



Executive Committee Meeting  
Wednesday, September 1, 2021  
Via conference call

## Minutes

### Call to Order

2:01 PM

### Old Business/President Updates (John)

- Approve minutes from August 2021 Meeting
  - 1<sup>st</sup>: Demetria; 2<sup>nd</sup>: Matt; all in favor

### New Business (John)

- Texas Swing Calendar 2021 (Being Updated)
  - Updated on website
- Virtual Graduate Fair (Update by Victor)
  - Simplicity platform is good for large institutions, but CareerEco would work better for our fairs
  - Members thought we should host at least one fair in mid-to-late October or November as well as one in the Spring
    - Matt would like to rethink how to organize the host school
    - John and Matt will look into the costs
    - Heather recommends scheduling it on November 8 or 15
    - John will visit with CareerEco

### Financial Report (Matt)

- Monthly Update
  - Majority of deposits were memberships
  - Matt deactivated the card that was erroneously used by our previous VP; TxGAP was reimbursed for those erroneous charges.

### Committee Chair Reports

- Membership (Alisha)
- Communications & Marketing (Vacant; Interim: Victor)
  - He continues to update the website
  - Should send an email to members informing them of the open position
- Professional Development & Strategic Initiatives (Victor)
  - At minimum, Victor was to host a round table similar to the hot topics during the summer
  - Mentorship Program: he will follow up with mentors
  - Give Victor any information that may help with professional development topics
- Summer Institute (Demetria)
  - 25 hotels have been contacted

- The hotels highlighted in green are the most popular
- Members decided to narrow the list down to Marriot Plaza and Estancia Del Norte in San Antonio.

### **Discussion Items**

### **Motion for Adjournment**

Meeting adjourned at 2:30 PM

