



Executive Committee Meeting

Wednesday, August 5, 2020

Via conference call

Minutes

Opening

The meeting was called to order at 2:04 PM via video conference called by Dr. John Smith, President.

Present

John Smith, Tosha Hendrickson, Samatha Stewart, Matt Painter, Alisha Harrison, Heather Miller and Margaret Lomas Carpenter

Absent

Robert Stephens, Past-President

Old Business/President Updates (John)

- Approve minutes from July 2020 meeting
 - John did email the mentor and mentee list today.
 - Motion to approve (1st: Matt, 2nd: Tosha)
- BOA Bank Account Update
 - The bank is open and John will meet with them this week to have his name added to the account.
- Vacant Committee Chair Update (Strategic Initiatives and Professional Development)
 - Nominations (Danielle Riley – Rice University; Victor Lopez - UNT)
 - John sent out emails and received a response from Victor to accept this position. John will send him an official letter with the board's decision to approve.
- Fall swing calendar update (John/Robert)
 - On TxGAP website. Some corrections will need to be made.
- TxGAP Hosted Virtual Graduate Fairs (John/Robert)
 - Powered By Career Eco (\$395 Registration Fee; \$295 - Registration/\$100 – Marketing)
 - These are on the website.
 - All board members are in agreement that no late fees will be taken.
 - September 22, 2020 (2:00 pm – 6:00 pm)
 - October 16, 2020 (10:00 am – 2:00 pm)
 - November 4, 2020 (12:00 pm – 4:00 pm)
 - Host institutions will not pay; Participating institutions will pay \$395

- John is challenging all board members to encourage their institutions to participate in these graduate fairs.
- Marketing ideas
 - Tosha recommended Facebook for \$50.
 - Samantha will help get the information out.
 - Matt asked what our budget would be for this. Spending \$200-\$300 to market this should be fine. Some things to consider: Are we promoting it potential institutional registrants? Who are we targeting?
 - John will email weekly updates with registration numbers.

New Business (John)

- Marketing For Virtual Graduate Fairs
 - A motion to approve \$300 be used for marketing (1st: Matt; 2nd: Tosha). All were in favor.
- 2021/2022 SI locations (Pending – Next Steps)
 - Quotes received (Herewith). The Hilton at the University of Houston seems like a good place to host the conference. Katy and College Station will be considered.
 - If College Station is in consideration, Margaret offered to help with identifying activities or places to tour for participants and their families.
 - If COVID-19 continues to be a concern, we should consider moving the conference online.

Financial Report (Matt)

- Monthly Update (Herewith)
 - Matt reviewed our budget.
 - Debits of \$398.01 consisted of a refund by check to UT Health in Galveston, Wild Apricot, Authorize.net for about \$34.00 and Cyber Source (credit card processing) for about \$15.
 - We are up about \$5000 year over year. Cash on hand would be about \$20,000, and we have no debt.

Committee Chair Reports

- Membership (Alisha)
 - Membership renewals have been coming in.
 - She would like to brainstorm with John on creating virtual happy hours or other types of engagements.
- Communications & Marketing (Heather and Robert)
- Professional Development & Strategic Initiatives (Vacant/John)
 - John will meet with Victor who will attend our September meeting
- Summer Institute (Heather)

Discussion Items

Motion for Adjournment

- A motion to adjourn was entered at 2:35 PM (1st: Tosha; 2nd: Samantha)
- The next meeting will be on September 2, 2020 at 2:00 PM via video conference call

Hidden GEMS Mentor/Mentee List

Mentees

*Nakita Wanza	Wanza@UHCL.edu
Tiffany A. Hector	tiffany.alcala@tamu.edu
Dani Artaza	da1148@txstate.edu
Shandolyn Arline-Johnson	sarlinej@Central.UH.EDU
Donnella Dillon	dmdillon@Central.UH.EDU

Mentors

Dr. John Smith, Jr.	jesmith4@uh.edu
Beth Hargrove	Beth.Hargrove@unthsc.edu
Shaniece Miller	Shaniece.Miller@untDallas.edu
*Nakita Wanza	Wanza@UHCL.edu
Lindsey Hodge	lh29@rice.edu
Adwoa Bonney-Graves	Adwoa.Bonney-graves@unthsc.edu
Margaret Lomas-Carpenter	marge@tamu.edu



Hilton University of Houston Request for Proposal Response

Especially Prepared for:		Event & Hotel Information:	
Group Contact:	Heather Miller	Hotel Name and address	Hilton University of Houston 4450 University Drive Houston, TX 77204
Title:	Graduate Coordinator and Recruiter	Name of "Event":	2021 Summer Institute
Group Name:	Texas Association of Graduate Admissions Professionals	Date(s) of Event:	June 02, 2021 - June 06, 2021
Address:	4488 Union Circle #644698 Denton	Hotel Contact:	Lisa Hopkins Barry
City, State, Zip:	TX 76203	Title:	Director of Sales
Phone:	N/A	Phone:	(832) 531-6325
Email:	heather.miller@unt.edu	Email:	lisa.hopkinsbarry@hilton.com

Thank you for your interest in the Hilton University of Houston.

We are delighted to submit the following proposal to host your group. This proposal will outline our initial offer and start the discussion of your requirements. Should you need additional information, or want to schedule an appointment for a tour, please contact me.

Please visit our website: www.universityofhouston.hilton.com

Centrally located on the main University of Houston Campus just minutes away from downtown, we offer all of the must-have amenities for business and leisure travelers alike, including full access of the indoor/outdoor fitness and recreational facilities at the UH Campus Recreation and Wellness Center, a 24-hour business center, restaurant serving breakfast, lunch and dinner, and over 25,000 square feet of flexible space for meetings and events.

