



Executive Committee Minutes  
 January 24-26, 2020  
 Annual Planning Meeting  
 401 W Pratt St, Baltimore, MD 21201

### Day 1, Friday, January 24, 2020

#### Day 1 Attendance:

- Elizabeth Villares (President, presiding), Dodie Limberg (President-Elect), Sejal Barden (President-Elect-Elect), Cheryl Wolf (Treasurer), Mario De La Garza (Co-Treasurer), Hannah Coyt (Graduate Student Representative), Philip Gnilka (2020 Conference Co-Coordinator)

#### Meeting with AV representative Alexis Wilkins ([awilkins@psav.com](mailto:awilkins@psav.com))

- Dodie, Mario, and Philip reviewed the proposal for AV equipment, including podiums, screens, projectors, Internet connection included in all rooms (compared with previous bid)

#### Conference Space Walkthrough and Discussion

- Elizabeth, Cheryl, Philip, Mario, Sejal, Caitlyn, Dodie, and Hannah attended walkthrough with Kelly McDonald (Baltimore Hilton employee)
  - All were provided with conference space floorplans
- Executive Committee (EC) began with debrief from walk-through to determine utility of spaces, including:
  - On Friday of the conference, using Rooms 1-4 for breakout room, Rooms 7-12 for the Luncheon; Rooms 5 and 6 for Roundtables and making sure to separate rooms 5 & 6 to help with sound
  - Placing Exhibitors in East Foyer
  - Placing Registration Table in front of the blue wall (near the escalators)
  - Placing posters in South Foyer area and/or Rooms 11 & 12; Posters could also be moved in front of Rooms 1-4
  - Potentially use 5 & 6 or 7 & 8 for Reception
  - South Foyer – Reception for Thursday & Friday
  - Emerging Leaders will need conference space on Thursday
  - Preconference – Rooms 1-4
  - Multi-purposing 5 & 6 or 7 & 8 throughout conference
- Dodie reviewed 'AV Needs 2020' spreadsheet to confirm utility of rooms and specific rooms that need AV technology
- EC discussed utilizing smaller screens for Room 1-4 and setting chairs closer and leaving space in the back empty for activities/experiential/other needs; 2 classroom and 2 theatre setups to accommodate different types of presentations; For Saturday, Rooms 9-12 for Panel Presentations that do not require AV needs
  - Dodie will reach out to Brian at PSAV with updated spreadsheet with AV needs

### **Review of Recommendations Made by Coordinators from the Morning Session**

- Dodie shared about meeting with AV representative (PSAV) who has not been communicative on quote; PSAV representative stated that he 'found an old quote which was \$20,000'
  - Dodie asked for PSAV representative to send a new quote today (1/24)
  - Elizabeth indicated that PSAV previously indicated they would be willing to match Myrtle Beach AV price (\$16,000)
  - Elizabeth indicated there should be 10% discount; Dodie indicated that contract indicates additional discounts
  - Philip checked contract which indicated being able to use different AV company; once bid is received, can check with outside companies to compare quotes
- Dodie shared about resources win 2020 Conference Site Visit Folder
  - Dodie reviewed Third Party Wording document
    - Dodie will check to see what additional rates are for universities 'renting' space from SACES for their receptions during the conference

### **Discussion of Prices (registration, sponsor and exhibitor, program hardcopy, name tags, conference swag, branding)**

- Dodie reviewed Regional Fees document
  - EC discussed current SACES conference registration rates
- Dodie asked other regions what they charged for Sponsors and Exhibitors; NARACES shared their package as an example
- Dodie recommended 'Going Green' and using a PDF in lieu of Paper Program; EC discussed ways to increase advertising/exhibitors for additional funds, including adding in PDF program, App, and/or when sending out conference emails
  - Dodie moves to 'Go Green' with the conference program and offer a PDF and conference app; Caitlyn seconds
    - Discussion followed, including: sending a reminder to the membership and attendees about printing out their own PDF if they want a paper copy as well as instructions on how to access and download the PDF; there will be copies of the program (in a binder) at the registration desk if attendees want to flip through it; utilization of Sched App for the conference as it has been stable at previous conferences
    - All in favor; no oppositions; no abstentions; motion carries.
- Dodie shared about Name Tag Quote (in Drive)
  - Current estimate for 1,000 Name tags is approximately \$4,700
  - Caitlyn suggested adding a QR code to name tags that link to the Sched App for attendees
  - EC discussed offering sponsorship for Name Tags and/or lanyard
  - EC discussed additional costs for Ribbon stick-ons, which is about .24 cents per ribbon
  - SACES member (co-coordinator of ACES) will provide the printer that is needed for on-site registration name tags
  - EC discussed utilizing Pc/Nametag to outsource the production of name tags, which will be offset by sponsorship
- Dodie shared about Conference Swag
  - Did not receive quote for bags; recommendation to not have conference bag
  - EC discussed not utilizing swag at conference to align with 'Going Green'
  - EC discussed if organization/university wants to sponsor bag, could be a potential option

