



## Meeting Minutes SACES Executive Committee Meeting

**Date:** Monday, 7/15/19 | **Time:** 10:00am-12:00pm EST

### **Persons in Attendance:**

Elizabeth Villares, President  
Natoya Haskins, Past President  
Dodie Limberg, President-Elect  
Cheryl Wolf, Treasurer  
Hannah Coyt, Graduate Student Representative  
Joey Tapia-Fuselier, Past Graduate Student Representative

### **Persons Absent:**

Caitlyn Bennett, Secretary

### **Old Business**

#### **Weather Policy**

- The SACES Conference Cancellation policy was sent to SACES Executive Committee.
- Discussed using percentage for reimbursement for cancellations to take into consideration of 'types' of registrants (i.e., students; faculty; etc.).
- Discussed refund policy in the event that the conference hotel cancels; executive committee decided on applying a \$25 non-refundable fee for all attendees if hotel were to cancel (to cover unrecoverable expenses such as conference booklets; totes; etc.).
- Elizabeth asked for motion to approve cancellation policy.
  - Cheryl motioned to approve current cancellation policy as amended for the 2020 SACES Conference.
  - Dodie provided second motion.
  - All attendees were in favor; no oppositions; no abstentions; motion carried.

#### **Call for Treasurer**

- Cheryl emailed most updated call for treasurer to committee prior to meeting.
- Committee discussed updating applications for Treasurer to be due August 15<sup>th</sup>.
- Committee discussed reaching out to individuals interested in position to disseminate information about responsibilities of the role.
- Discussed modifying language on call for Treasurer to include active participation on leadership team and providing mentorship to other SACES members, in addition to budgetary duties.
- Elizabeth asked for motion to approve call for SACES Treasurer.
  - Cheryl made motion to approve call for SACES Treasurer.
  - Natoya provided second motion to approve call for SACES Treasurer.
  - All attendees were in favor; no oppositions; no abstentions; motion carried.

- Prior vote was amended to adjust call for Treasurer to include 'seeking applications.'
  - Elizabeth requested motion to approve amended call for Treasurer.
  - Cheryl made motion to approve amended call for Treasurer.
  - Natoya provided second motion to approve amended call for SACES Treasurer.
  - All attendees were in favor; no oppositions; no abstentions; motion carried.

### **Emerging Leaders (EL) Transition**

- Natoya requested to put EL Transition on agenda for August due to previous Emerging Leaders' experience not being as useful.
- Natoya will be communicating with EL coordinators to determine future needs of EL program.

### **G-Suite Transition**

- Elizabeth shared that the G-Suite platform was approved.
- Currently in process of establishing users/accounts of G-Suite.
- Gmail accounts will be created internally.
- Setup time has been taking time, but moving in a positive direction.
- Further discussion of G-Suite Transition will be held during next meeting in August.

### **ACES Presidential Slate of Officers**

- Elizabeth reported three names that were put forward for ACES President - Chris Wood; Steven Flynn; Casey Barrio Minton were on the slate.
  - Steven Flynn and Casey Barrio Minton were nominated to move forward to be on the ACES Presidential Ballot .
- Natoya shared about ACES Diversity Conference Scholarship development and hope for SACES to create a similar opportunity in the future.
  - This will be put on the agenda for the August meeting.

### **Contract with OpenWater**

- Signed by Kris Goodrich on behalf of the 5 regions.
- SACES portion of contract is 34.1% which equated to slightly over \$7,000; this was more cost effective than having a solo contract.
- On-boarding process is not yet started. This should begin to pick-up in the upcoming fall months

### **Operational Manual**

- Elizabeth suggested adding in a list of previous conference states/locations as a historical document.
- Natoya shared she will begin reviewing the operation manual in the upcoming weeks.

### **Graduate Student Updates**

- ACES Diversity Scholarship was posted on SACES Graduate Student social media pages.
- Joey indicated he will send out additional requests to Graduate Student Council for members to disseminate the call for the ACES Diversity Scholarship to their universities and students.
- Hannah sent out an email to Executive Committee regarding adjusting wording about Working Groups within the Graduate Student Committee to help students better understand potential opportunities for involvement in SACES.
- Joey requested having a singular Graduate Student email in G-Suite to help have one space to house all incoming emails and forms.

