



Executive Committee Meeting  
Wednesday, September 2, 2020  
Via conference call

## Minutes

### Opening

The meeting was called to order by Dr. John Smith, President, at 2:01 PM via video conference.

### Present

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

### Absent

Alisha Harrison, Samantha Stewart, and Robert Stephens – Past-President

### Old Business/President Updates (John)

- Approve minutes from August 2020 meeting
  - Motion to approve (1<sup>st</sup>: Matt, 2<sup>nd</sup>: Heather)
- BOA Bank Account Update
  - Paperwork was not approved by the bank. John will be mailing Tosha the documents for new signatures.
- Committee Chair Update (Strategic Initiatives and Professional Development)
  - Welcome Victor Lopez (UNT)
  - He will take over John Smith's previous role, and John will get him acclimated to the position.
  - He is looking into once a month professional development series and the tools needed for young professionals in enrollment management to use.
- Fall swing calendar update (John/Robert)
  - No new updates, but we are preparing on our first virtual fair on September 22, 2020. John will follow up with Career Eco about having our fairs posted on their site.
- TxGAP Hosted Virtual Graduate Fairs (John/Robert)
  - Powered by Career Eco (\$395 Registration Fee; \$295 - Registration/\$100 – Marketing)

- September 22, 2020 (2:00 pm – 6:00 pm)
- October 16, 2020 (10:00 am – 2:00 pm)
- November 4, 2020 (12:00 pm – 4:00 pm)
- Host institutions will not pay; Participating institutions will pay \$395

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

- Marketing for Virtual Graduate Fairs
  - Online
  - Flyers
  - John will compile a list of who the flyers will go to to share with Samantha and provide marketing materials for the graduate fairs.

### **Financial Report (Matt)**

- Monthly Update (Attached)
  - Debits and fees: Wild Apricot was one of them along with credit card processing entity
  - Graph Green Line: retained summer institute fee kept our balance up

### **Committee Chair Reports**

- Membership (Alisha)
- Communications & Marketing (Samantha)
- Professional Development & Strategic Initiatives (Victor/John)
- Summer Institute (Heather)
  - Renegotiation with hotels in Houston. Our contact from Houston Double Tree Greenway Plaza apologized for not being available and renegotiated food and beverage minimum by \$2000 (\$10,000 to \$8,000). If the virus continues unabated, the contract will be null and void; otherwise, our event will be in June 2021.
    - The committee approved the venue, and John will sign the contract.

### **Discussion Items**

### **Motion for Adjournment**

- A motion to adjourn was entered at 2:23 PM (1<sup>st</sup>: Margaret; 2<sup>nd</sup>: Matt)
- The next meeting will be on October 7, 2020 at 2:00 PM via video conference call.



# Financial Update: August 2020

## Beginning Balance – 8/1/2020

\$26,783.60

## Ending Balance – 8/31/2020

- \$26,956.52 (+\$172.92)

## Credits/Debits

- 11 deposits/credits (\$409.81)
- 3 debits (\$231.13)
- 1 fee (\$5.76)

