**CSGS Executive Committee Meeting (Zoom)**

**12:00 to 1:00 pm CDT**

**Minutes**

Attending: Brian Kloeppel, Karen Coats, Mary Farmer-Kaiser, Andrew Goodliffe, Andrea Golato, Lisa Sperling, Julie Goodliffe, Ethan Carver, Peter Harries, Mary Southall, Jon Hakkila, Jamillah McDaniel, George Flowers, Jean Huerta, Sharon James McGee, Constinia Charbonnette

Karen Coats called the meeting to order at 12:01.

1. The minutes from December 3, 2021 were approved with two small corrections (addition of missing last names of attendees).
2. **Old Business: Conference updates**
	1. **Hotel:** George stated that we are behind in the room reservations at the conference hotel. We had projected that we would have 425 room nights for Wed-Sat. We are currently at 152 room nights. The deadline for hotel registrations is January 17.
	2. **Registrations:** As of this morning, 19 individuals have registered (several executive board members have not yet registered). We have also some partial registrations, and we have 3MT participants who have registered. So far, only 6 individuals have registered for the CHBGS conference through our site.
	3. **Implications of low registrations:** George’s event consultants have informed him that having some event (even a small one), will result in the hotel being more flexible/generous with the contract stipulations than having no event at all. George asked the consultant to negotiate what the costs would be if we had 50 participants. The idea was raised that one strategy would be to go completely virtual. This would result in penalties of approximately 60-70, which would have to be covered with our reserves. It was suggested to extend deadline for room reservations and extending the early bird deadline.
	4. **Covid mitigations:**
		1. Jamillah informed the group that we will use the CLEAR app similar to how CGS used it for its conference: Conference participants will be asked to uploading vaccination records or a negative PCR test, participants will be asked to complete a health test prior to check-in and all conference attendees will be required to wear masks.
		2. We have not done mock-ups for seating arrangements at dinners and presentations. Given the occupancy rates and the low registrations, we will have plenty of space.
		3. The group decided to reconsider the off-site reception. George stated that we will lose 50% of the deposit (a loss of approximately $1,000) if we cancel within 30 days. For catering, we can cancel and not lose anything. The motion to cancel the off-site event was approved unanimously.
		4. The group suggested to explore boxed meals or the option for boxed meals.
		5. The question was raised if we should move the conference online due to Covid concerns. This is also something that a lot of other conference organizers are contemplating. An increase in cases and in hospitalizations was cited as reasons for moving to a virtual conference as was the fact that several universities have moved classes online at the beginning of the semester. On the other hand, several executive committee members pointed out that Omicron cases are typically milder. In addition, the several members noted the extra precautions that we are putting in place and that we will also communicate to the membership. In addition, neither CDC nor NC regulations or guidance are prohibiting large gatherings. It was decided that we extend the reservation deadlines until February 1 and that we as a group decide in a special meeting on February 2, whether to hold the conference in person or virtually. Constinia suggested that we check if we are eligible to apply for CARES act funding in case we need to cancel the conference or move it online.
	5. **Program considerations:**
		1. We need to finalize the breakfast sponsorships so that this can be included in the program. So far, we only have ETS confirmed for the Friday breakfast.
		2. We still need title and short descriptions from Deborah, Jack, and Mackenzie, and the vice chancellor for research.
		3. Signage: We do not know if we have room signage. George has typically created signs for sponsors. The group decided that no additional signage was needed since room and event information can be found both in the program and in the app.
		4. Posters: We had received one submission for a poster and three groups who had originally submitted a panel proposal are willing to present a poster instead. The group agreed to move forward with these four posters. The hotel has easels for posters and George has typically ordered poster boards. He will provide Mary with the size guidelines so that she can pass them on to poster presenters.
		5. Student sessions: We have room in the program for a third student break-out session, that had originally been offered to Jill. Jill requested time to decide if this is something she can take on.
		6. 3MT: Andrew reported that 18 participants have sent in their info so far, more may come. The 3MT committee will meet after the deadline to evaluate the submissions. Given the Covid circumstances, it is proving difficult to find judges. The decision was made that executive committee members serve as judges this year. The audience will cast their vote via mentemeter (it was suggested to pay for an advertising free version). No committee member will serve as a judge in a session in which their student is presenting. The prizes for the competitors are as follows: $1,000 first place, $500 second, $250 people choice, and each finalists get $150.
3. **New Business:**
	1. Communications Committee: No update.
	2. Membership Committee: Is working to contact members
	3. Nominating Committee: Jack is working on securing a slate of candidates.
	4. Awards Committees: Both the student and faculty awards committees are moving forward and will have selected recipients by their respective deadlines.
	5. Our next regularly scheduled meeting is Jan 26th, and we will hold an extra session on February 2, in order to make a final decision on the conference format.

The meeting ended at 1:00 p.m. CST.