

CSGS Executive Committee Meeting
March 8, 2020
Birmingham, Alabama

Officers present:

Jack DeRochi (president), Kim LaScola Needy (past-president), Karen Coats (president-elect), George Flowers (treasurer), Andrea Golato (secretary)

Executive Committee Members present:

Constinia Charbonnette, Ruth Bahr, Mary Farmer-Kaiser Desi S. Hacker, Sharon James McGee, Cathy Pagani, Troy Terry

New Executive Members present:

Jamillah McDaniel, Lori McMahan

Members absent:

Julie Goodliffe, Jon Hakkila, S

Called to order 8:07 a.m.

Jack DeRochi described the **responsibilities of the executive board members:**

- Push and drive the agenda for CSGS,
- Encourage institutions to join CSGS and encourage colleagues to participate in CGS
- Function as ambassadors for Grad Ed,
- Serve on CSGS committees to make sure that executive committee has an of activities of the committees of the organization
- Attend bi-monthly phone calls, participate in early summer planning meeting; if possible, attend summer CGS institute (breakfast meeting where group gets together)

The CSGS planning meeting for the 2021 conference will take place June 14-16 in Raleigh at the Marriott Center City

- Executive Committee Members need to arrive early Sunday afternoon (land by 1 p.m., meeting starts at 3 p.m.) and depart Tuesday late morning
- Covered expenses covered: airfaire/mileage (\$500 max), hotel, incidentals (taxi, mileage, meals). Reimbursement is based on receipts
- Actions taken at meeting: we look at venues, try out restaurants, Monday is the planning meeting for the conference (theme, schedule, ideas for plenaries, folks get responsibilities)
- David Berkowitz, Kim LaScola Needy, Jack DeRochi, George Flowers, and Peter Harries (local host) already visited the venue in September 2019. They toured the area and hotels, and have prepared ideas for receptions venues

Future CSGS Meetings

- 2021 Raleigh Feb 24-27, 2021 (includes a day of joint meetings with CHBGS)
Peter Harries is local host, Karen Coats will be the program organizer: facilitating paper and panel proposals, set deadlines
- 2022 Tampa, University South Florida
Date and location to be determined
- 2023 Lexington, Kentucky. Jack DeRochi will reach out potential local organizers
- 2024 Biloxi, Mississippi was suggested as a possible meeting place

Partnership with Council of Historically Black Council of Graduate Schools

- Collaboration on conference registration was a success
- Plans to extend partnership and provide more information about the CHBGS meeting earlier
- Mary Owens Southall serves on our board as an ex-officio member
- Kim LaScola-Needy serves on CHBGS's board as an ex-officio member
- Members are encouraged to join CHBGS (membership cost \$300); it is a sign to support diversity and inclusion

Operations Manual

Lisa Sperling has worked with David Berkovitz to create an operations manual for the executive committee to document duties, action items, and timelines

- The manual is almost completed. Lisa include information on the sponsorship committee and the thesis committee and also document the work of the 3MT committee (Jean Van Delinder's notes can be helpful)
- Before June it will be sent to the members of the executive committee and finalized at the June meeting
- It will also make the constitution stronger
- Ballots have information that can be included in the constitution and it can be included in the
- Amend the constitution updated
- 3MT competition needs to be included as well (Jean Van Delinder will have info)
- Will include expectations of committee members

Constitution

Based on the vote of the business meeting on Saturday, the Constitution needs to be updated to include the new standing committee (text can be taken from the ballot) and the section of the students awards committee needs to be updated. The latter will be made more general (i.e., the reference to the number of awards given will be taken out). Andrea Golato as secretary will be making the updates to the constitution.

Committees

In June, committee membership will be updated. If you are interested in serving or if you know of others who are interested in serving, contact Jack DeRochi. It was suggested that the three individuals who were not voted onto the board be included in other committee work of the organization to keep them engaged.

- Lori McMahan has volunteered to chair the 3MT committee, Desi Hacker has expressed interest to serve on the 3MT committee
- Student track should have a committee

Follow-up Actions on Birmingham Meeting

- Civil Rights Institute was donations-based, if folks would have known, members would have probably donated. Kim LaScola Needy will send out an email to the membership which includes an encouragement to donate to the institute via their website.
- Troy Terry motioned that CSGS donate \$500 to the First United Methodist Choir in recognition of their performance. The motion was seconded by Kim LaScola Needy and unanimously supported by the executive committee and officers. George Flowers will work with Lori McMahan to pay the choir.

Feedback and Discussion Items for June Meeting

- Further solidify partnership with CHBGS
- The limited number of parallel sessions (3) was excellent. Sessions were better attended
- The suggestion to have a local organizer was helpful and should be done in future meetings
- The App was successful and should be used and built earlier (which requires committees to provide their information for the conference earlier)
 - Make use of social media function
 - Possibility to include pictures of the conference
- It is a good idea to highlight the hosting the university and provide them with a plenary slot
- A Historian/photographer is needed and use of social media (create a hashtag) should be promoted
- Create a shared drive for the upload or posting of pictures. Alternatively, use Qualtrics for poster or panel submissions, have speakers upload pictures as part of submission
- Identify a local cause to which members can donate
- Find a website provider (independent of a university),
- Retain the student session
 - Invite students in education leadership programs to attend?
 - Allow students to present research posters?
- We do not need as much food at all the breaks, one of the breaks can just be coffee220 attendees, + 3MT
- Order a backdrop for pictures
- We will need identify a treasurer-elect so that they overlap one year with George Flowers prior to taking over the position. It needs to be someone with a strong budget staffing at their home institution.

Action items:

- **Jack, George, Kim and Ruth** will work on schedule for Tampa visit
- **Kim and Jack (Kim will draft)** will send thank you email to conference attendees
 - thanking them for their participation,
 - providing link to BCRI.org to donate to Civil Rights Institute which depends on donations and is in danger of being closed due to financial hardship,
 - reminding attendees to email pictures and to upload them in the app
 - reminding attendees to fill out the conference evaluation
- **George** will pay First United Methodist Choir \$500 honorarium
- **Jack** will reach out to Kentucky for next year
- **Lisa** include information on the sponsorship committee, the thesis committee and the 3MT adhoc committee (Jean Van Delinder's notes can be helpful) in the handbook
- **Andrea** will update the constitution, committee membership, and website.
- **Andrea** will circulate the minutes of the Business meeting prior to posting them on the website

All committee members

- Confirm by March 31 if you are attending Raleigh meeting in June
- Book travel June 14-16
- Let Jack know if you are interested in serving or nominate for committee service by March 31
- If you know of someone who is interested in treasurer to nominating committee (Kim) know

- Find out if there are universities who are active in your state organization but not in CSGS, then encourage them to join or let the membership committee (Kim) know.
- Consider joining CHBGS

Adjourned 9:10