



**International ACAC Executive Board Meeting
Monday, September 15 - Wednesday, September 17, 2025
Columbus, Ohio, USA
Board Retreat ahead of NACAC Annual Conference**

MINUTES APPROVED

1. **Meeting called to order by President Liam McCartney at 10:05 AM ET.**
2. Absent from meeting: none. All Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the [August 20 Board Meeting Minutes](#). **Motion Passed.**
4. Updates from Vice Presidents about their committees' work
5. **Discussion** about Board Duties of Care, Loyalty and Obedience.
 - a. Everything done by the Board is either a Moral Obligation or a Legal Obligation
6. Review of Robert's Rules of Order lead by President Liam McCartney
 - a. NACAC has provided [this slideshow](#) for reference.
7. **Motion:** by Vice President for Global Affairs Péter Árvai. **Motion Passed.**
 - a. [Motion](#) for South and Central Asia Regional Institute 2026 to take place at Emerald Heights International School in Indore, India.
8. **Motion:** by Vice President for Global Affairs Péter Árvai. **Motion Passed.**
 - a. [Motion](#) for Americas Regional Institute 2026 to take place at Lincoln School Costa Rica.
9. **Motion:** by Vice President for Global Affairs Péter Árvai. **Motion Tabled.**
 - a. [Motion](#) to move Malta from Region 4 (MENA) to Region 5 (Europe and Central Asia).
 - b. When these regions were determined, it was largely based on the World Bank's regional designations.
 - c. We received member feedback requesting Malta, as a country within the EU and Schengen Convention, be moved from Region 4 to Region 5.
 - d. For reference: [current region map](#).
 - e. The Board has decided to postpone this decision until the Regional Council Election is over, so as to not create confusion or chaos with the voting process.
 - f. **Motion** to table this motion to the next Executive Board Meeting on November 5.
Motion Passed.
10. Discussion about Conference Survey Results, led by President-Elect Dan Marschner and Associate Director Margaret Andrade.
 - a. Conference survey results are kept internally for reference by Executive Board, relevant committees, and HQ Staff
11. Unstructured discussion about the conference budget, led by Executive Vice President for Finance Shilpa Gupta.
 - a. The Board discussed ideas for generating sponsorship revenue, driving traffic to the Exhibit Hall
12. **The meeting recessed from 4:05 PM ET until 9:02 AM ET on September 16, 2025.**
13. Discussion about the annual budget, led by Executive Vice President for Finance Shilpa Gupta
 - a. The Board discussed potential options for mitigating the amount we spend on administrative fees, such as credit card processing fees.
 - b. Request for each committee to finalize their budgets by EOD

14. Discussion about Subcommittees, led by President Liam McCartney.
 - a. The Professional Development Committee has multiple Subcommittees. Vice President for Professional Development Marsha Oshima provides context and instructions for other Vice Presidents to follow.
 - The Subcommittee Chair decision is made by the respective Vice President by following either of the following two processes.
 1. Subcommittee Chairs may be selected through an official process including a job description, an application process, and interviews conducted by the Vice President.
 2. The Vice President may identify a committee member for the Subcommittee Chair position. This decision must be approved by a vote by the Executive Board.
 - Best practice is to have a set term for this position, such as 3 years. If there are two Co-Chairs, their terms should alternate so as to allow for overlap with a new Chair.
 - b. Not all projects within a committee require a Subcommittee. Some projects may be managed by a working group instead, which do not require Chairs or Executive Board approval.
 - c. It is important to consider a benefit to offer a Subcommittee Chair. Depending on the position, there may be many hours of work required. The Executive Board may approve certain benefits for these volunteers. Examples may include a discounted event fee or member dues.
15. Discussion about Regional Institutes, led by Vice President for Global Affairs Péter Árvai.
 - a. International ACAC Regions just changed with the bylaw update, approved via member vote in March. The Executive Board discusses the idea of updating our Regional Institute schedule to match the new regional structure.
 - Benefits include incorporation of the Regional Council and consistency throughout the organization.
 - Risks include our current capacity, including budget and staffing.
16. Discussion about Partnerships, led by Immediate Past President Wilson Lee
 - a. The Leadership Team has drafted a Partnership Proposal, which the Board may choose to use moving forward in order to establish and formalize relationships with other organizations.
 - b. The Board established some practical goals and desired outcomes from creating partnerships.
17. Discussion about the budget of each individual committee.
18. **Motion** by Executive Vice President for Finance Shilpa Gupta to approve the budget for fiscal year 2026. **Motion Passed.**
19. **The meeting recessed from 4:48 PM ET until 3:00 PM ET on September 17, 2025.**
20. Overview of Affiliate Presidents' Council (APC) meeting, shared by the Presidential Team.
 - a. NACAC is doing a lot of advocacy and lobbying. These things are beneficial for the community in general, but are also US-centric. Our organization should work to utilize NACAC's lobbying power and resources.
 - b. Celebration of the Rising Star Awards presented from NACAC this year
 - Mabrookah Heneidi
 - Annual Conference Book Drive
21. Any Other Business
 - a. Celebration of upcoming birthdays and marriages within the board
22. **President Liam McCartney adjourned the meeting at 4:25 PM ET.**

Respectfully submitted,
Jessica Bishop

Program Manager
September 25, 2025