



International ACAC Executive Board Meeting
Monday, September 18, 2023
2023 NACAC Conference in Baltimore, MD
MINUTES APPROVED

1. **Meeting called to order by President Michelle Chow-Liu at 1:21 PM ET.**
2. Absent from meeting: Marsha Oshima. All other Executive Board members were present, constituting a quorum.
3. Sharing from Executive Board members.
4. **Administrative Business**
 - a. Timeline of Motions and Bylaw Changes
 - i. All motions that must be approved by membership should be submitted by January of each calendar year
 - ii. Bylaws will then be drafted and provided to membership for a one-month review period.
 - iii. Voting for bylaw change will go simultaneously with the March election cycle.
 - iv. Other P&P motions can be submitted at any time throughout the calendar year.
 - v. Request: all bylaw changes be first submitted to the GNC.
 - vi. **Motion:** by Past President Kristoffer Toribio, to put in practice that we as a Board submit Bylaw changes to the Board by January of the calendar year.
Motion passed.
 1. **Friendly amendment:** remove (March) from the clause. Therefore, "Voting of bylaw change will go simultaneously with Elections"
 2. **Friendly amendment:** Submitted and voted on by the Exec Board meeting in January of each calendar year.
 - b. Thursday Takes
 - c. Executive Director Updates
 - i. Robert's Rules (reminders)
 1. Process: submit the motion to the Chair, the Chair accepts the motion, someone seconds, and discussion opens to the Board
 - ii. Onboarding resources
 - iii. Smoother international reimbursements
 1. Form through Memberclicks to collect necessary information.
 - iv. Digital voting process for membership meetings
 1. Form collection through MemberClicks
5. **2023 Annual Conference Survey Results**, Presented by President-Elect Wilson Lee and Assistant Director Margaret Andrade.
 - a. **2024 Conference Discussion**
 - i. Break-out group discussion: Social Events (Intl ACAC Events, 3rd Party Vendors); Programming (Sessions, Fairs); Housing/Meals
 - ii. Discussion: how can we encourage everyone to treat others, including members, volunteers and staff members, with dignity and respect? (Gratitude!)
 - iii. 2024 Conference Theme: [#WelcomeHome](#)
6. **Overview of Membership Data**, presented by Vice President for Membership Kate McKeen

and co-Vice President for Membership Kim Tulloch Wynn.

- a. 2023 total member count is almost at the 2022 year-end count indicating potential growth in membership.
 - b. Almost 1/3 of our membership has already renewed (2024 Renewal opened in August)
 - c. Membership by Category is pretty steady from years past numbers
 - d. IEC's - lack a strong sense of belonging to the org
 - i. 65% of Individual Members are IEC; 39% of For-Profit Members are IEC; 60% of Small Org Members are IEC.
 - e. Top Projects for 2024:
 - i. Greater sense of belonging for IEC members
 - ii. Review current guidelines around agents
 - iii. Review membership structure and fees
 - iv. Launch the welcome initiative
 1. Welcome package sent to all new members
 - v. Launch the Ambassador Program
7. **Other Business**
- a. Executive Board Handbook
8. **President Michelle Chow-Liu adjourned the meeting at 4:00 PM ET**
-



**International ACAC Executive Board Meeting
Tuesday, September 19, 2023
2023 NACAC Conference in Baltimore, MD
MINUTES APPROVED**

1. **Meeting called to order by President Michelle Chow-Liu at 8:15 AM ET.**
2. Absent from meeting: Marsha Oshima. All other Executive Board members were present, constituting a quorum.
3. **Annual Conference RFP** review and discussion
 - a. The Board should reconsider how we are soliciting and collecting bids.
 - b. Review of Rutgers Conference in 2016, providing background to the process.
 - c. Potential restructure of conference bid process:
 - i. To consider: a decentralized location structure. (Using a convention center for sessions and partnering with local schools for events.)
 - ii. Transparency with members about process and reason for changes.
 - iii. We should be communicating the RFP option and information MUCH sooner.
 - iv. Interest Form vs. full RFP to begin the bid process.
 - v. The President should reach out to LEADERSHIP first. Send Interest Form to university presidents. Work from top-down rather than bottom-up.
 - vi. Next Steps:
 1. Vote on structure for 2026 and beyond. Communicate to members.
 2. Create Interest Form
 3. Timeline
 - vii. **Motion:** to award the 2025 International ACAC Annual Conference to Northeastern University in Boston, Massachusetts, USA. **Motion Passed.**

