



Executive Committee  
Meeting Wednesday,  
December 6, 2023  
Via conference call

## Minutes

### Call to Order

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

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

**Absent: Kimberly**

### Old Business/President Updates (Victor)

- Approve minutes from last meeting.
  - Robert motioned to approve; Donnella seconded
    - All approved

### New Business (Victor)

- Summer Institute
  - Crowne Plaza Arlington
    - \$6,000 – food & beverage minimum (includes rental of rooms & AV)
    - Recently renovated.
    - Close to Globe Life (checking on shuttles)
    - Robert & Shaniece to visit the hotel
  - RFP is out until 12/15
  - Call for conference committee volunteers. (See below under committee chair reports)
  - Whova Conference App- Demo (\$3k)
  - Conference Outline Proposal- Victor
    - Multiple keynote speakers
- 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:
    - Will send out lists of participants next week to those who set up a booth
  - 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 for February 1.



- Historian Role Discussion-
  - Lora will email Heather to get together
  - Continue to upload the meeting minutes
  - Victor suggested – conference documentation and that process (hotel, insurance, etc.)

### **Financial Report (Kimberly-Away) Victor gave update**

- Monthly Update
  - Current Cash on Hand as of 11/1/23: \$30,815.54
  - Expenses: None
  - Reconciliation: 2022 & 2023 CareerEco Fair Revenue
    - ~\$40,000 by January

### **Committee Chair Reports**

- Membership (Robert)
  - Texas Rangers tickets options and process
  - Cost projections for social - \$10,000 - \$20,000 (including food and drink)
    - Screen shared the excel document with options and fees
- Communications & Marketing (Philip)
  - Not present
- Professional Development & Strategic Initiatives (Donella)
  - January kick-off will be the future state of graduate enrollment management (Help kick off SI interest)
- Conference (Shaniece)
  - Meeting on the 9<sup>th</sup> – Sent to individuals who signed up & past members
    - Will send out an email with sub-committees.
  - Order board shirts for Shaniece & Robert – Marget (past secretary that ordered shirts)
  - Robert heading membership sub-committee
  - Lora heading communications sub-committee
  - Operations is the last sub-committee

### **Discussion Items**

- Shaunte – move January meeting from January 3<sup>rd</sup> to January 9<sup>th</sup> at 3 pm.

### **Motion for Adjournment**

The meeting was adjourned at 3:42 P.M.



*The Leader in Graduate  
Enrollment Management*