



Executive Committee Meeting

Wednesday, January 5, 2022

Via conference call

Minutes

Call To Order

The meeting was called to order by Heather Miller, President, at 2:02 PM via video conference.

Present

Heather Miller, Matt Painter, Margaret Lomas Carpenter, Victor Lopez, Demetria Kelly, Jim Bynum, Alisha Harrison, and John Smith

Old Business/President Updates (Heather)

- Approve minutes from December 2021 meeting
 - 1st: Demetria; 2nd: Victor; all in favor

New Business (Heather)

- Victor mentioned that Jim needs access to the website. Heather will work on that.
- John thanked the Board for the plaque.

Financial Report (Matt)

- Monthly Update (herewith)
 - December began with over \$48,000. Net increase of over \$4000.

Committee Chair Reports

- Membership (Alisha)
 - Responding to emails regarding membership and renewals.
 - John's membership was transferred to his new replacement at University of Houston
- Communications & Marketing (Victor and Jim)
 - Recommended looking into providing a way to display videos by possibly having a better website other than what Wild Apricot is able to provide.
 - Heather asked if anyone could research companies that would provide a website that better suits us. John volunteered. We will discuss this during the February meeting and vote on this in March, at the latest.
 - John asked for a list of things our website can do:
 - Membership database management (CRM)
 - Video integration
 - Communications integration
 - Social media

- Administrator access (how many would be allowed)
 - Member access similar to the NAGAP exchange/forum
- Heather mentioned that we do have the opportunity to have our own private Chapter website through NAGAP
- Cost: Matt mentioned that we are paying about \$200/month to Wild Apricot with a savings if paid in advance.
- Professional Development & Strategic Initiatives (Victor)
 - Daunella Dillon is interested in the PD chair position. John recommended her.
 - Victor recommended having professional headshots at SI.
- Summer Institute (Demetria)
 - Will work on conference committees for SI
 - Margaret will work with NAGAP to schedule Zoom Meetings
 - Demetria mentioned that we need to reach out to institution employees about SI
 - Heather mentioned that we have it written in the hotel contract to cancel SI should the pandemic be an issue. And, we may be able to move it online.
 - Victor asked Demetria to email the Board with information on details about the conference and include member conference cost, parking, hotel reservations, etc.
 - Demetria will send an email with a request for volunteers which should go out to all members.

Discussion Items

Motion for Adjournment

A motion for adjournment was entered at 2:38 PM (1st: John; 2nd: Matt; all in favor)

