



Executive Committee Meeting
Wednesday, January 6, 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, Matt Painter, Heather Miller, Alisha Harrison, and Margaret Lomas Carpenter

Absent

Samantha Stewart and Victor Lopez

Old Business/President Updates (John)

- Approve minutes from December 2020 meeting
 - Motion to approve (Heather 1st; Alisha 2nd)
- BOA Bank Account Update (Tosha)
 - John: everything should be updated now.

New Business (John)

- Post for Nominations for Opening Positions
 - Need to post nominations for open positions for VP and Treasurer
 - Let John know before the end of the week if anyone has a nomination to submit
 - John will nominate Ms. Shanice Miller
- TxGAP Goals for 2021
 - We all shared our goals: spreading the word within our prospective institutions, have people understand what TxGAP is and get more people involved, have members benefit from the organization so that they feel they are getting more value out of our organization, and making sure the conference goes well.
- NAGAP Winter PDI (January 13-14, 2021)
 - John encouraged everyone on the board to attend the NAGAP Winter Institute.
 - There was discussion of having TxGAP pay for board members' fees to attend
 - Tosha motioned that TxGAP would pay for Margaret and John to attend; Heather 2nd
 - John recommended looking at the By-Laws to establish protocols to have TxGAP fund a member to attend a NAGAP professional development event. This will be on the agenda for the next meeting.

- Committee Budgets (First Quarter 2021)
 - John asked board members who oversee a committee to submit their budget by the end of the first quarter
- Scholarship and Registration Raffles (End of January 2021)
 - John will send an email with the list of the winners by the end of the week so that the recipients will know by the end of the month
- TxGAP Leadership Lecture Series – Dates and Promotion (First Quarter 2021)
 - John is working with Victor on the following two series:
 - 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; Herewith)

- Monthly Update
 - One deposit
 - The largest payment was about \$900 for Facebook
 - Our budget is the best it has ever been

Committee Chair Reports

- Membership (Alisha)
 - She will send an email to all members welcoming them to 2021 and giving them information about upcoming events
- Communications & Marketing (Samantha)
- Professional Development & Strategic Initiatives (Victor)
- Summer Institute (Heather)
 - She will take a poll with all universities to determine whether travel is allowed. This will help determine whether members will be able to attend our conference in person.
 - Next meeting topic: whether to make the TxGAP Conference virtual or hybrid

Discussion Items

Motion for Adjournment

- A motion to adjourn was entered at 2:36 PM (1st: Matt; 2nd Alisha)
- The next meeting will be on February 3, 2021 at 2:00 PM via video conference call.

