



Executive Committee Meeting
Wednesday, April 5, 2023
Via conference call

Minutes

Call to Order

The meeting was called to order at 3:05 PM by Heather Miller via video conference call.

Present

Heather Miller, Margaret Lomas Carpenter, Matt Painter, Donella Dillon, Demetria Kelley, Victor Lopez, Philip Garza, and Shaunte Alvarez-Minor

Absent

Jim Bynum and Matt Painter

Old Business/President Updates (Heather)

- Approve minutes from March 2023 meeting
 - 1st: Demetria; 2nd: Victor; All in favor

New Business (Heather)

- Welcome new board members
 - Shaunte and Phillip were welcomed to our meeting.
- Reminder: Undergraduate Research Day at the Capitol (April 11, 2023)
 - **Thanks to Jim for being on top of the communication**
 - Heather will be attending
- Chapter meeting at NAGAP: 3-4pm. Winter Garden on 6th floor, communication going out soon.
 - Heather will attend
- Yearly Reporting coming up at the end of April.
 - Due May 1st; Heather will share this with Victor.
- Website Updates (Matt)
 - Continue to be worked on.
 - Margaret will email Victor minutes that have not been added to the new website
- Matt's Replacement
- Elections Update
 - All bylaw amendments passed and I will work to get those added soon.
 - Tenure begins May 1
 - VP replacement (Victor)
 - Victor has met with the replacement
 - Shaunte will create Zoom meeting links for the new board beginning May 2023

Financial Report (Matt)

- Monthly Update (Heather)
 - New president and treasurer will need to be added to account
 - With Matt not being able to attend the meeting, everyone is encouraged to review the financial report. We are in good standing to begin the new year.

Committee Chair Reports and Goals for Coming Year

- Membership (Alisha)
- Communications & Marketing (Jim)
 - CRM Update
- Professional Development & Strategic Initiatives (Donella)
 - Donella will meet with Philip and Victor to discuss future events
- Summer Institute (Demetria)
 - Demetria had a committee meeting this morning. They discussed flyers that were sent to people at Texas universities
 - Looking for presenters. An email was sent to members with a call for presenters. Emails will continue to be sent on a weekly basis.
 - The deadline is April 17 for people to submit their interest as a presenter.
 - Emails went to companies who could potentially be sponsors.
 - Kim Thornton will be responsible for reports of registrants.
 - Margaret will reach out to volunteers who can help with printing materials, such as name tags, table tents, presenters' information booklet, etc.
 - Demetria is looking at different vendors for swag.

Discussion Items

- Margaret: new members need Polo shirts for Shaunte, Philip, and possibly VP
- Plaque for exiting Board members: send Victor your preferred name and address.
- Liability Insurance
 - Heather asked Demetria to look into liability insurance for SI

Motion for Adjournment

The meeting was adjourned at 3:34 PM