- Dodie shared about Branding
  - Dodie received a quote from shepherd regarding makeshift booths
  - Contract with hotel indicated have 16 tables available as well as 7 poster boards; EC discussed using provided tables and purchasing 2 reusable tablecloths instead of spending funding on booths

#### **Call with Kelly Duncan, new ACES Executive Director**

- EC connected with Kelly Duncan via Zoom
- Kelly asked about active states/organizations within SACES; Elizabeth and Caitlyn shared about inactive states, including Georgia, South Carolina, and West Virginia

#### **Review recommendation from Research Taskforce**

- Dodie reviewed 'SACES Research Task Force Initial Suggestions' document (shared drive)
- Dodie shared about several recommendations, including: (a) Targeting 2 pre-conferences that are focused on research (grant writing; instrument development; statistics training) and to survey membership to determine topics of interest; (b) incorporate panel presentations and paper presentation format, including selecting a couple of presentations to pilot/tryout; (c) adding a Research Track to the conference; (d) developing an online research guide; (e) vetting reviewers to identify more rigorous proposals/presentations
- EC discussed integrating more sessions that present on evidence-based research and potentially moving towards a symposium-style for the 2022 conference
- Dodie will let Jeff know that EC would like 2 pre-conference sessions on research
  - Pre-Conference ideas: Supervision; Advocacy; Community building; Education; Scholarship
    - EC discussed having 6 pre-conference presentations – 2 all-day research sessions; 4 half-day sessions
    - EC discussed adjusting pre-conference pricing; \$30 for half day sessions and \$60 for full day sessions

#### **Review recommendations for Empty Plate and Day of Service**

- Dodie shared about document in Google Drive; Janelle recommended The Samaritan Woman (focuses on Sex/Human Trafficking) for Empty Plate; EC discussed giving registrants the option of donating monies to The Samaritan Woman upon online registration
- Dodie shared about Day of Service (Hannah is chairing with Jan Gay); recommended reaching out to provided organizations to see what is feasible to do in a day that would be helpful; discussed potential option of virtual day of service if organizations are not in need of day of service activities
  - EC recommended keeping it simple for one organization that can benefit
  - EC discussed options like attendees bringing clothing for homeless shelter for children and families

## Day 2, Saturday, January 25, 2020

### Day 2 Attendance:

- Elizabeth Villares (President, presiding), Natoya Haskins (Past-President), Dodie Limberg (President-Elect), Sejal Barden (President-Elect-Elect), Cheryl Wolf (Treasurer), Mario De La Garza (Co-Treasurer), Hannah Coyt (Graduate Student Representative), Philip Gnilka (2020 Conference Co-Coordinator)

### SACES Diversity Scholarship Ad Hoc Committee recommendations

- Natoya shared about ad hoc committee identifying criteria for Diversity Scholarship applicants ('SACES Diversity Application Jan2020' in shared folder); utilized some of NBCCs model (minority fellowship), including applicants writing a financial need statement; include letter of recommendation from advisor or supervisor that will speak to how this will enhance applicants' professional trajectory; professional and personal identity statement; copy of CV; ask applicants to include list of conferences attended and/or presented
- EC discussed covering registration for recipients and providing up to \$750 for conference experiences for 5 recipients/students
  - Recipient potential requirements: attending first-timers; attending a certain number of sessions instead of requirement of volunteering; attending graduate student opportunities; potentially attending EC board meeting;
  - Ad hoc committee member will serve as a liaison to help with connection
  - Marketing/advertisement through CESNET, reaching out to targeted program chairs, add on website announcement/section for diversity scholarship program;
  - EC discussed past-president or member of diversity task force serves as a liaison with graduate student representative, with the goal of transitioning diversity scholarship program into graduate student committee
  - Natoya will present suggestions from EC to Diversity Task Force to make adjustments to call and application

