



Executive Committee Meeting
Wednesday, July 1, 2020
Via conference call

Minutes

Opening

The meeting was called to order at 2:04 PM via video conference called by Dr. John Smith, President.

Present

John Smith, Tosha Hendrickson, Samatha Stewart, Robert Stephens, Heather Miller, Matt Painter, and Margaret Lomas Carpenter

Absent

Alisha Harrison

Old Business/President Updates (John)

- Approve minutes from June 2020 meeting
 - Motion to approve (1st: Matt, 2nd: Tosha)
- Google Drive Updates
 - Margaret described the formatting of the folders
 - SI Folder
 - Contact Rene Archam
 - Old Agendas/Minutes
 - Website
 - Margaret will post monthly meeting minutes once approved
- BOA Bank Account
 - John was mailed the forms signed by Matt and Tosha. Bank lobby is closed. John will keep documents secured in his home until banks open and proceed with updating documents.
- Vacant Committee Chair (Strategic Initiatives and Professional Development)
 - John received nominations and will continue to receive nominations until July 10, 2020.
 - Nominations (Danielle Riley – Rice University; Victor Lopez - UNT)
 - Nominations Close On Friday, July 10, 2020.
 - John will contact the nominees to ask if they are interested in participating. If they are, he will have the board meet them and appoint from there.

- Robert suggested contacting the candidates for the 2 vacant positions and ask if they are interested to be considered for these.

New Business (John)

- Board Member Meetings
 - Goals
 - Budget
- 2021/2022 SI Locations (Pending – Next Steps)
 - Robert reached out to the Houston venue regarding the contract but has not received feedback. We need closer.
 - Matt suggested sending a certified letter.
 - Heather mentioned having it at a university may not be ideal, but we can make it work at least for this coming year due to the pandemic.
- Fall Swing Calendar Update (John/Robert)
 - For new members, Robert explained the Fall Swing Calendar:
 - It is managed by TACRAO's college relations committee. A survey was sent out 6 weeks ago to gauge institutions' interest. About 75% responded stating they did not know what they were going to do due to the pandemic.
 - We do host an annual TxGAP Virtual Fair with Career Eco (see below). A separate survey was sent to get feedback to have 3 virtual fairs: Sept, Oct. Nov. Dana reported that only 19 responses were received. The participating school would market the event to their students. Participating schools would be a co-sponsor and not pay the registration fee of \$295; \$395 is the late registration fee, where we keep the \$100 revenue. Robert asked Gail to charge the \$395 so that we can receive the revenue and use it towards marketing to get students to attend the event.
 - John submitted the dates which are set in stone (listed below).
 - Matt did not feel we are in dire need of the revenue since our budget is not in jeopardy.
- TxGAP Hosted Virtual Graduate Fairs (John/Robert)
 - Powered by Career Eco
 - \$395 Registration Fee; \$295 - Registration/\$100 – Marketing
 - Dates
 - September 22, 2020 (2:00 pm – 6:00 pm)
 - October 16, 2020 (10:00 am – 2:00 pm)
 - November 4, 2020 (12:00 pm – 4:00 pm)
 - Host institutions will not pay the registration fee; participating institutions will pay \$395
 - Robert suggested using Carnegie Dartlet for marketing these fairs

Financial Report (Matt)

- Monthly Update
 - Matt reviewed the financials (Attached)
 - 3 Debits: GoDaddy and other processing fees
 - 1 Fee: Wild Apricot is based in Canada and charges a fee
 - Chart: With no SI, we are actually fairly significantly above from last year because of the retained registrations (green line).
 - Renewals

Committee Chair Reports

- Membership (Alisha)
 - Absent
- Communications & Marketing (Heather and Robert)
 - No updates
- Professional Development & Strategic Initiatives (Vacant/John)
 - Reminder to submit nominations to John by July 10, 2020
- Summer Institute (Heather)
 - No updates
- Mentorship Program
 - John met with the team last week. There are currently 5 mentees and 7 mentors. John will email Margaret the list of names.

Discussion Items

- Polo Shirts for New Board Members (Size)
 - Motion to purchase shirts from TxGAP funds was entered (1st: Matt; 2nd: Heather) for board members to wear during events.
 - Email size to Matt along with information on men's or women's cut. The order will be placed after the 2 vacant positions have been filled.
- Board Retreat
 - John will work on the date and location for the January retreat

Motion for Adjournment

- A motion to adjourn was entered at 3:06 PM (1st: Matt; 2nd: Samantha)
- The next meeting will be on August 1, 2020 at 2:00 PM via video conference call

