



International ACAC Executive Board Meeting
London, Ontario, Canada
Saturday, July 6 - Monday, July 8, 2024

MINUTES APPROVED

Saturday, July 6, 2024

1. **Meeting called to order by President Michelle Chow-Liu at 9:43 AM ET.**
2. Absent from meeting: Marco Dinovelli. All other Executive Board members were present, constituting a quorum.
3. Pass the gavel to President-Elect Wilson Lee.
4. Overview of retreat schedule.
5. Membership Committee Updates
 - a. Total member count as of July 3, 2024: 4218
 - i. Breakdown of member count by member type and region. Slides available upon request.
 - b. Total new member applications so far in 2024: 1376
 - i. Breakdown of new member applications by member type and region. Slides available upon request.
 - c. We are getting more complex and denied applications year over year.
 - d. Trends we are seeing in new member applications include applicants with multiple roles and applicants from new organizations/start-ups.
 - e. Future goals include:
 - i. Membership categories: updating Policies and Procedures to provide more clarity on definitions and criteria for membership in each category; and clear language about the primary role of individual and organization.
 - ii. Significant restructure of individual/organizational membership.
 - iii. Consideration and potential restructuring of committee roles and responsibilities. The committee takes on significant administrative responsibilities, but would also like to focus on recruiting and onboarding.
6. Discussion groups to discuss:
 - a. Goals for Member Growth
 - b. Target Regions
 - c. Preparedness for New Members
7. HQ update
 - a. Transition to new database and website
 - b. Reminder to complete Conflict of Interest and Confidentiality Agreement forms for the new board year.
8. Professional Development Committee Updates
 - a. See [topics that were discussed](#).
 - b. Starting to provide paid Professional Development content.
 - i. Considerations include other organizations that already offer similar content, and finding the balance between ethical sharing of resources and increasing revenue to keep the organization afloat.

- c. New volunteer position starting this year: Pre-Conference Institute Director.
- 9. Forward Together Action Plan: Strategic Roadmap Review
 - a. We have made notable progress on the plan, including hiring new staff members and updating the website/CRM (in progress).
- 10. **President Michelle Chow-Liu adjourned the meeting at 4:26 PM ET.**

Sunday, July 7, 2024

- 1. **Meeting called to order by President Michelle Chow-Liu at 9:10 AM ET.**
- 2. Absent from meeting: Marco Dinovelli. All other Executive Board members were present.
- 3. Motion to approve [June 5 Board Meeting Minutes](#). ***Motion Passed.***
- 4. Pass the gavel to President-Elect Wilson Lee.
- 5. Board Restructure Planning Update from Kristen Dreazen, Chair of the Ad-Hoc Committee for Board Restructuring.
 - a. ***NOTE:*** the content of the presentation is still confidential as the planning is still underway and information cannot be shared out until the final plan is in place. The minutes below have been redacted for publication, but detailed notes will be saved for Board reference.
 - b. History of how and why the committee was created
 - c. Proposed structure:
 - i. Must keep the 3 members of the PT as per NACAC agreement
 - ii. Regional representation
 - d. Timeline is being determined regarding implementing the new structure given the dates at which current Board members rotate off the Board.
 - i. Final proposal will be presented to the Board in September for the Board to review and vote to propose the change to membership.
 - ii. In the first half of 2025, the vote would be put forward to the membership; resulting in the necessary bylaws changes if approved.
 - iii. What takeaways do we want a member to get from this process of restructuring?
 - 1. The leadership structure is growing along with the size and needs of the organization. This will give more connections between the Executive Board and members, along with more opportunities to get involved at more levels. Ideally, this will elevate the member experience.
 - 2. Need for change management to help members really see the benefit they will see from this restructure.
 - 3. The new structure will allow for “more voices at the table” and it will allow us to move in a direction where we can be more efficient, by distributing roles/responsibilities in a better way for improving the work we do.
 - 4. Access points and better representation.
- 6. Finance (slides available upon request)
 - a. Our net revenue margins are projected to increase after being very slim last year.
 - b. Great exhibitor and sponsor turnout this year.

- c. Investments are more like savings than providing returns.
- 7. Regional Affiliates conversation
 - a. An ad-hoc committee is being created to explore the option of adding regional affiliates.
- 8. Discussion about partnerships - including how to best utilize them for mutual benefit.
 - a. Discussion centered around how, in what ways, and with whom might we want to develop partnerships that would benefit all involved.
- 9. Regional Institute Update
 - a. Reflection on MENA Regional Institute in Doha was a huge success with 199 participants, making it the largest ever.
 - b. Future planning. 4 upcoming Regional Institutes in the 2024-25 school year. 3 upcoming for future years beyond that.
- 10. Sharing about plans for the Annual General Meeting from Michelle Chow-Liu.
- 11. **President Michelle Chow-Liu adjourned the meeting at 3:29 PM ET.**

Monday, July 8, 2024

- 1. **Meeting called to order by President Michelle Chow-Liu at 8:37 AM ET.**
- 2. NACAC Presentation
 - a. Welcome to NACAC Staff, Shantel Goodman-Luckett (Chief Experience Officer) and Murphy Miller (Director, Membership Experience and Global Engagement)
 - i. Global Reach & Impact: NAFSA partnering, Advocacy regarding visas, promotion of Open Doors and IIE collaboration, IDP ThinkTank participation, contribution to Association of International Education Administrators survey, hosted delegates from abroad participating in Dept. of State exchange.
 - ii. Fairs:
 - 1. US Fairs: over 50 planned in the US.
 - 2. Global Fairs: Shanghai (NYU Shanghai) October 19; London (Northeastern University) November 9.
 - iii. Questions & Answers
 - iv. Thank you to NACAC for engaging in this conversation and the hope that this will continue as we all move forward together.
- 3. **President Michelle Chow-Liu adjourned the meeting at 10:04 AM ET.**

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*Respectfully submitted,
Jessica Bishop
Administrative Coordinator
July 31, 2024*