**January 19-20, 2018**  
**Residence Inn Atlanta Airport North / Virginia Ave**  
**3401 International Blvd, Hapeville, GA 30354**

**Day One - January 19, 2018**

**Meeting Commenced: 2:40 pm**

**Present: Melanie Iarussi, Casey Barrio Minton, Natoya Haskins, Elizabeth Villares, Cheryl Wolf, Missy Butts**  
**Excused: Rabeena Alli**

**A. Introductions, Orientation, and Meeting Objectives**

**B. Travel Reimbursement**

- Casey will place shared meals and hotel rooms on her credit card.
- For reimbursements, breakfast per diem, travel needed to begin at 6 am. All others should submit their airfare, MapQuest mileage, and parking receipts in one pdf within one week to Cheryl for reimbursement.
- Cheryl will be shared the reimbursement form via email.

**C. Reviewed and Affirmed SACES Vision, Mission, and Objectives**

**D. Current Programs, Member Services, and Financial Situation**

**Officer Reports**

*President, Casey Barrio Minton*

- Casey has reached out to all committee and interest network chairs and offered a varying amount of support based on their requests and needs.
- Discussion about the ACES nominations and elections are ongoing. Nominations will be submitted for the ACES president, secretary, and governing council representative.
- ACES and SACES are discussing ways to diversify the pool of candidates for consideration at the national level. Minimum credentials such as seven (7) years of active membership within the organization; service to ACES, SACES, or other organizations; prior leadership experience as an elected officer, committee or interest network chair; attendance at bi-annual conferences or publications in Counselor Education & Supervision; a commitment to attend all bi-annual conferences and regional conferences, face-to-face meetings; be a tenured faculty member; and have no conflict of interest in fulfilling their role to the best interest to SACES and ACES.
- ACES nominees will need to be conveyed by April 26<sup>th</sup>
- SACES will post an open call for interested nominees with specific criteria for consideration via the website, email, and social media outlets.

*President-elect, Natoya Haskins*

- Site visits to the conference host hotel will occur on Feb. 16 and 17<sup>th</sup> in Myrtle Beach.
- The first monthly conference coordinators meeting is planned for Jan. 24<sup>th</sup>
- ACES conference planning meeting is scheduled for Jan. 26<sup>th</sup>

### *Past-president, Melanie Larussi*

- SACES should be considered what qualifications
- Research grants – wondering if there should be a mid-term report. Summary of the activities, budget, and findings. Look at the templates for CSI as an example.
- An email will be sent as a reminder of when the final report is due, and proposals are due by Feb. 15<sup>th</sup>; grant recipients are asked to apply to present on at the SACES conference.

### **Graduate Student Representative Report & Plans, Missy Butts**

- Representations have focused on how to get students engaged and respond to their needs
- A survey was completed by 40 student members; those who completed the survey voiced a desire to become more involved and participating in mentoring opportunities; however, students do not know where to look for support and are having difficulty networking with other students and faculty
- Representatives are interested in reaching out and sharing opportunities with graduate students by:
  - Updating newsletter and social media
  - Offering a first timers session at the conference
  - Hosting periodic mentoring and support webinars
  - Scheduling a panel of counselor educators at the conference
  - Planning time at the conference for graduate networking or an event
  - Creating an orientation for new members and annual member renewals,
  - Sending information about importance of attending the conference and what to expect ahead of the conference
  - Sharing resources through the website; a technology forum is already on the website and can be used to post comments, the addition of a graduate student and new professionals resource page can be developed as a way to sharing information and strategies

### **Committee Mid-Year Reports & Plans**

#### *Awards*

- A supervision award and criteria still need to be put forth and approved.

#### *Budget and Finance*

- Discrepancies are monitored through duplicate accounting spreadsheets
- Credit cards were canceled, and a PayPal account was created to manage monthly expenses better

#### *Bylaws*

- No report

#### *Membership*

- The membership chair, Dr. Christopher Belser, was given access to the membership database so he can monitor and manually activate accounts for individuals who submit proof of renewal. Currently, the member database is updated on a monthly basis, but we are moving towards establishing a daily membership list. We are experiencing a delay while we wait on ACA developers to determine and upgrade the necessary technology to support the daily imports.

- Membership committee leadership is interested in becoming more involved, and it was suggested that they organize a new member welcome or the first-timers session at the 2018 conference. Casey will follow up with suggestions.

#### *Newsletter*

- It was recommended that the call for submission be revised to specifically aligns with the SACES mission, vision, goals, and objectives

#### *Nomination and Elections*

- ACES nominees will need to be conveyed by April 26<sup>th</sup>
- Past-presidents will be contacted to determine interest in holding a national position

#### *Research Grants*

- A progress template and budget forms will be developed to improve accountability
- Bylaws require the past-president to oversee the process; a co-chair or committee can be developed to assist with the process
- It was recommended that our member database is updated so that we can continually track on who was the emerging leader and invite them to engage in leadership opportunities.

