

Executive Committee Agenda

October 14, 2022

10 AM – 12 PM

Topic: SACES EC October

Time: Oct 14, 2022 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting

https://fau-edu.zoom.us/j/4393881492?pwd=OU1XeGRpNGdBZVNLbHc3S01NNHlIUT09

Meeting ID: 439 388 1492

Passcode: Owls2022

**Present**

Kori Babel, Conference Coordinator

Sejal Barden, Past-President

Hannah Bowers Parker, President

Michael Jones, President-Elect

Mario De La Garza, Treasurer

Noelle St. Germain-Sehr, Secretary

**Absent**

Lauren Flynn, Graduate Student Rep

**Old Business**

* Conference (Kori)
	+ 100% of Room Block met
	+ 873 registered
	+ 30 JobTalks
	+ 122 shirts ordered
	+ $575 donated for Paul's Place
* Election (Sejal)
	+ <https://drive.google.com/drive/u/5/folders/1nNz2xky64I1jn8jLnHeXprk0_HiJrGbO>
	+ Slate closes today
	+ EC is responsible to post no more than two individuals for each position on the slate
	+ Currently have 2 candidates for President and 3 for Secretary
	+ We are out of compliance with Bylaws which require the poll be shared with members 30 days before the conference. Poll has been delayed due to lack of applicants and Hurricane Ian.
	+ Last election the poll had a terminal end date. There were issues with the poll not being available and communication issues resulting in some members not receiving the poll
	+ Hannah reported Issues with Wild Apricot system which houses membership information for ACA - this may be part of the problem with conference registration discrepancies since members may have one membership level in ACA and a different registration member level
	+ Sejal indicated that the voting response rate is generally around 30% and we can use the conference to encourage people to vote since the poll will stay open at least 2 weeks after the conference. This will meet the minimum requirement to keep the poll open for 30 days.
	+ **Motion (Michael) was made and seconded (Noelle) to accept Presidential slate with Andrea & Isabel; motion passed**
	+ **Motion (Noelle) was made and seconded (Michael) to accept Secretary-Elect slate with Hannah and Joe**
	+ EC will meet at 8am CST/9am EST tomorrow (Saturday, October 15th) if we receive new applications by 11:59pm tonight to re-evaluate slate and select candidates
* Budget (Mario)
	+ Grants are being processed 8 of 11 have been processed and sent to Kelly for disbursement of funds
	+ Discussed workload for Treasurer position is too high
		- Issues identified:
			* Refunds needing to be issued include 50% of the amount paid, which varies depending on when member registered and registration type
			* Open Water and PayPal don’t communicate and are not easy to reconcile, but each refund needs to be processed manually
			* Open Water doesn’t disaggregate the data for registration types and needs to be processed manually
			* Limited training was provided on Open Water
			* Some refunds are not working through Open Water, so the best way to process them is through PayPal. However, there have been discrepancies between the amounts in Open Water and PayPal and Mario still has to check PayPal for accuracy of amount actually paid.
			* Kelly sent report on conference fees that did not match numbers Hannah’s documents
			* Hannah and Kori need to put together all receipts and documentation for budget
			* Hannah contacted Liz and she said Mario can add her as an authorized user on PayPal and she is an authorized guest user on the other regions so it would be consistent
			* Noelle suggested temporarily hiring a bookkeeper to assist Mario with conference financial management; Hannah will consult with Liz and Kelly
		- Considerations for future
			* Kori indicated that Stacy can assist Mario with processing refunds by looking at Open Water and determining the amount that individuals paid.
			* Discussed the need for more extensive training for the Treasurer
			* Recommend we request ACES get a bookkeeper and/or accountant that can assist with conference financial management for SACES
			* Explore options for using funds to obtain course releases or GA to assist with support for Treasurer (and possibly other EC roles)
			* Hannah to speak with Kelly and Liz about support for Mario
			* Discussed changes in ACES/ACA relationship and impact on SACES Treasurer role and processes

**New Business will be addressed at the November 3 EC meeting**

* EC Meeting at conference will be focused on new business
* Need to review and edit Bylaws
* We will continue goal of increasing efficiency, effectiveness, and sustainability in leadership
* Michael plans to meet with all Interest Network Leaders on a monthly basis

**Meeting Dates & Strategic Planning Meeting**

* EC Strategic Planning Meeting in Dallas for this year and next year occurs at end of January or early February
* Hannah will create a Doodle Poll to schedule EC Strategic Planning Meeting between Jan 18-Feb 10
* Typical schedule: Arrival was typically Wednesday (dinner), work all day Thursday, work most Friday and leave around 4pm Friday afternoon
* Removed meeting on November 11th as we will meet at SACES Conference
* Rescheduled meeting on December 9th to 11-1 CST/12-2 EST
* Hannah will remove all spring meetings from calendar and we will plan spring meeting schedule during our Strategic Planning Meeting
* Plan to be at SACES EC Lunch on 11/3 from 12-2:30

Tentative Schedule of Events for SACE EC

Wednesday, November 2, 2022

 6:00 PM Walk Through - hotel lobby SACES EC and Coordinators

 6:45 PM Dinner - Loch Bar, Baltimore [lochbar.com/baltimore](https://lochbar.com/baltimore/)

Thursday, November 3, 2022

 10:00 AM - 12:00 PM EC Meeting, 3rd Floor Marshall SACES EC

 12:00 PM - 4:00 PM Emerging Leaders Lunch, 2nd floor SACES EC, ACES EC,

2nd floor, ballroom 6 Coordinators & Past Past

Presidents, EL’s

 4:30 PM-5:30 PM First Timers Welcome Meeting SACES EC

 2nd floor, ballroom 6

 5:30-7:00 PM Welcome Reception Everyone

Friday, November 4, 2022

8:00-9:00 AM Leadership Breakfast SACES EC, ACES EC

 3rd floor, Paca

 3:00-4:30 PM Grad 3 minute thesis SACES EC

 3rd floor, PACA

 5:00-6:00 PM SACES Awards Ceremony SACES EC

 2nd floor, ballroom 6

 6:00-6:30 PM Graduate student VIP access SACES EC

 6:30-8:30 PM Presidential Tailgate Everyone

Saturday, November 5, 2022

 10:00-11:00 AM Grad Coffee and Connect SACES EC

 3rd floor, Paca

2:00-3:00 PM State leaders meeting SACES EC, ACES EC

 2nd floor, pickersgill

 TBD Town Hall SACES EC, ACES EC

 2nd floor, ballroom 3

Respectfully Submitted by

Dr. Noelle R. St. Germain-Sehr

SACES Secretary