



**Executive Committee Meeting**  
**Wednesday, June 3, 2020**  
**Via Conference Call**

# Minutes

## **Opening**

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

## **Present**

John Smith, Tosha Hendrickson, Margaret Lomas Carpenter, Heather Miller, Samantha Stewart, Alisha Harrison, and Robert Smith

## **Absent**

No members were absent

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

- Approve minutes from May 2020 meeting
  - Motion to approve (1<sup>st</sup>: Tosha, 2<sup>nd</sup>: Heather)
- Words of Welcome (Tosha)
- Welcome Address (John)

## **New Business (John)**

- Bank of America Bank Account
  - The process of switching names on account from outgoing President to incoming President was finalized
- Board Member Meetings
  - Goals of President
    - Increasing membership dues to \$50
    - Expand Hidden Gems Mentorship Program
    - Strengthen Relationships with Texas Colleges
    - Increase Summer Institute Attendance/Sponsorships
    - Establish Relationships with Historically Black Colleges and Universities (Internal/External)
    - Will be meeting with old and new board members
  - Budget
    - Would like board members to propose 2 items that can be financed by budget funds

- Vacant Committee Chair (Strategic Initiatives and Professional Development)
  - John will continue to serve until replacement is found
  - Nominations will continue to be collected
- 2021/2022 SI Locations (Pending)
- Fall Swing Calendar Update
  - Let John and Robert know what your institutions plan to do
- Google Drive Updates
  - Ready to upload documents

#### **Treasurer's Report (Matt; attachments)**

- Monthly Update (via email)
  - Matt clarified the May financial update related to the one credit and two debits, each for \$850
    - He issued a refund for ETS's sponsorship for \$850 and when processed, it hit the account twice. Authorize.net caught it and credited the account \$850, offsetting the second charge (see attached document). Both of the income and expenses were inflated by \$850, but the net amount was correct (a refund of \$850 to ETS).

#### **Committee Chair Reports**

- Membership (Alisha)
  - Will meet with John to plan for the Fall
  - Will be working on templates
- Communications & Marketing (Samantha)
  - Looking at ways to get things aligned
- Professional Development & Strategic Initiatives (Vacant/John)
  - There are about 8-10 people who are willing to be mentors/mentees
  - Email John if you are interested
- Summer Institute (Heather)
  - Locations for Summer 2021 are being looked into

#### **Discussion Items**

- Board Meeting Date/Time: Keep or Change?
  - First Wednesdays of the month at 2:00 PM
  - All agreed to keep the regularly scheduled meetings as is

#### **Adjournment**

- A motion to adjourn was entered at 2:25 PM (1<sup>st</sup>: Heather, 2<sup>nd</sup>: Samantha)
- The next meeting will be on July 1, 2020 at 2:00 PM via video conference call