International ACAC Executive Board Meeting
Wednesday, August 30, 2023
MINUTES APPROVED

1. **Meeting called to order by President Michelle Chow-Liu at 8:33 AM ET.**
2. Absent from meeting: Kristoffer Toribio. All other Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the June 14 Meeting Minutes. ***Motion Passed.***
4. Welcome from President Michelle Chow-Liu.
    a. Process for submitting Quarterly Reports - 4 throughout the year, and motions for upcoming Board meetings.
5. **Motion:** by Vice President for Professional Development Marsha Oshima and co-Vice President for Professional Development Liam McCartney. ***Motion Passed.***
    a. Fee-based access to Pre-Recorded Pre-Conference Institute Videos.
    b. Next steps: advertise, and work with HQ to provide restricted access to materials.
6. **Motion:** by Past President Kristoffer Toribio and President-Elect Wilson Lee. ***Motion Failed.***
    a. Approve 2023-24 GNC Slate.
    b. Motion failed due to insufficient information about regional expertise as it was not evident in documentation available at the time of meeting.
    c. Next steps: Michelle Chow-Liu to inform Kristoffer Toribio; Kristoffer Toribio will reevaluate the list and present a new motion within a week.
7. **Amendment:** co-Vice President for Professional Development Liam McCartney. ***Amendment Passed.***
    a. Board Restructuring - reminder of motion passed in March, and next steps.
    b. Amendment: ad-hoc committee to present their insights by September 1, 2024, rather than July 2024.
    c. This will change the election of Representatives in 2025.
    d. Next steps: Erin Garcia will investigate the Bylaws and P&P about how to address these changes to someone's position while they are in mid-term.
8. **Fiduciary Responsibilities Discussion:** by Executive Director Erin Garcia and Vice President for Finance Shilpa Gupta.
    a. We have to present the budget at the NACAC Conference.
    b. We are attempting to formalize the process of documenting what each committee needs and looking at the year ahead, rather than creating a budget based on the past year's spending.
    c. The budget is based on the fiscal year, January through December.
9. **Annual Conference Updates:** by President-Elect Wilson Lee.
10. **HQ Updates:** by Executive Director Erin Garcia
    a. Travel information for NACAC Conference. Please fill in your flight information on the spreadsheet.
    b. We have created an Uber for Business account that can be used if your institution cannot cover ground transportation expenses.
11. **Other Business.**
    a. Reimbursement for Miami must be submitted within 60 days, according to P&P.
    b. Visa Letter request: we are waiting for more information from Western before creating the visa invitation letter.

c. MENA Regional Institute update.
d. RFPs for 2025 Conference. Deadline is this Friday, September 1.
    - If there is any potential interest - if they reach out by September 1, we will gladly accept the complete RFP a few days later.
e. RFPs for 2024 Regional Institute: We have one host application and a few potential applications.

12. **President Michelle Chow-Liu adjourned the meeting at 9:50 AM ET.**

Respectfully submitted,
Jessica Bishop
Administrative Coordinator
August 30, 2023