### Discuss procedures for Job Talks, location, process

- Dodie – Google Drive – (Job Talk Proposal document)
- Recommendations of committee chairs: online portal for CV for applicants and universities; universities can reach out to applicants if they are interested; but applicants should not reach out to universities
- Pickersgill room will be used for Job Talks throughout the conference

### Discuss Entertainment needs (vendors) and Conference Insurance proposals (cost)

- Opening reception (Thursday) – discussed need of speaker system for music
- Presidential Reception (Friday) – DJ or looking into local entertainment; try to keep budget \$2K
- Discussed levels of sponsorship versus sponsors selecting specific items/areas they want to sponsor

### Emerging Leaders Leadership Experiences Check-in, recommended revisions

- Moving discussion to February EC meeting

### Menu Tasting Lunch

- Attended by Elizabeth, Sejal, Dodie, and Philip

### **Conference Budget (end of conference planning portion of the meeting)**

- EC reviewed budget; discussed having Exhibitors/Sponsors Committee to reach out to NBCC to sponsor Diversity Scholarships
- Discussed adjustment of conference registration rates
- Discussed decreasing hours for volunteers to 5 hours instead of 10 hours
- Discussed sponsorship options
- Discussed budget caps for receptions
- Cheryl motions to approve budget for Fiscal year 2020; Dodie seconds; no discussion; all in favor; no opposed; no abstentions; motion carries

### **Journal Editor, Kelly Wester**

- EC virtually connected with Kelly Wester
- Kelly shared about successful progress with new Copyeditor
- Special Issue will be coming out this fall (September/October) on *Signature Pedagogy*; topics could include Supervision, Multicultural Competency and Social Justice, and Research
- Kelly shared about progress of utilizing videos for authors to share about manuscripts; has helped to increase publicity/views/downloads of articles
  - Elizabeth recommended Kelly to reach out to Social Media Committee to see if/how they can help with author videos
  - Elizabeth recommended connection with graduate students to help out; Kelly expressed interest in sending out call for 2 graduate students to conduct interviews with authors and handling video/technology tasks; discussed involving graduate students from graduate student committee to help with videos
- Elizabeth asked about needs for 2020 SACES Conference
  - Set up meeting with TSC Reviewers
  - Question and Answer/Panel Discussion/Round Table on 'what it takes to publish' in TSC with Kelly and Bradley
  - Description, scope, and information in conference program along with TSC Reviewers ; announcement about constant Open Submissions
- Kelly will share with EC within the next few months regarding continuing within this role after 3-year commitment

### **Interest Networks and Committee Report Reviews and Needs**

- Elizabeth shared about IN and Committee meeting discussions, including use of Facebook/social media platforms

### **SACES GSR Application Review/ACES Nominations for President and Secretary Discussion**

- EC voted on Jan Gay for SACES GSR
- Elizabeth indicated for February EC meeting, look at call for SACES GSR to determine timeline
  - Currently, bylaws indicate call being disseminated March 1<sup>st</sup>

### **SACES Research Award Revisions**

- EC discussed potential modification of wording for future awards to be strongly recommended for doctoral students and new professionals/faculty applicants

### Recommendations for Bylaws and Operation Manual Revisions

- EC discussed need to look at wording for who is considered eligible for SACES/ACES leadership positions

### 2022 Conference Site Visit Update

- Dodie and Sejal confirmed that the Westin, Charlotte appeared to be a space that would fit well for a potential conference space
- Dodie motions to host the 2022 SACES Conference in Charlotte at the Westin
  - Caitlyn seconds; no discussion; all in favor; no abstentions; motion carries
- Dodie will reach out to Ed to let him know about vote for Charlotte conference

### Day 3, Sunday, January 26, 2020

#### Day 3 Attendance:

- Elizabeth Villares (President, presiding), Natoya Haskins (Past-President), Dodie Limberg (President-Elect), Sejal Barden (President-Elect-Elect), Cheryl Wolf (Treasurer), Mario De La Garza (Co-Treasurer), Hannah Coyt (Graduate Student Representative)

