



**Executive Committee Meeting
September 12, 2018
1:00pm-3:00pm ET**

Agenda

1. Changes and additions to the agenda

2. Old Business

- a. Organizational Report Review
 - i. Board will review once membership numbers have been reviewed.
 - ii. Discussed logo, Cheryl will take back and get suggestions by board solidified
- b. Winter Retreat
 - i. Discussed holding retreat in Baltimore. Possibly 2019 or 2020, or both. Solidified date.

2. New Business

- a) Hotel location of the next Conference discussion:
 - a. Motion made to approve Baltimore Hilton as 2019 annual retreat location by Elizabeth V., and seconded by Casey B.M.
 - i. Discussion occurred regarding negotiating food and beverage cost, and annual retreat visit.
 - b. Journal –
 - i. Copy editor contract sent to editor for signature.
 - c. ACES ACA Table “float” participation
 - i. Board suggests including logo for table.
 - d. Emerging Leaders program and assignments
 - i. Emerging Leaders Committee working on structure of EL program for conference. Emerging Leaders will be match with project assignments.
 - e. Committee and IN Plans
 - i. Committee and IN are requesting access to a platform to conduct webinars. Difficulty identifying members of committee and IN. Discussed survey or email account set ups within SACES and developing an operations manual for Committee and IN.
 - f. November Meeting Date- Changed to 11/15

3. 2018 Conference Planning

a) Program updates

- a. Awaiting feedback for conference handbook.
- b) Conference App
 - a. Motion moved to approve Sched at Engage level by Elizabeth V. and seconded by Casey B.M. for the conference.
- c) AV contract/updates
 - a. All needs are included in the contract.
- d) Registration updates
- e) Day of Service-Discount for Justice Center Staff?
 - a. Requests for volunteers and donations have been made. Discussed opportunities for Day of Service agency employee's.
- f) Accessibility- Options regarding the interpreter contract were reviewed and discussed.
- g) Sponsorship Updates
- h) Food and Beverage additions

Upcoming Meetings

November 15th 1pm-3pm EST