



**International ACAC Executive Board Meeting
Ad-hoc meeting to discuss proposed bylaw motion
Wednesday, January 25, 2024**

MINUTES APPROVED

1. **Meeting called to order by President Michelle Chow-Liu at 11:02 AM ET.**
2. Absent from meeting: Isthier Chaudhury, Craig Brown, Sonia Soni. All other Executive Board members were present, constituting a quorum.
3. **Motion:** Presented by President-Elect Wilson Lee. **Motion Passed.**
 - a. **NACAC Conference Attendance** (slides 1-3)
 - i. Changed from “required” to “optional” - instead of “7 days” it will say “3 days plus travel” along with other clarifying language.
 - ii. **Friendly Amendment:** Add specific wording about which conference is which. Specific language is below. **Friendly Amendment Accepted.**
 - *Time commitment: NACAC Board Retreat (3 days (plus travel)). If a member is unable to attend the retreat due to extenuating and unforeseen circumstances, remote attendance will be made available. NACAC Conference attendance is optional; International ACAC Conference with Board Retreat (7 days (plus travel)). Attendance at the International ACAC Conference is required; planning and preparation time (3-8 hours per week).*
4. **Motion:** Presented by President-Elect Wilson Lee. **Motion Passed.**
 - a. **NACAC Membership** (slides 4-6)
 - i. This will be a Bylaw change (put in front of the entire membership). Today’s BOARD VOTE is to put this as a BYLAW VOTE in front of all members.
 - ii. **Friendly Amendment:** Leave Section 3 (A) alone (that they must be *eligible* for NACAC membership), but keep the proposed changes to Section 3 (B). **Friendly Amendment Accepted.**
5. **Motion:** Presented by President-Elect Wilson Lee. **Motion Passed.**
 - a. **Travel Guidelines** (slides 7-8)
 - i. Change language in P&P from “institution” to “employer”
6. **Motion:** Presented by President-Elect Wilson Lee. **Motion Passed.**
 - a. **NACAC Conference Support** (slides 9-13)
 - i. Change language from “Conference” to “Board Retreat;” include registration; change “institution” to “employer”
 - ii. **Friendly Amendment:** Change the language from “travel stipend” (since it also includes registration and other costs). Slide 11. Language below. **Friendly Amendment Accepted.**
 - 2. Executive Board members may request reimbursement for registration, travel, and hotel expenses for the NACAC Board Retreat and the optional NACAC Conference. Reimbursement is contingent upon attending the Executive Board meeting.
 - a. Registration for the NACAC Conference can be expensed only at the “Early Bird” or least expensive rate offered by NACAC.

- b. The expenses incurred by registration costs for the NACAC Conference are separate from the travel stipend amounts listed below.
 - iii. **Discussion:** We will need to change the institutional letter of support given to Board Members' employers.
 - Amounts were stipulated in some board member's agreements. (Such as Ruby's in 2022.)
 - iv. **Friendly Amendment:** Include the language "ground transportation" in slide 12, regarding what is covered under expenses. ***Friendly Amendment Accepted.***
 - 4. "International ACAC board member's expenses (hotel, airfare, and approved ground transportation) are reimbursed up to the following amounts..."
7. **President Michelle Chow-Liu adjourned the meeting at 10:07 AM ET.**

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*Respectfully submitted,
Jessica Bishop
Administrative Coordinator
January 26, 2024*