

EXECUTIVE COMMITTEE MEETING MINUTES

January 24, 2024

1:00 PM Central Time

Via Microsoft Teams

Attendees:

- Catalina Weaver, FL – President
- Nara Sin, AZ – President-Elect
- Niki Lambrou, TX – Secretary
- Michael Sestak, MO – Treasurer
- Dale Brockamp, IL – Past President
- Loren Woodin, WY – Past President
- Angela Lindgren, PA – At-large Member
- James Rogers, AR – At-large Member

- I. Call to Order
- II. Roll Call of attendees
- III. Quorum (5)
- IV. Review Meeting Minutes from the last ACE Board of Directors. Vote to approve minutes as presented, or as amended.
 - a. A motion was made to accept the previous business meeting minutes as presented and was seconded. The motion passed.
- V. President's report: Update on Committees
 - a. The committee changes are as follows:
 - i. Michael Sestak
 1. Add to Scholarship as Chair
 2. Add to Time & Place
 - ii. Loren Woodin
 1. Add to Awards
 2. Add to History
 - iii. Dale Brockamp
 1. Add to By-Laws
 2. Add to Operations
 3. Add to Nominating as Chair (remove Bill Scheperle)
 - iv. Nara Sin
 1. Add to Program
 2. Remove from Time & Place
 - v. Angela Lindgren
 1. Add to Communications
 - vi. James Rogers
 1. Add to Membership

- b. Awards Committee
 - i. Carl V Anderson Award submission deadline: 9/23/24
 - ii. James (Jim) & Evelyn Schalk Memorial Scholarship:
 - 1. The scholarship committee will review the requirements of submission.
 - a. Item C will be updated to better reflect the Operations Manual to include word count and remove 15-minute presentation requirement.
 - b. Item 3 will be revised.
 - i. Statement about the funds being received after the conference will be removed.
 - ii. Operations manual lists the scholarship at \$1,500 instead of \$1,000.
 - 2. Send out: middle of February
 - 3. Submission deadline: 5/10/24
 - 4. Awarded: 6/14/24
- VI. Secretary report
 - a. Meeting minutes will now be added to the meeting agenda.
- VII. Treasurer's report: Vote to approve report as presented, or as amended.
 - a. Accounts and debit card have been transferred to Michael and are ready for purchases.
 - b. Michael will prepare a treasurer's report summarizing the accounts ahead of the next business meeting.
 - i. Include a summary of the revenue and expenditures from the 2023 conference.
 - 1. Net gain from the conference: \$9,870
 - ii. All payments from the conference have been made.
 - c. Charges since last meeting: 1 Meetings Northwest payment.
- VIII. Conference Updates
 - a. Call for Papers Updated
 - i. Send out: as soon as date and location are decided. (2/16 date will be finalized)
 - ii. Due: 5/31
 - b. Sponsors/Exhibitors
 - i. Due: 5/31
 - c. Conference Agenda & Schedule of Activities
 - i. Tentatively week of October 7th
- IX. Ongoing Business
 - a. February Newsletter
 - i. Catalina would like to include information about the next conference, interesting projects in conservation, and a recap of the previous conference.
- X. New Business

XI. Action Items

- a. Catalina and Committee will update Scholarship documents. (Due: mid-Feb)
- b. Nara will finalize conference dates. (Due:2/16)
- c. Michael will send treasures report. (Due: prior to next meeting)
- d. Catalina will reach out to Meetings Northwest to update committees. (Due: 2/28)
- e. Michael will pay the pending credit card charge. (Due: mid-Feb)
- f. Catalina will send out a request for newsletter content. (Due: 2/16)
- g. Niki will confirm Catalina has access to 2023 conference photos. (Due: 2/16)

XII. Future Meeting Dates: 4th Wednesday, every 2 months at 1:00 PM Central Time:

- March 27, 2024
- July 24, 2024
- September 25, 2024
- Additional meetings as required nearing the conference

XIII. Adjournment

- a. A motion was made to adjourn and was seconded. The motion passed.

*Meeting minutes are noted in blue.