



Executive Committee Meeting

Wednesday, May 5, 2021

Via conference call

## Minutes

### Call to Order

The meeting was called to order by Dr. John Smith, President, at 2:02 PM via video conference.

### Present

John Smith, Heather Miller, Victor Lopez, Margaret Lomas Carpenter, Tosha Hendrickson, and Matt Painter

### Absent

Alisha Harrison, and Samantha Stewart

### Old Business/President Updates (John)

- Approve minutes from April 2021 meeting
  - Motion to approve minutes (Matt 1<sup>st</sup>; Heather 2<sup>nd</sup>)
- TxGAP Meeting During SI (NAGAP Requesting Info)
  - NAGAP is asking for a link to post on their website, whether it be Zoom or any other platform.
  - They will come into the meeting and say a few things to the attendees

### New Business (John)

- Election Results
  - Congratulate Heather for VP and Matt for Treasurer
    - We will try to find someone to replace Heather for SI
  - Thank you to Tosha for her service
  - All three shared a few words
- NAGAP Membership Renewal
  - The NAGAP Director contacted John to let him know that board members of TxGAP should also be members of NAGAP. No one will be removed as a board member of TxGAP should they not be able to financially pay for the NAGAP membership.

### Financial Report (Matt)

- Monthly Update (herewith)
  - Deposits: membership renewals
  - Debits: annual subscription with Apricot instead of monthly
  - Fee: credit card processing, international transaction fee

- Summer Institute
  - 2020-2021 SI Registration
    - Reached out to those 29 individuals:
      - 20 decided to roll over to 2022
      - 2 asked for a refund and checks were sent
      - 7 of the 29: still waiting to hear back from them
        - One is from Univ. of Houston who no longer works in that program; John approved moving that over to 2022
    - We have about \$4100 for next year's SI

### **Committee Chair Reports**

- Membership (Alisha)
- Communications & Marketing (Samantha)
- Professional Development & Strategic Initiatives (Victor)
  - Worked with Shanice on the election
  - Statement regarding presenters
    - Will put a link for individuals to access the full statement
- Summer Institute (Heather)
  - Victor has been a huge help – Thank You!
  - Presentations are being planned. If anyone knows of anyone willing to present, send Heather the information.
    - Concordia University Speaker – John has not heard back from her
  - Let Heather know of anyone interested in being the SI Chair
    - John recommended Shanice
    - Victor recommended Demetria
  - Matt let Heather know about ETS as a sponsor.
    - We have no overhead this year.
    - We could take the sponsorship and have them present; have their logo present in our advertising
      - Donation could go to a non-profit
      - Victor suggested having them donate to the social gathering (raffles, etc.)
      - Matt mentioned that he is not sure if ETS would have the capacity to donate to members, so we may need to use their funds towards the social
    - Or we wouldn't charge them this year but would love to have them next year
  - Donations to a Non-Profit from Members
    - We should have a link available for people to donate

### **Discussion Items**

#### **Motion for Adjournment**

A motion to adjourn was entered at 2:39 PM (Heather 1<sup>st</sup>; Victor 2<sup>nd</sup>)



# Financial Update: April 2021

## Beginning Balance – 4/1/2021

\$49,226.11

## Ending Balance – 4/30/2021

- \$47,123.31 (-\$2,102.80)

## Credits/Debits

- 2 deposits/credits (\$67.96)
- 2 debits (\$2,108.55)
- 1 fee (\$62.21)

