

## Executive Board Meeting Minutes

December 5, 2008

PRESENT on conference call: Janet Glocker, Maryruth Glogowski, Marta Newkirk, Sandra Susman Palmer, Clara Wajngurt, and Katrina Zalatan

Meeting was called to order at 3:00 p.m.

State Coordinator Maryruth Glogowski facilitated the meeting, addressing the following key agenda items:

1. Reviewed, edited, and approved minutes of November 7, 2008.
2. Maryruth cannot attend the ACE State Coordinators' Leadership Development Conference (OWHE) on February 7, 2009 (adjacent to ACE's 91<sup>st</sup> Annual Meeting). Clara and Katrina may possibly be able to attend to represent NY state – needs to be confirmed
3. **Conference Report:**
  - a. Maryruth's office is updating the database of campus contacts so that conference e-mails could be sent in January 2009. Content of the e-mail still needs to be determined.
  - b. Vice president panelists are still being determined. Preliminary names were discussed.
  - c. The tentative conference agenda and budget was briefly discussed. The Local Arrangements Committee (Clara, Marguerite, and Sandy) will develop a more specific budget.
  - d. Maryruth will follow up with Judy about speaker confirmation on Wednesday, 12/10/08.
4. Maryruth will schedule a follow up meeting with the Local Arrangements Committee as minimum membership present

Meeting adjourned at 3:30 p.m.

Respectively submitted,  
Katrina Zalatan  
Secretary