



Executive Committee Meeting Minutes

Date: Monday, 12/16/19 | **Time:** 10:00am-11:40pm EST

Persons in Attendance:

Elizabeth Villares, President
Natoya Haskins, Past President
Dodie Limberg, President-Elect
Cheryl Wolf, Treasurer
Mario de la Garza, Treasurer-Elect
Caitlyn Bennett, Secretary

Persons Absent:

Hannah Coyt, Graduate Student Representative

Approval of Agenda

- Dodie motioned to approve meeting agenda.
 - Natoya provided second motion.
 - All attendees were in favor; no oppositions; no abstentions; motion carried.

Approval of the November 18, 2019 Meeting Minutes

- Dodie motioned to approve meeting minutes.
 - Caitlyn provided second motion.
 - All attendees were in favor; no oppositions; no abstentions; motion carried.

Old Business

Emerging Leaders Transition

- Natoya reported having no new additions and taking a closer look to see who which Emerging Leaders can be placed
 - Natoya is hoping to have updates by the time Executive Committee meets for conference planning trip in Baltimore.

2022 Conference Site Visits

- Dodie indicated that her and Sejal (president-elect) are traveling to Charlotte today (12/16) to view The Westin as a potential 2022 conference site.
 - Elizabeth provided helpful suggestion for Dodie to consider during review., including meeting size and spaces as important factors.

Advisory Council of State Presidents

- Caitlyn indicated receiving one more completion (Florida); she will be sending a compiled list of email addresses to Elizabeth to schedule future meeting with the State ACES presidents.
- Caitlyn will create a reminder in the GSuite calendar to help with future transition for secretary-elect and reminders to state presidents.

SACES Research Awards – (Jan. meeting item)

SACES Research Rigor Taskforce – (Jan. meeting item)

SACES 2020 Conference Budget - (this item will continue to be discussed during Jan. meeting)

- Cheryl and Mario reviewed the 2018 conference budget to help prepare for upcoming 2020 conference.
 - Executive Committee (EC) were previously emailed spreadsheet; Cheryl reviewed the conference worksheet with EC.
 - Cheryl indicated potential opportunities to increase vendor costs as vendors from previous conference shared that the 2018 conference rates were low.
- EC discussed other potential opportunity to save costs, including: (a) having lanyards sponsored and/or including sponsor logo on name tags; (b) giving option for registrants to select whether they want a tote bag to help save costs/reduce waste; (c) adjusting State Leaders snack (due to previous low attendance); (d) adjusting cost for hardcopy program.
- EC also discussed budgetary topics, specifically related to A/V and WiFi, sit down lunches, receptions, luncheon, awards, etc.

Ad Hoc Taskforce Diversity scholarship program (Jan. meeting item)

- Natoya reported that she will have full draft available for review in January.

Career Connect Title and Copyright or Change to Job Talks

- Elizabeth shared that Holly approved change of Job Talks name change.
 - Natoya will send email address to Elizabeth (Cathy Roland).

Interest Network and Committees Facebook Groups, Logos, SACES Website Tabs

- Elizabeth created and sent out information to all Interest Networks (IN) via email regarding Facebook Groups
 - INs will have the option to schedule a time make the Platform available to them.

Zoom Platform

- Item not discussed.

SACES Investments

- Elizabeth revisited the Florida School Counseling Association example that was provided to EC last month.
- Cheryl will be sharing with ACES budget meeting today (12/16) and will provide updates to EC during January meeting.

ACES GSR applications due Jan. 15th

- Elizabeth indicated receiving one strong application thus far for the ACES GSR (with an internal deadline of January 3rd to provide recommendation to SACES).
- Elizabeth reminded EC to reach out to interested/good fit students to apply by 1/3/20 deadline.

SACES Graduate Student Representative (Jan. meeting item)

New Business

Graduate Student Updates

- Hannah sent updates to Elizabeth due to being unable to attend, including that Adrienne Robertson is now the Chair for the Social Media Workgroup (adrienne_robertson@live.com)
 - Hannah's email updates also indicated her working towards having a co-chair for the Social Media workgroup by mid-January. Once that has been determined, all workgroups will have co-chairs and we will be actively working on all established objectives.
 - Hannah also requested to add an item to the January agenda involving a discussion on the importance of professional development and research collaboration among graduate students; this could be in the form of offering slots at the conference for graduate students to present.

2020 Annual Meeting, Baltimore Site Visit Agenda

- Elizabeth shared tentative agenda with EC, including exploring many topics, such as: entertainment; strategic planning (where we plan to go in next 5 years); and an added discussion of investments during the 3rd day.
- Elizabeth will email the agenda to EC to review prior to the Baltimore site visit; Elizabeth requested any EC members to review menu prior to site visit due to any dietary restrictions.

SACES 2020 Conference Planning

- Conference Timeline
- Conference Committee Chairs

- Dodie shared that all committee chairs are in place, with the exception of Day of Service. Dodie has reached out to 4 individuals; 2 indicated they were not interested and 2 have not responded.
- Dodie will reach out to Hannah to see if she is interested in fulfilling Day of Service chair.
- Conference Coordinators Update
- OpenWater Update
 - Elizabeth reported that the call for proposals is up on the SACES website and should be disseminated to the membership sometime today (12/16).

Elizabeth motioned to adjourn the meeting; Cheryl provided first motion; Dodie provided second motion.

Dates for Remaining Meetings – Mondays from 10:00am-12:00pm EST

Spring/Summer 2020 Semester

- January 24-26, Baltimore
- February 17; March 16; April 20; May 18; June 16