



**International ACAC Executive Board Meeting  
Saturday, July 12, 2025**

**MINUTES APPROVED**

1. **Meeting called to order by President Wilson Lee at 9:02 AM Eastern Time.**
2. Absent from meeting: none. All Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the [June 4 Board Meeting Minutes](#). **Motion Passed.**
4. **Discussion** led by President-Elect Liam McCartney.
  - a. Expectations and dates within the upcoming year
  - b. Priorities: optimizing internal operations; enhance the member experience; listening to membership
5. **Updates** from HQ team
  - a. Required forms for Executive Board members and Committee members
  - b. Communication to HQ: recommendations of which email addresses to reach
  - c. Membership data updates
6. **Motion:** by Vice President for Membership & Data Kim Tulloch Wynn. **Motion Passed.**
  - a. [Motion Language](#)
  - b. For new member applications asked for a reference, update the Policies and Procedures to include the following language: "The reference cannot be a current member of the International ACAC Executive Board."
7. **Discussion:** by Vice President for Membership & Data Kim Tulloch Wynn and Vice President for Member Engagement Craig Brown.
  - a. For-profit, individual, and nonprofit members are required to have been in business for 3 years in order to be approved. Discussion of if this length of time makes sense. Discussion points provided below.
    - Michelle Chow-Liu provided historical context: This policy was made in response to a large number of applications from people brand new to the industry, and it was implemented to protect the integrity of our membership.
      1. Example: a mom who provided informal counseling to a few neighborhood kids, then wanted to promote herself online and applied for membership.
    - We add huge value to new organizations in the industry. We don't want to limit their connection to our membership, in the sense that we want their business to succeed.
      1. Our mission is to support students studying internationally, not necessarily to support corporate value for people in the field.
    - Suggestion to require the organization to exhibit as a way to verify their company's work and validity.
    - Suggestion to set certain standards. Offer a provisional membership. Some potential standards:
      1. Exhibit or sponsor
      2. Follow all policies and conduct expectations
      3. Participate in the Facebook group without breaking any rules

8. **Motion:** by Vice President for Member Engagement Craig Brown. **Motion Passed.**
  - a. [Motion Language](#)
  - b. In the Policies and Procedures remove list item 6, Page 39, under *Membership Applications and Renewals*.
9. **Discussion** about Regional Representatives by Immediate Past President Michelle Chow-Liu and Representative Andrew Palmer.
  - a. Shared draft of job description for Regional Representatives. 15 minutes of time to review and edit.
10. **Discussion** about Sub-Committees, led by Vice President for Professional Development Marsha Oshima
  - a. Lessons learned
  - b. Point of clarification: You may have a Subcommittee without a Subcommittee Chair.
  - c. If there is a Subcommittee Chair, they will be selected through an application process. Current examples include:
    - Mentor Year Program Chairs
    - Pre-Conference Institute Director
    - Bus Tour Director
  - d. Suggestion to standardize language. According to our bylaws, the title should be Chair. Not Director.
  - e. Members should only be able to hold one Volunteer Leadership position at a time.
  - f. Liam is creating a process for dissolving a Subcommittee, should the need arise.
  - g. Recommendation that the application process should happen following the annual conference. That way the newly elected Vice President is picking their team.
11. **President Wilson Lee adjourned the meeting at 4:21 PM Eastern Time.**

**International ACAC Executive Board Meeting  
Sunday, July 13, 2025**

**MINUTES APPROVED**

12. **Meeting called to order by President Wilson Lee at 9:03 AM Eastern Time.**
13. Absent from meeting: none. All Executive Board members were present, constituting a quorum.
14. **Discussion** about the annual budget led by Executive Vice President for Finance Shilpa Gupta.
  - a. Discussion about programs that lose money each year and the value they offer to the organization beyond profit.
15. **Discussion** about Regional Institutes led by Vice President for Global Affairs Dan Maschner and Special Programs Coordinator Lisa Hollett.
  - a. The regions have changed with the recent bylaw update, and we are creating a Regional Council. Discussion about updating the Regional Institute calendar to follow these regions instead.
    - It is annotated in our Policies & Procedures that Regional Institutes follow regions set forth by IIE. We are not obligated to change the regions to follow our new membership regional divisions.
    - Following our new regions may create a need to host four Regional Institutes per year.
  - b. Discussion about finances. Regional Institutes are currently “revenue neutral,” though that may be outdated. Without drastically raising the cost for our members, there are ways we could earn money from these events.
    - Sponsorship options.

