International ACAC Executive Board Meeting
Wednesday, May 17, 2023
MINUTES APPROVED

1. **Meeting called to order by President Kristoffer Toribio at 9:31 AM ET.**
2. Absent from meeting: Marsha Oshima, Ning Deng, Marco Dinovelli, Christina McDade. All other Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the March 15 Meeting Minutes. ***Motion Passed.***
4. **Motion:** by Delegate Wilson Lee. ***Motion Passed.***
    a. Formalize Mentor Year Program in Policies & Procedures.
5. **Motion:** by Delegate Ning Deng. ***Motion Tabled.***
    a. China Outreach event in the Academic Year 2023-2024.
    b. Tabled for Ning to be present.
6. **Motions:** by VP for Membership Kate McKeen.
    a. **Motion 1:** IEC Membership Requirements. ***Motion Tabled.***
        - **Reason:** Additions requested.
    b. **Motion 2:** Graduate Student Membership. ***Motion Tabled.***
        - **Reason:** Request for clarity regarding length of membership; suggestion to accept Letter of Enrollment rather than Transcripts.
    c. **Motion 3:** Reference Requirements. ***Motion Passed.***
        - Add that the new member must know the referee from over a year. Also that the reference can speak to the prospective member's role within the organization and the organization's activities.
        - **Friendly Amendment:** Update the language to say about their reference, "they have known for a minimum or one year OR with whom they have a substantial relationship." ***Amendment Passed.***
    d. **Motion 4:** Clarifying Language Around Changing Membership Categories/Organizations. ***Motion Passed.***
        - Add: continued membership is not guaranteed.
    e. **Motion 5:** Clarifying Membership for Individuals but affiliated with an organization. ***Motion Passed.***
        - Add that each person must maintain their own membership.
    f. **Motion 6:** Clarifying language on Policies & Procedures and website on commission-based agent work. ***Motion Tabled.***
        - More explicitly state who would not qualify for membership. Especially information about incentives/bonuses/commissions.
    g. **Motion 7:** Updating membership requirements for Exhibitors in Policies & Procedures and on website. ***Motion Passed.***
        - To update Policies & Procedures to say "Annual" rather than "Summer" Conference and that exhibitors must be members.
    h. **Motion 8:** Updating important membership dates. ***Motion Passed.***
        - Policies & Procedures discusses renewal dates. We already voted on the change. We just need to update the Policies & Procedures.
7. **Discussion:** by President-Elect Michelle Chow-Liu. ***Motion Tabled for Further Discussion.***
    a. Discussion regarding whether Exec Board Members at NACAC should register under their institution or Intl ACAC; whether Int'l ACAC should fund Board retreat only, or include support for NACAC conference.
8. **Other Business:** by Executive Director Erin Garcia.
    a. Reminders regarding travel for the Annual Conference
9. **President Kristoffer Toribio adjourned the meeting at 11:19 AM ET.**

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Respectfully submitted,
Jessica Bishop
Administrative Coordinator
May 18, 2023