



Executive Committee Meeting

Wednesday, January 8, 2020

Via conference call

Robert, Ashton, Matt, Heather, Maggie, Tosha, Alisha and John

Agenda

Old Business/President Updates (Robert)

- Approve minutes from December 2019 meeting – Approved (Motion to approve, Ashton; 2nd, Matt)

New Business

- NAGAP Updates
 - NAGAP is going to provide us with Graduate Enrollment Summit presenter information (accepted and rejected) to see if they are interested in presenting at SI. As soon as data is received, it will be shared with Heather.
 - Recommendation to all board members to sign up for and utilize NAGAP Exchange for important chapter updates and events.
 - NAGAP wants to know if there is anything they can provide to help grow chapter. Robert threw question to board members to think about the needs of the organization and how NAGAP can assist.
 - NAGAP is developing a chapter guidebook-should be available soon.
 - Date for chapter meeting at annual conference will be posted soon.
 - Robert, Heather, Tosha, Maggie and John will be attending annual conference.
- Timelines/to do items for remainder of term.
 - What needs to be done in each board members area/responsibility prior to the transition of officers vacating position this year (Pres, Comm Director, and Secretary)? Report to the board during the February 2020 meeting.
 - Robert is working on sponsorship for SI 2020, Diversity Forum, transition for new board members, CMS transition and mentorship program.
 - Elections-Call out was included in January newsletter. Three individuals have self-nominated for Secretary position and one for Marketing position.
- Sponsorship
 - Four potential sponsors for SI are being considered but have not been finalized.
- By-Law review
 - Robert recommended 2 updates:
 - Page 2, Article IV-Change name of Annual Conference to Annual Enrollment Summit.
 - Proposal to change term for board members-discussed pros/cons to changing years of service from 3 to 2 years. Voting will occur at next meeting.

- Professional Development/Strategic Initiatives-John will work to assign an individual to develop sessions and content to present at SI.
- Membership-need to acknowledge members who are part of committees.

Financials (Matt)

- Monthly update- Beginning balance (12/1/19), \$19,691.57; Ending balance (12/31/19), \$19,433.67. Net decrease of \$257.90
- Budget is posted on Google Drive

Committee Chair Reports

- SI 2020 Update (Heather & Robert)
 - Catering menu and A/V are being considered.
 - Committee meetings will start in February
 - Hotel link is available-recommend board members book hotel ASAP to take advantage of conference rate.
- Communications & Marketing (Ashton)
 - January newsletter went out January 7th, 2020.
 - New Updates to Swing Calendar.
 - Next newsletter will be out early February.
 - Reminders and Shout-Outs have been set up on Tweet Deck.
 - Ad hoc for keynote.
 - Communication for SI has been pre-set to go out as soon as registration is open.
- Membership (Alisha)
 - Email to lapse members to encourage them to renew membership and to register for SI.
 - Developing schedule for Spring mixers
- Professional Development & Strategic Initiatives (John)
 - Reviewing suggestions from survey regarding mentor programs.
 - Hoping to provide “swag” at SI to encourage involvement in mentorship program.
 - Working on a mixer at the SI for new mentors and mentees.

Additional discussion items

- **Next Conference Call: Wednesday, February 5, 2020**