



**International ACAC Executive Board Meeting
Wednesday, August 21, 2024**

MINUTES APPROVED

1. **Meeting called to order by President Wilson Lee at 9:36 AM ET.**
2. Absent from meeting: Megan Mankerian-Stem, Aileen Lee, Sonia Soni, and Christina McDade. All other Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the [July 6, 7, & 8 Board Meeting Minutes](#). **Motion Passed.**
4. **Motion:** by Past President Michelle Chow-Liu. **Motion Passed.**
 - a. Motion to approve the reappointment of Craig Brown to serve as Co-Vice President for Membership, under the position he currently holds as Representative to the Executive Board.
5. President Wilson Lee appoints Craig Brown for the position of Co-Vice President for Membership.
6. Board meeting norms and expectations.
 - a. Review of expectations, including being on time to meetings, being present and engaged in discussion, and acting with positive intent.
 - b. Reminder about Robert's Rules of Order.
7. NACAC Annual Conference preparation.
 - a. Overview of agenda and expectations.
8. HQ Updates
 - a. Membership system transition: we are currently changing our CRM and website host to the new system called GrowthZone.
 - b. HQ logistics and practices.
 - c. Reminders about reimbursement processes.
9. Welcome to new board members: Megan Mankerian-Stem, Andrew Palmer, and Aileen Lee. Welcome back to Sonia Soni.
10. Any Other Business
 - a. Submit motions to Wilson for NACAC retreat by September 13.
 - b. Don't forget to vote for the NACAC board and get the word out.
 - c. Review of first site visit in Boston for 2025 annual conference.
11. **President Wilson Lee adjourned the meeting at 10:19 AM ET.**

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*Respectfully submitted,
Jessica Bishop
Administrative Coordinator
August 21, 2024*