



Meeting Minutes SACES Executive Committee Meeting

Date: Monday, 8/19/19 | **Time:** 10:30am-12:30pm EST

Persons in Attendance:

Elizabeth Villares, President
Natoya Haskins, Past President
Dodie Limberg, President-Elect
Cheryl Wolf, Treasurer
Caitlyn Bennett, Secretary
Hannah Coyt, Graduate Student Representative

Approval of July 15, 2019 Meeting Minutes

- Elizabeth asked for motion to approve 7/15/19 meeting minutes.
 - Dodie motioned to approve minutes.
 - Natoya provided second motion.
 - All attendees were in favor; no oppositions; no abstentions; motion carried.

Old Business

Emerging Leaders Transition

- Elizabeth suggested the Emerging Leaders (EL) Chair and mentors develop a set of best practices to help with ELs who are transitioning out and to better support/inform incoming EL.
- Natoya suggested determining a way to better understand if ELs 'got what they thought' they were going to from the EL experience.
- Elizabeth recommended determining areas ELs are vacating from to make sure there is appropriate coverage for interest networks.
- Executive committee discussed if EL obligations are not fulfilled, individuals cannot be eligible for SACES positions for a certain period of time (to be determined).
 - For those ELs who are leaving prior to completion of their term, they are required to write formal letter about resigning from EL program, which will also be sent to their nominator/reference.
 - Those who do not fulfill their EL obligations cannot include the experience on their CV or other documents.

G-Suite Transition

- Executive Committee received instructions on how to access their G-suite account.

- Executive Committee members were encouraged to review the G-Suite account and upload any related materials that may be helpful to their position.

Operational Manual

- Elizabeth will work towards uploading the Operations Manual to G-Suite.

2022 Conference Locations

- Ed emailed Elizabeth about conference locations; Elizabeth responded back to find a location that can accommodate between 850-1100 attendees.

Advisory Council of State Presidents

- Caitlyn updated excel sheet to reflect current State Presidents and will upload to G-Suite.
- Caitlyn will create a Google Form to collect appropriate information from State Presidents; Elizabeth will review and add in new/updated information as needed.

Call for Treasurer

- Six (6) applications were submitted; additional details are explored in 'New Business.'

2020 Annual Meeting, Baltimore Site Visit

- Elizabeth indicated waiting to hear back from the conference hotel schedule dates for visit; April is the new on site person/point of contact.

New Business

President-Elect-Elect and Secretary Nominations

- Natoya sent out application materials for Executive Committee to review; application materials, included CV and statements of interest, were reviewed.
- Elizabeth asked for motion to approve Dr. Sejal Barden and Dr. Angela Dickens, as recommended by the Nominations and Elections committee, to be on the election slate for SACES President Elect-Elect.
 - Caitlyn motioned to approve the slate.
 - Dodie provided second motion.
 - All attendees were in favor; no oppositions; no abstentions; motion carried.
- Elizabeth asked for first motion to approve Dr. Brandee Appling, Dr. Eva Gibson, and Dr. John Super to be on the election slate for SACES Secretary, as recommended by the Nominations and Election committee.
 - Dodie motioned to approve the Secretary slate.
 - Natoya provided second motion.
 - All attendees were in favor; no oppositions; no abstentions; motion carried.
- The candidates will be posted on the SACES website for at least 30 days, beginning September 1st through October 1st.

Treasurer Applications

- Executive Committee reviewed applicant information (6 applications were submitted).
- Executive committee narrowed down to three candidates to interview to determine best fit for the position.
- Elizabeth will send out a Doodle Poll to schedule interviews for Treasurer.

SACES Research Awards

- Natoya reported 29 Research Awards submitted.
- Four (4) reviewers are reviewing 5-6 applications; reviews will be done by the August 30th.
 - Natoya will provide recommendations on Research Award recipients at the next meeting (September 16th).

TSC Reporting

- Executive committee discussed Teaching and Supervision in Counseling (TSC) Journal cycle of reporting to align with Fall and Spring submissions/journal issues.
- Executive committee discussed best way to provide guidance to TSC on how reports differ to help keep track of what is happening from issue to issue, number of submissions, etc.
- Executive committee suggested aligning TSC reporting to be similar with the Counselor Education and Supervision (CES) Journal report that is submitted to ACES.
- Elizabeth will contact Kelly Wester to determine specific needs of reports.

Graduate Student Updates

- Elizabeth reported Hannah and Joey being encouraged to develop an Interest Network Form for Graduate Students who are looking to get more involved with SACES.
- Elizabeth indicated that once 25 people have signed up/completed the form, Hannah and Joey will seek approval from the Executive Board to determine if the Graduate Student Interest Network can receive approval.
- Interested graduate students will be provided with a statement to encourage those who applied for the Graduate Student Committee to also complete the Interest Network form to help alleviate with any confusion.

Interest Network Manual

- Elizabeth reported the Graduate Student Representatives will be asked to create an actual description of the Graduate Student Interest Network to be included in the Interest Network Manual.
- Cheryl suggested sending a reminder to all members to update their member profiles to reflect involvement in Interest Networks.

Requests to start a new Interest Network

- Elizabeth suggested creating a standardized form in G-Suite that is similar to the Graduate Student Interest Network form for future requests to start a new Interest Network.

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

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

Fall 2019 Semester

- September 16; October 14; November 18; December 16

Spring/Summer 2020 Semester

- January – Baltimore (possible dates? Jan 17-18; 24-25)
- February 17; March 16; April 20; May 18; June 16