#### Review SACES Strategic Plans/SACES Executive Board Reports

- Dodie motions to move meeting minutes from December 16<sup>th</sup>; Cheryl seconds; no discussion; all in favor; no opposed; no abstentions; motion carries
- **Natoya:** shared about yearly activities, including awarding 7 research awards; shared about recipient who requested a 1-year extension due to personal difficulties
  - Secretary needs to make sure that in June Minutes, reports and research grants need to be stored in Google Drive to follow up with award recipients regarding how they used their research funds
  - EC discussed way to designate research projects that are SACES funded, including putting this in the Sched App
  - EC discussed concerns related to applicants who seek funding through both SACES and ACES grants
    - Looking at policy to modify language about grant funding being more targeted for doctoral students and early career professionals/faculty
  - Discussed president-elect-elect and secretary-elect processes
  - Worked with diversity scholarship committee
  - Accumulating list of by-laws changes
  - Worked with Janelle, Caroline, and Elizabeth to help with Emerging Leader (EL) engagement
    - Discussed needs to continue brainstorming ways to keep ELs engaged
- **Elizabeth:** involved in ACES governing council, including bi-monthly meetings; committees and IN chairs, gathering their annual plans; facilitated ACES nomination process; overseeing G-Suite; updated OpenWater proposals and processes; continuing EC meetings; plan and chair SACES meeting at ACES conference; last voting meeting will be April at ACA; submitting pieces to SACES newsletter; identify person to serve as Social Media chair; Webinar committee asked about adding webinar feature to Zoom – Cheryl to look into pricing
- **Dodie:** attending EC meetings; 2020 conference planning; 2022 site visit conference; facilitating process of getting research task force running and integrated into SACES; GSR nominee.

- **Cheryl:** preparing conference budget; reviewing contracts; procedures for ACES; e-checkbooks; reimbursement forms; operations budget is next task (due April 1<sup>st</sup> to Brian – will have report for EC in February); managing record keeping; meeting with regional treasurers and looking at investment opportunities
- **Caitlyn:** collected data from state branch presidents; will send updated information for upload onto SACES website; adding tasks to Google Calendar to help with incoming Secretary; shared availability to help with additional conference support, if needed
- **Hannah:** working diligently; 2 co-chairs for each workgroup; at least one co-chair attends
- Reviewed SACES Goals: Scholarship; Advocacy; Community; Education; Supervision
  - **Scholarship needs:** Research task force is a way to make a helpful impact; discussed ways to support diverse individuals (who may have experienced lack of mentorship) to help with disparities in scholarship/publication; discussed perhaps fellowship program that allows new scholars/professionals to work with advanced faculty mentor for mentorship regarding developing manuscripts (i.e., using *Writing Your Journal Article in Twelve Weeks: A Guide to Academic Publishing Success*) – utilize book as framework to help with structure; potentially provide stipend to both mentee and mentorship; Research Track in SACES conference; enhance empirical submissions to TSC; discussed reaching out to programs in the region as a ‘needs assessment’ to determine what is being done to support/help doc students – developing survey to send to programs; conference and webinars as sources of scholarship needs
  - **Advocacy needs:** empty plate; exploring different approaches to ‘day of service’; for example: including CEU opportunities for supervisors in the community of SACES locations; SACES at large days of service; needs assessment for each of the states in terms of service and advocacy; day on the hill; passive service (i.e., virtual 5ks)
  - **Community needs:** promote connection within the SACES community regarding diverse professional identities; enhancing education within counseling to help professions better understand roles/responsibilities (i.e. school counselor vs. rehab counselor vs. mental health counselor, etc.); expanding role of graduate student representatives; diversity scholarship is a new initiative the address community needs
  - **Education needs:** teaching and professional development initiatives at the interest network levels, Call for empirical education best practices, journal special issues, or designated article per issue.
  - **Supervision needs:** service needs at state level related to serving supervisors within their state (i.e., LPC-S); potentially adding in a mentorship component to supervision to also meet needs of the membership

#### **Association Assessment – alignment with mission, vision, and objectives**

- EC will continue to discuss during future board meetings

#### **Investments**

- EC will continue to discuss during future board meetings