



Executive Committee Meeting

Wednesday, March 3, 2021

Via conference call

## Minutes

### **Call to Order**

The meeting was called to order by Dr. John Smith, President, at 2:00 pm via video conference.

### **Present**

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

### **Absent**

Samantha Stewart

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

- Approve minutes from February 2021 meeting
  - Motion to approve minutes (Heather 1<sup>st</sup>; Tosha 2<sup>nd</sup>)
- Meeting with Shaniece Miller (Election Commissioner)
  - Meeting at 4:00 PM today
- Scholarship Raffle Winner –
  - Winners Have Been Notified; Rewards Will Be Sent.
  - 11 recipients have responded. For those who did not respond, they will not be given anything

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

- NAGAP Website Link (TxGAP Officer Information)
  - Info should be updated by the end of the month
- Committee Budgets (End of March 2021)
  - Send budget to John via email and cc: Matt Painter
- TxGAP Professional Development Series – First Seminar Was Success
  - First session on Inclusion and Diversity was yesterday, March 2. The recording will be uploaded on our website. There were a total of 40 people

### **Financial Report (Matt) - Herewith**

- Monthly Update
  - Matt gave an update on our budget. There was nothing out of the ordinary.
  - Balances are still up.

### **Committee Chair Reports**

- Membership (Alisha)
  - No updates
  - John reminded her to submit her budget to him.
- Communications & Marketing (Samantha)
  - She is out of the office until Monday, but John will continue to reach out to her
- Professional Development & Strategic Initiatives (Victor)
  - Victor has access to Facebook and twitter, so he will announce events there
  - If anyone has presenters to recommend, email Victor
  - Mentorship Program toolkit is being created
- Summer Institute (Heather)
  - John is creating a letter to the hotel to absolve the contract due to Covid-19
  - We will have a shorter registration time this year
  - Looking at ways to let attendees know this is worth their money and time.

### **Discussion Items**

- SI Registrations from 2020 (Matt)
  - There will be some updates on how reimbursements or registrations will be handled for those individuals who chose to have TxGAP keep the registration fees for this year's SI.
- Professional Development Reminders (Margaret)
  - Margaret suggested everyone posting the professional development series to their colleagues in their respective universities. This may be another opportunity to gain new TxGAP members.

### **Motion for Adjournment**

- A motion to adjourn was entered at 2:24 PM (Alisha 1<sup>st</sup>; Tosha 2<sup>nd</sup>)

