CSGS Executive Meeting

January 25, 2023

**Attendees:** Mary Farmer Kaiser, Andrea Golato, Irene Aiken, Brian Dominy, Brian Kloeppel, Aimée Surprenant, Julie Goodliffe, Sanjay Menon, Peter Harries, Jill Huerta, Juan Gonzalez, Jon Hakkila, Troy Terry, Morris Grubbs

Mary Farmer-Kaiser called the meeting to order at 12:03 CST.

**Minutes:**

The minutes were approved.

**Hotel and Registration:**

We filled the block of reserved rooms at the hotel. Since the Hilton hotel is currently charging over $400 for rooms, Peter is working with the Hyatt as an overflow hotel for room rates of $229 and $259. The original block of room reservations was too low and did not take into consideration a more general willingness of the public to travel post pandemic. Peter, who was not involved in negotiating the original block of rooms in Tampa, has reserved more hotel rooms for Greenville. Peter will provide Andrea with a link for the website once the overflow hotel has been secured. Mary will compose an email that Andrea will send out stating that there is an overflow hotel and still time to register for the conference.

We no longer offer early bird registration and online registration will be available until February 15. After that, there is only on-site registration available at the conference. There is help from Auburn staff for on-site registration. Peter stated that a lot of people who have registered have yet to pay. He is reaching out with reminders to those individuals.

**Awards:**

Student and faculty winners were selected, and non-winners were notified. We need to include in the operations manual that there needs to be communication back to the contestants. Peter will take care of the plaques. We have a few couple of honorable mentions at the celebration. Thank you to the committees for their work.

**Program:**

Brian thanked Julie and Andrea for updating Guidebook and the website with the most recent versions of the program. There have been few edits but if there any, executive committee members need to send them to Brian.

Peter confirmed that the rooms have a screen, and projector and a microphone but that Brian needs to remind break-out session leaders to bring their computers and any adapters. Based upon Troy’s suggestion, Brian will also mention in his email that Julie can post any handouts in Guidebook prior to the conference. He will also remind them to try out the equipment in advance and contact the registration desk if there are problems. The room in which the plenaries are held will have a laptop. Brian will follow up with the break-out session with the information.

Guidebook:

Julie mentioned that we can include sponsor information for each event they are sponsoring. Sponsors can edit the information. It was confirmed that the information on the 3MT judges is not in the Guidebook since we usually work until the last minute at securing judges. Judges are recognized by the person who runs the 3MT session. We will publish Guidebook once we have entered the 3MT contestants entered. We need a handout on how to use Guidebook for all registrants.

**3MT:**

On the deadline date to provide details about presenters, 57 institutions had indicated that they will bring a 3MT participant. Jill has received the names of 51 contestants, two institutions have asked for an extension to provide that information, and four have not sent any information. Jill pointed out that a lot of institutions have contacted her because they did not receive a confirmation email that they provided the information. Jill will soon send out specific event information to the students. Jill is contemplating an extension for students to submit the slide. If she does, she will send the info also to Andrea so that she can update the page. There are a number of institutions who have a 3MT representative that have not yet paid the registration or membership fees. We will not disqualify the students on these grounds. It was suggested that we can utilize the 3MT contact person and let them know that they have not yet paid. Mary is happy to follow up with deans after the conference.

At the next meeting, Jill will assign executive board members to various duties. She suggested a text group so that we can reach each other at the conference.

**Sponsorship:**

Troy reported that the sponsorship committee met. The committee raised $20,000 in sponsorships which is considerably more than in the previous year. We will need communication with sponsors and exhibitors. Peter will send out a letter to exhibitors explaining what is included in the sponsorship. Peter will also take care of the signage.

**Things still to be organized:**

* We still need to set up a meeting with the Hilton to decide on meals. Several registrants had dietary restrictions that we will need to take into account. However, nobody requested other accommodations.
* For the elections, Andrea will create a Qualtrics survey.
* We will discuss the statement of the Florida presidents at the next meeting.
* We will also need to discuss the bylaw revisions at the next meeting.

**Preparatory meeting in Greenville:**

Executive committee members need to book travel such that they are available on June 14 at 5pm until June 16 at noon.

Adjourned at 1:08 pm.