



**International ACAC Executive Board Meeting  
Wednesday, January 22, 2025**

**MINUTES APPROVED**

1. **Meeting called to order by President Wilson Lee at 9:06 AM ET.**
2. Absent from meeting: Luke Devlin, Aileen Lee. All other Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the [November 6 Board Meeting Minutes](#). **Motion Passed.**
4. Introduction to new HQ contractor Stephanie.
  - a. Stephanie is temporary and part-time to help with maternity leave coverage.
5. **Motion:** by Vice President for Inclusion, Access and Success Joyce Agyare. **Motion Passed.**
  - a. Proposed update to Policies and Procedures in regards to the Scholar Mentor Program:
    - *Remove* "Applications are sought annually from counselors to attend the International ACAC Annual Conference"
    - *Add* "Applicants are sought annually to 1) Enroll in the Scholar Mentor Program for the first year and 2) Attend the International ACAC Conference the following year provided they remain eligible for the program"
  - b. This new system will mean that accepted Scholars will be part of a cohort for 2 years, with the first year being spent in mentorship with alumni of the program. The Scholar will attend the annual conference in the second year.
  - c. Rationale for this change includes: a longer work up time will create a better onboarding experience for Scholars. There is a higher likelihood of visa approval with more time in advance. The workload will be more manageable for the IAS Committee.
6. **Discussion** about implementing a chat bot on the website.
7. **Discussion** about partnerships led by President Wilson Lee.
  - a. The Board will maintain internal documentation of all discussions pertaining to organizational partnerships.
8. **Discussion** about ethics and member conduct led by President Wilson Lee and Representative Megan Mankerian-Stem.
  - a. The goal is to create a system for members to bring up conduct and ethical concerns in a safe and efficient manner.
  - b. The Board will review the draft process proposed by Megan and provide her with feedback and suggestions directly.
9. **Discussion** about International ACAC merch led by Representative Megan Mankerian-Stem.
10. **Regional Institute Update** by Vice President for Advocacy and Outreach Dan Marschner.
  - a. The Committee has determined the two locations for the second half of 2025 events in the Middle East and North Africa (MENA) and Sub-Saharan Africa regions.
  - b. The process of selecting the host for the first half of 2026 will begin soon.
11. **Mentor Year Program Update** by Vice President for Professional Development Marsha Oshima.
  - a. Marsha is working with the Mentor Year Program Committee to determine the process and timeline of leadership turnover. It will be modeled after the Bus Tour Co-Director process and structure.
12. **2025 Conference Update** by President-Elect Liam McCartney.
  - a. Nearly all Conference Committee Chairs and Co-Chairs are named.
  - b. Sponsorship and Advertising applications are opening next Monday, January 27.

13. **Past President Update** by Past President Michelle Chow-Liu.
  - a. Board Restructuring Bylaw Proposal Update
    - There are multiple Town Hall virtual events over the coming weeks.
  - b. GNC Update
    - 20 members submitted the interest form to learn more about running for the Executive Board.
    - Executive Board and Committee Applications are open until February 8.
14. **President Wilson Lee adjourned the meeting at 10:47 AM ET.**

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*Respectfully submitted,  
Jessica Bishop  
Program Manager  
January 24, 2025*