

2015-2016 Executive Board Minutes

October 2, 2015
5:00 p.m. – 7:20 p.m.
University of St. Thomas
Room 113 Malloy Building

Executive Board Quorum Members in Attendance

Dr. Gloria E. Gomez, Dr. Susana Franco-Fuenmayor, Lisa Anguiano, Yoheily C. Widdison, Connie Graves, Hilda Nañez, Lucy Soto

Also Present:

N/A

Absent:

Pascual Yacovodonato, Teresa Arrambide, Dr. Cristina Cruz-Wiley

Call to Order: A regular meeting of the HAABE Board was held at the University of St. Thomas. Dr. Gloria Gomez convened the meeting at 5:15 p.m.

Approval of Minutes: Minutes of the September 19, 2015 meeting were distributed to the members of the board via email prior to the meeting.

Motion: Dr. Gloria Gomez made a motion to approve the September 19, 2015 minutes as corrected. Dr. Susana Franco-Fuenmayor seconded the motion. The motion carried unanimously.

Committee Reports:

TOY:

- Lisa Anguiano is Toy Chair and Dr. Cristina Cruz-Wiley is the TOY Co-chair. Lisa Anguiano presented the board with an action plan. The action plan was reviewed by the board and changes were made to the action plan to include other important items.
- Dr. Cristina Cruz-Wiley will help find sponsors to help fund HAABE's TOY banquet. HAABE will need sponsors for decorations and gifts.
- Dr. Gloria E. Gomez has contacted several MC's.
- Location: A maximum of 400 seats available, therefore, 40 tables total needed. Four tables will be reserved for volunteers, scholarship and TOY winners, and board members.
- Connie suggested purchasing HAABE pins to give out as gifts.
- The TOY agenda and times need to be solidified.

Instruction and Professional Development Committee:

- Dr. Gloria E. Gomez reported HAABE only needs to purchase the continental breakfast for the Fall Event. Connie Graves will contact a potential sponsor and will let the board know ASAP. HAABE can allot about 10 minutes for the sponsor to present or can distribute information from their company.
- Three door prizes will be raffled by Santillana. HAABE will also be raffling other items. Yoheily C. Widdison will be in charge of getting HAABE raffle items ready.
- Yoheily C. Widdison suggested we increase our ticket prices for HAABE events.
- Connie Graves suggested HAABE charge \$30 for non-members and free for members.

Motion: Connie Graves made the motion to approve the event registration fee for non-members to be increased to \$30.00. Dr. Gloria E. Gomez seconded the motion. The motion carried unanimously. Since the flyer has already been sent, this change will take effect in HAABE's future events.

- Location: Dr. Susana Franco-Fuenmayor had to change the location of HAABE's Fall Event to the Anderson Hall. The maximum capacity is about 130 seats. The presenters will be notified of the change of location, the layout of the room, and its maximum capacity.

Other Business:

- Dr. Gloria E. Gomez explained the duties stated in HAABE's Constitution are minimal duties. Each board member may be asked to complete duties that are not stated in HAABE's Constitution. As board members, we need to take our duties seriously and will work together as a team to meet HAABE's goals.
- Dr. Susana Franco-Fuenmayor will contact the potential website sponsor to set up a meeting to discuss the website server they offer. Other members can also attend this meeting. Lucy Soto suggested the sponsor be asked to attend an HAABE board member meeting to discuss website options. Dr. Susana Franco-Fuenmayor will notify the board of when the potential website sponsor can meet.
- Membership Expirations: the board will wait to decide when membership will expire for HAABE members.
- PayPal:
Motion: Gloria E. Gomez made a motion to start implementing PayPal in HAABE's sales. Yoheily C. Widdison seconded the motion. The motion carried.

Connie Graves will create a new bank account for only PayPal payments paid by purchasers. Connie Graves will electronically transfer the PayPal funds to the appropriate HAABE accounts. As soon as Connie Graves creates the new bank account, Lucy Soto will create an HAABE PayPal account.

Treasurer' Report: Connie Graves stated:

- The 2013-2014 tax form will be submitted. HAABE is not late submitting the tax form.
- Connie Graves presented the board with the Treasurer's Report for the following accounts: Membership Checking, Event Checking, and Membership Savings

Future HAABE Board Meetings –

October 31st at the University of St. Thomas (Room 113 Malloy Building) at 10:00 a.m.

Adjourn

Dr. Gloria Gomez adjourned the meeting at 7:20 p.m.