



Executive Committee Meeting

Wednesday, May 6, 2020

Via conference call

Minutes

Old Business/President Updates (Robert)

- Approve minutes from April 2020 meeting – Approved (Motion to approve, Matt; 2nd, Heather)
- SI 2020 close out – Robert will have update on location for the next two years

New Business (Robert/John)

- 2020 Board Election Results were certified on April 17 and the individuals listed have been elected to the following positions:
 - President-John Smith, University of Houston (replacing Robert Stephens)
 - Secretary-Margaret Lomas Carpenter, Texas A & M University (replacing Maggie Cano)
 - Communications Director, Samantha Stewart, Southern Methodist University (replacing Ashton Brown)
- Welcome new board members-each new member did a quick introduction of themselves and future goals for the board
- 2020 business meeting/retreat
 - Board transition-Robert's last meeting to preside will be this week; John will officially president over meetings starting in June; weekly president transition meetings will occur between different committees and the current president, president elect, and VP.
 - Business meeting to occur on Zoom, June 3 from 1-2 pm with all TxGAP stakeholders. Format will be similar to the business meetings during the Summer institute. Robert will present the first half of the presentation and John will present the second half. Various board members (such as Matt Painter with financials) will cover those sections.
 - John addressed the committee and described his goals for 2020-21 year
 - increase membership;
 - promote more relationships and collaboration between Texas institutions
- 2021/2022 SI locations: The board is determining the best solution for the 2021 and 2022 venues. More information will be coming soon.
- Fall swing calendar update-a survey will be sent out to recruiters to gauge their thoughts on the Texas Swing Calendar; Meetings have already occurred between TACRAO, TxGAP, member institutions, and recruiters. There is a possibility TxGAP may assist with setting up additional virtual fairs as well

- Google Drive issues (Matt will present)- Google shut our drive off since no one had responded to updating it, however we were able to save 90-95 percent of our documents that were in the drive; domain (TxGap.com) is good and has been renewed until 2025; anyone who emails Txgap.com goes to Matt, Robert, and John. Tosha will lead the process of re-structuring the docs in the New Google Drive for the organization, with help from Margaret.

Financials (Matt)

Monthly update-beginning balance is \$30,252.74; ending balance is \$27,389.49
6 debits and 1 fee for the month of April

Committee Chair Reports

- Membership (Alisha)-nothing to report at this time
- Communications & Marketing (Heather and Robert)-newsletter to go out next week; survey's for fall fairs to go out soon as well
- Professional Development & Strategic Initiatives (John)-he has someone in mind to replace him; will present them at the next meeting to discuss voting on them to fill that role
- Summer Institute (Heather)-no other updates other than what was discussed earlier in the meeting

Additional discussion items

- Next Conference Call (Via Zoom):
 - June 3
 - 1pm to 2pm, TxGAP Business Meeting (all TxGAP stakeholders invited)
 - 2 pm to 3 pm, TxGAP Board Meeting (Board Members only)