



**Executive Committee Meeting  
July 19, 2018  
12:00-2:00pm ET**

**Agenda**

Attendance: Natoya H, Cheryl W., Janelle B., Latrina R., Kent B., Joey T., Elizabeth, V  
Send Regards: Casey B.,

**1. Changes and additions to the agenda**

- a. None noted.

**2. Old Business**

- a. Organizational Report Review: Casey B. condensed the 2017-2018 organizational committee reports into one document. Casey would like to make a proposal to accept the report (pending budget updates) and distribute to membership. Final budget numbers have not been added yet; board will revisit to vote approval of organization report once Treasurers report received (end of July; waiting for rebate numbers from ACES Treasurer to complete). Discussion occurred regarding how to disseminate information to members (website? conference?).
- b. Logo Discussion/Decision: Tabled for next August meeting.

**3. New Business**

- a. Journal Update: Kelly accepted all of the changes to journal (mission, vision, scope, title) suggested by the Executive Board. Casey B and Kelly W. will continue with journal setup including working with the University of Tennessee, Knoxville (UT) Libraries to develop the Bepress submission site and journal submission website. Kelly W. is working on the ISSN setup today. A call has been posted for editorial board members, including two graduate editorial board members. Committee hoping to use the libraries graphic design services to save SACES some money may need to request for funds from SACES if this is not possible. UT is picking up the cost of journal website hosting and DOIs. Submissions to the journal should be able to begin as early as 9/1. The goal is to have a full volume for 2019 (with first issue out early in the year)!
- b. Research Grants: Call went out for research grants and are due by August 15, 2018. Casey B. is sending a call for reviewers next month.
- c. Nominations: Call went out for officer nominations, they are due August 15, 2018. A committee will be put together for final recommendations. Discussion regarding president-elect position via email or next meeting?
- d. Location of Next Conference – Baltimore or San Antonio 10/21/20-10/24/20: Discussion occurred- there is 1 hotel that would fit SACES population in San Antonio

- and 3 in Baltimore. Need to make a decision before the conference so that the location can be announced. Baltimore seems to be most feasible at this point unless other options are presented (Food and beverage for SACES). Natoya H. will check in with Ed for process moving forward to schedule visits to Baltimore in coming weeks. Natoya and Elizabeth will go to the site visit for the 3 hotels in Baltimore (funded through SACES). Janelle is invited to participate since she lives in the area.
- e. Leadership Development/Institute Taskforce: Would like to work on enhancing the leadership process, and diversity within the leadership. Want to ensure those in leadership roles have a sense of what leadership looks like, how to develop goals, bring those ideas to fruition and be an effective leader. Natoya H. is considering a taskforce for leadership development series/institute to provide leaders/officers on a yearly basis. A taskforce will be developed now, and then present at a strategic planning meeting at the January retreat. Suggestions for areas of focus are academic leadership i.e. dept., admin roles, faculty roles.
  - f. Summer Newsletter Content: The board asked for feedback on suggestions. The newsletter will include conference information, newly appointed positions such as committee/interest network, board members, and conference chairs. A draft will be sent to board to review and make changes if necessary.
  - g. EL- Natoya H. would like to table this discussion until next month's meeting, will chat with Casey B. Early next month, Casey b. will start determining volunteer positions for the 18 emerging leader's positions. Would like help to find productive spots for all of our ELs. In early September, Janelle B., Caroline P., and Casey B. will start planning the conference event. EL committee will want to connect with the conference volunteer committee. Discussion occurred regarding how EL's will be matched within SACES, the timeframe of that match, and structure over a two-year period.
  - h. Natoya will send email to EC board to request time to meet for dinner or lunch 2 hr. slot at SACES conference.
  - i. Natoya will send out doodle poll for Sept meeting.

#### **4. 2018 Conference Planning**

- a. Registration updates: There are 702 applications (673- completed; 188- incomplete, some may be duplicates). On track for 1000 expected registrants! Next deadline is 9/15 for regular registration (95% members usually registered by then) numbers
- b. Food and Beverage –No changes have been made. Sponsorship funds are coming that may be distributed.
- c. Career connection requests: Cheryl W. in contact with the Career Connection committee and information has been posted on the website. The CC links will go live 8/6 on the website . Career connection will occur on Friday and Saturday during the conference. Committee has requested Wi-Fi for coordinators. There are 6 users comped (Who will be those users?). Career connection located in hotel which may have Wi-Fi? Will follow up by conference committee to confirm if Wi-Fi is located in hotel only.

- d. Day of Service proposal/changes (Kent): Working with organization that may not provide opportunity for SACES members to do community work with organization on site. Requesting to use space at hotel on Thursday to provide free workshop for employees. Discussion occurred regarding the process of donations (online and at luncheon).
- e. Signage needs: Will use FedEx, Kinkos or Staples locally to make signs. 3 signs needed for Career Connection, 1 for reception, adding 2 signs for roundtables due to location (Saturday at 2 locations), 1 for poster session. Potential option signs for sponsors if we have them for the events.
- f. Accessibility: Request came for interpreter at conference. 2 quotes received, waiting for third request. Continuing to check into university or volunteer services to do these services. The cut off for the request is 9/15.
- g. Entertainment- Updates to contract for cancellation policy (Steel drum man), entertainment company is requesting SACES write it in the contract regarding weather. Language that will be included in the contract will be forward to Executive Board.
- h. New timer's session content/speakers: Options presented at next meeting.
- i. Suites- How does SACES want to use them, they are available in contract. In the past have been used for board members so we will continue to hold them and discuss it at a later meeting
- j. Sponsorship Updates: Tabled until next meeting.

**Upcoming Meeting**

August 8, 2018 12pm-2pm EST