



**Executive Committee Meeting Minutes
May 17, 2018
2:00-4:00pm ET**

Attendees: President-Casey Barrio Minton, President-Elect-Natoya Haskins, Past-President-Melanie Iarussi, Treasurer-Cheryl Wolf, Secretary-Rabeena Alli, and Committee Members-Latrina Ray Raddler and Elizabeth Villares.

1. Changes and additions to the agenda

None

2. Old Business

- a. Emerging leaders update and reviews
We have 100 applications; working on developing the rubric
- b. Supervision award revision
Has been approved

3. New Business

- a. Journal editor selection
Kelly Wester has been approved to be SACES Journal Editor. Unanimous approval
- b. Webinar committee report and recommendation
Webinars have been planned
Discussed platforms to offer the webinars
Cheryl proposed that we move forward with the webinar task force propose plan;
unanimous approval
Will inquire about platform cost
Natoya will reach out to an identified chair
- c. Operations budget 2018-2019
\$1,500 for journal support
Budget for Webinar platform
Increase in travel budget
Provided Cheryl feedback for the operations budget proposal
Will do an e-vote
- d. Review of final reports
Table for our next meeting
- e. Interest network appointments and changes
Table for our next meeting
- f. Leadership appointments for 2018-2019

- Table for our next meeting
- g. Communications platform
- Table for our next meeting

4. 2018 Conference Planning

- a. Proposal scheduling updates
Elizabeth is handling changes and requests
- b. Preconference
Discussed pre-conference presenters and changes
- c. Registration update
Discussed how to apply the coupon code and who will receive the discount and how much discount they will receive
- d. Hotel Registration
Will contact the hotel and asked them to update what rooms are available
Will add alternative hotels options
- e. AV contract (see quote)
Discussed two options and cost
- f. Food and beverage information/selections and cost
Gluten free option
Plated luncheon for emerging leaders
Discussed the number of luncheon attendees
Numbers will be adjusted based on registration
Discussed food options for the reception
Discussed coffee and snacks
- g. Committee updates
Table for next meeting
- h. Other
Discussed Graduate Student Networking-Missy and Janelle will lead this effort
Discussed First Timer Welcome Meeting
Discussed drink ticket and the number that will be distributed

Upcoming Meetings

6/14/2018	2:00-4:00pm ET	Executive Committee Meeting
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