#### *Social Media*

- Information was used related to current platforms. The committee recommends closing the Linked-In account due to low traffic.

#### *Website, Cheryl Wolf*

- The existing website allows for communication with 1800 accounts. If a member's account goes inactive for non-renewal, the account is archived to accommodate the 1800 limit. It was suggested that the website account needs to be upgraded to increase capacity and allow 5000 contacts.
- Cheryl: Moves to increase the website database capacity from 1800 to 5000 for an annual cost of \$1,320 per year bringing the total annual cost to \$2,880.
- Natoya: Seconded motion
- The motion passed unanimously (3 yes, 0 no, 0 abstentions).

#### **Interest Network Mid-Year Reports & Plans**

The leadership discussed the purpose and relevance of the interest network and how to improve involvement. Casey will schedule a IN chair's meeting to discuss their thoughts on continuing the networks.

- Clinical mental health – chair has created newsletter; recommendation to submit a regular column to the column
- Technology –
- College Counseling – would like a sponsored session at the conference; the IN chairs should submit the proposal for the conference on the Open Water portal. An email will be sent to all the IN chairs.

**Friday's meeting Adjourned at 5:19 PM**

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**Day Two - Saturday, January 20, 2018**

**Commenced: 8:40 am**

*Interest Network Committee Reports Continued*

- Distance learning – still trying to organize
- Ethics – considering a service project
- Multicultural – resource for webinars; requesting mentoring
- School counselor – developing a bi-monthly google hangout
- Service learning – no report
- Social justice – want a service day at the conference; drafting language for a DACA position statement
- Supervision – seeking resources
- Technology –
- Women – want a panel discussion at the conference

*Special Committee on Webinar Development*

- Committee explored platforms for webinars and costs; waiting to see what ACES can provide to the regions and members

*Special Committee on Journal Planning*

- Membership survey – 84 completed, 98.8% would use it in their professional role, 97.6% were in favor of using SACES funds to support editor, publication costs, and GA
- Aim and scope – empirical research emphasizing doctoral research, scholarship in teaching, learning and counselor education, issues related to the region
- Melanie: moves to accept the proposal for the creation of a new journal and invite the committee to develop a more specific plan of action by April 1, 2018.
- Seconded by Cheryl.
- The motion passed unanimously (3 yes, 0 no, 0 abstentions).

**E. Items Requiring Action**

- Selection of Graduate Student Representative
  - Three applications were submitted. SACES will submit Jose as their recommended. If not selected Jose will become the SACES graduate student representative for 2018-2019. Rachel is the SACES alternate should Jose be selected to serve at ACES.
- **Social Media Policy**
  - Melanie, Elizabeth, and Missy were tasked to draft a policy, by the next EC meeting, regarding the use of the SACES brand on social media platforms, sharing research requests, other considerations.

## **F. Initiatives for Considerations**

- Emerging Leaders Vision & Process
  - What should be the role of the emerging leaders?
  - How can they be more involved?
  - Call for Emerging Leaders will be sent with revised application to include the expectation of attendance and training, participation in on a committee, conference service and volunteering, 20 hours of service per year, mid-term and final reports. Casey will work with Carolyn and Janelle to revise the application and will bring the proposal to the EC meeting to be on track for the call to coincide with conference registration.
- Mentoring Program
  - Graduate Students Committee will ask members of topics of interest for mentoring. A suggestion was made to present these topics as webinars or video conferenced meetings.
- Expansion of Database
  - See website notes from day one
- Communication & Technical Support Needs
  - See website notes from day one
- Women of Color Interest Network Proposal
  - No report was provided

## **G. Conference Planning**

- 2018 Service Project
  - Interest network chairs are interested in participating in a project
- Pre-conferences
  - Presenters will be solicited, 2016 conference sessions can be reviewed to determine the highest attended sessions, four sessions will be selected,
  - Benefits to conference presenters – discounted on registration, \$75 off for up to two presenters
- Sponsored sessions (e.g., SACES, CACREP, CSI)
  - CACREP - TableTalk and 5 Year Report sponsored sessions
  - CSI – Chapter faculty advisor, training and advocacy, and chapter leaders as sponsored sessions
  - All interested should submit through the proposal portal by Feb. 15th
- Insurance
  - Underwriters requested approximate numbers of attendees per day of the conference
  - Cash bars at the receptions – two receptions
  - The schedule will be shared from the previous conference as a sample of conference events
  - No overnight exposure, the last event is at 9 pm, and the first event at 8 am

- 2020 Conference Location
  - Conference Direct will be asked to explore sites in Texas, Maryland, and Florida
  - Conference dates: October 22 – 25, 2020
- Accessibility chair – Jose T. (University of North Texas) and Kelly Mautz (Auburn)

**Day two meeting adjourned at 12:00 pm.**

Times to be discussed at future Executive Council meetings:

### **Global Assessment**

- Alignment with mission, vision, and objectives
- Budget implications

**Respectfully submitted 1/22/18 by:**

**Elizabeth Villares  
President-Elect-Elect**