



Executive Committee Meeting

April 11, 2019

12:00pm-2pm ET

Zoom Link:

<https://zoom.us/j/578161653>

Agenda

Attendance: President-Natoya Haskins, Past-President Casey Barrio Minton, President-Elect-Elizabeth Villares, President-Elect-Elect-Dodie Limberg Ohrt, Treasurer-Cheryl Wolf, Secretary-Janelle Bettis, Grad Student Rep-Joey Tapier-Fuselier

12:02pm meeting called to order by President, Natoya, H.

1. Old Business

- a. Weather Policy (need to finalize)
 - i. Topic tabled until May meeting.
- b. SACES GSR selection
 - i. Joey T. selected as ACES GSR beginning July 1, 2019. The SACES Board reviewed SACES GSR Operation Manual language to seek clarification or changes needed. SACES will make a general call for SACES GSR.
 - ii. SACES will need to review process for the new SACES GSR beginning in July 1, 2019. If criteria are changing may need to put out a new call. Volunteers needed to look at policy for GSR for May meeting. Need open call go out early May. Google form for faculty recommendation and application will be developed to send out in addition to GSR call.
- c. GSR Voting-
 - i. This will require a bylaw change; clarify GSR process and start a draft of Bylaws; take a look at ACES GRS process.
- d. Treasurer Appointment
 - i. A call will be sent out at the same time as next appointments. Appointment/term suggestion possibly. Bylaws change needed. Subcommittee has met to determine steps moving forward. Topics came up out of discussion i.e. website, Executive Director position, conference assistance.
 - ii. Call needs to be consistent with Bylaws. Call states 1-year term appointment. Financial planning needed for Executive Director position.
- e. Newsletter Update
 - i. Andrea and Brandy sent to Cheryl W. and Natoya H. email regarding structure newsletter moving forward. Seeking approval from SACES board

with potential structuring. The board agreed to continue the two-year rotation of focused editions using the SACES objectives.

- f. Communication Platforms
 - i. Currently SACES does not have platforms that are accessible to members. Subcommittee or taskforce developed to identify best steps to move forward. Many IN and committee are using own university platforms or free conference calls. We can explore Google Suite, Zoom, etc.
 - g. Social Media Outlets
 - i. Need a policy associated with use of social media for SACES. Identify ways to comprehensively use social media within SACES. Suggestion to lock out all current SACES social media outlets and start new ones, that are given to new leadership. Policy needed for use of SACES logo needed. SACES board agrees on developing webmaster role to manage. Starting with creating list of all social media accounts needed and which ones need to be deleted. General SACES Gmail account needed to keep all information in one place. Janelle B. will identify current SACES social media outlets and then develop list of social media outlets needed to next leadership. Final reports due to Natoya H. will ask for social media outlets from IN and committees.
 - h. Webinar Scheduling
2. New Business
- a. NBCC ACEP Audit (Cheryl)
 - i. Cheryl received the bill and 3-year ACEP audit due June 1, 2019. Need to identify someone to conduct the audit and work with Susan F., as the webinar chair. Focus on this audit, managing and maintain into central data base beyond the conference. Janelle agreed to oversee this audit as the Program Administrator this year but a regular position would be helpful. This person will be accountable for ACEP Audit and webinar CE certificates.
 - b. GS Committee (Joey)
 - i. Goal of the subcommittee with GS Committee is to utilize the newsletter for updates and information for GS committee. Requesting flexibility with newsletter for other purposes. SACES Board at this point is moving forward with the same process.
 - c. Interest Network Taskforce Midterm Update (see attachment)
 - d. Found out at ACA can no longer vote via email. Established in ACES, law requires voting in person and visually accounted for.
 - i. Does SACES need to put forth a motion to approve all electronic votes?
 - ii. Natoya H. will seek clarification from Marsha W., ACES ED to confirm steps moving forward.
 - e. Conference Platform update
 - i. Cvent sent out email, majority or region used Reg online. Reg online is going away and will be taken over by Cvent. Cvent will honor the rate previously had with SACES. Elizabeth V. will get pricing. Elizabeth V. also spoke to OpenWater as well. Another meeting will be set up to discuss further.

Upcoming Meeting: May 20th 11am-1pm EST