

EXECUTIVE COMMITTEE MEETING AGENDA

March 27, 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. Changes to Agenda
- V. 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.
- VI. President's report: Review draft newsletter – newsletter set to be sent out today.
- VII. Secretary report – nothing to report.
- VIII. Treasurer's report: Vote to approve report as presented, or as amended.
 - a. See treasurers report for a full summary of accounts.
 - b. One pending payment to be made this month.
 - c. The committee decided to table approving this report so that a meeting can be held to fully understand the financial status post 2023 conference.
- IX. Committee Updates:
 - a. ~~Bylaws-Dale Brockamp~~
 - b. ~~Awards-Lorin Woodin~~
 - c. ~~History-Loren Woodin~~
 - d. ~~Membership-James Rogers~~
 - e. Program/Conference-Nara Sin
 - i. Call for Papers Updated
 - ii. Sponsors/Exhibitors
 - iii. Conference Agenda & Schedule of Activities
 1. Conference set for Oct 6-10 2024.
 2. Flagstaff, Arizona selected for location.

3. Conference information will be presented at the next meeting (an additional meeting with Niki, Nara, Catalina, Mark and Taylor will be set up for April 29th at 1pm Central).

~~f. Past Presidents-Loren Woodin~~

g. Scholarship-Mike Sestak – Mike provided the updated requirements to Catalina for the scholarship application.

h. Communications-Angela Lindgren – nothing to report.

~~i. Operations Manual-Dale Brockamp~~

~~j. Nominating-Dale Brockamp~~

k. Time and Place-Mike Sestak – Nara will remain on the Time and Place and be the Chair.

X. New Business

XI. Action Items

- a. Catalina sent invite for April 29th meeting with Program and Time and Place Committees to discuss the conference.
- b. Catalina will reach out to Meetings Northwest to update committees.
- c. Nara will send our drive link for photo uploads. Niki will upload photos from 2023 conference.
 - i. <https://drive.google.com/drive/folders/1KXYRUhRiW0pZ-OIXapENNBO2cSMNhcnE?usp=sharing>
- d. Mike will set up a Treasurer's Meeting with Matt and Catalina to discuss Report.
- e. Completed action items from last meeting:
 - i. Catalina and Committee will update Scholarship documents.
 - ii. Nara will finalize conference dates.
 - iii. Michael will send treasures report.
 - iv. Michael will pay the pending credit card charge.
 - v. Catalina will send out a request for newsletter content.

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

- 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.