



Executive Committee Meeting Minutes

Date: Monday, 3/16/20 | **Time:** 10:00am-12:10pm EST

Attendees

Elizabeth Villares, President

Natoya Haskins, Past President

Dodie Limberg, President-Elect

Cheryl Wolf, Treasurer

Caitlyn Bennett, Secretary

Hannah Coyt, Graduate Student Representative

Mario de la Garza, Treasurer-Elect

Sejal Barden, President Elect-Elect (attended for approximately 10 minutes to provide updates)

Philip Gnilka, Conference Co-Chair (attended for approximately 10 minutes to provide updates)

Approval of Agenda

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

Approval of February 17, 2020 Meeting Minutes

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

Old Business

Conference Updates

- *Food and Beverage*
 - Philip indicated that we would be below the 100K budget allotted for food and beverage. He is waiting to hear back from hotel and to provide an official update on the cost, but believes it is currently around 80K.
 - Executive Committee (EC) discussed the ability to make any necessary changes to food and beverage items up to 3 days prior to the conference.
- *AV Proposal*
 - Dodie shared that contradictory to what was reported to EC during the Conference Planning meeting in January, we will get charged for dropdown

screens. Thus, Dodie is waiting on proposal bid with the updated information to reflect cost of dropdown screens.

- *Proposal Submissions*
 - 822 proposals were submitted, with 660 unique applicants.
- *Proposal Reviewers*
 - Reviewer updates are due today. Elizabeth went into proposal submission portal to help with previous confusion about being able to register/submit proposals for conference (reconciled the accounts).
 - Current process of reviewers: 115 completed; 21 in progress; 20 haven't started.
 - Sejal indicated that several reviewers recused themselves due to proposal info identifying proposal authors.
- *Receptions*
 - The Presidents Reception will be in the Club Level of the Baseball Stadium.
 - Philip will work on a secondary plan in the event that the reception cannot happen in the baseball stadium due to playoffs or other unanticipated events.
- *Day of Service*
 - Hannah shared that *Samaritan Woman* is very careful about what volunteers are allowed to do. One option is to help with handwriting cards for women and families they serve.
 - Another option is encouraging conference attendees to bring Pajamas/items to donate to families at *Paul's Place*.
- *Exhibitor/Sponsors*
 - Dodie shared about gathering a list of previous exhibitors/sponsors. She will also be looking into setting up a Google Voice phone number for contact information.
- *Pre-conference*
 - Dodie shared about the following options for the pre-conference:
 - 2 Full day sessions about: grant writing and telehealth.
 - Four ½ day about: supervision; how to get published; LGBTQIA+ research; and advanced qualitative methods.
- *Job Talks*
 - No report
- *Budget*
 - Liability insurance was reviewed; communicable diseases option was selected and sent forward prior to current COVID-19 concerns.
- *OpenWater*
 - OpenWater information explored in 'Registration' section below.
- *CEU*
 - Cheryl will provide contact information of previous CEU coordinator to Dodie.
- *Registration*
 - Dodie indicated that Registrations Chairs were inquiring about an OpenWater training; Dodie will keep them in the loop of when the training will be offered.
 - EC discussed having training in April to help with navigating registration and OpenWater.

- Elizabeth recommended adding in information to website and other places about attendees buying travel insurance when considering their accommodations for conference.
- *Accessibility*
 - Dodie indicated there is a new statement regarding accessibility; this will be shared with EC for approval; accommodations to be made by early registration date; FAQs link/page to be included on website for accessibility – this will also be sent to EC for review; Elizabeth recommended preferred date with early bird deadline, but providing later deadline for others who may need longer deadlines.

2022 Conference Site Update

- Dodie sent draft of contract from Charlotte, NC (Elizabeth and Natoya made comments); Dodie sent responses to Ed and awaiting response.
- Elizabeth asked about livestreaming capabilities or options in case that has to be the case in 2022.

Ad hoc Scholarship

- Natoya sent revisions forward and is requesting any feedback from EC.
- The call will go out on April 15th ; however, may need to wait to send out call depending on if 2020 conference will be virtual or in-person.

SACES GSR Application Revision (after ACES selection)

- Elizabeth shared GSR application revisions/edits that align closely with ACES.
- Application edited to include Graduate Student Rep and a Graduate Student Designee (GSD); GSD would serve for 2 years; If GSR is selected at ACES level, if they have enough time in their program; GSR-D would not be selected until after ACES selection.
- Elizabeth indicated that by-laws would need to be amended to allow GSR to have voting privileges; the GSR-D would not have voting privileges, but would still be involved in all typical meetings (e.g., monthly meetings; SACES; ACES; etc.).
- GSR would be facilitating the grad student committee; GSR-D would be co-chair of grad student interest network; GSR-D would oversee some of the working groups.
- Elizabeth will send document out to EC.

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

- Natoya is working on this and will review more next EC meeting.

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

- Elizabeth has not heard from committee regarding needs for any updates; will follow up with committee chairs to see if any updates need to be made.

New Business

Graduate Student Representative Updates

- Hannah started a monthly co-chair meeting; all groups now have co-chairs; the blog group has been largely productive.
- Hannah requested an updated list of student members; Elizabeth recommended sending an email blast to student members to edit their profile to reflect current/accurate information. Then, a general email can be sent to poll students regarding what time of commitment or involvement fits their interests.

Scholarship Action Planning

- Elizabeth shared Scholarship Action Plan document with EC; EC engaged in discussion to determine maintaining current/potential activities
 - *Activities to Continue*: Research Grants; Reviewers (grant; editorial board); TSC journal; Research Task Force
 - Dodie recommended adding Conference Research Track Reviewers to 2022 conference reviewers
 - *Potential Activities*: **Creating Webinars** (research webinar series) – reaching out to membership to determine what types of research topics they are interested in viewing -- could co-sponsor with AARC and offer CEs; Discussed **Publishing Boot Camp** to be geared towards doctoral students who have finished their dissertation and engage in mentoring to help with publishing – then, can record series and share with other folks who may benefit, depending on where they are in their research projects; Work with Journal Editors to determine TSC **Journal Special Issues** – ask Editors to come up with ideas such as innovative, empirically-supported teaching plans

Advocacy Action Planning

- *Activities to Continue*: Empty Plate; Ethics IN; Service Learning; Social Justice & Human Rights IN
- Potential Activities: Passive Service (2020 conference – bringing PJs for Paul’s Place); Ongoing Professional Development
 - Caitlyn will reach out to State Presidents to see when their Day on the Hill service is, including information on how they get involved and how they advocate/what they advocate for. Then, SACES could then provide resources to see what we can do to better support their advocacy efforts.

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

- EC discussed sending email/document/inputting into newsletter to SACES members with updates in lieu of meeting.

SACES Conference and Coronavirus

- Elizabeth added info from OpenWater to Google Drive about hosting a virtual conference and what that would entail; Natoya recommended having contingency plan in place in the event 2020 SACES cannot occur face-to-face; EC discussed determining a date by which to decide going virtual for SACES 2020; Dodie will clarify that we are

covered via liability insurance if opting to go virtual and will consult with other regions to see what their plans/ideas are; Dodie will ask Ed what are the ramifications of cancelling with Hilton and since we haven't signed with Charlotte, could we then move over to Baltimore in 2022; Cheryl will develop and send out poll through website to better understand the opinions of membership regarding going Online versus staying Face-to-Face, with potential cancellation

Dodie motions to end meeting

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

Spring/Summer Semester

April 20th, May 18th, June 16th