



SACES Executive Board Meeting April 29, 2016

Attendees: Shawn Spurgeon, Melanie Iarussi, Mary Hermann, Casey Barrio-Minton, Cheryl Wolf, Natoya Haskins

Financial Restructuring

- By-Laws Revision
 - Should be in place in time for financial restructuring starting August 1st.
 - Need 30 days between posting and vote
- Rebate contingent on budgets being submitted to and approved by ACES
- Revise role of treasurer in the By-Laws and the Operations Manual – Brian Dew will be sending a description of the expectations of ACES of the regional presidents and a conference call will take place 4/28 with regional treasurers

Conference Issues

Financial Restructuring

- SACES accounts should be closed August 1
- After August 1, we are using ACES accounts for all payments - treasurer sends invoices (preferred-Cheryl will do this) and receipts to Brian electronically immediately (he emphasize timeliness)
 - Brian will turn around invoices to ACA typically within 24 hours
 - ACA cuts checks on Wednesdays
- 2018 conferences will be on the agenda for the June ACES planning meeting-Worked with Laurie Bennett about possible sites but now that ACES is in control of the finances they may have more say in where the conference is located- More information will be provided regarding this after the summer ACES meeting; right after this meeting we will need to book

Registration and Refunds

- Refund policy
 - We can still refund through our website so it may not be an issue with the financial transition.
 - Find out if we get charged if we refund
 - Full refund two weeks before minus a \$10 fee to cover the expenses and time to get the refund accomplished; the request should be submitted via email.
- Registration Rates
 - We can no longer collect membership dues after Aug 1; so when do we want to stop collecting them? We will stop collecting dues before registration goes live We have three registration rates for 3 different time periods; we can no longer keep up with the active member database; this will impact how we do registration based on member type.
 - Send out an email and posting on our website that we will end taking dues Suggestion- ending SACES collection of dues have only one member rate
 - Cut out the non-member and members and just have one rate for each time slot (with student and professional rates). Go with the member rate since there was only a small percentage of non-members registered for the last conference.
 - Emerging Leaders Rates-comp registration instead of issuing an a refund; one person can register all of them and comp using that registration type.

- Volunteers- one person can register all of them with their comp rates for professionals and students (Volunteer Coordinators-Hayden and Alexander can provide the names to the Registration Coordinators, Sherrionda and Juawice)
- Registration will be open by May 30th, sooner if the member dues can be stopped and the preconference sessions can be finalized and posted on the website and on the registration form.
- Melanie, Brian, Cheryl, Holly will meet to review the rates

Sponsors and Exhibits

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- Research requests

Individuals can purchase an ad in the program but they need to include that the study has been “IRB Approved” after board approval has been received - we must create a policy
We can also change the process to address this- Melanie will talk to Angie regarding sponsor requests

Programs

- If individuals want to have their hardcopy they can pay an extra \$10. Otherwise, we will provide a free program to them in pdf and via a free conference app.

Conference Communication

- President-Elect meets regularly with ACES conference coordinator and regional president elects
 - What is the preferred method for SACES EC to receive this information? (Forwarding minutes, adding relevant items to our meetings, etc.)
If the President-Elect (Melanie) just provide notes/relevant items to our meeting agenda
- We need to emphasize conference attendees booking their hotel using the passkey
 - The executive board will book own rooms and then the comped rooms will be assigned accordingly.

Awards Announced at SACES Conference

- Call for SACES Awards
 - The awards chair (Peggy) will do the Call for SACES Awards
- Solicit the membership for awardees
ACES Awards: How do we want these to be done?
Powerpoint was provided for 2014 conference – did we use it? Heather & Summer present these awards?
We will go with the ppt that ACES will provide
We will check the cost of equipment for the ppt during the luncheon; it might be too costly to use the PPT.

Conference App

- Free option Panos & Maria found: www.eventboardmobile.com
 - Apple: <https://itunes.apple.com/app/eventboard-mobile/id422463208>
 - Android:
https://play.google.com/store/apps/details?id=com.falafel.eventboard&feature=search_result#
- Cheryl provided several other options that were used in other conferences (e.g., NCDA, KCA)
- In addition to an electronic pdf and paper book

ACA & ACES Leadership

- Support from SACES to attend the conference
 - Complementary registration and rooms for 3 ACES representatives: Heather Trepal, Summer Reiner, and Graduate Student Rep
 - Support for Catherine Roland, ACA President
 - maybe complimentary registration and rooming to complement what ACA would pay.
- Roles at conference
 - Sponsored sessions
 - Emerging Leaders program
 - Offer 1 night to the emerging leader speakers
 - Others?
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Conference Insurance- Melanie will send out the two quotes and the board can review and approve via email; Mary will specifically look at the hotel contract/hotel penalty – to make sure that it covers what we need it to cover. We will send it to the conference direct contact person as well to review

- Liability
- Cancellation

Pre-conference Sessions potentially 3 in the morning and 3 in the afternoon

- CACREP self-study workshop (confirmed)
- Korean Counseling Association
 - From my colleague: “They wanted to present at regular sessions, but they missed the deadline for proposal submission (It is partially my fault in that I did not share the information with them in time). Since they are coming from Korea, they want to have an opportunity to share with American counseling professionals and counselor educators about what is going on in counseling profession outside US.”
 - Proposal is in a separate document – 3 hour panel presentation



PreconferenceSessionsProposal_SACE

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- Additional possibilities sent by Casey
- Michelle Mitchim and Natoya Haskins- on Multicultural Pedagogy and Supporting Students of Color
- Garrett McCullum- Positive Counseling
- Supervision – will look at sessions already proposed.
- Ethics- maybe have a panel with state reps that address how they are handling this
 - Mary Hermann
 - Shawn Spurgeon
 - Kelley , Ted Remley, Barbara Herlihy, etc.
- Program Evaluation – Casey recently published a book on PE and is willing to present on that if they need an option.
- Casey will review the current sessions and see if any could be turned into a pre-conference
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- Free registrations for those who we ask to conduct a pre-con?
 - They will be given the volunteer presenter rate of \$110 for professionals
- Fees for pre-con?

- \$25 for each (same as last year)
- CACREP registration is separate for their precon.

Conference Tracks

Designate Supervision and Ethics Sessions and Casey will follow-up regarding the CEUs process

Interest Networks

- One-year appointment by President-Elect
- Charges and reports, Melanie will do this around July 1st and update the website accordingly.

Childcare

Mary will send the proposals for review, maybe add questionnaire to the conference evaluation. It may not happen this year but maybe the next conference if there is enough interest.

2018 Conference-Will address in the next meeting

- Will be discussed at ACES summer meeting in June
- Conference Direct provided initial search findings. From Lori's email:
We will review these and do a site visit for the one that we identify as the site we would like; and then send it to Holly (ACES)
 1. Key West – or any of the Keys – there are no hotels big enough for your group
 2. Miami Downtown and Miami Beach – a few hotels/resorts responded
 3. Ft. Lauderdale – this wasn't in your list, but it is very close to the Miami area and has some nice hotels/resorts
 4. Charleston – no hotels are large enough (the Belmond is too expensive, you can see that on the "turn down" list
 5. Myrtle Beach – I added this as there are a couple of hotels that fit your group



SASES 2018
Proposals.xlsx

- Update committee chairs on the website (Natoya and Melanie will attempt to identify who are the current committee chairs)
- Add to the next agenda
- Melanie will update the committee chairs and interests networks around July 1st.