



**International ACAC Executive Board Meeting
Monday, September 23, 2024**

MINUTES APPROVED

1. **Meeting called to order by President Wilson Lee at 2:17 PM ET.**
2. Absent from meeting: all Executive Board members were present (Christina McDade virtually), constituting a quorum.
3. **Discussion** about the duties of Executive Board membership, as discussed in the presentation by Dr. Michaela Perrone prior to the meeting being called to order.
 - a. Dr. Perrone shared about the legal obligations and duties of board members.
4. *Who I am and How I lead* - presentation by President Willson Lee.
5. 2024 Annual Conference Survey Results presented by President-Elect Liam McCartney and Associate Director Margaret Andrade.
 - a. Liam and Margaret presented on nine topics and the data collected from the survey.
 - b. The Board split into groups to conduct Break Out Discussions on the following topics:
 - Social Events
 - Programming, big picture
 - Programming, sessions/affinity groups/CTM/Fairs
6. HQ Updates and Housekeeping
7. **Motion:** To approve the [August 21 Board Meeting Minutes](#). **Motion Passed.**
8. **President Wilson Lee adjourned the meeting at 5:00 PM ET.**

**International ACAC Executive Board Meeting
Tuesday, September 24, 2024**

1. **Meeting called to order by President Wilson Lee at 8:26 AM ET.**
2. Absent from meeting: all Executive Board members were present (Christina McDade virtually), constituting a quorum.
3. Discussion regarding the Board Restructure Proposal.
 - a. Conversation led by guest speaker and Committee Chair Kristin Dreazen.
 - b. The purpose of these proposed changes are to create a more agile organization that can be flexible and serve our members better.
4. **Motions:** President Wilson Lee put forth the proposal submitted by the Board Restructuring Committee.
 - a. **Motion 1:** Board Restructure Proposal Implementation. **Motion Passed.**
 - i. The motion is to approve bringing the proposal to membership for discussion and a full-member vote regarding implementation.
 - b. **Motion 2:** Board Restructure Proposal Timeline. **Motion Passed.**
 - i. The proposed timeline includes a strategic release of information and opportunities for engagement with membership, then a full-member vote in the first half of 2025.
5. **Motion:** By Past President Michelle Chow-Liu. **Motion Passed.**

- a. To approve the proposed GNC for 2024-25.
6. **Motion:** By Past President Michelle Chow-Liu. **Motion Passed.**
 - a. Due to moving forward with the restructuring proposal, we will not move forward with filling in Representative positions for the 2025-26 cycle.
7. **Motion:** By Vice President for Membership Kim Tulloch Wynn and Co-Vice President for Membership Craig Brown. **Motion Passed.**
 - a. To request a membership vote to increase annual member dues by 10% (rounded to the closest dollar) starting with the 2026 renewal.
 - b. Reasons for this increase include: costs are going up for running events; inflation has affected our ability to host events and pay for programming; our membership is growing and requesting more programming.
8. **Motion:** By Vice President for Membership Kim Tulloch Wynn and Co-Vice President for Membership Craig Brown. **Motion Tabled.**
 - a. To formalize a biannual member dues increase reflective of the rate of inflation in Virginia, USA, where the organization is formally located.
 - b. This regular dues increase would begin in 2028, two years after the initial 10% increase that was just passed.
 - c. Friendly amendment from Luke Devlin: adjust the language to “the state in which International ACAC is headquartered” instead of “the US State where International ACAC pays taxes”
 - d. Friendly amendment from Joyce Agyare: make it “dues adjustment” rather than “dues increase”
 - e. **Motion to table this motion:** By President-Elect Liam McCartney. **Motion Passed.**
9. **Motion:** By Vice President for Membership Kim Tulloch Wynn and Co-Vice President for Membership Craig Brown. **Motion Withdrawn.**
 - a. Membership structure currently has each membership held by the individual rather than the institution. The motion is to change this to an *institutional* membership structure.
10. Discussion about Membership and ideas passed on from the Membership Committee, from Vice President for Membership Kim Tulloch Wynn and Co-Vice President for Membership Craig Brown.
 - a. Discussion focused on ways to ensure the membership dues structure is equitable and explore options around different structures.
11. Discussion about Ethics and ideas passed on from the Admissions Practices Committee from Vice President for Admissions Practices Ruby Bhattacharya.
 - a. The AP Committee has suggested the idea of ethics training, and discussion was held regarding different options on how this could be implemented if approved.
12. Discussions about Membership and Ethics from Representative to the Executive Board Megan Mankerian-Stem.
 - a. This initial discussion will continue beyond this meeting, exploring how ethical behavior can be supported through the structure and policies of the organization.
13. **2026 Annual Conference:** Requests for Proposals review and vote for host institution.
 - a. The Executive Board reviewed and selected conference hosting proposals for 2026 and 2027. The Board agreed to select two, so conference planning can begin earlier.
 - b. **Motion** by President-Elect Liam McCartney to accept the proposal from Carnegie Mellon and the University of Pittsburgh to host the 2026 Annual Conference. **Motion Passed.**
 - c. **Motion** by President-Elect Liam McCartney to move forward with McMaster University to host the 2027 Annual Conference. **Motion Passed.**
14. **President Wilson Lee adjourned the meeting at 4:52 PM ET.**

**International ACAC Executive Board Meeting
Wednesday, September 25, 2024**

1. **Meeting called to order by President Wilson Lee at 3:08 PM ET.**
2. Absent from meeting: Craig Brown, Dan Marschner, Christina McDade, Sonia Soni. All other Executive Board members were present, constituting a quorum.
3. **Discussion:** Our Crown Jewels (unique strengths of the organization) part II
 - a. Discussion part I was held during the July Board Retreat and continued here. The focus is on partnerships: existing and potential
4. **President Wilson Lee adjourned the meeting at 4:25 PM ET.**

MINUTES APPROVED

*Respectfully submitted,
Jessica Bishop
Administrative Coordinator
September 30, 2024*