- Joey is requesting feedback on blog and videos of Counselor Education interviews that will be posted on Graduate Student website/sent out to graduate student members; he want to identify a spot on SACES website to place this appropriately.
- Joey expressed need for increasing student retention and involvement in Graduate Student committee opportunities; looking for a strong, consistent committee.
- Hannah and Joey considered developing a survey to better understand what graduate students liked and would have liked to see differently for graduate student committee members; would like to disseminate via G-Suite.
- Joey suggested listing active graduate student committee members on website for recognition of service.
- Elizabeth suggested providing more context about commitment, mentorship/support, and other opportunities that are involved in serving on graduate student committee.
- Committee discussed increasing structure of graduate student committee; Elizabeth suggested reviewing wording of graduate student committee membership of other organizations to help determine how to modify wording for SACES graduate student committee.
- Committee discussed opportunity of having graduate student committee members serve on an interest network to provide a different type of involvement where students can come and go as it fits for their schedule while having more stable positions/opportunities on graduate student committee.
- Committee will revisit updates of the graduate student committee in the August meeting.

### New Business

#### **2022 Potential Conference Locations**

- SACES changed their conferences window with WACES to November. As of now, potential 2022 Conference dates include: Thursday, November 3 – Sunday, November 6 OR Thursday, November 10 – Sunday, November 13.
- Committee discussed adding Kentucky, North Carolina, Florida, and Tennessee to potential conference locations; Elizabeth shared she will send these to Ed to review and determine budget/costs.

#### **SACES Scheduled Meetings and Informal Events for the ACES Conference**

- Elizabeth reviewed the dates for the upcoming ACES Conference.
  - **Friday, October 11, 2019:** 9:00-10:00 a.m. Keynote; 12:30-1:20p.m. ACES Town Hall/General Assembly; 5:30-6:30 p.m. Regional Meetings
  - **Saturday, October 12, 2019:** 12:00-1:50pm Awards luncheon
  - **Sunday, October 13, 2019:** 9:00 a.m.-11:00 a.m. ACES Executive Committee; 12:30-3:30PM ACES Governing Council; Emerging Leaders is 1:00pm-5:00pm and the reception is 5:00pm-6:00pm.
    - Some ACES leadership may have been invited to come in to the workshop at the end and after the GC meeting.
- Joey asked about a specific timeslot given to Graduate Student Council for graduate students to present their research/work as it relates to Counselor Education. Currently, there may not be a slot for this conference (unless there are cancellations). This could be an opportunity for 2020 SACES.

### **Advisory Council of State Presidents**

- Elizabeth shared by-law with Committee: “*Section 3. Membership of the Advisory Council of State Presidents.* All Presidents of State Divisions of ACES in the SACES region or their designee shall be members of the Advisory Council of State Presidents. Each state shall submit the names, addresses, and phone numbers of its state president.”
  - Advisory Council of State Presidents should meet at ACES
- Natoya suggested meeting with State Presidents quarterly to ensure they are feeling supported.
- Committee discussed providing G-Suite Team Drive where State Presidents can contribute/share information.
- Committee discussed a need to update the Leaders of State Regions. Caitlyn will review the website and reach out to the appropriate individuals to get updated information and will pass along to Janelle for website updates.

### **Strategic Planning and Leadership**

- Current open chair positions: Clinical Mental Health Counseling (2); Ethics & Professional Development (1); Distance/Online Counselor Education (1); Multicultural Counseling (1); Service Learning (1)
- Leadership positions: Panagiotis is still interested in staying involved in SACES, but would like to transition out of Social Media Role.
- Elizabeth asked for Social Media Chair suggestions.
  - Suggested sending recommended names of Doctoral Students forward for open Interest Network Chair positions.
- Elizabeth shared she will reach out to Dodie to determine potential Doctoral Students who would be a good fit; she will then send general call to Kristy for Social Media Chair.
- Cheryl suggested keeping a list of all by-law changes; Natoya shared she will be keeping track of by-law changes as she becomes aware.
- Elizabeth recommended Secretary keeping track of by-law changes, moving forward.
- Natoya reported having received two secretary nominations thus far; she is looking for any names of potential good fit for Secretary-Elect.

### **January Baltimore Meeting:**

- Committee discussed and recommended flying in/arriving on Thursday (if funding permits) and leaving Saturday afternoon to allow for more time and planning opportunities.
- Elizabeth will be sending forward dates to Conference Hotel to determine which dates work best and will notify Executive Committee.

### **Dates for Future Meetings – Mondays from 10:00am-12:00pm EST**

#### **Fall 2019 Semester**

- August 19; September 16; October 14; November 18; December 16

#### **Spring/Summer 2020 Semester**

- January – Baltimore (possible dates? Jan 17-18; 24-25)
- February 17; March 16; April 20; May 18; June 16