**Texas State Board Meeting**

**Monday, June 27th, 2022 at 2:00 PM**

# In Attendance: Olivia Fitch, Julie Murphy, Tyler Laughlin, Joel McGee, [Lisa Stewart](mailto:stewartl@tamu.edu), Christina Gonzalez

1. Call Meeting to Order 2pm
2. Approve Minutes from previous meeting (May 25th – 1st annual conference)
   1. Olivia took the minutes but will present at July meeting.
   2. Meeting minutes will be upload into our new shared drive that Lisa will create.
3. Old Business
   1. Report on Conference (Joel)
      1. 120-ish attendees from 43 institutions, 11 states, 1 person from Qatar, 34 different cities. Linda has the official registration.
      2. Attendees learned about the conference from the affiliate meeting at NCLCA and from email listserv, emails
      3. Feedback was mostly good. Attendee liked panel and videos.
      4. Suggestions include for more engagement (which is understandable in the virtual format) and more sessions in coaching and stem
      5. Conference Planning Committee is meeting this Wednesday at 1-2pm
   2. Welcome our new Secretary (Joel)
   3. Meeting minutes from previous meetings
      1. 2022-23: New Year
      2. Keep agendas and minutes by year
4. Officer Reports:
   1. President (Joel)
      1. Contacted NCLCA for affiliate president meeting pending
      2. Student representative needs to be filled
   2. Vice President (Julie)
      1. Conference Planning
      2. Trying to see how much people are will to pay, especially if they go to the national conference in October
      3. Updating our officers with NCLCA
   3. Immediate Past President (Olivia)
      1. Some people are interested in officer position next year.
      2. Need to figure out the announcement timeline and election.
   4. Secretary (Christina)
      1. Nothing to report
   5. Treasurer (Tyler)
      1. $4,313.00 (current balance)
      2. Provide a more detailed breakdown
      3. Refiled 501C3, $
   6. Marketing & Communications (Lisa)
      1. New people Julie and Christina need pictures and bios by Friday July
      2. Paying to renew website. Extended the website subscription for the next year, without a fee. Yay.
5. New Business:
   1. Election Timeline
      1. Keep it in line with conference. February, May conference
      2. "Officers shall assume office at the close of the annual affiliate meeting held in the year in which they are elected"
      3. Lisa, Tyler, Christina will complete this current term, which is up this term.
      4. Olivia will propose a timeline
         1. Call for nomination
         2. Vote
         3. Announcement
   2. Google files
      1. Possibly created shared drive. Lisa will create a new shared drive since it will not be tied with a person
      2. Permissions (need to delete former board members)
      3. Other organization suggestions
   3. Affiliate Meeting at NCLCA in Reston
      1. Julie, Joel is going. Tyler will go if the office pays for it.
6. Review roles & bylaws
   1. Standing Committees
      1. Professional Development aka conference planning committee
         1. 5 members including VP and Secretary
      2. Nominations (Julie and Lisa)
   2. Agenda should be sent out 30 days prior to membership meeting
      1. TXNLCA conference meeting
      2. NCLCA conference meeting
      3. When there is a vote
   3. Registrar role for conference
      1. Is supposed to be the secretary (was Linda) or appointed by (need to update the bylaws)
      2. It can big responsibility
      3. Bring up at the committee on Wed.
      4. Linda may be willing to do it again
   4. Robert’s Rules of Order
      1. Pres should follow this, Immediate past president will be parliamentarian
7. Other Business:
   1. Tyler needs to take Olivia off from the bank account.
   2. July and Aug meeting TBA
   3. Planning Committee 1-2pm
8. Adjournment at 2:59pm; Motion Olivia, 2nd by Lisa