



Executive Committee
Meeting Wednesday,
October 4, 2023
Via Teams

TXGAP Board Meeting Minutes

Call to Order

The meeting was called to order at 3:31 p.m. by Victor Lopez via video conference call.

Present: Victor, Shaunté, Kimberly, Lora, Philip, Robert, John, Donnella

Absent: Shaneice, Demetria, Alyssa,

Old Business/President Updates (Victor)

- Approve minutes from last meeting.
 - All in favor – All said ‘Aye’

New Business (Victor)

- Summer Institute
 - Met with Shaneice & Demetria–
 - wants to begin the process earlier.
 - Limit topic – figure out category (professional development, enrollment management) more data and research driven.
 - Identifying new hotels
 - Top 10 hotels to contact.
 - RFI process and document sharing
 - Call for conference committee volunteers.
- Formal submission for expansion submitted to NAGAP
 - NM, CO, AZ, UT, NV
 - Still in discussion with Rocky Mountain Chapter to discuss options.
- Career Eco Fairs
 - November 2, 2023 11am-2pm
 - February 1, 2023 11am-2pm
 - We need a list of institutions and to begin outreach for those to attend.
 - Each registered institution will receive the attendee list regardless of interaction.

Financial Report (Kimberly)

- Monthly Update – Kimberly will take over next month
 - Current Cash on Hand as of 10/4/23: \$31,095.53
 - Expenses: Jerry Love CPA for Taxes \$211.30, Squarespace \$40 charge.
 - Matthew Painter was removed from BoA account, Kimberly added.

Committee Chair Reports



- Membership (Robert)
 - Fall member social update
 - Got a lot of interest
 - Shaniece assisted Robert and promoted SI
 - Two people played the TXGAP bingo
 - One New member
 - One current member and renewed membership
 - Department specific recruiters to seek membership
- Communications & Marketing (Philip)
 - Working with Donnella on the flyer for the event coming up
 - Implement QR code for the registration.
- Professional Development & Strategic Initiatives (Donella)
 - Professional Development event next Tuesday
 - Next event, Tuesday, October 10th – Take control of your productivity.

Discussion Items

Motion for Adjournment

The meeting was adjourned at 3:54 p.m.