## Executive Committee Meeting Minutes

**July 17, 2017  
11:00am-1:00pm EDT**

Attendees: President-Casey Barrio, Past-President-Melanie Iarussi, President-Elect-Natoya Haskins, Treasurer-Cheryl Wolf, and Student Representative-Missy Butts

1. Welcome & introductions
   1. Casey welcomed attendees to the meeting and to the executive board for 2017-2018. Introductions were made.
2. Orientation to roles & handbook
   1. Casey discussed the updated operations handbook (available on the website)
   2. The handbook will be reviewed and updated each year
   3. After the 2014 SACES conference, a conference manual was developed and updated to help future leaders. It will be updated during each conference year with additional information and processes.
3. EC meeting calendar
   1. Monthly meetings
      1. The Executive Board (EC) will engage in a 2-hour monthly conference call. Casey will send out a Doodle Poll to determine a day and time for the meetings
   2. ACES meeting
      1. The EC will participate in a face-to-face meeting at ACES
      2. SACES will reimburse up to $500.00 for EC travel expenses
   3. Annual planning weekend
      1. Atlanta is a possible location as it is central to members
      2. Casey will send out a Doodle Poll to determine a day and time for all meetings
      3. SACES will reimburse all EC travel expenses
4. ACES Governing Council Meeting Updates
   1. Casey and Natoya attended
      1. Financial changes and budget implications
         1. Casey reported on changes to dues, research grant, and travel reimbursement
         2. Cheryl will update the FY18 budget to reflect these changes
   2. SACES 2020 conference dates
      1. 10/22-10/25/2020
5. Old Business
   1. Interest network, committee, and task force appointments
      1. All positions were filled and leaders were updated on the website
      2. A call for members will go out to the listserv soon.
   2. Research grants
      1. Calls went out in June and a second call will be sent out by Aug 1st.
   3. Nominations and elections
      1. Calls went out
6. New Business
   1. Committee charges
      1. Interest networks and committee chairs will submit plan for charges by 9/1
   2. Financial changes and fiscal strategy
      1. This was addressed during financial changes and budget implications
   3. Women of Color Interest Network proposal
      1. Point of information-this interest network is being explored
   4. State ACES leaders for website
      1. Secretary (Rabeena) will send updates to Cheryl for the website, within a month, name, email address, and university affiliation of state ACES president