- The college fair is currently priced low relative to other organizations in the industry.
- 16. **Motion:** by Vice President for Member Engagement Craig Brown and Vice President for Membership & Data Kim Tulloch Wynn. **Motion Passed.**
  - a. [Motion](#) to update the Policies & Procedures to reflect two positions, as established in the recent bylaw update: Vice President for Member Engagement and Vice President for Membership & Data.
- 17. **Motion:** by Executive Vice President for Finance Shilpa Gupta. **Motion Passed.**
  - a. [Motion](#) to update the Policies & Procedures to reflect the new title as approved in the recent bylaw update.
- 18. **Motion:** by Executive Vice President for Finance Shilpa Gupta. **Motion Tabled.**
  - a. [Motion](#) to update the Policies & Procedures to reflect there is no finance committee. All instances of "Finance Committee" will be updated to "Executive Vice President for Finance."
  - b. Friendly amendment to remove the Finance Committee section. *Friendly Amendment tabled.*
  - c. **Motion** to table this motion until tomorrow. **Motion Passed.**
- 19. **Motion:** by Vice President for Support, Access, and Success Joyce Agyare. **Motion Passed.**
  - a. [Motion](#) to update the Policies & Procedures to reflect the new title as approved in the recent bylaw update.
  - b. **Friendly amendment** to add a comma after the word Access to make the title "Support, Access, and Success." **Friendly Amendment Accepted.**
- 20. **Motion:** by Vice President for Support, Access, and Success Joyce Agyare. **Motion Passed.**
  - a. [Motion](#) to update the Policies & Procedures to reflect the new name of the NACAC GWI conference, Guiding the Way to Impact.
- 21. **Motion:** by President-Elect Liam McCartney. **Motion Passed.**
  - a. [Motion](#) to update the Policies & Procedures to reflect the new makeup of the Governance and Nominating Committee (GNC) as established by the recent bylaw update.
  - b. **Friendly amendment** to update the language of the amendment, removing commas after list items 4, 5, and 6. **Friendly Amendment Accepted.**
- 22. **Motion:** by Representative Andrew Palmer. **Motion Tabled.**
  - a. [Motion](#) to add the Regional Representative job description to the Policies & Procedures.
  - b. Suggestion to remove the time commitment, since we are still discussing that requirement internally. Discussion about conference attendance.
  - c. **Motion** to table this motion. **Motion Passed.**
- 23. **Motion:** by President-Elect Liam McCartney. **Motion Tabled.**
  - a. [Motion](#) to add language to the Policies & Procedures regarding the process of appointing Subcommittee Chairs.
  - b. Suggestion to NOT include the Subcommittee Chair list in the Policies & Procedures, so that they can change without requiring a vote.
  - c. **Motion** to table this motion. **Motion Passed.**
- 24. **Motion:** by President-Elect Liam McCartney. **Motion Tabled.**
  - a. [Motion](#) to create a committee for Conference Exhibitors, Sponsors, and Advertisers. Anywhere the Policies & Procedures says Finance Committee, it now would say Sponsorship Chair.
  - b. **Motion** to table this motion in order to amend the language. **Motion Passed.**
- 25. **Discussion** by Vice President for Member Engagement Craig Brown and Vice President for Membership & Data Kim Tulloch Wynn.
  - a. The Membership Committee has come up with the following recommendations for our membership categories:

