



**International ACAC General Membership Meeting  
Thursday, September 21, 2023  
2023 NACAC Conference in Baltimore, Maryland, USA**

**MINUTES APPROVED**

1. **Meeting called to order by President Michelle Chow-Liu at 6:06 PM ET.**
2. Establish quorum: Voting members in attendance exceed the minimum needed for quorum.  
**Quorum established.**
3. **Motion:** Approve [Meeting Minutes from last General Membership meeting](#) at the International ACAC Conference July 12, 2023, from President Michelle Chow-Liu. **Motion Approved.**
4. Presentation of 2023 NACAC Rising Star Award to James Akaba.
5. **Vice President Report:** Ruby Bhattacharya, Vice President for Admissions Practices
  - a. NACAC Guide to Ethical Practice in College Admission: there is a new, reformatted version.
  - b. The Admissions Practices website is being developed.
  - c. The Financial Aid Forms have been updated for 2023-24 and posted on the International ACAC website.
6. **Vice President Report:** Dan Marschner, Vice President for Advocacy and Outreach
  - a. Regional Institutes
    - Middle East & North Africa (MENA) Regional Institute is to take place at Georgetown University in Doha, Qatar from October 6-8.
    - Three additional Regional Institutes scheduled to take place in 2024.
  - b. Member Grants
    - Newly approved from the Executive Board: Gathering Grants
      1. To financially support member-hosted events.
      2. \$250 per event.
      3. Up to 12 events per calendar year.
  - c. Advocacy Efforts
    - NACAC Advocacy Day no longer exists.
7. **Vice President Report:** Luke Devlin, Vice President for Communications
  - a. Thank you to Alyson Murray, who recently ended her role as Vice President for Communications.
  - b. Committee Expansion and Restructuring upcoming in 2023-24.
  - c. WeChat public account being developed.
8. **Vice President Report:** Isthier Chaudhury, Vice President for Diversity, Equity, & Inclusion
  - a. The DEI Committee is coordinating with the GNC to propose bylaw changes around for-profit and nonprofit voting privileges.
  - b. Chatter That Matters will continue at the annual conference.
  - c. Affinity Groups will be developed and expanded.
  - d. Upcoming project: *Beyond Your Circle*.
  - e. Exploring advocacy and communication resources for local and international hires.
9. **Vice President Report:** Erin Garcia (Executive Director) on behalf of Shilpa Gupta, Vice President for Finance

- a. Proposed budget for 2024
    - Projected increase in both costs and revenue.
  - b. Increased support for the Scholar Fund.
  - c. Extra financial support for the Mentor Year Program.
  - d. Increased grants for Regional Institutes.
10. **Vice President Report:** Joyce Agyare, Vice President for Inclusion, Access & Success
- a. 2023 was the 10th anniversary of the Scholar Program. The committee would like to celebrate by sharing Scholar Success Stories.
  - b. The Scholar Program has supported 90+ scholars from 50 underserved countries.
  - c. Scholar Alumni networks are active.
  - d. Collaboration with the Professional Development Committee to increase Professional Development opportunities for scholars and other underserved members.
  - e. Scholar nominations and applications for 2024 are launching SOON!
11. **Vice President Report:** Kate McKeen and Kim Tulloch Wynn, Vice Presidents for Membership
- a. Current active member count is close to 2022 year-end count. Projected to exceed by 2023 year-end.
  - b. Launched New Member Applications and Renewals in August.
  - c. Membership has grown in specific regions (Middle East & North Africa; Mexico, Central America & Caribbean; East Asia; South America).
  - d. Updates to International ACAC Policies & Procedures:
    - Earlier renewal launch date annually (August instead of October).
    - Update to Dues Waiver guidelines.
12. **Vice President Report:** Liam McCartney and Marsha Oshima, Vice Presidents for Professional Development
- a. Webinars: beginning in November, International ACAC will be offering more regular webinars.
  - b. Pre-Conference Recorded Content
    - Being made available to general membership for \$30 USD.
  - c. Sub-committees have launched.
13. **President-Elect Report:** Wilson Lee
- a. 2024 Conference at Western University in London, Ontario, Canada.
    - July 9-12, 2024
    - Conference theme: #WelcomeHome
  - b. Presentation by Carolyn Ford, Western University.
14. **President Report:** Michelle Chow-Liu
- a. Appointment of the ad-hoc focus group to discuss board restructuring.
  - b. Appointment of 2 co-VPs for Membership, in order to support membership growth.
  - c. Supporting committees by creating structures that go beyond one person/team.
  - d. Future annual conference hosts: *Interest Form* being launched.
15. **Past President Report:** Kristoffer Toribio
- a. 2023-24 Governance and Nominating Committee (GNC) has been approved.
  - b. 2024 Elections - open positions include:
    - President-Elect
    - Vice President for Diversity, Equity, & Inclusion
    - Representatives (formerly known as Delegates)
  - c. Any proposed bylaw changes will now be presented and voted on within the same timeline as the Executive Board elections.
  - d. 2025 Annual Conference: Northeastern University in Boston, Massachusetts
16. **Motion** to adjourn the meeting by Kris Toribio. ***Motion Passes.***
17. **President Michelle Chow-Liu adjourned the meeting at 6:48 PM ET.**

**MINUTES APPROVED**

*Respectfully submitted,  
Jessica Bishop  
Administrative Coordinator  
September 26, 2023*