

**AGENDA**  
**CSGS Executive Committee Meeting**  
**March 10, 2026**

**Present: John Lopes, Julie Goodliffe, Sharon James McGee, Annette Kluck, Brian Wayne, Lindsey Aloia, Irene Aiken, Desi Hacker, Debra Jackson, Jessica Queener, Laurence Bray, Bob Stackman, Troy Terry, Alan Itkin**

12:02 EDT call to order

**Meeting summary**

**Quick recap**

The CSGS Executive Committee meeting focused on reviewing the recent Baton Rouge conference and planning for future events. The committee discussed survey results about the conference satisfaction, with particular attention to food quality issues and catering challenges that received low ratings from attendees. They reviewed the new Wix event platform, which saved approximately \$4,000 compared to Guidebook while maintaining functionality, though some users noted difficulties with navigation and suggested exploring alternative options. The committee also discussed location selection for future meetings, deciding to combine their traditional institutional hosting process with outreach to convention and visitors bureaus in potential host cities. Regarding the upcoming Arlington meeting, they reviewed a Virginia Tech proposal for a Thursday reception and discussed potential involvement from George Mason University, including a proposed headshot station for attendees. The conversation ended with a review of committee representation across states and discussion of challenges in maintaining consistent committee membership due to turnover in graduate school leadership positions.

**Next steps**

- Julie and John: Send out an email to the membership requesting proposals to host the 2028 meeting, including the submission link and timeline for responses.
- Julie: Locate and verify the current location/form for the meeting host proposal (Google form or Wix/website) and ensure it is accessible for submissions.
- John and Julie: Send out a calendar poll to the executive committee to determine available dates for the Arlington site visit, aiming for after graduation season in May.
- Laurence: Coordinate with Aimee regarding the Virginia Tech and George Mason reception proposals, clarify cost coverage, and share all details in advance of the Arlington visit for informed decision-making.
- Sharon: Begin assembling the program committee for the next meeting.
- All executive committee members: Review the committee representation spreadsheet, check for errors (especially state assignments and terms), and notify John of any corrections.
- John: Confirm with Mary Farmer-Kaiser whether she will chair 3MT for the next meeting; if not, reach out to potential replacements.
- All executive committee members: Reach out to their state groups to solicit interest and nominations for open committee positions, especially for underrepresented states.
- Troy and Mary: Develop graphic design options for a conference photo opportunity backdrop for executive committee approval.

- John: Send out a schedule for upcoming executive committee meetings, alternating between Tuesday/Wednesday and noon/1pm times.
- Troy: Raise the 3MT competition format and cost issues at the upcoming CGS board meeting for discussion.

## **In-Depth Summary**

### **CSGS Executive Committee Meeting Review of the Survey**

The CSGS Executive Committee meeting began with introductions of new and returning members, including several deans of graduate schools. John Lopes, the meeting chair, introduced the agenda and noted that the previous meeting's minutes, prepared by Julie Goodliffe, were approved. The committee discussed the recent Baton Rouge meeting, with Julie presenting survey results and analysis of what worked well and areas for improvement. The group planned to review the survey sections in detail, focusing on feedback and planning for future events.

#### **Feedback on the Food**

The survey discussion continued, with the group noting satisfaction with topics, networking, and professional development, but concerns were raised about food quality and availability, particularly at receptions. They discussed issues such as limited dietary options, long lines, and inadequate food stations, which led to frustration among attendees. The group agreed to improve catering services for future events, potentially involving a catering company to test their offerings ahead of time and ensuring better setup and communication during events.

#### **Wix Event Schedule Feedback (Boom calendar)**

The team discussed the new event list system implemented to save costs, which received mixed ratings due to usability issues on mobile devices. Julie and John explained they had identified and thought they fixed technical issues with the Wix platform's event sequencing, though some problems persisted. The group agreed to explore improvements including better mobile interface training and potentially alternative app solutions, while acknowledging the \$4,000 cost savings achieved with the current system.

### **Arlington Conference and Beyond Planning**

The meeting focused on planning for the next conference in Arlington, including discussions about venue options, reception proposals, and committee appointments. John and Julie agreed to send out a survey for potential conference hosts and to explore combining institutional proposals with city bids for future conferences. Laurence proposed a headshot station for the conference reception, which John and others supported. The conversation ended with a review of committee membership needs, particularly for the audit and nominating committees. John mentioned he would follow up with Mary Farmer-Kaiser about chairing the 3MT committee.

12:51 Adjourn