

CSGS Executive Committee Meeting

April 5, 2023

Attendees: Mary Farmer-Kaiser, Jon Hakkila, Troy Terry, Karen Coats, Clay Gloster, Jill Huerta, Ruth Bahr, Aimee Surprenant, Andre Dehnam, Brian Dominy, Irene Aiken, Robert Wojtowicz, John E. Smith, Morris Grubbs, Julie Goodliffe

Mary Farmer-Kaiser began the meeting at 1:02 pm EST.

Introductions:

Executive Committee members introduced themselves to the group. Mary thanked the group for serving.

Minutes:

Minutes of the March 5, 2023 meeting were approved. Irene volunteered to read for grammar, etc., before we post them to the website.

Tampa Meeting Survey:

Mary will send a reminder to complete the survey by April 10th, after which Julie will get the responses from Andrea Golato.

Tampa Business Meeting Minutes:

Julie reported that emails with Business Meeting minutes did not successfully go to everyone, although that we had received 30 responses to approve the Minutes. She asked members to check spam folders for the csgsconference@gmail.com email address. She also asked how many members we have, so that she could confirm sufficient votes to approve the minutes. Peter Harries reported almost 120, and that 20% of the 2023 member institutions should approve the minutes. With 30 institutions responding to approve the minutes, the 20% requirement to approve the minutes has been met.

Greenville On-site Planning Meeting:

Mary reminded members that the on-site planning meeting is scheduled for June 14-16. She noted that we made a change in days this year compared to previous years. We are arriving Wednesday and leaving on Friday. Plan to arrive by 5pm, knowing that the intent is to be ready to go at 5pm. We will wrap up at noon on Friday, so please don't book flights out until 2pm at the earliest. The nearest airport is Greenville-Spartanburg.

We will be staying at the conference hotel: Hyatt Regency Hotel, 220 N. Main Street, Greenville SC.

CSGS will reimburse transportation (flight, mileage, etc.) up to \$650, meals (with receipts). We will also cover hotel; Peter will make all reservations. Peter will send a form to complete with receipts, etc., for reimbursement after the meeting.

Our goal will be to plan out the 2024 Annual Meeting. We need to decide on a theme, discuss potential plenary speakers, plan graduate student programming, and prepare for the call for proposals for breakout sessions and poster presentations. We will also visit off-site places for receptions, test out area

restaurants, and get to know each other. Think about potential plenary speakers. Someone asked if we pay plenary speakers. Peter and Mary noted that we didn't pay any plenary speakers in 2023, although we did cover expenses for everyone except our speaker from Amazon. Another member reminded that NSF and NIH federal agency speakers are always good and, because of their position, they cannot accept honorariums. Please let Mary know by April 5th if you'll be there. (Committee members typed their answers in the chat.)

2025 Meeting Call for Host Applications:

We will put out a call for host site applications. We want the application to host to be minimal, so we need to reduce the length of the application. We also know that we want to do outreach to places in the west. Texas is a location with potential, with many institutions schools. We discussed different cities in Texas and considerations such as walkability, cost, and who we know at potential host institutions. Our goal is for Mary, Jon, Julie and Peter to work with the company that helps us do site selection and get the 2025 site nailed down by, ideally, September 2023.

Identification of Tampa Panel for CGS Annual Meeting:

CGS would like a recommendation from CSGS about speakers for the 2023 CGS annual meeting in December. What are our thoughts about the speakers we had in Tampa? It was agreed that Katharine Stewart's plenary was excellent and that Andrew Goodliffe's session, using Slate for the entire life cycle of a student, was very informative. Mary will follow up with recommendations.

Website Updates:

Julie reported that she had learned our platform, wix.com, and has updated the website. Send any updated headshots or edits to her.

CSGS Committee Appointments:

Mary is working with the other officers to get appointments made done by May. Forward suggestions to Mary. Please suggest people that we need to engage and get involved in CSGS.

Tentative Meeting Date Schedule:

The group considered the proposed schedule for monthly meetings, which was modeled after the schedule used last year. Mary asked for feedback. We may cancel meetings if we don't have the need to meet. Calendar invites with Zoom links will be forthcoming. On June 7, we'll review tasks so we can hit the ground running in Greenville. The May meeting is for officers to focus on getting the nonprofit certification from the bank so we can have the payments set up on the website. We don't need everybody on that, just officers, unless someone has a strong desire to attend.

Adjourned at 1:58 pm EST.