**CSGS Executive Committee Meeting**

**February 4, 2021, 3 pm EDT**

**Minutes**

Members present: Jack DeRochi, Cathy Pagani, Julie Goodliffe, Karen Coats, George Flowers, Troy Terry, Jon Hakkila, Ruth Bahr, Desi Hacker, Constinia Charbonnette, Andrea Golato, Kim LaScola Needy, Mary Farmer-Kaiser, Lori M. McMahon, Jamillah McDaniel, Lisa Sperling, Mary Owens-Southall

**1. Minutes:**

The minutes of the January meeting were unanimously approved.

**2. Conference Planning:**

* **Suzanne Ortega’s pre-conference forum**:
	+ Registrations are coming in. Julie is keeping a list of participants.
	+ Karen will be introducing Suzanne
* For **table-top discussions**, facilitators need to be prepared with questions, we will post to the Hopin platform as soon as possible to promote all the content.
* **CHBGS program**: Reggie (FAMU) is now working with Julie to add CHBGS content to the same conference program. Karen will add that content to overall conference program.
* **Program items**: Karen provided an update and added facilitators for various events during the conference and added names to the schedule.
* **Awards**:
	+ Committee chairs will introduce winners.
	+ Winners will be given the opportunity to speak (students typically thank others and talk very briefly about their research. The faculty member will talk about their mentoring approach).
	+ Jack be contacting Michael, Cathy, and winner and will put together the slide deck for the awards ceremony.
	+ We will also create a PDF, similar to the booklet we used to have in person.
* **Business meeting**:
	+ There will be a report from each of the committee chairs
	+ There will be an election of various positions, including Lori McMahon’s who will be resigning from CSGS following the conference.
	+ There will be a vote on a bylaws change.
* **3MT finals**
	+ 25 students have signed up, students have until the 12th to upload their video. If they don’t meet the deadline, they cannot present.
	+ We are short one judge but Desi feels this is well under control. Some committee members will provide additional names. Desi and team scheduling brief training sessions for all the judges prior to the conference.
	+ Links are set up for voting.
	+ There are two 2 moderators, and Jack will moderate the finals (there will be a brief training for moderators).
* **Sponsor booths**: Julie will only upload the logos of sponsors. Sponsors will not have a booth. Instead, sponsors have been given speaking opportunities during the conference.
* **Technology:** Julie provided a brief demo of the software.
	+ There will be an email communication explaining how participants access the site.
	+ Julie will offer training sessions for presenters and moderators in the coming week so that everyone is comfortable with the technology. A special training session will be set up for Suzanne Ortega.

**3. Bylaws**

* The communications *ad hoc* committee presented a draft of a proposed bylaws change. Kim Needy moved that the change be presented to members and be voted on at the business meeting of the conference. Lori McMahon seconded the motion. The motion carried.
* Andrea will post the information on the website and will send out an email to the membership about this proposed change.
* The proposed new text reads:

Section 4. Business Meeting Minutes

Within 14 days of the business meeting at the annual conference, the Secretary shall disseminate draft minutes of the business meeting to the members. Members shall review and offer corrections or comments on the minutes for 14 days following dissemination. After the window for corrections closes, the secretary shall edit the draft minutes according to the feedback that was received and disseminate the revised minutes to the members within 14 days.  Once the revised minutes have been disseminated, the graduate dean of each member institution (or their designee) shall vote to approve the minutes within a 14 day window. The Secretary shall post the approved minutes on the website.