



**International ACAC Executive Board Meeting
Wednesday, January 10, 2024**

MINUTES APPROVED

1. **Meeting called to order by President Michelle Chow-Liu at 8:34 AM ET.**
2. Absent from meeting: Shilpa Gupta. All other Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the [November 8 Meeting Minutes](#). **Motion Passed.**
 - a. Discussion regarding [Quarterly Reports](#)
4. **Motions:** by President-Elect Wilson Lee. **Motions Tabled.**
 - a. [NACAC Conference Attendance](#)
 - b. **Motion 1:** NACAC Conference Attendance. **Motion Tabled.**
 - i. Currently in P&P: all Board members are required to attend the NACAC conference.
 - ii. Proposed change: Time commitment will be "NACAC Board Retreat (3 days, Conference attendance is encouraged.)"
 - iii. **Friendly amendment:** change language to "3 work days (plus travel time)" **Friendly Amendment Accepted.**
 - iv. **Friendly amendment:** Add: "If border restrictions or other issues arise that affect people's travel, they should work with the Presidential Team to facilitate virtual attendance." - This should be the case for both conferences. **Friendly Amendment Accepted.**
 - c. **Motion 2:** Funds available for NACAC Board Retreat. **Motion withdrawn for review with the intent to be presented at a later date.**
 - d. **Motion 3:** NACAC Membership. **Motion withdrawn for review with the intent to be presented at a later date.**
 - e. Ad-hoc meeting: President Michelle Chow-Liu will call an ad hoc meeting to discuss these motions in depth prior to the deadline for proposed bylaw updates being shared with membership.
5. **Financial Update** by Executive Director Erin Garcia
 - a. Sharing the revenue/cost of the 2023 Conference.
6. **Motion:** by Past President Kristoffer Toribio, presented by Vice President for Diversity, Equity, and Inclusion Isthier Chaudhury. **Motion Passed.**
 - a. [Amendments for Inclusivity and Expanded Participation in International ACAC](#)
 - b. See: [Motion that will be brought to the Membership](#) during the election in March.
 - c. **Friendly amendment:** strike Article 1 Section 04 (c) (i) (2) - it is redundant. **Friendly Amendment Accepted.**
 - d. **Friendly amendment:** change the language from "organization" to "eligible membership category." **Friendly Amendment Accepted.**
 - e. **Friendly Amendment:** After we confirm who a voting member is, rather than referencing each group, change the language to say: *Article 1 Section 04 (c)* "All voting members have the right to be elected to the Executive Board, to serve on committees." **Friendly Amendment Accepted.**
7. **Regional Institute Update**

- a. East Asia (Jeju, Korea) will be October 10-12. South Asia (Gurgaon, India) will be August 30-September 1.
 - b. **Motion:** by Vice President for Advocacy and Outreach Dan Marschner. **Motion Passed.**
 - i. [Location of the Regional Institute in Europe, Spring 2025](#)
8. President-Elect Update
- a. Annual Conference Board Retreat:
 - i. Start on Saturday, July 6 at 8 am; end on Monday, July 8 at 12 noon
 - b. Required attendance unless other conference-related responsibilities:
 - i. Tuesday, July 9
 - 1. First Timers at 2:30 pm
 - 2. Opening Ceremony at 4:30 pm
 - 3. Opening Reception at 6:00 pm
 - ii. Wednesday, July 10
 - 1. Membership Meeting at 1:30 pm
 - c. NACAC Conference following Board Retreat:
 - i. September 26-28
 - d. Board Meeting:
 - i. Start on September 23 at 1 pm; end at September 25 in the mid-afternoon
9. Any Other Business
- a. Executive Board Applications are open until February 8
 - b. **Discussion** about previous motion from September 2023: from Vice President for Membership Kim Tulloch Wynn.
 - i. [Survey to go out to members](#) about Commission Based agents. Discussion about creating a new membership category.
10. **President Michelle Chow-Liu adjourned the meeting at 10:20 AM ET.**

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*Respectfully submitted,
Jessica Bishop
Administrative Coordinator
January 22, 2024*