



Executive Committee Meeting

Wednesday, February 3, 2021

Via conference call

## Minutes

### **Opening**

The meeting was called to order by Dr. John Smith, President, at 2:05 pm via video conference.

### **Present**

John Smith, Tosha Hendrickson, Heather Miller, Alisha Harrison, Victor Lopez, and Margaret Lomas Carpenter

### **Absent**

Samantha Stewart and Matt Painter

### **Old Business/President Updates (John)**

- Approve minutes from January 2021 meeting
  - Motion to approve minutes (Tosha 1<sup>st</sup>; Heather 2<sup>nd</sup>)
- Post Nominations for Opening Positions (Shaniece Miller – Election Commissioner)
  - Need to post positions. Robert will update John on the process, and John will move forward to post positions by the end of next week.
  - John will meet with Victor to discuss the process
- Scholarship Raffle Winner – Winners Have Been Notified; Still Awaiting Some Responses
  - If winners do not respond by March, John will nullify the gifts. Heather suggested saving the money. All agreed.
- NAGAP Winter PDI (Margaret/John)
  - Margaret shared a brief update of the sessions she attended virtually
- NAGAP Leadership Summit (John/Heather)
  - Primarily for officers in NAGAP
  - Discussed preparations for positions in the NAGAP office

### **New Business (John)**

- Congratulations Heather! (TAMU)
  - Moved to Program Coordinator at A&M Law School (Master of Law)
- Texas Undergraduate Research Day 2021 (February 23-24, 2021)
  - John met with Marissa McGuire; we typically have a table to promote our program
  - **ACTION ITEM**: John would like us to send a link to our website so that he can promote our programs

- NAGAP Website Link (TxGAP Officer Information)
  - They only have John's name and information.
  - **ACTION ITEM**: Let John know via email whether you want your name and information on the NAGAP website
- Committee Budgets (March 2021)
  - **ACTION ITEM**: Email John your estimated committee budget. This is due before March 3, 2021
- TxGAP Leadership Lecture Series – Dates and Promotion (First Quarter 2021)
  - To GRE or Not To GRE?: Adopting A Holistic Admissions Approach (Presenter: Steve Matson – ETS/GRE Office for Graduate Education Engagement; Former Graduate Dean – UNC)
  - Finding Balance – Tips for Managing Your Mental and Physical Health (Presenter: Dr. Lawrence Taylor, LPC, LCDC)

### **Financial Report (Matt)**

- Monthly Update
  - Things not paid: Margaret's invoice for NAGAP PDI, gifts from the drawings will be purchased after John receives responses from recipients

### **Committee Chair Reports**

- Membership (Alisha)
  - Working on budget
  - Planning on sending email to members
- Communications & Marketing (Samantha)
  - Samantha may need to step down due to her new roles with her career. John will be in contact with her.
- Professional Development & Strategic Initiatives (Victor)
  - Wants to launch sessions by the end of the month and will discuss honorariums with John
  - John has other ideas about seminars that he will share with Victor
  - Victor asked for times and length of sessions. The lunch hour, 12-1 PM, or 4-5 PM was suggested.
- Summer Institute (Heather)
  - We will go virtual. Cost-effective options on how to proceed will be discussed and finalized

### **Discussion Items**

### **Motion for Adjournment**

- A motion to adjourn was entered at 2:37 PM (Alisha 1<sup>st</sup>; Victor 2<sup>nd</sup>)
- The next meeting will be on March 3, 2021 at 2:00 PM via video conference call

