

Executive Committee Agenda

August 15, 2022

10 AM – 12 PM

Join Zoom Meeting

https://fau-edu.zoom.us/j/4393881492?pwd=Umd6VTljVmpiSHBmUzNLdGtUMm82UT09

Meeting ID: 439 388 1492

Passcode: School2020

**Present**

Sejal Barden, Past-President

Hannah Bowers Parker, President

Michael Jones, President-Elect

Mario De La Garza, Treasurer

Lauren Flynn, Graduate Student Rep

Noelle St. Germain-Sehr, Secretary

* Minutes from the June EC meeting were reviewed and approved

**Old Business**

* Budget (Mario) –
	+ Conference registration goes into PayPal account. Available PayPal amount is $170,706.29. At a recent Treasurer’s Meeting, it was discussed how money from regional conferences was coming to ACES from pre-conference registration, conference registration, T-shirts, donations, etc. We currently have over 700 people registered for conference, but Open Water does not itemize costs by type. Treasurers need to separate data out for pre-conference, conference, t-shirts, donations, etc. Mario asked Liz to contact Open Water to request that they separate the data in the spreadsheet. Liz said Open Water would likely say Treasurers must separate charges. Kelly wants costs separated by type including PayPal fees. Funds cannot be transferred from PayPal to ACES checking account until transactions are itemized.
	+ Mario reported an approximate $20,000 discrepancy between budget information in SACES Treasury records and ACA-documented SACES budget. SACES Budget = $239,132.56 on 6/22/22; ACA-documented SACES budget was approximately $221,266.00 (about $20,000 difference).
	+ June membership revenue was approximately $2,000.
	+ Expenses were paid for Kori, Michael, and Hannah to travel to Dallas to explore potential sites for 2024 conference
	+ Website costs were paid
	+ Executed contract for Kori included compensation of $5,000 in monthly installments of $1,000. First payment went out August 15 and will recur through December 2022.
	+ Hannah and Michael were asked to keep track of conference expenses and provide that information to Mario
	+ Mario reminded everyone to look for main cabin and economy flights at a reasonable rate for SACES Conference flights. He prefers EC to save all conference expenses until after conference and submit all at one time, but EC can submit flight expenses once purchased if EC member needs reimbursement sooner.
* Graduate Student Updates (Lauren)
	+ Lauren is orienting Laura
	+ GSC has first meeting August 26th
	+ Lauren asked if the GSR should use a personal Zoom account for GSC meetings or if the GSR should use the SACES Zoom account. The SACES Operations Manual does not currently address this issue. Lauren was encouraged to create a main calendar and let students sign up to use SACES Zoom.
	+ EC discussed the possibility of having a central location for a schedule of events. Hannah suggested using Google Drive for a central GSC calendar, workgroup folders, etc.
	+ Sejal emailed Alex regarding the potential for us to have a general SACES calendar of meetings and events with links that would be available to members but blocked to non-members.
	+ EC discussed whether awards should be provided for the 3-minute thesis competition. The EC agreed that this was not an award-based competition and that students are provided the opportunity to participate and be selected, which can be included on their CVs. Submissions are due by September, and selection will occur by October. Students are allowed to participate in the 3-minute thesis competition even if they are presenting at the conference (two presentation limit does not apply). The 3-minute thesis competition selections will be presented at the conference on Saturday. EC are expected to attend.
* Emerging Leaders (Sejal)
	+ EL Committee has selected 23 out of 45/46 applications. Hannah Coit (previous GSR for SACES) was appointed as co-chair for EL.
	+ Kick-off for new ELs is August 24th at noon.
	+ EL Committee is revising the EL program based on feedback from past ELs and co-chairs.
	+ Sejal and Hannah are splitting groups into 4-5 and mentoring 2-3 groups each.
	+ Starting new annual initiative to assist the INs with working with ELs.
	+ The new EL group seems engaged and excited.
	+ The EL Committee is planning a day of events for ELs from 2020 & 2022 at the conference including lunch and leadership activities. The EL Meeting is scheduled for Thursday at noon. EC is included and lunch is provided.
* Conference reminders/updates (Hannah)
	+ Hannah will provide EC a schedule of events that we are asked to attend
	+ EC needs to be at SACES Wednesday for 4:30pm walkthrough of hotel
	+ Awards ceremony on Friday will include presentation of a scholarship sponsored by ACA
	+ Kori working on additional sponsorship opportunities
	+ CEUs for conference attendance is being arranged
	+ EC discussed a desire to acknowledge Kori’s work publically at the conference and (after the conference), revisit Kori’s role and responsibilities, potentially increasing her financial compensation to more accurately fit her responsibilities and workload.

