**CSGS Executive Committee Meeting**

**August 25, 2021, 1 pm EDT**

**Minutes**

Members present: George Flowers, Andrea Golato, Sharon James McGee, Brian Kloeppel, Lisa Sperling, Juan E. Gonzalez, Jill Huerta, Andrew Goodliffe, Karen Coats, Brenda Smith, Ethan Carver, Julie Goodliffe, Constinia Charbonnette, Mary Farmer-Kaiser, Jon Hakkila, Jamillah McDaniel, Jack DeRochi

Karen Coats called the meeting to order at 1:02 EST

**1. Minutes**

The minutes from the May meeting were approved.

**2. Conference**

* Mary reviewed the program for Raleigh with the committee. So far, we only have 5 submissions for the breakout sessions. The poster session will be done as a break-out sessions (and we will leave the posters up if we do not have enough submissions for the breakout sessions).
* It was noted that the schedule mentions an optional tour to Hunts Library with shuttle service from the hotel to the library and then to the reception. This part needs to be worked out.
* CHBGS has had questions regarding space available to them. George will provide the contract to them, and Mary and Karen will follow-up.

Action Items:

* Karen suggested that the executive committee members have another look at the schedule and send feedback to her.
* Andrew will send Andrea updates for the 3MT competition for her to post.

**3. Tampa visit**

Karen reported on the trip she, Mary, George, and Jack took to the 2022 conference venue.

* The Tampa Hilton Downtown is the hotel that was selected from among three choices. The conference space was best, fitness room was good, the food was very good, there are a lot of restaurants, and the waterfront is also not very far. The Riverwalk is very close to the hotel.
* The group toured several reception venues (aquarium, party boat, train depot, health sciences building on waterfront, etc.) One place that has not been toured is the Art Museum. However, it would cost $4,500. George noted that there might be another possibility on campus.
* The dates of the conference have not yet been finalized since the contract has not been finalized.
* The room rate at the hotel will be $219.

**4. Recap on Summer Forums and planning of upcoming forums**

* Ethan provided a brief update on his May forum “What is the new neo-normal”. Good discussion from different perspectives on challenges and innovations.
* Brian provided an update on the July forum on recruitment. Good-turn out 30-40 people attended, a lot of ideas regarding recruitment were shared.
* The next forum will be held on September 23, noon central. It will be a “Reality Roundtable” with open discussion. Julie Goodliffe volunteered as a facilitator and will develop prompts.
* The October forum will focus on rubrics in admissions. The forum is organized by Mary and Andrew.
* Earnest Brothers was suggested as a good presenter on holistic admissions – possibly for January forum.

Action items:

* Julie will create and send the description of the September forum to Andrea for her to post on the website.
* Mary and Andrew will discuss the format/content of the October forum and will send a description for Andrea to post on the website.
* Sharon will contact Earnest.

**5. Communications ad hoc subcommittee**

Sharon reviewed the ado committee’s report.

* The executive committee has already taken some action in that changes were made to the constitution regarding the approval of the minutes of the Business Meeting. Suggestion.
* Karen appointed Sharon, Jill, Lisa, and Andrea to serve on an ad hoc committee and tasked with finding a suitable website provider and determining the goals/tasks of a standing communications committee and possibly a communications officer. The committee will report to Mary.

**6. Committee Membership**

Action items:

* Jack and Andrea will meet offline to discuss which positions will need to be filled at the next Business Meeting at the annual conference.
* All executive committee members were charged with identifying the following empty slots on various committees:
	+ Faculty Awards Committee: Lisa will chair, 4 individuals will need to be selected
	+ Student Award Committee: Jon will chair, and 2 individuals will need to be selected
	+ Membership Committee: Sharon will chair, and we will need to 2 individuals
	+ Nominating Committee: will need four
	+ Three Minute thesis: Karen will let Andrea know who is currently serving

**Karen closed the meeting at 2:09**