

EXECUTIVE COMMITTEE MEETING AGENDA

May 8, 2025

2:00 PM Central Time

Via Microsoft Teams

Invited Attendees:

- ~~Nara Sin, AZ – President~~
- Mark Urbanovsky, TX – President-Elect
- Niki Lambrou, TX – Secretary
- Michael Sestak, MO – Treasurer
- ~~Catalina Weaver, FL – Past President~~
- Dale Brockamp, IL – 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)
 - a. Quorum of 5 is met.
- IV. Changes to Agenda
- V. Review Meeting Minutes from the last ACE Board of Directors meeting. Vote to approve minutes as presented, or as amended.
 - a. A motion was made to accept the previous business meeting minutes as noted and was seconded. The motion passed.
- VI. Nara Resignation
 - a. By-Laws are clear the President-Elect takes over. Any discussion, objections, or vote required?
 - i. The current By-laws don't include what to do with the President Elect position now that Mark will be President.
 - ii. They also don't specify if a vote or any specific action is needed to accept mark as president.
 - iii. A motion was made to formally make Mark Urbanovsky as President. The motion was seconded and passed.
 - b. Need to add a Board Member to ensure quorum at future meetings (5 required)?
 - i. By-laws don't specify quorum number. The Operation Manual says 5 so we will continue with 5 until updates are voted in.
 - ii. The By-laws need to be revised to include backfilling positions in the event that a Board Member steps down. Also, to include quorum requirements, a minimum of 51% of Board Members are present. This will also require the Operations Manual to be updated to 51% instead of 5 members.
 1. Dale will begin working on edits. These edits will be presented at the next conference for a vote.

- iii. The By-law edits will also need to be filed with the State of Missouri.
 - c. Finish Newsletter? Include Conference registration and Hotel reservation information?
 - i. Nara is unable to send the publisher file for the newsletter. Mark will PDF edit or start fresh.
 - ii. Newsletter will be sent after the hotel and conference registration goes live that way we send one comprehensive letter.
 - 1. Hotel block deadline – book 1 month in advance.
 - 2. Mark will send the newsletter to MNW.
 - iii. Niki to send Dale word docs for registration / sponsor fee sheets to be included in newsletter.
 - d. Talked to Terry about State letters and outreach (Membership Committee). Waiting on Conference and hotel reservation information.
 - e. Website needs updating for Board members and committee members.
 - i. Website needs to be updated to include Mark as President
 - ii. Mark will look at committees and make changes as necessary.
 - f. Other unfinished business?
- VII. Hold formal committee updates and treasurers report for regular board meeting.
- VIII. Treasurer's report
- IX. Committee Updates:
- a. Awards – Angie –
 - b. Bylaws – Dale –
 - c. Communications – Angie / Niki
 - i. Business cards - Angie reached out to Nara previously but hasn't made progress.
 - 1. Table business cards for now.
 - ii. Dale has access to the ACE Facebook and posted on the 5th a conference reminder. Mark will look into creating an account.
 - d. Membership – James/Mark – see above
 - e. Nominating – Dale
 - f. Operations Manual – Dale
 - g. Program/Conference – Niki/Cat
 - h. Scholarship Committee – Michael
 - i. Time & Place –Dale
 - i. Meeting NW Contract Status?
 - 1. Mike reached out to Autumn about scholarship information and hasn't received a response. Likely because we are out of contract.
 - 2. ACE website is no longer live. No attending Board Members saw a signed MNW contract from Nara.
 - a. Michael will reach out to Autumn.
 - 3. Jan – March invoice paid by Michael but not yet pulled from account.
 - ii. Who directs Meetings NW to activate registration?
 - iii. Earlybird deadline?

1. Early bird pricing for conference registration – one month in advance.

X. New Business

XI. Future Meeting Dates: 1st Wednesday, every 2 months at 1:00 PM Central Time:

- June 4, 2025

XII. Adjournment

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