



## Executive Board Strategic Planning Meeting Minutes

January 27 – 28, 2017

Residence Inn Atlanta Airport North / Virginia Ave  
3401 International Blvd, Hapeville, GA 30354

### Participants

Dr. Melanie Iarussi	President
Dr. Casey Barrio Minton	President-Elect
Dr. Shawn Spurgeon	Past-President
Dr. Natoya Haskins	President-elect-elect
Dr. Cheryl Wolf	Treasurer

**Rationale for the meeting:** This meeting is the first step to develop the mission and vision statement and the overall strategic plan for SACES.

### Agenda

#### A. Introductions, Orientation, and Meeting Objectives

#### B. SACES Vision, Mission, and Objectives (VMO)

*Core questions:*      *VISION: What would we like to achieve or accomplish?*  
*MISSION: What is the purpose of SACES? Who do we serve?*  
*OBJECTIVES: How do we reach our mission and vision?*  
*Check: What is missing or not stated?*

*Materials needed:*      *SACES current VMO, ACES new VMO*

### Vision

SACES cultivates an inclusive community of counselor educators and supervisors who develop leaders and counselors committed to professional advocacy and dedicated to client equity and well-being

### Mission

The mission is to empower and support diverse counselor educators and supervisors in scholarship, advocacy, community, education, and supervision.

## Goals

Our goals support the development of counselor educators and supervisors in order to promote:

Scholarship- encourage, support, and recognize a diverse range of scholarship and research

Advocacy- advocate for the profession and inspire a commitment to social justice

Community- promote connection, leadership, and service within the profession

Education- foster best practices in teaching and professional development

Supervision- advance the theory and practice of counselor supervision

## C. Current Programs, Member Services, and Financial Situation

*Core questions:*            *How does SACES currently meet needs of members?*  
*To what degree are we meeting VMO?*  
*To what degree do these investments reflect VMO?*  
*What's working? What's not working? What's missing?*

*Result:*                      *Understanding of current program and financial status*

Current Activities and their links to 5 areas:

<b>Scholarship</b>	<ul style="list-style-type: none"><li>• Research grants</li><li>• Reviewers</li></ul>
<b>Advocacy</b>	<ul style="list-style-type: none"><li>• Empty plate</li><li>• Ethnics and Prof Dev IN</li><li>• Service learning IN</li><li>• Social Justice and Human Rights Committee IN</li></ul>
<b>Community</b>	<ul style="list-style-type: none"><li>• Website</li><li>• Emerging leaders</li><li>• Newsletter</li><li>• Membership committee</li><li>• Women's IN</li><li>• Developing Leaders</li><li>• Career connection</li><li>• Grad Student Committee</li></ul>
<b>Education</b>	<ul style="list-style-type: none"><li>• CMH IN</li><li>• College &amp; Students Affairs IN</li><li>• International counseling IN</li><li>• Multicultural IN</li><li>• Distance/online counselor education IN</li><li>• Service learning IN</li><li>• Technology IN</li></ul>
<b>Supervision</b>	<ul style="list-style-type: none"><li>• Supervision IN</li></ul>

*Cross-cutting-conference, annual awards, website, social media, newsletter*

Ways for being more intentional in addressing the 5 areas:

- Awards to reflect the areas
- Newsletter to address the different areas
- Research grants clarity
- Website could address the 5 areas with tabs for each
- Standing committees:
  - membership committee- need an updated list of membership from Marsha
  - graduate students committee-how do they focus on the 5 areas
  - creating a charge for all standing committees in terms of addressing the 5 areas
- Journal
- Revise scope of Emerging Leaders
- Grad Student Rep (the student would chair the grad student committee) and be our nominee as the ACES GSR
- First Timer Conference Attendee Event

*Materials needed: Programs & member services inventory  
Budget history  
Creative art supplies*

#### **D. Current Leadership Structure**

*Core questions: What leadership structure does SACES use for current operations?  
What's working? What's not working? What's missing?*

*Result: Understanding of current leadership structure and needs*

Start Committee/IN/Leaders Reports Process to increase accountability and gain clarity around the committee's alignment with SACES goals.

- Jul 1 new appointments
- Oct 1 annual plan due
- Jan 1 mid-term report due
- Jan (EC strategic planning meeting)
- Apr 1 Final report due and transition plan
- Jul 1 – President Final Report to membership describing what has been done to meet the 5 goals of SACES

Follow-ups/Changes (\* Immediate changes/attention)

\*Create a needs assessment/survey to help find out what resources our members want –Panos (Tech IN)/Membership Committee: Topics to address, journal of interest (e.g., student section), webinar interest, childcare for conference, etc.

\*Acquiring updated member list from ACES and determining how we can import it into our current website to maintain our updated list

#### \*Conference

- Is there software support that integrates registration and conference proposals?
- Reg online is not integrated but provides ACES the reports they need. Therefore, we will need to determine what we can use for registration and program management that meets the needs of ACES Treasurer and SACES conference committee.
- Create new conference committee roles to allow EC serves as mentors. This allows more members to get involved, share the work of the conference, and develop their leadership skills so they can step into new roles.
- Site Chair – oversees all site-related logistics including the hotel, meals, receptions, and overall conference needs. Co-chaired with conference-year president (mentored by past-past-president); only for SACES conference years.
- Conference Program Chair- put call out in December for proposal and reviewers. Co-chaired with conference-year president-elect (mentored by past-president); only for SACES conference years.
- Career Connection Chair – coordinate job openings and candidate resumes; only for SACES conference years.
- Emerging Leaders Coordinator (mentored by past-president) - revise the scope of Emerging Leaders program to include current strong leaders and those with potential but have not yet had opportunities to engage in leadership. Be more intentional about engaging ELs in future SACES leadership roles.
- Research Grants Chair (mentored by past-president) – put out call for proposals and reviewers; oversee the annual research grants.
- Awards Committee Chair – put out call for proposals and reviewers; oversee the annual awards program.
- Graduate Student Rep (mentored by president-elect) – plan and integrate graduate student activities during the conference.
- State ACES- Leader Networking Opportunities/Roundtables; Maybe State Sponsored Sessions?
- Childcare (contact the Mary or Women’s IN to see if they are interested in heading this up); determine tentative need based on the needs assessment
- Appoint Conference Chair and conference committee- the past-past-president stays on the conference committee

\*Change Bylaws chair to Past-President with Secretary serving on the committee

Create State ACES listserv?

Casey and Shawn will update the policy and procedures manual in February.

Add EC Strategic Planning Meeting to annual budget; it is the best way to be more proactive and address the strategic organizational goals. The monthly EC meetings tend to address the immediate and reactive needs of the organization and do not offer enough time to address larger needs.

Notes for Future Meetings

Include changes regarding mission, vision, goals, in bylaws change

Potentially add the GSR to the bylaws