4. **Motion:** by Vice President for Advocacy and Outreach Dan Marschner. **Motion Tabled.**
 - a. To rename the Distinguished Service Award after a prominent member.
 - b. **Friendly Amendment** to be sure to use the person's full name as they would have in a professional context.
 - c. **Motion** to table this motion in order to present to the GNC. **Motion Passed.**
 5. **Motion:** by Vice President for Advocacy and Outreach Dan Marschner. **Motion Passed.**
 - a. To continue Family Style Gathering Grants of \$250 in the upcoming budget year, with a maximum of 12 per year.
 - b. 5 successful Family Style Gathering Grants awarded in 2023.
 - c. **Friendly Amendment:** to change the language of the original motion to "establish an ongoing member grant program annually, not to exceed 12 events per year or \$3000 USD. Events would be organized by members but could be open to prospective members." **Friendly Amendment Accepted.**
 - d. Suggestion to put this in the P&P as a formal program. Under the responsibility of the Advocacy and Outreach Committee.
 - i. The committee will determine the language to include in the P&P.
 6. **Motion** (Slide 19): by Vice President for Membership Kate McKeen. Add requirements for IEC new/prospective members. **Motion Passed.**
 - a. Requirements:
 - i. 2 years of experience as an IEC or 2 years of experience in secondary counseling.
 - ii. Add category for "For-Profit IEC" and "Small Organization IEC"
 - b. **Friendly amendment** to clarify that "Admissions Counselor" is "Post-Secondary" or to remove it entirely.
 - i. Discussion: not very welcoming if we make a member LEAVE for 2 years to "prove themselves" as an IEC.
 - c. **Friendly amendment** to change the language and clarify that someone with 2 years of secondary school experience could qualify, regardless of their membership status over the 2 years of experience. (First bullet, second sub-bullet).
 - d. **Friendly amendment** to combine first two sub-bullets:
 - i. Must demonstrate 2 years of experience as an IEC OR two years of combined experience.
 7. **Motion** (Slide 22): by Vice President for Membership Kate McKeen. Change the requirements for Graduate Student new members. **Motion Passed.**
 - a. **Friendly amendment** to update the language in the motion to clarify that the language is being updated in the P&P.
 8. **Motion** (Slide 25): by Vice President for Membership Kate McKeen. To survey members to gauge their interest in a new membership category for commission-based or fee-based agents. **Motion Passed.**
 - a. Ultimate goal is to update the language in P&P and on the website regarding commission-based agent work.
 - b. Goal: send the survey out no later than January.
 - c. **Friendly amendment:** to remove the second bullet about "we need to consider how we review applications to separate ethical versus unethical."
 9. **Motion:** To approve the [August 30 Meeting Minutes](#). **Motion Passed.**
 10. **President Michelle Chow-Liu adjourned the meeting at 3:04 PM ET**
-



**International ACAC Executive Board Meeting
Wednesday, September 20, 2023
2023 NACAC Conference in Baltimore, MD
MINUTES APPROVED**

11. **Meeting called to order by President Michelle Chow-Liu at 3:08 PM ET.**
12. Absent from meeting: Marsha Oshima. All other Executive Board members were present, constituting a quorum.
13. **President's Report**
 - a. Review of the Affiliate President Meeting.
14. **Board Restructuring discussion**
 - a. Notes taken separately.
15. **President Michelle Chow-Liu adjourned the meeting at 4:25 PM ET**

MINUTES APPROVED

*Respectfully submitted,
Jessica Bishop
Administrative Coordinator
September 25, 2023*