



Executive Committee Meeting
Wednesday, March 2, 2022
Via conference call

Minutes

Call to Order

The meeting was called to order by Heather Miller, President, at 2:11 PM via video conference.

Present

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

Absent

Jim Bynum

Old Business/President Updates (Heather)

- Approve minutes from February 2022 meeting
 - 1st: Matt; 2nd: Demetria; all in favor

New Business (Heather)

- Welcome Donnella!
 - Everyone introduced themselves to Donnella. She comes to us from the University of Houston.
- New Website (John)
 - John asked everyone to look at the website links
 - Kreativekoo.com seems to have more experience
 - He can schedule a meeting with kreadivkoo.com and board members
 - Need monthly maintenance fees, cost to set it up, etc.
 - Integrating what we have now and putting it into the new website: member data, etc.
 - John, Heather, and Victor will meet on Wednesday,
 - Matt said that we can do month to month with WildApricot at a more expensive rate until we make the change.
 - Victor asked if we own txgap.com.
 - Matt will look into that.
- Board Meeting before SI (Thursday 11 AM – 3 PM)
 - All were in agreement
- Who is going to NAGAP conference?
 - John will plan on being there

Financial Report (Matt)

- Monthly Update
 - Started with \$53, 343.36, and ended with \$53,165.96
 - We will see an increase with membership renewals

Committee Chair Reports

- Membership (Alisha)
 - She is seeing memberships coming in.
 - She has corrected lapsed members
- Communications & Marketing (Victor and Jim)
 - Weekly campaigns will begin for SI
 - Victor will send out the flyer to all TxGAP members, and we can forward that to our respective graduate professionals
- Professional Development & Strategic Initiatives (Donella and Victor)
 - She is working with Victor and is anxious to begin her role
- Summer Institute (Demetria)
 - Had a meeting with SI volunteers yesterday
 - Volunteers have been asked to take 5 universities and research graduate professionals within those institutions, then update our spreadsheet with those university contacts
 - Give-Aways
 - Providing membership, gift cards, SI Conference
 - Swag bag items for about 200-250
 - Demetria will need a program schedule so that she can determine when raffles will be awarded
 - She is asking for recommendations on additional speakers, such as a lunch or closing speaker
 - A theme was discussed, "Growing Together as Professionals"
 - Thinking about having a photographer to take headshots of participants at a reasonable cost
 - John will reach out to a colleague of his who may be able to do this
 - Matt recommended having the photographer take candid event shots

Discussion Items

- Board Shirts
 - 100% poly or poly-blend is preferred
 - Cost per shirt: depends on which we select
 - One-time graphic fee: \$8-\$15 (this in not per shirt)
 - Cost to add name: about \$5-\$8 per shirt
 - Need to know shirt selections by Friday, March 11

Motion for Adjournment

A motion for adjournment was entered at 2:53 PM (1st: Heather; 2nd: Demetria; all in favor)

