



**International ACAC Executive Board Meeting  
Wednesday, June 4, 2025**

**MINUTES APPROVED**

1. **Meeting called to order by President Wilson Lee at 9:04 AM Eastern Time.**
2. Absent from meeting: none. All Executive Board members were present, constituting a quorum.
3. **Motion:** To approve the [April 23 Board Meeting Minutes](#). **Motion Passed.**
4. **Update** about the 2025 Conference from President-Elect Liam McCartney.
  - a. Information to prepare for the July board retreat ahead of the conference.
5. **Update** from Vice President for Global Affairs Daniel Marschner.
  - a. Successful Regional Institute in Prague with 200 members in attendance.
6. **Update** from Representative Megan Mankerian-Stem.
  - a. The Member Conduct Reporting Form is now live and able to accept submissions from members and non-members.
7. **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 language in the Policies and Procedures regarding membership qualifications.
  - b. Proposed new language: All post-secondary members' primary professional role must involve the direct admissions and/or direct recruitment of international undergraduate students.
8. **Motion:** by Vice President for Communications Luke Devlin. **Motion Passed.**
  - a. [Motion](#) to update the language on the Facebook Group regarding conduct and procedure.
9. **Motion:** by Vice President for Professional Development Marsha Oshima. **Motion Passed.**
  - a. [Motion](#) to approve the Mentor Year Program as a sub-committee within the Professional Development Committee.
  - b. Updates to the Policies and Procedures include: remove all the details about the program (as these are included in the Program Handbook); add a note under the Professional Development Committee.
  - c. The Committee will continue to evaluate this on a program level. They are open to this program moving under a different committee, or otherwise being formatted in a different way. This will be a good temporary solution, if not permanent.
10. **Motion:** by Vice President for Professional Development Marsha Oshima. **Motion Passed.**
  - a. [Motion](#) to update the Policies and Procedures to reflect the program structure previously approved by the Board.
11. **Motion:** by Immediate Past President Michelle Chow Liu. **Motion Passed.**
  - a. Motion to approve the annual awards nominations as approved by the GNC.
12. **Motion:** by Immediate Past President Michelle Chow Liu. **Motion Passed.**
  - a. [Motion](#) to clarify the election process internally and within the Policies and Procedures:

- Update the GNC section to include “managing the annual awards” and “securing candidates and ensuring equal visibility” as a responsibility of the committee.
13. **Discussion and Motion:** by Immediate Past President Michelle Chow Liu. ***Motion Passed.***
    - a. Discussion and motion to vote on the recipient of the 2025 Panetha Nychis Ott Member of the Year Award.
  14. **Discussion** about the 2025 Conference Book Drive by Representative Christina McDade.
    - a. Committee Challenge! Which committee can donate the most books?
  15. **President Wilson Lee adjourned the meeting at 10:59 AM Eastern Time.**

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*Respectfully submitted,  
Jessica Bishop  
Program Manager  
June 13, 2025*