

Minutes of the SACES Executive Committee Meeting

held on September 9, 2022

10 AM – 12 PM

Join Zoom Meeting

https://fau-edu.zoom.us/j/87528293451?pwd=Wk5TRHRLTWZONFhRRkdZaUVCVmR5dz09

Meeting ID: 875 2829 3451

Passcode: Saces22

**Present**

Sejal Barden, Past-President

Hannah Bowers Parker, President

Michael Jones, President-Elect

Mario De La Garza, Treasurer

Lauren Flynn, Graduate Student Rep

Noelle St. Germain-Sehr, Secretary

* Minutes from the August EC meeting were reviewed, revised, and approved with revision to amounts noted in the Treasurer's report.
* Meeting was shortened to one hour due to schedule conflicts for several EC members.

**Old Business**

* Bylaws (Sejal) -
	+ Bylaws would need to be revised to change the Secretary appointment from a one-year to a two-year term. Noelle will assist Sejal in reviewing and revising the ByLaws. ACES has a Town Hall to offer members opportunity to discuss with members and it was recommended that we do the same.
	+ Nominations are due September 28th. Slate for nominations (including the ByLaws vote) 30 days before the conference (which starts Nov. 3rd). We need to have our next EC Meeting between September 28 - October 3 to vote on the ByLaws and determine candidates for the EC Committee slate. EC will meet 8pm ET/ 7pm CT on October 2nd to get the slate of candidates finalized.
	+ Sejal will upload all nominations for positions. EC should review all candidates between September 28 - October 2 before we meet.
* Treasurer (Sejal) -
	+ EC received three applications for the Treasurer position.
	+ Sejal proposed holding a 20-30 minute Zoom meeting with each candidate to educate them on the expectations of the Treasurer role. It was recommended that Mario and Michael be involved with the Zoom interviews. Michael indicated personally knowing two of the candidates and wanting to avoid an impression of bias by recusing himself from those two interviews. EC agreed that all three candidates would be strong and qualified candidates.
	+ Mario and Sejal will determine several 2-hour blocks that work for them and send these times to the EC to schedule a 2-hour time to interview and recommend a Treasurer-Elect for appointment by the President.
* Research Awards (Sejal)
	+ The research awards committee received a total of 26 research award applications
	+ The EC had voted to increase the budget to include 10 basic awards of $500 each and one $1,000 award, but the awards committee didn’t review proposals with this in mind. Therefore, the awards committee determined that they would award 12 $500 projects instead of including one $1,000 award.
	+ Reviewers determined that there were 11 clear research proposals deserving of awards, so it was decided to fund 11 awards at $500 for a total of $5,500. The next call will include instructions regarding proposals for 10 $500 awards and 1 $1,000 award and will include instructions for reviewers to review with this in mind.
	+ **Motion (Noelle) was made to approve awarding eleven $500 research awards for this year and to change the guidelines for the next awards cycle to award 10 $500 awards and one $1,000 award; Seconded (Michael); motion passed unanimously**.
* EL Meeting at Conference
	+ EC will be attending the SACES EL Meeting and members agreed to stay to assist with facilitating the meeting
* Budget (Mario)
	+ Mario received statements from ACA and ACES. He will request a general ledger from ACA to get specifics about where everything lies in their budget to determine where discrepancies lie between the SACES ledger and ACA ledger.
	+ SACES balance is currently at $230,869.98 and this balance is typically around $20,000 higher than ACA balance.
	+ Papal is currently at $186,954.79 for conference registrations.
	+ Mario will train Treasurer-Elect once they are brought on, but needs to begin working on reconciling the budget now due to the labor and time involved.
* Graduate Student Updates (Lauren)
	+ Update deferred due to time.
* Conference (Hannah)
	+ Hanna reported that SACES has met and exceeded the minimum needed to break even for the conference
	+ EC will need to have a specific meeting in October with Kori to discuss the requirements for the EC during the conference.
	+ The next scheduled EC Meeting on October 14th will be rescheduled due to conflicts.

**New Business**

* TCS Special Issue (Hannah)
	+ A proposed TCS Special Issue was discussed which would focus on empirical evidence related to School Counselor Training. Having another Special Issue means we must pay an additional charge for copy editing of approximately $1,500. Hannah recommended that we increase the annual TCS budget by $1,500 to allow them to publish an additional journal each year since publications are currently being pushed out until 2024 limiting timeliness of publications. Michael moved and Noelle seconded that we approve approximately $1,500 for the special issue of TCS. Discussion was held about developing a process for determining topics for special issues that includes member feedback before approving an annual increase of $1,500 to allow for another special issue annually. Mario mentioned that the budget is up to $4,000 for TCS annually, which includes enough money to fund the currently-proposed TCS Special Issue related to School Counselor Training.
	+ **Motion (Michael) proposed a friendly amendment to approve the TCS Special Issue related to School Counselor Training with no budget increase; Seconded (Noelle); motion passed unanimously.**
	+ EC will revisit the topic of publishing a special issue annually at a future meeting.
* Conference 2024 (Hannah & Michael)
	+ Deferred to a future meeting due to time constraints
* 2023 Strategic Planning Meeting
	+ The contract with the hotel for the 2024 conference included hosting two planning meetings in Dallas in 2023. More details on these meetings will be provided in a future meeting.

Due to time constraints of several EC members, Noelle moved to adjourn Mario seconded at 11:05am. Motion carried. Meeting was adjourned at 11:05am EST.

Respectfully Submitted by

Dr. Noelle R. St. Germain-Sehr

SACES Secretary