**New Business**

* Conference 2024 (Hannah & Michael)
	+ Hannah, Michael, and Kori met in Dallas to survey three potential hotel options for the conference
	+ The Renaissance Dallas Addison Hotel was determined to be the best options regarding space, cost, walking distance to restaurants, Galleria, and the DART rail, connections to DFW, and driving distance to Love Field (15-20 minutes).
	+ Hotel could place events on one floor, but SACES would book out the hotel based on conference size.
	+ Hotel was eager to host conference.
		- EC provided our current quote for 2022 conference to hotel and they met our current A/V cost.
		- City of Addison gave $5,000 incentive to hold conference in Addison.
		- Renaissance offered lowest room rate: $199/night vs. around $250/night at others.
	+ Affordability of accommodations, accessibility of hotel to airports, restaurants, and entertainment, and experience of staff should make coordination of services easier for Kori.
	+ 2024 and 2026 will likely still be regional conferences and it is unknown if ACES will be able to move to just doing a national conference
	+ **Motion (Noelle) was made to hold 2024 conference at Renaissance Dallas Addison Hotel in Addison, TX; Seconded (Mario); motion passed unanimously**
	+ Team asked Renaissance staff if there was any incentive for going with one of their hotels for 2026. They have not yet responded on this question, but the team will continue to explore this during the new President-Elect’s term.
* Call for Treasurer (Sejal)
	+ As of today there have been no responses to the Call for Treasurer applicants
	+ Michael said he knows a couple of people that may be applying
	+ Treasurer is only EC position that is application based versus election-based and it is a 3-year position
	+ EC asked to encourage anyone we know who may be interested in the position to apply
	+ The applicant pool closes at end of month
	+ Mario emphasized the need to have the new Treasurer in place prior to the conference so that they can support Mario and learn about the conference treasury process
* Nominations (Sejal)
	+ Nominations for President-Elect-Elect and Secretary-Elect are opening end of September
	+ EC discussed revising the Secretary position to become a 2-year position as it is the on EC position that is one year and it leaves little for the Secretary to do aside from notetaking during EC meetings
	+ Sejal will talk to Dodie and Liz regarding a transition plan consistent with the Bylaws for moving to a two-year Secretary position
	+ Sejal asked EC to forward the call for nominations to colleagues when it comes out
	+ Members receive all calls for nominations. Nominations are sent to the EC. The EC select 2 candidates and send them to members for voting. There have been issues in the past with members not receiving the slate of candidates the first time it is sent. We want to ensure that all members get the slate the first time it is sent.
	+ **Motion (Sejal) was made to move the secretary position to a 2-year position; Seconded (Mario); motion passed unanimously**
	+ **Motion (Sejal) was made to extend current secretary position by one year pending feedback from past presidents; Seconded (Mario); motion passed unanimously**
* Research Awards (Sejal)
	+ Awards Committee received 26 applications for research awards
	+ Two review teams will review applications and have until the end of the month to review applications
	+ EC discussed increasing budget for graduate research awards to support and encourage students in the organization
		- Current budget is $3,000 (typically 6 awards at $500 each)
		- ACES Current budget $30,000 (three $10,000 awards)
		- **Motion (Sejal) was made to increase research awards budget to $6,000 to offer ten $500 research awards and one $1,000 research award per year; Seconded (Noelle); motion passed unanimously**
	+ Sejal suggested we do social media spotlight on our award winners with photos, name, title of research, and fun fact; Hannah said social media will be able to do that
* Interest Networks (Hannah)
	+ Merging INs/Committees – Hannah and Sejal explored merging INs and Committees and how to do so. Discussed highlighting topics for month in conjunction with INs that are connected to that topic. INs would oversee that topic for the month (i.e., School Counseling).
	+ Hannah to create a calendar and meet with INs. Suggested INs provide a social media post, webinar, and newsletter for the month.
	+ Inactive Status – Item was not discussed due to time
	+ New Structure – Item was not discussed due to time
* Strategic Planning Meeting 2023 (Hannah)
	+ EC met on Zoom in 2022, though they traditionally met in person at the future conference location
	+ Briefly mentioned meeting in Dallas, but ended conversation with no resolution due to time.
* Monthly Meetings 2022-2023 (Hannah)
	+ Selected the 2nd Friday of the month from 10-12 ET/ 9-11 CT for 2022 EC Meetings
	+ Hannah to send out meeting invitations

Respectfully Submitted by

Dr. Noelle R. St. Germain-Sehr

SACES Secretary