



Executive Committee Agenda
November 18, 2019
10 AM – 12 PM

Date: Monday, 11/18/19 | **Time:** 10:00am-12:00pm EST

Persons in Attendance:

Elizabeth Villares, President
Natoya Haskins, Past President
Dodie Limberg, President-Elect
Cheryl Wolf, Treasurer
Caitlyn Bennett, Secretary
Hannah Coyt, Graduate Student Representative

Approval of Agenda

- Cheryl motioned to approve meeting agenda.
 - Natoya provided second motion.
 - All attendees were in favor; no oppositions; no abstentions; motion carried.

Approval of the October 15, 2019 Meeting Minutes

- Dodie motioned to approve meeting minutes.
 - Cheryl provided second motion.
 - All attendees were in favor; no oppositions; no abstentions; motion carried.

Old Business

Emerging Leaders Transition

- Natoya reported place some Emerging Leaders (ELs) in more fitting placements due to previous positions not involving as much support.
- Natoya confirmed that an EL was assigned to the SACES Newsletter, but previous EL was not utilized as often.
 - Elizabeth indicated needing new newsletter co-editors by the Spring; if there is an EL interested in that area, they can have a longer period of time.
 - Natoya will check with EL co-chairs to determine who may be a good fit.

2022 Conference Site Visits

- Dodie and Sejal will be visiting Charlotte, NC on December 16th and 17th to view one potential hotel for the 2022 SACES conference.
- Elizabeth recommended Dodie reviewing current contract and Myrtle Beach contract, which provides good examples of what SACES is looking regarding conference space and needs; Natoya will send a chart to Dodie to help in upcoming December site visit.
 - Areas that Executive Committee explored as being helpful for 2022 conference hotel space include: Rooms are comparable to each other in size; internet as part of contract or added into contract; lunch in the community instead of boxed lunches; receptions with food and beverage considerations; ensuring appropriate areas for registration spaces; space for Roundtables that does not impact other sessions due to potential volume; additional fees to be mindful of (i.e., parking – any discount; resort fee; any fee that would be passed along to attendees)

Advisory Council of State Presidents

- Caitlyn reported continuing to contact state branch presidents; most states have responded, but some have completed with partial data.
- Caitlyn will continue to reach out state presidents and previous secretary to determine best course of action for securing appropriate data.

SACES Research Awards – (Jan. meeting item)

- Executive Committee will explore during January meeting.

SACES Research Rigor Taskforce – (Jan. meeting item)

- Dodie reported having the 2nd Research Rigor Taskforce meeting following current executive meeting.
 - The main task includes making recommendations for enhancing research focus at upcoming SACES conferences.
 - Ryan Carlson will be sending list of recommendation to Dodie to review during January executive committee meeting.

SACES 2020 Conference Budget - (Jan. meeting item)

- Cheryl will be reviewing this week to work towards having more solidified budget by the end of January.

Diversity scholarship program (Jan. meeting item)

- Natoya met with other leaders regarding developing criteria and rubric to include identities, access and opportunities, and financial need; will be meeting again in 2 weeks to present those criteria.

Conference Budget (Jan. meeting item)

- Executive Committee will explore during January meeting.

Career Connect Title and Copyright or Job Talk Title Change

- Elizabeth asked for committee perspectives on name of career/job talk.
- John Super will be coordinating career talk for SACES. He will meet with Kara Ieva, the previous coordinator.
- Natoya recommended selecting a different name due to copyright concerns.
- Dodie asked about room space and organization of Job Talks at 2020 SACES Conference.

Interest Network and Committees Facebook Groups, Logos, SACES Website Tabs

- Women's Interest Network could not determine current individual who has access to network Facebook page.
- Cheryl recommended if groups want to use Facebook, to use email accounts associated with the G-Suite to ensure SACES leadership has access, if needed.
- Elizabeth discussed creating a list of criteria for Interest Networks to have and follow if they decide to utilize Facebook.

Zoom Platform

- Fees and logistics of Zoom account include: \$65 for admin/initial cost fee and \$74.95/yearly fee for one host (total = \$140); \$180/year for pro account (\$15/mo); if \$20/month, can have up to 300 participants; Business account has minimum of 10 hosts; small team can accommodate up to 100 participants; ability to facilitate large meeting and other add-ons depending on how many attendees
- Elizabeth recommended selecting the Professional Plan, including setup through TechSup, which will save \$40/year; \$65 admin/initial cost fee to go through TechSup - \$14.99/month with non-profit discount; if events include more than 100 participants, there is the ability to add on extensions to accommodate attendees.
 - Elizabeth will create via Zoom@saces.org login

New Business

Graduate Student Updates

- Hannah reported that the blog work group is fully staffed (6 members) and working well together.
- Hannah expressed hope that new applications will create and solicit members to create cohesion.
- Elizabeth recommended reaching out to specific doctoral students who may fit well in as well as disseminating application information to all SACES graduate student members.
- Hannah had discussion with Jan Gay (University of Florida)/graduate students about the Day of Service that is held during SACES/ACES conferences.
- Hannah will reach out to students who are interested in specific work groups; once they confirm their interest, Elizabeth will send forward appointment letters.
- Graduate Student Committee Application will include adjusted jargon with commitment requirements to draw in applicants who are good fit.

