## Executive Committee Meeting

**November 14, 2016**

**Minutes**

1. Welcome
2. 2016 Conference Debriefing
   1. Evaluations (attachment)
      1. Participant feedback was mainly positive about the conference itself (90% satisfied); feedback indicated that conference was successful; however, hotel accommodations were limitations. Space was small. WIFI was spotty.
         1. Maps of hotel might have been helpful as a separate handout; they were already included in the program and the app.
      2. Hotel in Myrtle Beach is larger; more spread out. Built in tables for Registration.
         1. Casey and Cheryl will assist with that conference planning with the new EC for that conference including the layouts of the rooms and how presentations will be organized.
   2. Conference manual revision
      1. Received feedback from registration and Angie. Melanie will follow up with the other coordinators for their feedback and suggested changes.
      2. Combined manual that incorporates feedback. 2014 still exists but (save as) 2016 is inclusive of 2014 and feedback form the 2016 conference.
      3. Melanie will send Caroline the feedback she has received; Spring, 2017 is deadline for Conference Manual Revision to be finalized.

1. 2018 Conference Planning
   1. Hilton Contract
      1. EC members voted for signing of the contract with the updated revisions
   2. Regonline
      1. Cheryl needs to talk with Holly and Brian; fees are increased for SACES using Regonline. Is it the best choice for SACES? Before we make a decision, we need to fully understand our options, what the ACES Treasurer needs, etc.
      2. Busyconf.com has been investigated and does most of the tasks required for conference planning.
      3. An integrated system would be best (costs, fees, tech support, # proposals, registration, Treasurer reports)
      4. At this time, SACES abstains from making the decision to move forward with regonline.com. EC discussed this at length, deciding that it was important to discuss the options and needs of our members. This will be explored through a task force/strategic planning committee that can investigate options relative to a new system. Current membership and technology would be of assistance in this endeavor. We don’t want to rush our decision when we feel that more information is necessary to make an informed choice.
      5. Research can begin on what ACES/ACA needs from SACES prior to the Strategic Planning meeting. This can help inform our decision.
      6. Cheryl’s getting a monthly balance sheet that makes accounting more difficult. Cheryl will talk with Brian Dew about bank account balance with a checkbook-type list of line-items for more clarity, what he might need relative to the conference, and other questions related to SACES’ financial status.

1. Strategic planning
   1. January 27-28th in Knoxville, TN
      1. Traveling on Friday morning, the 27th, meet mid-day (12ish) Friday through Saturday afternoon.
      2. Casey and Shawn can host in Knoxville; however, Casey will spec out what the costs would be to stay in Atlanta, which might be more cost effective/convenient for other members.
      3. Agenda will be done via email to include discussions of policy manual revisions, the Journal, and selecting a graduate student rep to SACES which would have to be written into our bylaws if done formally.
2. Committees and Interest Networks
   1. Membership Committee – ACES form letter for new members (attachment)
      1. Melanie will send the form to Membership Committee. Still don’t have our Membership list. Melanie will follow up with getting the membership list on a routine basis from ACES. They should be receiving it monthly from ACA.
   2. Social Media Committee – LinkedIn for job postings
      1. Melanie will give “green light” to the committee to post jobs to LinkedIn
   3. Women’s Interest Network – Interest survey for childcare for 2018
      1. Pause it until closer to conference planning; winter prior to the conference will be a better time to anticipate if they are taking their families.
   4. Bylaws and Resolutions
      1. If states need assistance with Bylaws, then the SACES Bylaws and Resolutions committee can assist. Some states do not have access to Bylaws. We could potentially provide a link to states’ bylaws on SACES website to support them
3. ACES 2021 Suggestions
   1. Miami Beach, FL
   2. Alexandria, VA
   3. Austin, TX
   4. Tampa, FL
4. ACES Graduate Student Representative
   1. We need to provide a name to ACES representing SACES by January 1.
   2. At Retreat, we will discuss the future of how we might want to incorporate graduate students into the SACES EC and what the roles and responsibilities those are.
   3. For this year, process will be an application/review process by EC.
   4. Announcement will be emailed to membership ASAP
   5. Melanie will ask Marsha if deadline can be extended into January
5. SACES Policy Manual revision
   1. Casey and Shawn will investigate this.
   2. Can talk more during our Strategic Planning meeting