



**International ACAC Executive Board Meeting  
Wednesday, August 20, 2025**

**MINUTES APPROVED**

1. **Meeting called to order by President Liam McCartney at 9:05 AM ET.**
2. Absent from meeting: Péter Árvai, Megan Mankerian-Stem, Sonia Soni. All other Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the [July 12-14 Board Meeting Minutes](#). **Motion Passed.**
4. **Motion:** by Immediate Past President Wilson Lee. **Motion Passed.**
  - a. **Motion:** To update the Policies & Procedures in regards to vacancies on the Regional Council.
5. Update about the Regional Council Election Process, presented by Immediate Past President Wilson Lee.
6. **Discussion** about Membership Dues Update and Voting Plan, led by Vice President for Membership & Data Kim Tulloch Wynn and Vice President for Member Engagement Craig Brown
  - a. This vote will be in conjunction with the Regional Council vote
  - b. The updated member dues are based on the global economy, inflation, standard rates of other professional associations' memberships, etc.
7. **Motion** by Vice President for Membership and Data Kim Tulloch Wynn, Vice President for Communications Luke Devlin, and Executive Vice President for Finance Shilpa Gupta. **Motion Passed.**
  - a. **Motion:** to update member dues policy to charge a \$15 USD administrative fee if a member renews after January 31.
  - b. Nearly 1,000 members renew after January 31 each year. This creates a huge financial and administrative burden for committees and HQ. This fee will encourage renewal prior to the renewal period ending on January 31.
8. **Motion** by Vice President for Membership and Data Kim Tulloch Wynn, Vice President for Member Engagement Craig Brown, and Executive Vice President for Finance Shilpa Gupta. **Motion Passed.**
  - a. **Motion:** to update member dues policy to charge an application fee. This fee will be applied towards the member's dues, if approved.
9. **Discussion** about Affinity Groups, led by Vice President for Diversity, Equity, & Inclusion Aileen Lee
10. **Discussion** about a joint survey to members, led by Vice President for Professional Development Marsh Oshima
  - a. The Professional Development Committee would like to gather feedback from members about what professional development opportunities they want.
  - b. This is an opportunity for other committees to gather feedback and data as well.
11. Administrative Updates
  - a. Update with the Member Conduct Reporting Form
  - b. Upcoming events, dates, and deadlines:
    - NACAC Annual Conference and our Executive Board retreat
  - c. Please save the HQ Contact Guide for your reference
12. **President Liam McCartney adjourned the meeting at 10:38 AM ET.**

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*Respectfully submitted,*

*Jessica Bishop*  
*Program Manager*  
*August 21, 2025*