



Executive Committee Meeting August 25, 2016 Meeting Minutes

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

1. Welcome
2. Interest Networks & Committees
 - Appointments have been made and Cheryl has updated the website
 - Cheryl will continue to serve as webmaster
 - Membership Committee would like ideas for the committee
 - Cheryl suggested talking to Tara regarding membership survey and to find out what is most meaningful for members. Cheryl will receive membership numbers after conference. Cheryl will work with membership committee. Melanie will connect Tara and Cheryl with membership committee.'
 - Technology Interest Network was contacted by CMHC IN to create a Facebook page for the CMHC IN. EC discussed how the page could be utilized, what parameters might need to be in place, and how SACES could support this. The EC support this supportive initiative for its members and Melanie will reach out to the appropriate individuals to discuss this.
3. Nominations and Elections
 - a. Shawn emailed out the call for nominations and elections. The slate for EC nominations was approved by current EC.
4. Research Grant Awards
 - 2015: 6 awarded at \$500 each
 - 2016: There can be possibly more than 6 awards. Caroline will reach out to Shawn about helping to develop rubrics for the research awards. Additionally, they will develop midterm and final reports for grant winners to complete. We had 25 applicants this year.
 - Send Cheryl information related to rubrics and progress status reports to post to website.

5. SACES Awards Submissions

From Peggy Ceballos: Reviews will be in 9/8 and awards ordered 9/10.

- Teaching award (1)
- Mentoring award (3)
- Clinical supervision award (1)
- Tenured award (1)
- Pre-Tenured award (5)
- Doctoral Student Award (7)
- Outstanding master's program (1)
- SACES Outstanding State Award (1)
 - EC discussed how to make the awards process more competitive; if there are very few submissions for an award and they are not competitive, then award may not be issued, however, a rationale is needed. EC will work with Peggy on awards.

6. Conference

a. Current Registration: 955

- Not everyone paid yet

b. Emerging Leaders

- Emerging Leaders will get to go to pre-conference for free if they would like to;
- Casey and Cheryl need the numbers for the pre-conferences to keep track; EL will be notified they can attend pre-conference for free.
- Registration coordinators can print off tickets so that participants can attend pre-conference but we will not register them online. That will allow us to track the revenue separately from those who attend for free.

c. Budget

- Entertainment-settled; contract needed revisions based on language. \$2,400 for the band and DJ will be paid upon amended contract.
- Food and beverage
 - Emerging Leaders lunch-Mel and Shawn were working on this
 - Coffee (Following ACES' recommendations)
 - Coffee for 200 people (5 gallons)
 - Should be in key locations-Astor Galley; signage
 - Breakfast (43 invitations) – Friday morning, will send invitations
 - SACES (5)
 - ACA/ACES (5)
 - Committees & IN chairs (31)
 - Host university (2)
 - Conference coordinators (9)

- Allocate food order for less than invited; often there is too much food leftover.
 - AV – complimentary wireless available in the conference rooms.
 - Career Connection Internet needs to have wifi access.
 - EC discussed purchasing additional wireless, however, this was found to be cost prohibitive. In order to protect the wireless from exceeding capacity, only registrants, career connections, presenters and others with permission will be given the passcode.
 - Powerstrips-Melanie can secure some from Auburn and may purchase more.
 - Authorization to make charges at conference
 - Melanie and Cheryl will have authorization
- d. Sponsors & Exhibitors
 - 11 exhibitors secured
 - ACA has 2 tables
 - 2 sponsors
 - Brochures distributed at registration & event sponsored
 - Mississippi State and University of Georgia
- e. Program-many did not register by the deadline
 - Casey is done copyediting ½ of the abstracts
 - Printer-will print approx. 150 programs, but final number will be determined after 9/15 registration deadline. No hard copies after 9/15. Casey will be working on streamlining the format. 125 were requested as of 8/25/16
 - sched.org-Casey is getting training in this and will need ads and content
 - Schedule will be ready by Labor Day.
 - ACES Interest Networks
 - International Student Network would like some space at the conference; will link them with SACES International IN
 - Casey will provide some times for the Interest Network Chairs if we have space to accommodate them; Melanie will work with Casey who can assign them a boardroom.
 - Signs outside the doors of the rooms with the room schedule for each day - Give to Greg the night before (be sure room name is on them somewhere)
 - Casey will print the signs out on 8.5x 11 cardstock.
- f. Luncheon
 - Community Engagement Project is confirmed (New Orleans Family Justice Center: <https://nofjc.org>)
 - Two representatives will attend luncheon and talk briefly

- Attendees will be given opportunity to eat lunch/socialize for 20-25 minutes before the speakers begin so it won't be so loud during the announcements.
 - Tribute to Dr. Don Locke
 - Melanie will identify this person
 - Agenda draft will be coming
 - g. Hotel Rooms
 - We have one, one bedroom suite to upgrade – offered to Mary Hermann
 - 7 staff rooms at \$99
 - 989 room nights booked
 - Catherine - Oct 4-9; 5 nights
 - Heather - Oct 5-9; 4 nights
 - Shawn - 4nights
 - Melanie - 5 nights
 - Casey - 4 nights
 - Cheryl - 4 nights
 - Caroline - 4 nights
 - Staff rooms: checking with ACES on how the first three are charged (to master or to ACES)
 - Yi-Wen 10/5 - 10/9 (4 nights; charged to master)
 - Summer: 10/6 – 10/8 (2 nights; charged to master)
 - Holly: 10/6-10/9 (3 nights)
 - Mary Hermann
 - Tasha Crawford (registration)
 - Shelley Reed (registration)
 - Casey's GA
 - Welcome packages
 1. Melanie will ask Carolyn (our NOLA host) about putting welcome packages together.
 - h. CEs
 - Alessandra Rhinehart will send forms for review end of this week
 - Draft needed edits; another draft forthcoming
 - i. Childcare Survey
 - Mary will organize needs assessment for 2018 conference
 - CE survey and childcare survey sent out together, but are separate surveys
- 7. 2018 Conference site visit 9/7 – 9/9/16
 - Myrtle Beach Sheraton & Hilton – Melanie has negotiated a \$55k food & beverage minimum and free wifi at both places. Ft. Lauderdale had much higher costs.