- Graduate Student/New Professional Interest Network
- Call for Graduate Student Representative (GSR) disseminated November 11th.
- ACES Graduate Student Representative applications are due January 15th.
 - Once applications are submitted and received, executive committee will review and provided recommendations for appointment.
 - Hannah presented idea of a longer appointment for the GSR to help with support and transitioning successfully into GSR role.
 - Elizabeth discussed jargon/phrasing for an appointee or designee for the outgoing GSR to help in supporting incoming GSR; if doing so, there will be time to send out a call in Spring (after initial applications).

SACES Scholarship Ad Hoc Committee

- Not explored in current meeting.

2020 Annual Meeting, Baltimore Site Visit Agenda

- Currently, the Point of Contact at the conference hotel has been difficult to set up tasting required for upcoming visit.
- Executive committee discussed logistics of upcoming Baltimore site visit, including the following:
 - *Day 1:* Dodie and Philio will arrive in the morning and will meet with day of service/on-site coordinator to explore options for entertainment and potential information about day of service; profits and budgets discussion will occur; Sejal will be present during walkthrough; all others will arrive by 3:30pm
 - *Day 2:* Begin with research rigor task force; will discuss recommendations for diversity program scholarships; will discuss budget; lunch time will consist of food and beverage tasting; will discuss two receptions (EL and Awards Luncheons); preliminary information will help with this and make adjustments to budget, if needed. In the afternoon, Journal editor to come in and give update on TSC; discuss SACES applications; talk about new visions to research award applications; update on ELs; day 2 will end with discussion about strategic planning.
 - *Day 3 (Sunday):* continue strategic planning; working lunch; all attendees will then head home.

SACES Investments

- Cheryl shared about regional treasurers meeting and were discussion with ACES and ACA; follow up meeting for regional treasures will occur 12/16.
- Questions that need to be answered: do we wish to invest part of our money to earn interest in investment income?
 - EV asked when investments would begin; Cheryl indicated likely sometime in Spring. Cheryl proposed several different investment opportunities
 - EV: ACES still seeking executive director, who should be appointed by the first of the year. Recommended waiting until director is appointed prior to pooling money together unless there is a clear written percentage or cut or something

that is going to say how much somebody will invest and how much they will get back out.

- Fla-schoolcounselor.org – Multiview option – generating leads via advertisements posted on website – at times, have made 5K a month for this type of advertising; release weekly bulletin with updates for adding content and when to distribute; don't ever pay for anything, but make around 1k-5k per month off of Multiview/ads embedded on website; get the option of where to place ads on website
- EV: Goal of next meeting is to share where we stand? – Cheryl confirmed
- Cheryl is OK with pooling under a larger umbrella, but using separate accounts; OK looking at other revenue sources; Cheryl recommended lowest-stake investment in the event that SACES needs to pull out
- EV: feel more comfortable with locked-in investment due to changing/switching of leadership and potential for withdrawal that could result in loss of funds

SACES 2020 Conference Planning

- Conference Timeline
 - While some updates have been posted on SACES website, Elizabeth will reach out to web-manager to reflect most current information.
- Conference Committee Chairs
 - Dodie reported that all coordinators have been filled, except for Day of Service. Dodie emailed LoriAnn Stretch, but has not received a response. Another individual expressed interest in helping, but still waiting on more information.
 - Dodie provided chairs with options to assigned individuals to their committee, to select their committee, or to handle tasks with just the co-chairs.
 - Philip will help coordinate amongst committee chairs.
 - Dodie will include helpful information in Conference Manual.
- Conference Coordinators Update
 - Dodie reported that for registration coordinators, a meeting needs to be scheduled to discuss OpenWater. Elizabeth recommended having more people trained on registration activities in case coordinator(s) become unavailable.
 - Elizabeth recommended using setup tables that were similar to those used at previous conferences (ACES 2019).
 - Signage for registration was previously coordinated through Fern and the pricing for signage is in current budget. Elizabeth recommended tall, pull up banners that are cost effective and help with organization.
- OpenWater Update
 - All rooms are setup according to what is listed in current contract; Elizabeth will follow up with Christian today to see where he is to make copies for other regions.
 - On Wednesday (11/20), Dodie and Sejal will be provided with instruction on how to navigate through registration platform.

- Eric will be contracted to determine which connection they will be working with for API.

Elizabeth motioned to adjourn the meeting; Cherly provided first motion; Dodie provided second motion.

Dates for Remaining Meetings – Mondays from 10:00am-12:00pm EST

Fall 2019 Semester

- December 16

Spring/Summer 2020 Semester

- January 24-26, Baltimore
- February 17; March 16; April 20; May 18; June 16