Room Block: The Hotel is pleased to offer the following group rates:

		Wed 06/02/2021		Thu 06/03/2021		Fri 06/04/2021	
	Occupancy	Rooms	Rate	Rooms	Rate	Rooms	Rate
Run of House	S	5	\$125.00*	45	\$125.00*	5	\$125.00*

TOTAL SLEEPING ROOM NIGHTS: 55

*This rate is currently the 2020 government per diem. We are pleased to extend the 2021 government per diem, pending its announcement.

Our rooms are designed with comfort and convenience in mind, by providing a place to unwind or catch up on business. Our guestroom amenities include a flat screen TV, coffeemaker, iron and ironing board, hair dryer, and Crabtree and Evelyn bath products. For ultimate comfort, the Hilton Serenity Bed includes an exclusive "Suite" Dreams mattress, down filled comforters, Touch of Down pillows, 250 thread count sheets and duvet cover. For those traveling on business, there is a workspace and two-line phone. Complimentary high speed wireless internet access is offered throughout the hotel and daily newspapers are available.

The group rate as noted above is net, non-commissionable and are quoted *exclusive* of applicable state and local taxes, fees and assessments.

Porterage

Porterage charges are assessed at \$8.00 round trip per guest.

Schedule Of Events And Function Space Charges:

Date	Time	Event	Room*	Setup	Expected number of people	Room Rental
Thu, 06/03/21	12:00 PM - 4:00 PM	Meeting	Eric Hilton Distinguished Alumni Boardroom	Existing Setup	8	\$200
Thu, 06/03/21	1:00 PM - 5:00 PM	Registration	Conrad N. Hilton Lobby	Registration	6	Waived
Thu, 06/03/21	3:00 PM - 5:30 PM	Meeting	Flamingo	Round Tables of 10	40	\$400
Fri, 06/04/21	3:30 AM - 4:00 PM	Break	Conrad N. Hilton Lobby	Buffet - Standing	160	Waived
Fri, 06/04/21	7:00 AM - 9:00 AM	Registration	Conrad N. Hilton Lobby	Registration	1	Waived
Fri, 06/04/21	8:00 AM - 8:30 AM	Breakfast	Conrad N. Hilton Ballroom	Round Tables of 10	160	Waived
Fri, 06/04/21	8:00 AM - 5:00 PM	General Session	Conrad N. Hilton Ballroom	Round Tables of 10	160	Waived
Fri, 06/04/21	10:00 AM - 3:45 AM	Concurrent Breakouts	The Plaza Classroom 247	Existing Setup	40	\$100
Fri, 06/04/21	10:00 AM - 3:45 AM	Concurrent Breakouts	Alumni Hall S104	Existing Setup	40	\$100
Fri, 06/04/21	10:00 AM - 3:45 AM	Concurrent Breakouts	Classroom S125	Existing Setup	40	\$100
Fri, 06/04/21	10:00 AM - 3:45 AM	Concurrent Breakouts	Classroom S131	Existing Setup	40	\$100
Fri, 06/04/21	12:00 PM - 1:00 PM	Lunch	Conrad N. Hilton Ballroom	Round Tables of 10	160	Waived

- ***Subject to change without notice.**

For your convenience, you may review our food and beverage offerings online at <https://hiltonuniversityofhoustonmeetings.menusaccess.com/>. We also welcome the opportunity to create a custom food and beverage experience for your group.

- Breakfast: Starting at \$18.00 per person
- Lunch: Starting at \$33.00 per person
- Dinner: Starting at \$33.00 per person

Food and Beverage Minimum Revenue Requirement

Based on your program as outlined above, a minimum revenue of \$8500.00, plus applicable service charge and State Sales Tax is required. The minimum may be met through the purchase of food and beverage, and does not include audio visual equipment, room rental, labor or set up fees, or non-standard decorations. Should this minimum revenue requirement not be met, any remaining balance will be assessed as set up fees.

Meeting Space Charges

Based on your program as outlined above, the room rental noted is subject to 6% tax. Meeting room rental charges do not include audio visual equipment or early set up time.

Audio Visual Equipment

Audio visual services are available from PSAV, the hotel's exclusive provider. All equipment rental prices are subject to current applicable service charge and State Sales Tax.

Additional Concessions

Item	Retail Value per Unit	Units/Quantity	Duration	Concession	Total Retail Value	Savings
Junior Suites	\$50.00	2	2 nights	Room Upgrade	\$400.00	\$400.00
Breakout support to include A/V projector, screen & microphone	\$911.00	4	1 Day	Complimentary AV	\$3644.00	\$3644.00
Digital directional Signage for breakouts	\$200.00	Up to 4	1 Day	Complimentary Use	\$800.00	\$800.00
Welcome Arrival Amenity	\$30.00	2	1 Day	Complimentary	\$60.00	\$60.00

Tobacco Use

The University of Houston Campus and Hilton University of Houston are committed to maintaining a healthy and safe campus and is a tobacco free University. Tobacco products include cigarettes, cigars, pipes, smokeless tobacco and all other tobacco products. The use of tobacco products is prohibited on all University property.

WIFI

The Hilton University of Houston offers complimentary WIFI service to all of our guests.

Hotel Parking

Parking garage charges are as follows:

Daily Rate (up to 8 hours): \$15.00 per vehicle

Overnight Rate: \$20.00 per vehicle

Again, we are delighted to submit this proposal. I look forward to continuing to discuss your needs. Please let me know if you require any additional information.

Thank you for the opportunity to serve you,

Lisa Hopkins Barry, CPCE, CMP
Director of Sales