



Executive Committee Meeting

August 8, 2018

12:00-2:00pm ET

Agenda

Attendance: Natoya, H., Elizabeth V., Joey T., Latrina R., Janelle B., Cheryl W., Kent B., Casey B.

Called to order by President, Natoya at 12:02pm

1. Changes and additions to the agenda
 - a. Cheryl would like to add information regarding day of service, and an update SACES donation.
2. 2018 Conference Planning
 - a. Setting Up another block at the Royal Palms (adjacent to the Hilton)
 - i. Hotel current sold out, another option is Royal Palms.
 - ii. Offered from Hilton- 22 per peak night Thurs- Sat night ocean view guest rooms connect to Hilton at group rate :179 in addition, 42 2 bath 2 condos at \$209 a night
 - iii. Discussion: Do 22 rate with contract room or Not do 42 condos due to concern can get lower prices at other sites (\$129 on expedia) or provide a List-hotels that are nearby on website
 - iv. we are on the hook if we ask for another block but do not want to be on hoof if we do not meet this number
 - v. **Can negotiate with hotel the offer rate online through other websites? If not, let participants get rate online (no free rooms or points)**
 - vi. Website will be updated re: limited number of rooms are available currently
 - b. AV contract/updates
 - i. Change, due to university new policy unable to bring AV. Revised AV contracted reviewed by board- \$12,000 includes all AV preparation by Hilton. Or can purchase 17 projectors, unsure where can purchase. Will need to go through contracts to revise what is actually needed for presenters. Power strips needed, regulations for tape, who is responsible for closing room down, liability wise may be easier if Hilton does all work.
 - ii. Could use screen purchased from SACES? Could Jennifer bring?

- c. Registration updates- over 800 registered; typical regular registration #s
 - i. Working with Dana and Lauren; Lauren done
 - ii. Active and completed registrations 805; 100 duplicates; 27 completed but not paid; 804 applicants some incomplete
 - iii. 75 from presenter list not registered yet; had emailed to say could not come; if Liz emailed taken off responded; total cancellations- 24 sessions- majority at request of presenter; 78- either cancelled, didn't register or moved from presenter list
 - iv. 755 registrants who have paid out of 805; 107,000 in July taken in by SACES; total monthly 105,000 including all conference, refunds, 140,000 (check email) cumulative
- d. Career connection info on website
 - i. Has been posted and postal is open.
- e. Day of Service proposal/changes/website additions
 - i. Kent working with chairs. Information has been posted on website. In process looking for 4 presenters for panel (3 confirmed) 1 other who is able to speak in terms of trauma (DV)
 - ii. Cheryl- receiving donations- able to get webpage up and clarified, contacted PayPal- PayPal giving account 5013c needed; 2.2% rate filed (approved) PayPal giving account is created- free, no fees at all. Day of Service webpage can donate and get tax deductible receipt from PayPal
- f. Accessibility
 - i. Discussed interpreter, still looking; accessibility coordinator got additional two quotes- make decision next meeting
- g. Entertainment- approved both Steel Drum and DJ
 - i. Contract sent with Natoya signature. Latria meet with company. DJ contract will be sent to board, originally above 1,000; got other quotes- DJ and karaoke= \$600 for both events #1 preferred vendor as well; invoice will be sent over
 - ii. DJ paid separately; check on site is fine; send invoice to SACES requested
- h. New timers session content/speakers Fri 4pm-5pm
 - i. Doc students, new to SACES as well
 - ii. What content? How to structure? Best use of time?
 - 1. Joey as grad student will attend. What might he want to know to structure the session? Work with Missy and Janelle to develop draft by next meeting; Missy sent Joey Gmail; phone call next week to discuss; send to board 1 week before next meeting
- i. Sponsorship Updates
 - i. Tote bag- \$1000 sponsor

3. Old Business

- a. Organizational Report Review
 - i.
- b. Logo Discussion/Decision
 - i. Move away from with currently using; similar to ACES but unique to southern region
 - ii. Decision needs to be made this meeting or next or the latest

- iii. Cheryl do draft and send to board for review
- c. Location of Next Conference – Site Visit -Baltimore Aug 30-31
 - i. Elizabeth, Natoya, Janelle
 - ii. 2 visiting 1 outside of budget- Ed says there may be wiggle room once get to hotel
 - iii. Ask about- transportation, parking, alternative parking? (offsite at cheaper price), local parking garage deal?,

4. New Business

- a. Journal
 - i. Kelly edit Bradley assist editor provided space at conference
 - ii. ISSN number approved- working with UT library set up Br Press site and policies- limited graphic design support
 - iii. Journal cover presented to board- coloring and font can be matched with logo once decided; SACES name and logo on website not front of journal- maybe at bottom of journal cover?; “official journal of SACES” added to bottom
 - iv. Editorial board call due in 1 week; 10-15 student board, 20-22 board members- Chris check membership
 - v. Website up by sept 1 and accepting papers, at conference launched site and submit papers; turnaround in Feb hopefully
 - vi. Copyeditor- \$30 an hour, get contract ready add SACES signature, copywriter, editor, and everywhere as applying to copyeditor say copyeditor for clarity
 - vii. Update contract to reflect language; well be sent to board for feedback
- b. Research Grants
 - i. Deadline 1 week from today, reviewers needed- will contact those who submitted editorial board submissions to review grant applications; EL as well 1 professional and 1 student reviewer per grant- only volunteer if not submitting a grant; Past ACES grant recipients as well August 30th deadline, next meeting will have grant decisions
- c. Nominations- due 1 week from today 8/15; received a few
- d. Emerging Leaders- start after event at conference, next 2 months how paired for service, meaningful, help identifying places to put EL’s- committee, interest networks, annual plans reflect need more assistance and what would responsibilities on report, discuss further in September
- e. Winter Retreat- Date and location Atl? or Baltimore?- decide where and when will meet usually, last several in Atlanta; walk through of conference space perhaps if in Baltimore, next president could see the location as well; will revisit at next meeting- January 25 and 26th weekend; will solidify location at next meeting
- f. ACES - State Org Information Collection
 - i. Gather information on state organizations within region, want to know how much money, budgets look like, board members state ACES
- g. Oct- Meeting day and time: October 10, Wednesday 6pm over dinner- location TBD

Upcoming Meetings

September 11th 1pm-3pm EST
November 13th 1pm-3pm EST
December- will meet if needed

Meeting adjourned at 219pm