



Executive Committee Meeting Minutes

Date: Monday, 2/17/20 | **Time:** 10:00am-12:30pm EST

Attendees

Elizabeth Villares, President

Natoya Haskins, Past President

Dodie Limberg, President-Elect

Cheryl Wolf, Treasurer

Caitlyn Bennett, Secretary

Hannah Coyt, Graduate Student Representative

Philip Gnilka, Conference Co-Chair (attended for 10 minutes)

Approval of Agenda

- Dodie moves to approve meeting agenda.
 - Natoya seconds
 - All attendees were in favor; no oppositions; no abstentions; motion carried.

Approval of December 16, 2019 Meeting Minutes

- Cheryl motions to approve minutes
 - Dodie seconds
 - All attendees were in favor; no oppositions; no abstentions; motion carried.

Old Business

Conference Updates

- *AV proposal*
 - Dodie has been communicating with Brian (PSAV); waiting on a couple final quotes and will have a better estimate for AV needs.
- *Proposal submissions*
 - Dodie reported that people who have recently reinstated their membership have been getting their proposal submission 'kicked back' due to a glitch in the system; Sejal has been reaching out to these folks and encouraging them to submit as a non-member for the time being.
 - Elizabeth suggested extending proposal submission deadline by a few days to increase submissions; this will push back the reviewer dates by a few days, but should not impact the overall proposal submission and conference progress.

- Executive Committee (EC) discussed issues related to last minute submissions and memberships that have lapsed (i.e., when renewing membership, does not update in system for at least 24 hours).
- EC discussed putting the call for proposals in January versus December in the future.
- Dodie recommended waiting until 5pm EST proposal deadline to see how many proposals are submitted and then determine decision to extend proposal submission deadline.
- Cheryl recommended adding proposal issues/considerations to checklist for incoming executive board members to help mitigate any potential future concerns.
- *Proposal Reviewers*
 - Elizabeth and Cheryl are receiving names from interested proposal reviewers; review teams have been created and have been reviewed with Sejal.
- *Receptions*
 - Philip is waiting on update from baseball stadium to get estimate for Presidents Reception; any money spent on food at the baseball stadium goes towards food and beverage costs.
- *Day of Service*
 - Hannah shared that her and Jan have been communicating about offering two different avenues, including *Paul's Place* or sending out and asking for PJs or other resources that are most needed.
 - Hannah has reached out to *The Samaritan Woman* to determine what would be most beneficial, especially as the organization has very specific guidelines for any type of volunteer work.
- *Exhibitor/Sponsors*
 - Dodie shared a flyer (created by Elizabeth) that includes pricing and other information about Exhibitor Packages; Dodie sent to chair of Exhibitor/Sponsor committee and it is currently being reviewed for any changes/edits.
 - Elizabeth pointed out that on budget, conference lanyards and name tags were one line versus on the Exhibitor/Sponsor flyer, it is listed individually
 - EC discussed modifying language for Diversity Scholarship, which includes covering registration and students being reimbursed up to \$750 (which equates to \$1,000)
 - EC discussed option of using flyer versus using the website to send to potential sponsors about Exhibitor Packages/options; discussed adding the 'pick your sponsorship amount' option on the flyer and website verbiage, which is already included within the OpenWater system; include footer message that includes date of when flyer was most recently revised to be consistent
 - Dodie suggests to use flyer to recruit sponsors and exhibitors and include footer for when content was last updated/revised and include a general category for sponsorship amount on flyer/website as well; Elizabeth will update flyer and recommended replicating flyer information to the

website as well; Elizabeth will send updated document to Cheryl to copy and paste information onto conference website

- *Pre-conference*
 - Dodie shared 5 confirmed topics/presenters, including topics on: grant writing; quantitative research; qualitative research; telehealth supervision; and determining if last topic will be focused on trauma or teaching
 - CACREP will be hosting their training/presentation
 - CSI will be doing their leadership training, faculty advisor training, and a presentation; Dodie asked if they could have a presentation on a research-related topic
 - When topics/information are confirmed, Cheryl can update conference website to reflect accurate/current information
- *Job Talks*
 - No updates
- *Budget*
 - Cheryl submitted conference budget following recent Conference Planning meeting in Baltimore
- *Insurance*
 - Dodie shared this is due 2/21 and wanted to ensure EC was good with submitting the quote (\$735 basic/premium/terrorism/communicable disease); waiting on liability quote; Dodie will forward quotes to Cheryl to make sure Brian has most accurate information; Elizabeth is comfortable with Insurance

2022 Conference Site Update

- Dodie spoke with Ed about moving forward with contract; hotel is putting three clauses on contract so Ed is currently in communication with the hotel to determine the stipulations of those clauses

