



Executive Committee Meeting
Wednesday, June 3, 2020
Via Conference Call

Minutes

Opening

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

Present

John Smith, Tosha Hendrickson, Margaret Lomas Carpenter, Heather Miller, Samantha Stewart, Alisha Harrison, and Robert Stephens

Absent

No members were absent

Old Business/President Updates (John)

- Approve minutes from May 2020 meeting
 - Motion to approve (1st: Tosha, 2nd: Heather)
- Words of Welcome (Tosha)
- Welcome Address (John)

New Business (John)

- Bank of America Bank Account
 - The process of switching names on account from outgoing President to incoming President was finalized
- Board Member Meetings
 - Goals of President
 - Increasing membership dues to \$50
 - Expand Hidden Gems Mentorship Program
 - Strengthen Relationships with Texas Colleges
 - Increase Summer Institute Attendance/Sponsorships
 - Establish Relationships with Historically Black Colleges and Universities (Internal/External)
 - Will be meeting with old and new board members
 - Budget
 - Would like board members to propose 2 items that can be financed by budget funds

- Vacant Committee Chair (Strategic Initiatives and Professional Development)
 - John will continue to serve until replacement is found
 - Nominations will continue to be collected
- 2021/2022 SI Locations (Pending)
- Fall Swing Calendar Update
 - Let John and Robert know what your institutions plan to do
- Google Drive Updates
 - Ready to upload documents

Treasurer's Report (Matt; attachments)

- Monthly Update (via email)
 - Matt clarified the May financial update related to the one credit and two debits, each for \$850
 - He issued a refund for ETS's sponsorship for \$850 and when processed, it hit the account twice. Authorize.net caught it and credited the account \$850, offsetting the second charge (see attached document). Both of the income and expenses were inflated by \$850, but the net amount was correct (a refund of \$850 to ETS).

Committee Chair Reports

- Membership (Alisha)
 - Will meet with John to plan for the Fall
 - Will be working on templates
- Communications & Marketing (Samantha)
 - Looking at ways to get things aligned
- Professional Development & Strategic Initiatives (Vacant/John)
 - There are about 8-10 people who are willing to be mentors/mentees
 - Email John if you are interested
- Summer Institute (Heather)
 - Locations for Summer 2021 are being looked into

Discussion Items

- Board Meeting Date/Time: Keep or Change?
 - First Wednesdays of the month at 2:00 PM
 - All agreed to keep the regularly scheduled meetings as is

Adjournment

- A motion to adjourn was entered at 2:25 PM (1st: Heather, 2nd: Samantha)
- The next meeting will be on July 1, 2020 at 2:00 PM via video conference call

Attachment: Treasurer's Report (ETS)

CYBERSRC DES:BKCD DEPST ID:8640000592088 INDN:TEXAS ASSOCIATION OF G CO...			-850.00
CYBERSRC DES:BKCD DEPST ID:8640000592088 INDN:TEXAS ASSOCIATION OF G CO...			-850.00
CYBERSRC DES:BKCD ADJMT ID:8640000592088 INDN:TXGAP CO ID:4469221406 CCD			850.00