



**International ACAC Executive Board Meeting
Wednesday, April 23, 2025**

MINUTES APPROVED

1. **Meeting called to order by President Wilson Lee at 9:05 AM Eastern Time.**
2. Absent from meeting: none. All Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the [February 26 Board Meeting Minutes](#). **Motion Passed.**
4. President Wilson Lee proposed the appointment of Craig Brown to be the Vice President for Member Engagement for the remainder of the term.
5. **Motion:** by President-Elect Liam McCartney to approve the appointment of Craig Brown to be the Vice President for Member Engagement for the remainder of the term. **Motion Passed.**
 - a. The current term ends on July 30, 2025. This is a 2-year appointment, extending Craig's term end date to July 30, 2027.
 - b. This appointment establishes staggered terms for the two Vice Presidents for Membership.
6. **Discussion** led by President Wilson Lee and supported by each respective Executive Board member listed below.
 - a. Following the recent bylaw update passing, we are reviewing and updating all Executive Board Job Descriptions within the International ACAC Policies and Procedures.
 - b. **Motion:** by Vice President for Admissions Practices Ruby Bhattacharya to update the VP for Admissions Practices job description. **Motion Passed.**
 - c. **Motion:** by Vice President for Global Affairs Daniel Marschner to update the VP for Global Affairs (formerly Advocacy and Outreach) job description. **Motion Passed.**
 - Friendly Amendment from President-Elect Liam McCartney to add the following language:
In collaboration with the Leadership team, develop advocacy plans to address issues relevant to International ACAC's international membership.
Friendly Amendment Accepted.
 - d. **Motion:** by Vice President for Communications Luke Devlin to update the VP for Communications job description. **Motion Passed.**
 - Friendly Amendment from Joyce to update language around managing the website. **Friendly Amendment Accepted.**
 - Friendly Amendment from Christina to remove bullet point #2 (responsible for the website) and move #6 (managing website and social media) up to the #2 space. **Friendly Amendment Accepted.**
 - e. **Motion:** by Executive Vice President for Finance Shilpa Gupta to update the EVPF (formerly Vice President for Finance) job description. **Motion Tabled.**
 - Opportunity Grants may be moved under the leadership of a different Vice President or committee, since the Finance Committee will no longer exist.
 - **Motion** from Liam to table until later in the meeting. **Motion Passed.**

- f. **Motion:** by Vice President for Support, Access, and Success Joyce Agyare to update the VP for Support, Access, and Success (formerly Inclusion, Access, and Success) job description. **Motion Passed.**
 - Friendly Amendment from President-Elect Liam McCartney to update the language regarding NACAC's GWI conference. **Friendly Amendment Accepted.**
 - Friendly Amendment from President-Elect Liam McCartney to update the following language:
Creates and selects sub-committee chairs for various aspects of the committee's work to ensure its success. **Friendly Amendment Accepted.**
- g. **Motions:** by Vice President for Membership and Data Kim Tulloch Wynn and Vice President for Member Engagement Craig Brown to update the respective job descriptions (formerly Co-Vice Presidents for Membership). **Motions Passed.**
 - Note from Kim and Craig: these descriptions are expected to evolve as the committees do the work and learn the best separation of duties and level of collaboration. Future motions may be brought forth to modify these descriptions further.
 - **Motion:** Vice President for Member Engagement: **Motion Passed.**
 - 1. Friendly Amendment by Michelle Chow-Liu to update the language regarding the GEM award. Instead of Spring and Fall, it will say "twice annually". **Friendly Amendment Accepted.**
 - **Motion:** Vice President for Membership and Data: **Motion Passed.**
 - 1. Friendly Amendment by Liam to add language about "including recommendations about membership dues". **Friendly Amendment Accepted.**
- h. **Motion:** by Vice President for Professional Development by Marsha Oshima to update the VP for Professional Development job description. **Motion Passed.**
- i. **Motion:** by Vice President for Diversity, Equity, and Inclusion Aileen Lee to update the VP for DEI job description. **Motion Passed.**
- j. **Motion Revisited:** by Executive Vice President for Finance Shilpa Gupta to update the EVPF (formerly Vice President for Finance) job description. **Motion Passed.**
 - Conference sponsorship will move away from EVPF and be managed by the President-Elect instead.
- k. **Motion:** by President-Elect Liam McCartney to update the President-Elect job description. **Motion Passed.**
- l. **Motion:** by President-Elect Liam McCartney and Immediate Past President Michelle Chow-Liu to update the President job description. **Motion Passed.**
- m. **Motion:** by Immediate Past President Michelle Chow-Liu to update the Immediate Past President (formerly Past President) job description. **Motion Passed.**
- 7. **Update** about the Mentor Year Program Co-Chair Application, led by Vice President for Professional Development Marsha Oshima.
- 8. **President Wilson Lee adjourned the meeting at 11:02 AM Eastern Time.**

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Respectfully submitted,
 Jessica Bishop
 Program Manager
 May 29, 2025