



Executive Committee Meeting

Wednesday, October 6, 2021

Via conference call

## Minutes

### Call to Order

The meeting was called to order by Dr. John Smith, President, at 2:06 PM via video conference.

### Present

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

### Old Business/President Updates (John)

- Approve minutes from September 2021 meeting
  - Heather 1<sup>st</sup>; Demetria 2<sup>nd</sup>
- Resignation - Transition of Offices/Duties
  - Dr. John Smith announced the new position as Associate Dean of Graduate Education/Director of Graduate Programs, and resigning as the President of TxGAP. He will continue to be on the board as immediate past President. Dr. Smith individually thanked all board members for their efforts volunteering as a board member of TxGAP.
  - Heather Miller, Vice President, will take the role as President effective immediately.

### New Business (John)

- Virtual Graduate Fair (11/3/21 or 11/9/21 – Powered by CareerEco)
  - November 9 would work best due to timing from 11 am – 2 PM
  - All members agreed
- Communications & Marketing Chair Vacancy (John & Victor)
  - Jim Bynum responded to the posting. He has shown a willingness to participate.
  - Heather will reach out to him via email along with Victor. All were in agreement.
- Vice-President Vacancy (Forthcoming)
  - The President can appoint someone until voted in or decide to proceed a different way.

## Financial Report (Matt)

- Monthly Update
  - 48,425
  - Net increase
  - Deposits
  - Withdrawals: 3
  - 2-month streak with inadvertent AMEX charges
    - Facebook charge of 48.35 for advertising from Direct Development which was a saved card from the virtual fairs. It was reimbursed.
  - Our accounting firm (Gerry love CPA in Abilene) reached out about taxes which need to be filed by November 15, 2021. Matt has been working with them.

## Committee Chair Reports

- Membership (Alisha)
  - Responding to emails received about membership and membership renewal
  - Need to update email templates
- Communications & Marketing (Vacant/Victor)
  - Keeping up with monthly updates
- Professional Development & Strategic Initiatives (Victor)
  - Had a recent PD event similar to SI
  - Upcoming PD events: dining etiquette, reception etiquette, audience skills and presentation skills, resume workshop
  - Mentorship Program
    - Concern: Mentees don't know what to do. Victor wants to meet with Mentors about counseling practices
- Summer Institute (Demetria)
  - Breakout Rooms were reduced to \$100 each.
  - Once complimentary room for the Guest Speaker
  - Free parking
  - Food/Beverage: \$6,000.00
  - Board Meeting in January at the host hotel
  - Demetria will send the hotel contract to

## Discussion Items

### Motion for Adjournment

A motion to adjourn was entered at 2:41 PM (1<sup>st</sup>: Demetria, 2<sup>nd</sup>: Victor)



# Financial Update: September 2021

## Beginning Balance – 9/1/2021

\$48,425.39

## Ending Balance – 9/30/2021

- \$48,590.22 (+\$164.83)

## Credits/Debits

- 7 deposits (\$253.25)
- 3 debits (\$88.42)
  - CC processing: \$5.12 + \$34.95
  - AmEx: \$48.35 (reimbursed by Direct Development for same amount)

