



Conference of Southern Graduate Schools
MINUTES - Executive Committee Meeting
Jacksonville, FL, February 23, 2012

The President of the Conference of Southern Graduate Schools (CSGS), Nancy Marcus, convened the meeting of the Executive Committee (ExCom) at 4:00 PM on February 23, 2012 at the Hyatt Regency Jacksonville Riverfront Hotel in Jacksonville, FL. Executive Committee members in attendance were Nancy Marcus, Duane Larick, Andrew Sustich, Jeannine Blackwell, Paula Williamson, Carolyn Hodges, Sherry Sandkam, Brian Mitchell, Len Roberson, Troy Terry, Dianne Barron and George Flowers.

1. Old Business

- a. Approval of minutes from the December 8, 2011 Executive Committee meeting (Scottsdale, Arizona). Minutes were approved with one change (correction of the spelling of the word "Treasurer" in Treasurer's Report) and will be posted.

2. New Business

- a. President's Report – Nancy Marcus delivered the President's report and indicated planning for the meeting seems to be complete and thanked everyone for their hard work in getting it done. We were also reminded the Executive Committee had a lot of assignments during the meeting and our participation is appreciated.
- b. Treasurer's Report - Andrew Sustich delivered the Treasurer's report and disseminated a Revenue and Expense Statement for the period beginning January 1, 2011 through December 31, 2011. The statement also included the previous statement (January 1, 2010 through December 31, 2010) for comparison purposes. The Committee noted a beginning cash balance of \$95,995.82 as of January 1, 2011 and an ending balance of \$106, 579.99. The Treasurer indicated CSGS had a Net Profit of \$10,584.17 for this fiscal year. At the time of this report, membership dues are up slightly (149 paid memberships) and the meals for the Huntsville meeting were less expensive than budgeted. In addition, we had 9 exhibitors (most ever) for the Huntsville meeting. Upon a motion duly made and seconded the Treasurer's report was accepted.
- c. Annual Meeting 2013 Update – The Executive Officers visited Greenville, SC and selected the Hyatt Hotel as the site for the 2013 CSGS Annual Meeting. The room rate is very reasonable (\$112.00) and includes free in-room internet access. Sites for the Friday reception and tours are being investigated. The Executive Committee will meet in Greenville in early June and will, under the guidance of President Elect Jeannine Blackwell, develop the program for the 2013 Annual Meeting.

3. Committee Reports – General note: It was noted that the President Elect is responsible for filling out the CSGS Committees and that an announcement about opportunities to serve (including distribution of volunteer cards) will be made at the upcoming Business Meeting.

- a. Audit Committee – the Audit Committee will meet with Treasurer Sustich on February 24, 2012.

- b. Membership Committee - In early January (2012) the Committee began contacting those institutions who have not yet paid their 2012 dues. They also e-mailed invitations to “prospective” members. Four new members were approved for 2012 including: Brenau University (GA), Lee University, (TN), Salisbury University (MD) and West Liberty University (WV).
 - c. Nomination’s Committee – The slate of officers for the election to take place during the Annual Business meeting is almost complete and includes a one-year slot on the Executive Committee. The plan is to present the slate of officers and ask for nominations from the floor. If none are received a call for approval by acclamation will be made.
 - d. Awards Committee (faculty) – All award recipients have been selected and the winners will be announced at the Awards Luncheon.
 - e. Thesis Awards Committee (Student) – All award recipients have been selected and the winners will be announced at the Awards Luncheon.
- 4. Review of the Program – Last Minute Assignments** – Items distributed included a list of the CSGS Executive Committee Members for 2011-2012, guidelines for the roundtable discussion sessions and Excel spreadsheet with sign-up spaces for each of the Annual Meeting sessions. It was decided that the facilitators for the round table discussion sessions would not be responsible for collating notes for each recorder for publication on the CSGS website.
- 5. New Business** – There was some initial discussion about potential sites for the 2014 meeting with a preference for “something west of the Mississippi” being voiced. One option discussed was San Antonio, TX. For 2015, Wilmington, NC was discussed as a possible option. There was also discussion about the cost of the Friday reception to the members from the host state. It was suggested that the cost should be made part of the registration; no action was taken.
- 6. Other Business** – Discussion with CGS representatives (Stewart, Sowell, Bell) regarding consultation services that might be provided by CGS.
- 7. Adjournment** – The meeting was adjourned by President Marcus.

Respectfully Submitted
Duane Larick
Secretary CSGS