



Executive Committee Meeting  
Wednesday, November 1, 2023  
Via conference call

## Minutes

### Call to Order

The meeting was called to order at 3:04 pm by Victor Lopez via video conference call.

**Present: Victor, Shaunte, Lora, Demetria, Shaniece, Donnella, Heather, Alyssa, Robert, Kimberly,**

**Absent: Phillip**

### Old Business/President Updates (Victor)

- Approve minutes from last meeting.
  - Shaunte first, Donnella second – All approved

### New Business (Victor)

- Summer Institute
  - Identifying new hotels outside of Arlington
  - RFI process and document sharing
  - Call for conference committee volunteers.
  - Whova Conference App- Demo (\$3k)
  - Conference Outline Proposal- Victor
- Formal submission for expansion submitted to NAGAP
  - NM, CO, AZ, UT, NV
  - Still in discussion with Rocky Mountain Chapter to discuss options.
    - Will send out an invitation to SI.
    - Maybe free registration for leadership and they will need to pay for hotel and flight.
- Career Eco Fairs
  - November 2, 2023 11am-2pm
  - February 1, 2023 11am-2pm
    - Emailed out \$50 discount code
  - Baylor student workers compiled a list of admissions, career center, and advising offices throughout Texas.
    - Resending email to career centers to encourage participants.
- Historian Role Discussion
  - Primary roles include keeping track of activities, pictures, etc.
    - Suggests that Robert continue with the photography since his location is in the DFW area
  - Asked Victor what else:
    - collecting the data of SI of what was presented, who presented, losing memberships (what schools), gaining new membership, etc.



- Past topics of professional developments – what haven't we done in awhile and what new topics are needed.
- Create a reasonable timeline – tax information from Kimberly, Donella for professional development series, then working on SI, Shaunte sending the minutes – convert to PDFs
- Heather suggested that Dana and Phillip could provide historical data about TXGAP

### **Financial Report (Kimberly)**

- Monthly Update
  - Current Cash on Hand as of 11/1/23: \$30,687.32
  - Expenses: SquareSpace Charge -\$351.88, Email Campaign Upgrade Charge -\$90.01
  - Reconciliation: 2022 CareerEco Fair Revenue
    - Students get free access to CareerEco
    - Kimberly asked about the competition between Handshake and CareerEco
    - \$50 off for listserv (Texas incentive)

### **Committee Chair Reports**

- Membership (Robert)
  - Texas Rangers tickets options and process
    - Haven't got reply; sent follow up email
- Communications & Marketing (Philip)
  - Philip wasn't available
- Professional Development & Strategic Initiatives (Donella)
  - Professional Development TBD. Future of Online Education, Workforce Trends, and Best Approaches
  - Ask to send 2 honorary gift cards to 2 speakers had for professional development

### **Discussion Items**

### **Motion for Adjournment**

The meeting was adjourned at 3:50 P.M.