**SACES Executive Board Meeting July 25, 2016**

Attendees: Melanie Iarussi, Casey Barrio-Minton, Caroline Perjessy, Shawn Spurgeon, Casey Barrio-Minton, Cheryl Wolf

1. **Interest Networks**
2. President Elect appoints for their presidential year
3. **Proposed purpose statement of IN was APPROVED BY EC** and added to the website: *The purpose of SACES Interest Networks is to connect SACES members who have similar professional interests within counselor education and supervision. Interest networks provide opportunities for discussion, idea sharing, and collaboration facilitated by appointed chairpersons who serve a one-year term.*
4. Melanie will contact existing chairs and have them identify annual plan by 9/1. On 3/1, ascertain progress towards goals.

2. **Call for volunteers**

Request statement of interest for following open positions

1. Committees
	1. Bylaws
	2. Membership - since we transitioned our membership dues to SACES, the duties of this job will change and be coordinated directly with ACES.
	3. Webmaster
		1. Need new webmaster; Cheryl will help facilitate transition.
		2. Qualification for webmaster: someone with experience with HTML, coding, website administration.
	4. Graduate Students
2. Interest Networks - TBD

3. **Nominations & Elections**

1. Shawn sent out nomination call for President Elect-Elect, President Elect, and Secretary for 2017-2018.  EC discussed sticking with Google Docs and not Survey Monkey for ballots.
2. Shawn will finalize call for nominations and EC will approve slate
3. Nominees will be notified prior to conference.
4. Emerging Leaders program was discussed with additional names added to the Panel of diverse leaders. Shawn will contact them to see if they are available. There are some scheduling conflicts during Emerging Leader with another panel in afternoon; Shawn will possibly look into adjusting some of the timeline.  EC will join in Emerging Leaders at the end of the program. Speed networking will be added as an activity during lunch in which the EC will participate. Graduate student representative will be there.

4**. Bylaws**

1. 93% of respondents were in favor of approving current bylaws changes (91%-94% on each individual item).
2. No comments from those who did not approve.
3. Will add it to newsletter and update the website with new bylaws.

5. **2018 Conference**

1. Ft Lauderdale is only venue large enough to accommodate conference, however it is a $90,000 food and beverage minimum. Other sites in Myrtle Beach and Charleston are not large enough and food & beverage minimums are higher than Ft. Lauderdale.
2. Melanie will discuss with Holly Branthoover to explore other options.

6. **2016 Conference**

1. Need 7 projectors for Friday and 11 for Saturday; trying to piece together projectors between neighboring institutions. \*\* After meeting, Melanie was able to secure needed projectors\*\*
2. Melanie will ask Angie about about a sponsorship of projectors; we agreed to offer the free advertising sponsorship to universities who provide at least 4 projectors.
3. Cost to rent others for Friday and Saturday
	1. $630 room/day for Projector, stand, screen, cables vs. $175/room day for stand, screen, cables

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| --- | --- | --- | --- |
| Day | # Rooms | Rent remaining Projectors | Bring remaining projectors |
| Friday | 13 | $4,410 (630\*7) + 1,050 (6\*175) = $5460 | $2,275 (175\*13) |
| Saturday | 17 | $6,930 (630\*11) + 1,050 (6\*175) = $7980 | $2,975 (175\*17) |
| Subtotal | $13,440 | $5,250 |
| -20% per contract | $2,688 | $1,050 |
| Total | $10,752 | $4,200 |

1. **Poster boards**
2. $50 each + $600 labor ($250 set up and $350 take down)
3. 18 posters running at once: 9 boards needed \*$50 = $450 for the event
4. Waiting to hear what Career Connection needs by August 1st.
5. **Entertainment-EC Approved entertainment at both receptions**
* Opening Reception: The Flavors of New Orleans (4-piece band)
	+ $1500 <http://whiteoakproductions.com/flavorsofneworleans.html>
* President’s Reception: DJ Marc Stone
	+ $900 <http://whiteoakproductions.com/djmarcstone.html>
* We are over capacity for Luncheon; Cheryl will indicate this on website and ask those who are not going to Luncheon to please give their ticket to the front desk so it can be provided to another person who wants to attend.
* Pop/soda will be part of cash bar; water will be made available
* Food and beverage menu APPROVED; ACES recommended planning for purchasing food for only 25% of registrants attending to have enough. We will go with 300 people since nearly 700 are already registered to attend the receptions.
* Melanie will ask Holly to help with the setup and making sure that the volume isn’t too loud.
1. **Community Engagement Project**
	* New Orleans Family Justice Center: [https://nofjc.org](https://nofjc.org/)
	* **EC board approved** matching the donations obtained from the audience members.
2. **SACES officers’ expenses for conference**
	* Expenses will be reimbursed; hotel room upgrades divided amongst SACES EC, ACA President, ACES President/Elect, and Graduate Student Rep will all get rooms.
	* **Hotel Rooms**
	* One comped room for every 40 occupied
	* 6 Upgrades to one bedroom suites to SACES EC, ACA & ACES President
	* 7 staff rooms at $99
3. **Lanyards**
	* Using NOLA-style beaded lanyards were approved
	* Melanie and Cheryl investigated other options for lanyards and found affordable options that could work at about .25 per person for the beads, hook, and name badge. Will order at 9/15 deadline to determine more accurate numbers.