



**International ACAC GENERAL MEMBERSHIP AND BUSINESS MEETING
MINUTES**

International ACAC Conference
Case Western Reserve University, Cleveland, Ohio
July 12, 2017

- I. Meeting was called to order by President Johanna Fishbein at 3:22pm.**
- II. Quorum** - Vice President for Membership Michelle Chow-Liu confirmed that a quorum was present.
- III. Approval of Minutes** from September 2016 Membership Meeting during the NACAC Conference in Columbus, Ohio. ***Motion passed.***
- IV. President Report** – Johanna Fischbein
- Reported on the executive board’s meetings held prior to the conference; in looking ahead for the organization, three areas of focus include strategic thinking and planning (priorities over next three years), member-centered thinking, and ensuring financial stability.
 - Announced “International ACAC Day” on February 5th, 2017 (‘2/5’) in celebration of the association’s 25th year. ‘2/5’ grants (amounts up to \$250) will be offered to members to host an event on the campus/at their school. Specific details on applying for the grants will be released this fall.
 - Announced new “Member-at-large” executive board position, to be appointed by the president. The new member will be in place by July 2018; the position is created to create a pathway to more voices from the membership at the executive board level.
 - Thanks and appreciation were shared with the board members who have rotated off as of June 30: Juan Camilo-Tamayo, Joan Liu, Freida Dietrich, Meghan Dangremond, Kirk Mitchell and Joe Giacalone.
 - Committee members and volunteers were recognized for their member engagement.
- V. Ad Hoc Committee on Diversity** – Mallika Ramdas and Erick Nunez
- Committee met in person prior to the summer conference.
 - Three areas of focus: Governance and Leadership structures - pathways to diversity, membership demographics and diversity awareness, and social media and social/multicultural dynamics.
 - Noted the committee is ‘a work in progress’ and will have an established email forthcoming. Message to members is “your voice is necessary to the committee’s work.”
- VI. President-Elect Report** – Aaron Andersen
- Highlighted planning for the 2018 Conference, July 10-13, hosted by Tulane University and Loyola University New Orleans.
 - Expanded attendance – up to 1,400 for 2018
 - Will continue ‘first registration’ announcement to high school and independent members.
 - The Board will reinstate the third person benefit for registration at the conference for members currently serving on an International ACAC Committee.
- VII. Past President’s Report** – Kristin Dreazen
- Governance and Nominating Committee (GNC) 2017-18 met earlier that day; GNC has two primary charges: elections and annual review of the association’s bylaw and policies and procedures.
 - There will be 5 open executive board positions in 2019: president-elect and four delegate positions.
 - GNC will build upon work of last year’s committee to expand the pool of candidates for the 2018 elections, continue transparency of the election process, and increase voter participation.
 - Bylaws and policies and procedures will undergo a thorough review in 2017-18, ensure they are in-line with the work of the organization
 - 2019 Conference Proposals is under the charge of the past-president. Request for Proposals (RFP) is available on the website, with proposals due September 5th. Capacity for the 2019 conference will be increased to 1600-1800; this will allow more university members to attend. With the increased capacity, board is committed to maintaining the inclusive nature and networking focus of the conference.
- VIII. Executive Director Report** – Theresa Schweser
- Provided an update on operations for the organization, currently employing two full time positions (Executive Director and Administrative Coordinator) and one part-time independent contractor to support operational work.
 - Established office space for International ACAC in Arlington, VA as of January 1, 2017.
 - Noted member support through:
 - website maintenance/updates in support of the work of committees
 - developing ‘Member Center’ on website as landing page as ‘go to’ source for members
 - working across committees to integrate information and make it easier for members to engage and interact across the organization
- IX. Vice President Reports**

Admissions Practices – Jen Dewar

- Currently in 2017, seven cases are in progress.
- Trends in AP cases – university-related, mostly concerned with May 1st violations.
- Looking ahead, ‘SPGP Education’ as this is the guiding document of the AP Committee’s work and the new statement is expected to be approved at the September NACAC Conference.
- Policy and Procedures update will include articulating ‘due process’ for violation investigation.

