



**International ACAC Executive Board Meeting
Wednesday, January 18, 2023 and February 1, 2023**

1. **Meeting called to order by President Kristoffer Toribio at 9:33 AM ET.**
2. Absent from meeting: Michelle Trimpe, Christina McDade. All other Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the [November 9 Meeting Minutes](#). **Motion passed.**
4. **Motion:** by President Kristoffer Toribio. **Motion passed.**
 - a. **Motion** to approve Executive Director hire, Erin Garcia.
 - b. Motion was seconded, and discussion held regarding having a back-up option, potential start date, and who is involved in contract discussions.
5. **Proposal:** by President-Elect Michelle Chow-Liu. **Motion passed.***
 - a. **Motion:** Friendly amendment to term change.
 - b. Note: The GNC is reviewing the entire election timeline: they will have a proposal in a few months.
 - c. Proposal - new officers start mid-July (after conference); outgoing officers end at the end of July.
 - d. Seconded and discussion held regarding the time between annual conference and NACAC, onboarding logistics, clarification regarding annual conference wrapping up previous year and NACAC including planning for the next year, and onboarding for new Executive Board members.
 - e. *This is a BYLAW CHANGE which means it must go to membership for a vote.
6. **Motion:** by President-Elect Michelle Chow-Liu. **Motion passed.**
 - a. **Motion** to change the wording of conference volunteer registration.
 - b. Conference volunteers should not “apply,” they should simply sign up. Every person will be accepted. Non-selective process.
 - c. Seconded and discussion held regarding how this feeds into our strategic plan to be inclusive.
7. **Motion:** by VP Advocacy and Outreach Dan Marschner. **Motion passed.**
 - a. **Motion** to fund #familystyle regional gatherings (tabled from Executive Board Meeting 2)
 - b. Members could propose the gathering, they would plan the whole thing and submit a short form. Events would be open to non-members as well. Members can indicate if they would like up to \$250 USD to supplement the plan. Up to 12 grants available.
 - c. Seconded, then questions and discussion held around how these events could support broader International ACAC goals, whether third-party sponsorship might be appropriate, importance of an International ACAC member leading the event, ensuring grants are used by a diverse array of regions, and clarifying to all that these funds are supplemental and not intended to fund the entire event.
8. **Proposal:** by VP Communications Alyson Murray. **Motion passed.**
 - a. **Motion** to use an in-kind sponsorship model to operationalize International ACAC's official WeChat account.
 - b. Seconded and discussion held around the sponsor role which will be looked into. NACAC will be contacted to learn more about their model, and the legal team will be consulted. Discussion around allowing all organizations tied to International ACAC to have the opportunity to make a proposal and not wanting them to feel slighted.

- c. Action items: contact NACAC and legal team for more information and guidance. No contracts will be signed without further discussion.
 - 9. **Proposal:** by VP Diversity, Equity, & Inclusion Isthier Chaudhury. **Motion passed.**
 - a. **Motion** to create ad hoc committee to revise International ACAC Mission Statement
 - b. This is part of our Strategic Plan. The committee will be led by Co-Chairs Kristoffer Toribio and Isthier Chaudhury. The final mission statement will be brought to the board for a vote.
 - c. Seconded with no further discussion.
 - 10. **Proposal:** by Delegates Marco Dinovelli and Liam McCartney.
 - a. Motions to amend role of the Delegate to the NACAC Assembly
 - Motion #1 - **Changes to the Bylaws**
 - 1. Change the title of “Delegate” to “Representative to Executive Board”
 - 2. Amend section about GNC, and any other references to Delegates.
 - Motion #2 - **Change to the Policies & Procedures**
 - 1. Change the title of “Delegate” to “Representative to Executive Board”
 - 2. Amend any reference to Delegates.
 - Motion #3 - **Proposal for a Workgroup**
 - 1. Focus on this over the next 2 years, implement changes in 2025.
 - 2. Workgroup would start in July 2023.
 - b. **Friendly amendment to motion:** table this discussion and vote for a special Executive Board meeting (to be planned for February 1.) **Motion passed.**
 - 11. **President Kristoffer Toribio adjourned the meeting at 11:05 AM ET.**
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Wednesday, February 1, 2023

NOTE: this meeting is a continuation of the January 18, 2023 meeting agenda.

- 1. **Meeting called to order by President Kristoffer Toribio at 9:32 AM ET.**
- 2. Absent from meeting: Isthier Chaudhury, Michelle Trimpe. All other Executive Board members were present, constituting a quorum.
- 3. **Proposal:** by VP Membership Kate McKeen
 - a. **Motion** to amend current eligibility requirements for International ACAC membership dues waivers. **Motion Passes.**
 - b. **Motion** to create an opportunity for current members to sponsor another member's dues. **Motion Passes.**
 - For those that have used all of the opportunities for Dues Waivers. Discussion was held regarding how many people an individual can sponsor, whether the sponsor could request that their sponsorship go toward a member(s) from a specific region, and how best to promote the opportunity.
- 4. **Proposal:** by Delegate Liam McCartney.
 - a. Motion seconded prior to discussion and voting that was held for each individual motion.
 - b. Motions to amend role of the Delegate to the NACAC Assembly
 - Motion #1 - **Changes to the Bylaws. Motion Passes.**
 - 1. Change the title of “Delegate” to “Representative to Executive Board”

2. Amend section about GNC, and any other references to Delegates.
3. NACAC requests that we change Bylaws by the end of Spring 2023.
- Motion #2 - [Change to the Policies & Procedures](#). **Motion Passes.**
 1. Change the title of “Delegate” to “Representative to Executive Board”
 2. Amend any reference to Delegates.
- Motion #3 - [Proposal for a Workgroup](#). **Motion Tabled.**
 1. Timeline: Ad-hoc committee starts and completes work in 2023-24 year. Deliver results at summer conference July 2024.
 2. Implement changes in 2024-25.
 3. Discussion was held regarding committee structure, and suggestions for the committee to consider were provided.
 4. **Motion:** to table this motion and allow the team to consider these suggestions. **Motion Passes.**
5. **Discussion:** by VP Membership Kate McKeen
 - a. International ACAC Mascot: This idea promotes our branding goals from the Strategic Plan. Could be different from a typical mascot, but using the imagery we already have/use to increase branding. Contest amongst members could be held with possible awards of membership fee or conference registration fee being covered for the winner.
6. **Proposal:** by VP Finance Shilpa Gupta
 - a. [Motion](#) to amend board conference reimbursement policies. **Motion Passes.**
 - b. Seconded and suggestions were made and discussed to clarify language, how many members would need more funding, and other models that would provide financial support to at least some Board members.
7. **Proposal:** by VP Admissions Practices Ruby Bhattacharya. **Motion Passes.**
 - a. [Motion](#) to reimburse conference registration fees for 2022 NACAC Conference.
 - b. Discussion regarding how many people asked for reimbursement.
 - c. **Friendly Amendment:** Remove the Presidential Team from the list of reimbursement (they get comped from NACAC). **Friendly Amendment Passes.**
8. **President Kristoffer Toribio adjourned the meeting at 11:23 AM ET.**

Respectfully submitted,
Jessica Bishop
Administrative Coordinator, International ACAC
February 1, 2023