



Executive Committee Meeting

Wednesday, March 4, 2020

Via conference call

Robert, Alisha, Heather, John, Matt

# Agenda

## Old Business/President Updates (Robert)

- Approve minutes from January 2020 meeting – Approved (Motion to approve, John; 2<sup>nd</sup>, Matt)
- TXGP (NAGAP Meeting) is coming up in April 2020 in Orlando, Fl. Chapter meeting will take place on Thursday afternoon versus Wednesday.
- General updates on SI and Mentorship will be held during the April 2020 conference call.

## Financials (Matt)

- March PDF sent to committee via email.
- Monthly update- Beginning balance for February 202- \$21,000, ending balance: \$28,269.99. Net increase of about \$7,000K, due to SI registrations. Very good spot for this year versus 2019.
  - SI Budget- Currently at 42 registrations
  - Sponsorship- \$1850 with 2 sponsors
  - AMEX Account: \$0 Balance- used card twice last year to SI transactions. We have about \$300-\$400 in rewards. Rewards can be used for raffle prizes/ speaker gifts for the upcoming 2020 SI.

## Committee Chair Reports

- Communications & Marketing (Robert)
  - Ashton on Maternity leave
  - Heather and Robert are handling TXGAP communication.
  - Ashton plans on being back before SI and is planning on attending SI.
  - March Communication- Adjusting communication plan based on upcoming elections.
- Professional Development & Strategic Initiatives (John)
  - Working with Danielle Riley and Lindsey Hodge from Rice. Hidden GEMS mentorship program
  - Kick off of program will be at 2020 SI.
    - Participants will be paired via their demographic area
    - John and his team will start the communication (Introduction emails)
    - Kickoff meeting with participants. The kickoff will provide participants with a timeline of the program, goals of the program and a program outline.
    - 12 month commitment- meet once a month (email, phone or face-to-face)
  - Robert asked for mentorship document to be sent to board.
  - Thinking of having a mentorship workshop at SI and a mixer.
- SI 2020 Update (Heather & Robert)
  - Recently completed 2<sup>nd</sup> conference call
  - Registrations are good.
  - Hotel block- May need 1 night to fill
  - Need presenters- please ask colleagues to submit proposals/ need sessions.

- John asked for a list of proposals to see what is covered and seek help.
  - Food: Board meeting and Opening Reception- Need to figure out if these events will count towards our F&B minimums. If no then we may need to look at outside options. At time of meeting- still waiting on response from the Embassy Suites.
    - We will not provide a provide breakfast at the Friday morning meeting since the hotel offers a full breakfast.
- Membership (Alisha)
  - No updates for March meeting
  - Still working on reaching out to lapsed members and handling membership questions as they present.

## **New Business**

- SI Sponsorships:
  - One (1) new sponsorship from the UT- Graduate Coordinators Network (Phillip Guererro) or \$1,000. Texas Diversity Forum-Proposed Texas Diversity forum.
  - In-kind Sponsorship for Pens/ bags from Paper Concepts
  - Tony and Zach- Still working on sponsorship package. Will follow up next week. The PCI information is up on the Web.
  - Career Eco- Still in progress.
  - Carnegie-Dartlett- working with Mark Cunningham, looking to speak to him at NAGAP.
- TXGAP Elections:
  - All nominations for elections are in and Bio Forms are due March 9, 2020.
  - Four (4) nominations for Secretary, Three (3) for Communications Director and One (1) for president
  - Victor Lopez from UNT is handling the TXGAP elections.
    - BIO forms will be sent out next week.
    - Elections and By-Laws will be sent out on April 2, 2020 in an Ad Hoc email to members
    - TXGAP By-Laws
    - Newly elected board members will start joining the TXGAP Exec. Committee call starting in May 202 to start the work on transition before SI.
- By-Laws:
  - Information sent out via email to Bard members
  - Name Change of NAGAP- include the DBA for our name (TXGAP)
  - NAGAP conference has a new name will now be known as the Annual Summit. Must make changes to names in time for elections
  - Added a bullet point for President's Role- Added Cultivate partnerships.
  - By-Laws are posted in the TXGAP March 2020Newsletter
  - Discussion on Elected term limits. Changing from 3 years to 2 years. At this time the consensus is to leave it as it.
  - For non-elected positons: No term limits, not in the by-laws, biggest changes in committees is seen in the SI committee. Robert is not opposed to terms but the board decided to leave it as is.
  - Vote on By-Law terms for elected officials. Matt made a motion to leave terms at 3 years. Heather 2<sup>nd</sup> the motion. Motion passed.

## **Additional discussion items**

- **Next Conference Call: Wednesday, April 1, 2020**
  - **Meeting concluded at 2:42 pm**