



Executive Committee Meeting  
Wednesday, November 4, 2020  
Via conference call

## Minutes

### Call to Order

The meeting was called to order by Dr. John Smith at 2:07 PM. Members present: Victor Lopez, Heather Miller, Matt Painter, and Margaret Lomas Carpenter. Absent: Tosha Hendrickson, Alisha Harrison and Samantha Stewart.

### Old Business/President Updates (John)

- Approve minutes from October 2020 meeting
  - A motion to approved the minutes was accepted (1<sup>st</sup>: Matt, 2<sup>nd</sup>: Heather; all approved)
- BOA Bank Account Update (Tosha)
  - Tosha tried to get paperwork signed. The person not in, and she will try again this week.
- TxGAP Hosted Virtual Graduate Fairs (John)
  - October 16, 2020 (10:00 am – 2:00 pm) Final Numbers (254 Registrants)
    - About 80 colleges were present
  - November 4, 2020 (12:00 pm – 4:00 pm) Numbers Update
    - There are about 50 registered programs with about 80 students
    - John will get numbers out to everyone
- Update on Marketing for Virtual Graduate Fairs (Samantha/Matt)
  - John thanked Matt and Samantha for their efforts
- Future Marketing Efforts (Samantha/Matt)
  - Matt mentioned that Samantha has done a great job with this. Direct Development has been a good company to work with. In retrospect, we should have spent more, but what was spent was reasonable.
  - John mentioned that we can build off of this for next year.

### New Business (John)

- Scholarship and Registration Raffles (Thoughts/Action)
  - John will compile a list of the attendees for the raffle
  - Matt mentioned that a random number generator has been done in past that seems to have worked well.
  - We can do this now and notify the winners before December. The gifts can be shipped to them.

- TxGAP Leadership Lecture Series
  - John thought about creating a lecture series. Other ideas/topics are welcomed.
  - Topics could be:
    - To GRE or Not To GRE?: Adopting A Holistic Admissions Approach (Presenter: Steve Matson – ETS/GRE Office for Graduate Education Engagement; Former Graduate Dean – UNC)
    - Finding Balance – Tips for Managing Your Mental and Physical Health (Presenter: Dr. Lawrence Taylor, LPC, LCDC)
  - Margaret asked is we give speakers a stipend/honorarium or some type of gift.
    - Matt mentioned that we do have the resources to provide some type of modest honorarium or a nice gift.
    - Victor recommended doing about 4 large speaker series in addition to having members present topics as well.

### **Financial Report – Herewith (Matt)**

- Monthly Update
  - October balance: \$26,956.60 with an ending of \$38,101.07
    - Profit sharing check from CareerEco for \$14,300
  - Debits are for the monthly processing fees, ads and other fees with Direct Development, CPA (\$113.75) to go through 2019 financials and file our return
  - We will receive another profit share with CareerEco
- Victor asked if there are other opportunities in the Spring for profit shares
  - John is open to it and will be up for discussion that could include STEM, Arts, Social Sciences fairs.

### **Committee Chair Reports**

- Membership (Alisha)
  - John reported for Alisha: Nothing at this time. She submitted the TxGAP members list to NAGAP and cleaned up lists of people who are no longer members.
- Communications & Marketing (Samantha)
  - John wanted to let Samantha know how much she is appreciated and Thank You.
- Professional Development & Strategic Initiatives (Victor)
  - Victor is looking at ideas and gathering potential speakers. He will be in contact with the mentors for the Mentorship program.
- Summer Institute (Heather)
  - John has signed the contract and it has been submitted to hotel for 2021 SI in Houston. He has a hard copy for our records.
  - Heather mentioned that she wants to make sure we have a virtual option and be prepared.

### **Discussion Items**

### **Motion for Adjournment**

- A motion to adjourn the meeting at 2:45 PM (1<sup>st</sup>: Matt, 2<sup>nd</sup>: Heather; all were in favor)



# Financial Update: October 2020

## Beginning Balance – 10/1/2020

\$26,956.60

## Ending Balance – 10/31/2020

- \$38,101.07 (+\$11,144.47)

## Credits/Debits

- 1 deposits/credits (\$14,300.00)
- 6 debits (\$3,149.77)
- 1 fee (\$5.76)

