



**SACES Annual Retreat Minutes  
January 18-19, 2019  
Hilton Baltimore  
401 W Pratt St, Baltimore, MD 21201**

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

**Friday, January 18, 2019**

1. SACES Executive Board Reports

- a. Past President- Casey B. chaired bylaws committee, facilitating EL administrative tasks, chairing nominations and elections process for president elect- elect and secretary elect- elect, chaired research and practice grants, supporting Kelly W. as SACES editor.
- b. President- Natoya H.- Facilitated 2018 SACES conference, managed conference committees, worked and finalized contract with the planning committee to secure the 2020 SACES Conference location. Natoya H. also is continuing to support the leadership task force. Suggesting identifying additional member services/resources, call went out for GSR and ACES president and secretary nominations.
- c. President Elect- Elizabeth V.
  - i. Tasks completed
    1. Served on Executive Committees from Jan. 2018 to present
    2. Conference planning
      - a. Served as Chair Conference Program Committee.
      - b. Provided updates to conference manual.
      - c. Participated in conference planning meetings.
      - d. Attended 2020 conference site planning visit.
      - e. Created conference program and conference app.
      - f. Participate in SACES General Assembly/Business Meetings (held during ACES or SACES Conference each fall).
    3. Participated in SACES meeting during the 2018 ACA Convention.
    4. Represent SACES as nonvoting member in ACES Governing Council Meetings (typically held June before term start, at ACES biennial convention in the fall, and each spring in conjunction with the ACA Convention)

- ii. On-going tasks
  - 1. Serve as nonvoting member on ACES Governing Council
  - 2. Participate in SACES Executive Committee Annual Planning
  - 3. Participate in ongoing Executive Committee meetings (held virtually each month)
  - 4. Participate in SACES meeting during 2019 ACA Convention
  - 5. When requested, provided written reports for each issue of the SACES newsletter
- iii. Additional Duties
  - 1. Provide written and oral reports to General Assembly
  - 2. Provide written reports to the ACES President and Governing Council
  - 3. If requested, provide written reports for each issue of the SACES newsletter
  - 4. Submit final officer report of activities and recommendations (typically by 5/1)
- iv. Tasks to complete – Jan. 2019 to June 30, 2019
  - 1. Appoint chairpersons and members of committees and interest networks who will serve during term as President
  - 2. Represent SACES as voting member in ACES Governing Council Meetings in June 2019
- d. Treasurer-
  - i. Cheryl W. gave mid-year report. Total Balance as of December 31, 2018 \$236,278.71. Donations matched from 2018 SACES conference at \$551.55 (total of \$1099.55 listed as a conference expense).
- e. Secretary-
  - i. SACES has 14 branches in our region. Three branches are inactive. Janelle B has received ACES branch forms from: MS, LA, MD, KY. A recent email reminder was sent on 1/9/19. Janelle B. sent Cheryl W. updated information for the SACES website.
- f. Graduate Student Representative-
  - i. Joey T. develop and facilitated the First Timer session at the 2018 SACES Conference and sent out student survey. A graduate student meeting was held in December 2018. Joey T. continues to work on duties and roles and posting to SACES Facebook group announcements from SACES and ACES.
- 2. New Business:
  - a. Discussion regarding career forum for members.
- 3. GSR Application Review/ACES Nominations for President and Secretary Discussion
  - a. **Motion made by Cheryl W. to nominate Joey T. as ACES graduate student representative. Motion carried.**
  - b. **Motion made to table discussion of SACES GSR to February meeting by Casey B., seconded by Janelle B.**

4. ACES Nominations for President and Secretary Discussion
  - a. **Motion made by Elizabeth V. to approve Casey B. as SACES nomination for ACES president-elect, seconded by Cheryl W. Motion carried.**
  - b. **Motion made that SACES not submit a nomination to ACES this year due to lack of viable candidates by Casey B., seconded by Cheryl. Motion carried.**
5. Journal Editor, Kelly Wester
  - a. First issue in February 2019. Current 22% acceptance rate.
6. Interest Networks and Committee Report Reviews and Needs
  - a. Want to work on including all SACES resources on website i.e. FaceBook, LinkedIn, IN/committee information. Discussion occurred regarding developing an operation's manual to include suggested activities for IN, ways to engage with potential members, holding meeting at conferences, or appropriate to use logo.
7. Emerging Leaders Leadership Experiences Check-in
  - a. Casey B. reports not all EL's have engaged with committee/IN. Co-coordinators will give guidance and develop SOP manual for EL program.
8. SWOT Analysis of the Conference/Conference Volunteer Process/Inclement Weather Policy
9. Finalize Inclement Weather Policy/Revisit the SACES Goals and Strategic Plans/Recommendations
  - a. Board reviewed example templates of policy for SACES to adopt.

Next Meeting: Friday, February 15, 2019