

Executive Committee Agenda

December 13, 2022

10 AM – 12 PM

Join Zoom Meeting

<https://fau-edu.zoom.us/j/4393881492?pwd=OU1XeGRpNGdBZVNLbHc3S01NNHlIUT09>

Meeting ID: 439 388 1492

Passcode: Owls2022

**Present**

Sejal Barden, Past-President

Hannah Bowers Parker, President

Michael Jones, President-Elect

Mario De La Garza, Treasurer

Noelle St. Germain-Sehr, Secretary

**Absent**

Lauren Flynn, Graduate Student Rep

**Old Business**

* Budget (Mario)
  + Check requests made for research grants
  + Last check for Kori’s Conference Coordination will go out on 12/15
  + Reimbursement for EC Conference expenses was requested
  + Current balance = $228,749.39
  + Still working on reconciliations for conference
  + Liz is working on Aug 1 – end of conference (beginning of November) and will send info to Mario
  + Have about $110,000 still in PayPal needing to be reconciled
  + Estimate about $225,000 came in to PayPal for everything paid for the conference
  + Mario reported there are many issues with Open Water related to bookkeeping and recommended utilizing a different platform; Open Water was asked to disaggregate data and did not do it, which would have significantly reduced Treasurer workload.
  + Hannah suggested hiring accountant to assist with next conference

**New Business**

* Kori’s Contract (Hannah)
  + Kori’s contract is ending unless we want to renew
  + She has drafted a plan on her roles each month
  + If we have a new platform, she would be responsible for doing the build of the platform (which should help it move more smoothly)
  + SACES will have larger role in ACES this year and it would help to have a Coordinator to assist with that
  + Kori has established relationships with our sponsors
  + Sejal recommended having on-year/off-year stipend commensurate to roles and responsibilities for each
  + Michael suggested having stable stipend year-to-year to encourage stability in the position
  + Mario asked if there is the possibility of an hourly rate for off-conference years, but Sejal suggested that would not be equitable in on-conference years. Sejal and Hannah suggested we need documentation of hours spent in off-conference years so we know how much time she spends working for SACES.
  + Funds would come out of conference budget. Kori brought in $24,000 in sponsors alone.
  + Michael proposed a salary for Kori for on-year/off-year of $12,000/year.
  + Sejal proposed that she have a base stipend plus a percentage of the extra profits she is bringing in to SACES through sponsorship and other income sources.
  + Discussion held regarding needing more information regarding roles and responsibilities. Hannah asked EC to add to today’s agenda any roles/responsibilities Kori may have. These include:
    - Platform build
    - Strategic planning meeting
    - Travel for SACES to ACES summer GC
    - SACES @ ACES
  + Hannah will notify Kori that EC is reviewing Kori’s contract, see her work and want to compensate her equitably for her efforts.
* Open Water (Hannah)
  + We will be using a different platform for future conferences.
  + Open Water never built CE platform that they did not complete. We are waiting to hear if they will build it or refund our money.
  + Liz has downloaded all data in case we lose access to Open Water if they terminate the contract.
* Website Update (Hannah)
  + ACES is no longer requiring ACA membership so we have the option to move under ACES website, which reduces our costs to $400/year instead of $3000. We won’t need an API to connect our member database because it’ll be connected to ACES membership. May have to pay ACES website person to build out a website for us, but that should be cheaper per year than what we pay. We should be able to make that transition by July 1st.
* Honorarium (Hannah)
  + The other regions would like to get together and give an honorarium to Liz for all the work she has done.
  + The other regions have offered $500 each for her service. We discussed matching.
  + **Motion (Mario) was made and seconded (Michael) that SACES matches other regions giving a $500 honorium to Liz for her help with the conference; motion passed.**
* Elections and response #’s (Sejal and Hannah)
  + We have low turnout for elections
  + We have over 2000 members and 100-200 members vote in elections each year.
  + Had 150-160 vote this year.
  + How do we mobilize members more to have a voice?
  + Do we hold a Town Hall for candidates?
  + How do we better-publicize/market future leaders of SACES?
  + Elections must be kept open for 30 days. Since we moved dates and had no one on ballot for President, we didn’t announce at the conference.
  + Mario suggested we have things posted around the conference might help with motivating people to vote.
  + Michael suggested videos on web page for elections. Sejal said that ACES just voted to stop using videos for elections due to equity concerns around video quality for candidates. Michael clarified that we could record videos to help motivate the vote in addition of using email to encourage voting.
  + **Add to Strategic Planning Meeting in January** – How can we increase our communication with the members around voting (social media, video, etc.)? Do we want to change our timeline for elections to be able to announce at SACES or do we want to have voting opportunities at SACES?
* Strategic Planning - Renaissance Addison
  + - Arrival: Tuesday, Jan 10, 2023
    - Meet Wednesday Jan 11, 2023
    - Meet Thursday morning and depart early afternoon
  + Topics
    - Membership
      * database
      * communication
    - Bylaws – revision
      * Transitions for EC
      * Orientation for new EC
      * Onboarding and off-boarding of EC
    - Operations Manual
    - Interest Networks & Standing Committees
    - Roles and responsibilities
    - State branches
    - Relationship with CACREP
    - Legacy award
    - Journal
      * Invite Journal Editors to join via Zoom
* Meeting adjourned 11:32pm EST

Respectfully Submitted by

Dr. Noelle R. St. Germain-Sehr

SACES Secretary

Tentative Schedule of Events for SACE EC

Wednesday, November 2, 2022

6:00 PM Walk Through - hotel lobby SACES EC and Coordinators

6:45 PM Dinner - Loch Bar, Baltimore [lochbar.com/baltimore](https://lochbar.com/baltimore/)

Thursday, November 3, 2022

10:00 AM - 12:00 PM EC Meeting, 3rd Floor Marshall SACES EC

12:00 PM - 4:00 PM Emerging Leaders Lunch, 2nd floor SACES EC, ACES EC,

2nd floor, ballroom 6 Coordinators & Past Past

Presidents, EL’s

4:30 PM-5:30 PM First Timers Welcome Meeting SACES EC

2nd floor, ballroom 6

5:30-7:00 PM Welcome Reception Everyone

Friday, November 4, 2022

8:00-9:00 AM Leadership Breakfast SACES EC, ACES EC

3rd floor, Paca

3:00-4:30 PM Grad 3 minute thesis SACES EC

3rd floor, PACA

5:00-6:00 PM SACES Awards Ceremony SACES EC

2nd floor, ballroom 6

6:00-6:30 PM Graduate student VIP access SACES EC

6:30-8:30 PM Presidential Tailgate Everyone

Saturday, November 5, 2022

10:00-11:00 AM Grad Coffee and Connect SACES EC

3rd floor, Paca

2:00-3:00 PM State leaders meeting SACES EC, ACES EC

2nd floor, pickersgill

TBD Town Hall SACES EC, ACES EC

2nd floor, ballroom 3