Communications – David Bernay

- Highlighted the activities of the Communications Committee, which include branding/media relations, newsletter, web resources, social media and blogs.
- Provided snapshot of website traffic:
 - Visits 21,284 in 2016 (Jan-Jul); increased to 41,706 in same time period for 2017.
 - Top blogs include “Top 10 Tips: Advice for Parents of College Bound Expat,” Counselor View: The Value of Counselor Fly-Ins,” and “Volunteering for the Board.”
 - Webinar Wednesdays enjoyed another year with strong programs; most popular include Exploring Dutch Options, International Financial Aid, and Korean Admissions. Planning for 2017-18 webinars will underway and they will launch in September.
- Looking ahead, the committee will be focusing on reviewing content for internationalacac.org, website mini-resources, e-newsletter, engaging members through social media, and increasing blog articles.

Finance – Cathy Curtis

- International ACAC is financially healthy, with no debt.
- Provided a budget overview; noted that we are close to 2 years of operating funds in reserve.
- Exploring re-investing funds in the organization in support of new initiatives, travel grants, etc.

Government Relations – Lucien Giordano

- Reported on policies on admissions, moving away from US-centric only; examples include monitoring Brexit, travel ban (working with NACAC), and expanding scope of GR work to other countries that reflect our membership; building out information on our website.
- Highlighted the Regional Institutes: East Asia in August, Middle East/North Africa in October and Latin America in March 2018.
- Noted annual ‘Advocacy Day on the Hill’ in Washington, D.C. which is held immediately following NACAC’s Winter Leadership Development Institute. Goal for 2018 Advocacy Day is participation by 27 of our members.

Inclusion, Access, and Success – Joe Tavares

- Highlighted the Scholar Program; this year’s program includes 12 scholars (one could not attend conference due to visa issues), whose work impacts well over 6,000 students globally! Also noted Scholar Mentor Program (a NACAC Rising Star awardee), which support the scholars before, during, and after their conference experience.
- Two other initiatives of IAS include the Financial Aid and Scholarship Resource Page on the website, and supporting Financial Aid and Diversity sessions for the annual conference.

Membership – Michelle Chow-Liu

- Provided a snapshot of the membership attending the conference, a total of 1287 attendees, an all-time record! The breakdown includes 683 university members, 421 from high schools, 65 individual members, 86 organizations (for and non-profit), 29 community-based organization members (new category for 2017), and 3 retirees.
- Current membership (as of June 30) is 2715, an increase of 186 over membership levels from last year at the same time.

Professional Development – Becky Konowicz

- Highlighted Webinar Wednesdays: during 2016-17 (3-year anniversary!) which included 55 facilitators representing 18 countries, and included the first bilingual session (English and Mandarin). Planning underway for 2017-18 and members are invited to suggest topics and encouraged to serve as panelists.
- The 2017 International ACAC Counselor Bus Tour, taking place immediately following the conference, includes 18 colleges and universities in Ohio and Pennsylvania.
- The 2018 International ACAC Counselor Bus Tour (“Beyond the Bayou”) will focus on institutions in New Orleans and Baton Rouge, Louisiana.
- The 2017 Pre-Conference and Post-Conference programs: High School 101 Institute, new Admissions Leadership Workshop, and new post-conference workshop on Advising Student-Athletes.

X. NACAC Update – Jayne Fonash

- Noted this was the first International ACAC Conference she attended and was enjoying the event; great energy among our members!
- Updated members on the NACAC Board activities, including the newly revised strategic plan, and anticipating the updated SPGP (“consensus of our profession”) which will be voted upon at the NACAC Assembly in September.
- Invited members to join Advocacy Day in March 2018 in Washington, D.C. or in the capitol city of countries represented in International ACAC.
- NACAC membership structure is being reviewed; there are currently 80+ member categories. More information on this review will be shared with members in the coming months.
- NACAC Governance is looking at how national officers are elected; should voting be by full membership and not only Assembly delegates? Are they serving all members around the world? And is there diversity in member representation on the national board?
- International ACAC members who serve on NACAC committees were recognized.
- Concluded remarks with recognition of Kristin Dreazen as outgoing president of International ACAC, and presented a plaque from NACAC.

XI. Adjournment

President Fishbein thanked members for their attendance, noting that the next conference event was the College Fair, followed by the special reception in the exhibit hall.

Motion: The membership voted unanimously to adjourn the July 2017 International ACAC General Membership Meeting at 4:28pm.

Respectfully submitted,
Theresa Carroll Schweser
International ACAC Executive Director
September 2017