



Executive Committee Meeting
Wednesday, November 3, 2021
Via conference call

Minutes

Call to Order

The meeting was called to order by Heather Miller, President, at 2:01 PM via video conference.

Present

Heather Miller, Matt Painter, Jim Bynum, Victor Lopez, Demetria Kelly, Alisha Harrison, John Smith, and Margaret Lomas Carpenter

Absent

Old Business/President Updates (Heather)

- Approve minutes from October 2021 meeting
 - The minutes were not submitted for review. October and November minutes will be reviewed at the December meeting.
- Welcome to Jim Bynum
 - Jim introduced himself, and he was welcomed to the team.
- Transition of Offices/Duties
 - Victor V.P.
 - His position
 - Bank of America Transfer
 - Heather and Matt met in Waco to have Heather's signature added to the bank account. Past members were removed.

New Business (Heather)

- Virtual Graduate Fair (11/9/21 11:00am-2:00pm – Powered by CareerEco)
 - Registration has been pushed to Monday, November 8
 - Asking everyone to announce this at their universities
 - Victor sent it to TACRAO
- Annual Board Meeting
 - Discussion on when to hold the Annual Board Meeting. There was a consensus to hold it the day before the conference, June 1 for the afternoon, then the morning of June 2.

Financial Report (Matt)

- Monthly Update (herewith)
 - Deposit = Membership renewal

Committee Chair Reports

- Membership (Alisha)
 - No new items to discuss
- Communications & Marketing (Victor and Jim)
 - Advertising the virtual fair to career centers across the universities
- Professional Development & Strategic Initiatives (Victor)
 - Planning a future session before Thanksgiving
 - Thank you gifts for previous members (Tosha and John) will be purchased and sent to them
- Summer Institute (Demetria)
 - Demetria and Heather will have a site visit Tuesday the 9th in afternoon or Thursday the 11th in the morning
 - Hotel has been reserved.

Discussion Items

- What organization to donate to during SI?
 - We will look at the options.
 - Victor recommended Café College, an organization that helps low-income high school students.
- NAGAP/TxGAP Presidency
 - Heather will meet with Dana Morticai to get information on her transition as President
- New Member Shirts
 - Matt will email the team with the TxGAP logo
 - Margaret will get information on ordering new shirts for the team.

Motion for Adjournment

A motion for adjournment was entered at 2:31 PM (1st: Margaret; 2nd: John; all approved)



Financial Update: October 2021

Beginning Balance – 10/1/2021

\$48,590.22

Ending Balance – 10/31/2021

- \$48,463.64 (-\$126.58)

Credits/Debits

- 1 deposit (\$33.98)
- 3 debits (\$160.56)
 - CC processing: \$1.46 + \$34.95
 - Tax prep, Jerry Love CPA: \$124.15

