



Executive Committee Meeting
Wednesday, May 4, 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, Demetria Kelley, Victor Lopez, Donnella Dillon, Alisha Harrison, Jim Bynum, and John Smith

Old Business/President Updates (Heather)

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

New Business (Heather)

- Order Updates (Margaret)
 - Shirts
 - The Adidas A230 shirts were not available, but SportTek shirts are readily available. The cost for small-XL are \$36.00, and 2XL for \$37.75 which saved us about \$12/shirt.
 - Ready by May 19th
 - Name Tags (magnetic)
 - For a full color name tag, the company recommended using a sublimated material that allows full color. The cost per magnetic tag is \$11.95.
 - Ready by May 18th
 - Display Banner
 - The length of the examples we were given are a concern for storage and transportation.
 - Margaret will ask about an expandable, accordion-like, display.
- NAGAP Conference Recap
 - There were about 10 attendees at our TxGAP Chapter meeting
- Bylaw Amendments Discussion
 - Too late for this year's business meeting but proposing we pursue this for 2023 amendment
- June 1st meeting moved to June 2nd with annual board meeting

Financial Report (Matt)

- Monthly Update
 - Starting \$58,
 - Ending \$2400
 - Gross
 - SI Registrations
 - 7 Debits

Committee Chair Reports

- Membership (Alisha)
 - Renewals are coming in
- Communications & Marketing (Victor and Jim)
 - If there is anything to add to the newsletter, let Jim know by Friday.
- Professional Development & Strategic Initiatives (Donella and Victor)
 - She and Victor met to discuss upcoming events. They will focus on these after SI.
- Summer Institute (Demetria)
 - Presenters
 - Sent them emails last Wednesday to let them know they have been selected to present.
 - PPT Presentation Template
 - Ask them if they have any co-presenters and to bring a laptop and flash drive
 - Surveys
 - Demetria has them ready
 - Thank You Flyer & PPT
 - Need to add ETS
 - Moderators
 - Needed for each presenter
 - Gift Cards
 - \$5.00 for each presenter
 - \$50 for main guest speaker
 - Guest Speaker Bio/Photo
 - Waiting on that
 - Laptops for Presentations
 - Presenters
 - Printer
 - One-pager
 - Use this as a program instead of booklet
 - Room Assignments to Breakout Sessions
 - Will get that from the hotel to add to website and program
 - ETS
 - Victor will register their two presenters and are sponsoring
 - Name Tags/Lanyards
 - CC Creations will sponsor the lanyards
 - Hotel
 - Room for Dr. Butler-Purry
 - Everyone should book their rooms by May 15

- Menu
 - Dee will forward that to Heather
- Swag Bags
 - Team will meet Wednesday evening or Thursday morning to put bags together
- Thursday Reception/Social
 - There was discussion on having a social event after the reception

Discussion Items

- No re-elections for this year, but we will have some for next year, May 1.
- Texas Swing Calendar
 - We should start thinking about this

Motion for Adjournment

- 1st: John; 2nd: Victor; all in favor



Financial Update: April 2022

Beginning Balance – 4/1/2022

\$58,184.10

Ending Balance – 4/30/2022

- \$60,624.61 (+\$2,440.51)

Credits/Debits

- 14 deposit (\$5,354.98)
- 7 debits (\$2,840.60)

