



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

TXGAP Board Meeting Minutes

Call to Order

The meeting was called to order at 3:05 p.m. by Victor Lopez via video conference call.

Present –Shaunte, Robert, Victor, Heather, Shaniece, Lora, Demetria, Alyssa, Donnella

Absent – Philip, Kimberly

Old Business/President Updates (Victor)

- Approve minutes from last meeting
 - Shaniece – first, Robert – Second
 - All approve.

New Business (Victor)

- Summer Institute
 - Victor will coordinate a time to meet with Shaniece, Demetria, Kimberly to discuss RFP. Additional board members may attend.
- Formal submission for expansion submitted to NAGAP
 - NM, CO, AZ, UT, NV
 - Dragging their feet
 - Still in discussion with Rocky Mountain Chapter to discuss options.
- Bylaws Review
 - Executive Orders or Votes
 - TxGAP Name Change due to possible expansion
 - Member Dues and Membership Dates Change
 - Offboarding and Onboarding Board Members (May 1 to July 1)
- 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.
 - Revenue can be \$7-\$12,000 in revenue
 - Need to setup two campaigns
 - Need two volunteers to contact Career Centers and create a campaign to sign-up institutions
 - Each registered institution will receive the attendee list regardless of interaction.

Financial Report (Kimberly) - **Not here**

- Monthly Update



- Current Cash on Hand: \$31,322.76
- Add new TxGAP Treasurer, Kimberly Thornton to the Bank of America Business Adv Fundamentals Checking Account, #488048293336
 - End of September
- Additionally, we will need to remove outgoing TxGAP Treasurer, Matthew Painter, from the Bank of America Business Adv Fundamentals Checking Account, #488048293336
 - Been in contact with Victor and Kimberly
 - Hope to get it all completed by the end of October

Committee Chair Reports

- Membership (Robert)
 - Fall member social update
 - Leslie Brilliant joined the committee. She is from UTSA
 - First event – September 27th – TXGAP Networking event @ TWU
 - Budget – No real cost since it is being backed by the TWU fair
 - Victor suggested giveaway items – a few \$100
 - Sent an email to person for promotions for Texas Rangers for SI for next year
- Communications & Marketing (Philip) - Not here
 - Schedule training meeting with Victor
- Professional Development & Strategic Initiatives (Donella)
 - Professional Development event moved to next Thursday.
 - Asking current members to bring a friend
 - Having break out room discussions
 - Meeting today about October event – possibly October 10th
 - March 6th – Creative problem-solving workshops
- Summer Institute (Shaniece and Demetria)
 - Have not had an opportunity to meet with Demetria yet – both away on holidays
 - Need survey results from SI 2023
 - Sent Victor two hotel options
 - Hotel Live by Loews – by AT&T and Ranger
 - Embassy Conference – Frisco
 - Need pricing to ensure they fit within our budget; goal is to make sure SI is profitable
 - When is the right time to invite committee members to join the group
 - NOW

Discussion Items

- Nonprofit Application- Kimberly can we look into this by next SI?
 - Will chat with her offline or via email
 - Asked NAGAP, but they were not helpful with a solution

Motion for Adjournment

The meeting was adjourned at 3:30 p.m.