Ad Hoc Scholarship Committee Recommendations

- SACES Diversity Conference Scholarship document was added to the EC shared folder
- Natoya shared about some modifications related to volunteer language (which has been removed); award recipients will create a video blog (to share about experiences with scholarship), use the video blog to help with future recruitment efforts about the scholarship; will attend 4 mini-sessions during the conference, including topics on: conference goal setting, conference proposal writing, conference presenting, and a wrap-up; attending business luncheon as part of their experience
 - Elizabeth recommended creating a list of strong conference session topics, based on what is accepted, that aligns with similar topics from the aforementioned mini-session topics
 - EC discussed adding in 'acknowledgement of joining interest network' to list of selection criteria; Dodie suggested Natoya adding in/submitting 'beginning of conference meet-up' within system to ensure room is reserved/available at conference site; Dodie suggested adding in verbiage similar to: 'continued

commitment to professional development after conference' and 'acknowledging that you will be able to attend selected sessions'

- Elizabeth recommended sending call for Diversity Conference Scholarship on 4/15, with application due 5/15, with selection on 6/15 – Caitlyn will add deadlines to conference dates document and website once everything is approved

Research Taskforce Recommendations

- Dodie indicated no major updates since conference planning meeting; Dodie updated all taskforce committee members based on planning meeting discussion

Journal Payment

- Elizabeth received invoice for Journal Payment, which was higher than original quote/discussion; EC discussed that payment appears to be different due to time spent and rate of new copy editor
- New copy editor \$45/hr for 30 hours, which totals to \$1,350; most recent time spent was 31 hours
- EC discussed paying invoice and put hours worked cap or including a specific number of articles reviewed
- Natoya moves to pay current invoice of \$1,642.50; Dodie seconds; all in favor; no opposed; no abstentions; motion carries
- EC discussed options such as mentoring of editorial review board members or including Emerging Leaders as an additional source of editing support and other journal-related tasks to help offset some costs associated with copy editor/journal expense
- Cheryl moves to adjust cap of \$1,450 for copy editor; Dodie seconds; no discussion; all in favor; no opposed or abstentions; motion carries

ACES Secretary and President Nominations

- Natoya shared that nominations from EC are due to ACES on March 1st; only 1 nomination for both Secretary and President was received.
 - Natoya will reach out to potential candidate for ACES Secretary Nomination
- Dodie moves to put Natoya's name forward for SACES nomination for ACES president; Cheryl seconds; all in favor; no opposed or abstentions; motion carries

New Business

Graduate Student Representative Updates

- Hannah shared about meeting with co-chairs to continue with getting more organized and clarity within work groups; Hannah requested access to previous information/documents to help with getting organized

SACES GSR Application (after ACES selection)

- Elizabeth asked Hannah for support in editing 'SACES and ACES GSRs' application document in shared drive; will share updates/edits at next meeting. These changes/updates would also be added to SACES by-laws

Emerging Leaders Program (Call on 3/15; application due 5/15; selection 6/15)

- Elizabeth updated EL application to 30 hours of service (15 per year) per discussion at most recent conference planning meeting in Baltimore
- Natoya recommended language added to application to help with tracking of ELs meeting requirements; Elizabeth indicated EL chairs are responsible for tracking progress of requirements; Cheryl recommended using a spreadsheet/log to track required commitment hours; Elizabeth edited application to include CV that highlights experiences particularly related to leadership, scholarship, education, and supervision activities
- 2020-2022 Emerging Leader Co-Coordinator are Caitlyn Bennett and Jose "Joey" Tapia-Fuselier;
- Caitlyn will provide edits to EL Call document to provide specific examples of hours requirements
- Elizabeth will send application updates to Cheryl and Kristy to update website

SACES Research Grants (Call on 7/1; due 8/1; selection 9/1)

- Elizabeth shared about considerations for Grants and Awards to moving call to June 1st to help with getting logistics (i.e., award plaques prepared and shipped); going to ask Lacy to update award application nominations up by one month; this would be a change to the operation manual

SACES Awards (Call on 7/1; due 7/15; selection 8/15)

- Elizabeth shared 'SACES:ACES Research Grant Comparison' in Google Drive

Scholarship Action Planning

- Not discussed

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

Spring/Summer Semester

March 16th, April 20th, May 18th, June 16th

ACA meeting:

- SACES at ACA Meeting – April 16, 2020 from 10:30 AM to 11:30 AM – Location TBA

Conference Call – Secretary Nomination (2/28/20; 12:30-12:40pm EST)

Attendees: Elizabeth; Cheryl; Hannah; Dodie; Caitlyn

- EC recommend amending previous meeting minutes to include discussion on the potential for applicants' name to be put forward for ACES Secretary nomination
 - Caitlyn motions; Cheryl seconds
 - All in favor; no opposed; no abstentions; motion carries
- Cheryl moves to approve putting forward the name of applicant for ACES Secretary; Dodie seconds; EC is able to engage in discussion
 - EC discussed not putting forward name of applicant due to lack of time involved in SACES leadership
 - Cheryl is in favor of putting applicant name forward; Dodie, Caitlyn, Elizabeth voted no; motion to put candidate forward fails