

CSGS Executive Committee Meeting

January 4, 2024 at 12pm CST / 1pm EST

Officers Present: Mary Farmer-Kaiser (President, University of Louisiana at Lafayette), Jon Hakkila (President-elect, University of Alabama Huntsville), Peter Harries (Treasurer), Julie Goodliffe (Secretary, University of North Carolina Charlotte)

Executive Committee Members Present: Irene Pittman Aiken (University of North Carolina Pembroke), Ruth Bahr (University of South Florida), Brian Dominy (Clemson University), Clay Gloster (North Carolina A&T University), Jill Huerta (University of North Carolina Charlotte), David Shafer (North Carolina State University), Aimee Surprenant (Virginia Tech University), Troy Terry (University of North Georgia), Robert Wojtowicz (Old Dominion University), John Lopes (Clemson University)

1:02 Mary Farmer-Kaiser started the meeting.

Minutes

Approved with edits.

Greenville, SC, 2024 Meeting Topics

Guidebook

Spaces, maps, locations, and the speaker schedule will be updated, in Guidebook, and Clemson is working on local restaurant choices and favorite meals. Pictures for all speakers including the 3MT competitors were in the Guidebook for Tampa. Award winners - we will set them up in Guidebook and then reveal the page during the awards luncheon. Brian will get sponsors from Peter. Julie will set up Google form for elections and supply a QR code to Brian. A Post-meeting survey will be set up in the Guidebook and sent out in an email. Julie will set that up and provide a QR code.

Website

It was decided that that it was time to take down the 3MT registration form and the early bird from the website.

Registration numbers

Julie and Peter reported that 187 people are registered, almost all are members, and a vast majority have paid. A total of 63 3MT competitors are also coming, so ~250 folks are registered. February 20 is the date the hotel will release the room block, whatever remains, and the conference rate will go away.

Plenary speakers

AI: Peter is nailing down that plenary. Frankie is registered, and Mary will register her speakers on their behalf. Mary and Brian will also follow up to get information about which plenary speakers need hotel rooms on what dates.

Breakout sessions

Jon reported that they seem to be all set.

Grad Student programming

John reported that they (Clemson) has the grad student sessions under control, and that they are working on a partnership with USC.

CGS

We'll need to shift the schedule to allow for 30 minutes for Suzanne Ortega, plus time for some Q&A. The idea to cut lunch by 15 minutes was proposed. The Committee suggested having lunch start at 12:15, then the next item at 1:30. We could then have Suzanne speak until 9:30, then have the coffee break, followed by Plenary 1, breakouts, and lunch. Jon will update schedule and send it to Julie.

3MT

Sixty five institutions have registered 3MT competitors, 32 sent in the competitor information form, which is due at the end of January. Jill will send reminders to the registered institutions.

Sponsorships

South Carolina institutions have contributed \$7,500 from five universities. The committee found that Impressive for SC. Troy also has sponsors lined up. Mary will send out an email next week asking for coffee break sponsors.

Local arrangements

John is working to get the President to give a welcome address. Clemson bands are set up for the reception, and John confirmed that they will have plenty of community members to serve as judges for the 3MT finals. Four people from Clemson have volunteered to help, so we don't need to hire our helper from last year.

Hotel/Receptions

No updates other than to say that the hotel block is full. Peter is working with Darla to identify an overflow hotel.

Awards

No updates.

Meeting space

The officers will put all the sessions in appropriate locations in the hotel conference space, with the help of Brian and Irene. Peter will send the contract to make sure we have the selected rooms booked.

Dallas, TX, 2025 Meeting Topics

CSGS has signed the two hotel contracts. Peter needs to get in touch with SMU to book the spaces there. CSGS will invite SMU's Graduate Dean to the Executive Committee meeting in Greenville this year. The plan is to identify dates for the committee's trip to Dallas during this meeting.

CHBGS

Clay reported that all is underway but that he has a lot to do in a short period of time.

2:03 adjourn