- IEC should be its own membership category, rather than under the umbrella of Individual Member
    - Remove the Graduate Student member type, as it is infrequently used and those members can qualify as an Independent Member during their studies
  - b. Requested for board members to consider these changes and provide feedback. A motion will be presented at the NACAC Conference Board Retreat.
26. **Discussion** (tabled from yesterday) about Regional Representative job title.
- a. Conference attendance: The time commitment is a high expectation for someone who is not on the executive board.
    - Rephrase about the annual meeting to make it clear they need to come to the annual conference and also a meeting with executive board (once a year, as per bylaws)
    - Suggestion to let them attend their respective Regional Institute instead of the annual conference.
27. **President Wilson Lee adjourned the meeting at 4:03 PM Eastern Time.**

## International ACAC Executive Board Meeting Monday, July 14, 2025

### MINUTES APPROVED

28. **Meeting called to order by President Wilson Lee at 9:12 AM Eastern Time.**
29. Absent from meeting: none. All Executive Board members were present, constituting a quorum.
30. **Discussion** about strategic planning led by President-Elect Liam McCartney.
- a. We have completed the timeline of our most recent [Strategic Plan](#)
  - b. It's nice for us to talk about what we've done, but it is important to ask our members how they feel about our progress on these goals.
  - c. The plan extended through 2024, since a 3-year plan was the suggestion and best practice set forth by the consultants.
    - Suggestion to survey members for their feelings, and potentially adapt this strategic plan to extend further into the future.
  - d. Review of the strategic plans of other NACAC affiliates
31. **Motion:** by Immediate Past President Michelle Chow-Liu. ***Motion Passed.***
- a. [Motion](#) to approve the 2025-26 GNC Slate.
  - b. Discussion about the size of the GNC and the members who were selected from the applicants.
32. **Motion:** by Representative Andrew Palmer. ***Motion Passed.***
- a. [Motion](#) to update the Policies & Procedures to include language about the Regional Council and Regional Representatives. This language has been revised based on the conversation and feedback from the last two days.
33. **Motion:** by Vice President for Global Affairs Daniel Marschner. ***Motion Passed.***
- a. [Motion](#) to update the Policies & Procedures anywhere says "Advocacy and Outreach Committee" to "Global Affairs Committee" as per the recent bylaw update.
34. **Motion:** by Vice President for Membership & Data Kim Tulloch Wynn. ***Motion Passed.***
- a. [Motion](#) to eliminate *Primary* and *Additional* under the secondary school member type, and standardize all members.
35. **Motion:** by President-Elect Liam McCartney. ***Motion Passed.***
- a. [Motion](#) to update the Policies and Procedures to establish a Sponsorship Chair.
    - [Sponsorship Subcommittee Chair Job Description](#)

- b. The election process will be managed by the President-Elect and Executive Vice President for Finance.
  - c. This position sits under the President-Elect (Conference Chair) and the Executive Vice President for Finance.
  - d. **Friendly Amendment** to add language that says this person will report to the President-Elect and Executive Vice President for Finance. **Friendly Amendment Passed.**
  - e. **Friendly Amendment** to add language about working with vendors/suppliers for the sponsorship deliverables. **Friendly Amendment Passed.**
36. **Motion:** by Executive Vice President for Finance Shilpa Gupta. **Motion Passed.**
- a. [Motion](#) to update the Policies & Procedures so that all instances of "Finance Committee" will be updated to "Executive Vice President for Finance."
37. **Discussion** led by President-Elect Liam McCartney.
- a. Vice President for Global Affairs Daniel Marschner is moving up to President-Elect at the end of the conference. This leaves a vacancy for the Vice President position.
  - b. A committee member has been chosen for appointment.
  - c. Prepare for the motion to approve this appointment which will be sent electronically next week.
38. **Discussion** about expectations for the rest of the conference.
39. **Any Other Business**
- a. Update about the Swag Store. Potentially a new supplier for drop-shipping.
  - b. S.A.S. is working on a new project with financial aid resources.
40. **Recognition** of Executive Board members whose terms are ending.
41. **President Wilson Lee adjourned the meeting at 12:09 PM Eastern Time.**

#### **MINUTES APPROVED**

*Respectfully submitted,  
Jessica Bishop  
Program Manager  
August 11, 2025*