

**CSGS Executive Committee Meeting  
March 22, 2025**

**8:00 AM, The Highlands Hotel, Dallas TX**

**8:08 am, CT, call to order**

**Welcome new members to CSGS, and introductions.**

**Minutes for March approved as is.**

***CSGS Housekeeping Items***

Troy went over the agenda and dates for future Exec comm meetings, including the on-site meeting in Baton Rouge.

**CSGS Exec Comm members are responsible for:**

- Function as ambassadors for graduate education.
- Act as ambassadors for CSGS, CGS, CHGBS by encouraging people/universities to join; become involved; present CSGS, CGS, CHGBS initiatives at regional/state meetings.
- Consider joining and/or attending the CHGBS meeting, which is held the day before the CSGS annual meeting each spring. Membership is \$300. Membership is as a way to build connections and support a more diverse, equitable, inclusive graduate education community.
- Helps us keep the CSGS momentum going throughout the year. To assist with this, we will keep scheduled Zoom meetings on the books; some will be inclusive of all Executive Committee members, others only officers; we'll cancel if there is no business to discuss.
- Serve on or chair a CSGS committee. Several years ago we identified this as a best practice that helps us ensure continuity between the Executive Committee and our standing committee and their activities.
- Attend the conference site visit and planning meeting in Baton Rouge.
- The Executive Board will also take advantage of other meeting opportunities provided by CGS.

***2025 Post Meeting Survey Initial Results/Discussion/***

## Pros

- Vendors were fine with everything
- Venues all worked great
- Help from SMU staff was extraordinary – we've never had so much support
- ASL applause worked well for 3MT
- Liked moving around from location to location
- Liked going outside during the conference
- Food was good and variable
- People stayed at the venue because they couldn't go back to the hotel
- Programming was very good
- The meeting flowed really well – the space drove what we did
- 3MT scoring was so efficient! The CSGS 3MT people need to know how to run a big 3MT at their school, and the local people have to be helpful especially around judges.

## Cons

- Shuttle – needed to be agile to get in and out
- Plastic knives and forks, plates
- No labels on the food was hard for people with dietary restrictions
- Do we really need that much food?
- Need coffee, tea, water and more than one station (diet coke was suggested)
- Would have been nice to have more options – four concurrent sessions made it hard to go to some good sessions
- Some sessions were not very well received
- Nice to be on campus, but it was hard to get out into the town and go to a restaurant or something. There are big roads to cross here.
- Need a paragraph description for each of the breakout sessions
- Awards need more details about who won and why, some info about the wonderful things that the winner did
- Run sheet needs to be a script – printed and on the podium. Every presenter needs to send their text and we put it in a script.

## Ideas:

- Liaison for the local university person who is the contact person – we need them to come to the executive committee meetings (we sort of do that but maybe we need to invite more campus liaisons)
- At the next meeting, have the president point out where to find things like restaurants – slide with a map, at the beginning of the conference
- Need the session descriptions in Guidbook, but limit it to 250 words or so
- How do we get people on committees? Put out an email with an ask for volunteers. Put something on the website so people can volunteer. It's also on the survey.

- Get rid of the membership committee and create a Conference Support Committee  
Maybe have two committees that are smaller? Continued Engagement Committee?
- What is the benefit for membership other than the conference? Should we offer a monthly newsletter?
- Guidebook needs to stay with Executive Committee, and needs two people
- Attendance list should be somewhere for the conference attendees to see. Should we upload into Guidebook, can we upload a csv in Guidebook? If not, we need a different software package
- Listserv? Discussion board? Is there something on the website? Julie will look into Wix, but Julie thinks we need a Substack
- Get one of the new Executive Board members on Guidebook so they will be here doing it for three years
- People at the Business Meeting are probably our best group to start getting more people engaged
- 21 judges – we really need the local people help. Visit Baton Rouge said they would help next year
- Breakout sessions need a Chair, someone to start and stop. Maybe get people engaged to volunteer for that. Conference Committee? Have President-Elect let speakers know what their responsibilities are for running a session
- Let's increase the registration fee so that everyone pays more but then there is no 3MT fee per student.
- Get rid of the in-person Executive Committee Meeting on Saturday – make it on Zoom a week later.

### ***2026 CSGS Participation Items***

Look to see if there are universities in your state that are not actively participating in CSGS. Peter will share the master list of attendees and current members. Look at your states and see who you can reach out to via your state association/network and ask to join.

### ***2026 Executive Committee Items***

**Need update photos/bios of all new EC members, send to Julie.**

**Continued EC Leadership meetings:** We will continue meeting on Zoom at 12pm Central, 1pm EST, every month, alternating Wednesdays/Thursdays.

**2026 CSGS Meeting Items: Host Baton Rouge, Crown Plaza Hotel** with lots of meeting spaces and easy access to downtown via I-10. Troy will send out dates and a poll.

### ***Audit Committee Motion***

Proposal to increase registration to \$550/\$650 and \$250 for 3MT students.

Not a change in membership rates, but a change conference rates. Peter went over rates of other regional CGSs, and will send us the rates to review.

Thoughts about the future budget – Visit Baton Rouge paid for our scoping trip last year and that isn't on the books, so how do we fund scoping trips in the future without going over?

### ***2026 CSGS Committees***

Email Troy with committee assignment ideas. The goal is to email and get new members set up by September.

### ***Looking Ahead to CSGS 2027***

We need to go back East. NAGS 2025 is in Baltimore next month. Recent past sites: Greenville, Tampa, Raleigh, Birmingham, Knoxville, Fayetteville, Annapolis, Charlotte, San Antonio.

Norfolk?

Adjournment 9:27 am CT