**CSGS Executive Meeting**

**February 23, 2023**

**Attendees:**

Mary Farmer Kaiser, Andrea Golato, Irene Aiken, Brian Dominy, Brian Kloeppel, Julie Goodliffe, Karen Coates, Clay Gloster, Peter Harries, Jill Huerta, Juan Gonzalez, Troy Terry, Morris Grubbs, Ruth Bahr, Mark Garrison, Sanjay Menon, Jon Hakkila

Mary Farmer-Kaiser called the meeting to order at 12:02 CST.

**Minutes:**

The minutes were approved.

**Ruth Bahr (local host):**

Florida is ready to host us. The most recent statement from university presidents was from community college presidents. At the university level, activities regarding diversity and inclusion have not changes. Ruth Bahr stated that one of her staff members will come to the conference to help with the conference. Florida Universities are hosting the reception on Friday night and band will play from 6:30-8:00. No walking is involved for any of the receptions.

Ruth also reported on some issues finding local 3MT judges. She sent out two hundred emails sent and has secured seven judges so far. One of the issues is the timing since it is difficult time to come to downtown on a Friday afternoon. A suggestion is to ask deans to serve as judges who are not bringing a student themselves.

**Mark Garrison (CHBGS officer):**

CHBGS is thriving, but the president has retired, the vice-president has become a provost and is no longer able to serve in the organization, and the secretary is also no longer in their position. Mark Garrison is the only person left of the executive committee. They have a good agenda laid out for their meeting. A lot of their members have decided at last minute to attend the conference. Julie will upload the program into Guidebook. Mary asked Mark to share the registration list and for the most current version of the program.

**Registrations, hotel, meals:**

Peter reported that we have close to two hundred registrations; we have some corporate sponsors and exhibitors. We have 12-13 hotel sponsors. Some sponsors gave $200, others $1,000, and yet others $2,000. Peter will create different levels of sponsorship (gold, silver, bronze) to recognize the different levels of sponsorship. ETS is not a sponsor, but it is an exhibitor.

Mary noted that not all speakers have registered and not all of 3MT speakers have registered. We are working on rectifying this. Peter will use the registrations to make name tags. We have filled the original block of hotel rooms at the hotel as well as the hotel blocks added later at the conference hotel and at the overflow hotel. We have more rooms reserved in Greenville. Food and drink for the receptions and meals has also been ordered.

**Guidebook:**

Julie Goodliffe gave an overview and update on Guidebook. It was decided to keep the information on the award winners invisible until the luncheon itself. Instructions on how to access Guidebook will be sent out via email and we will post it on the web once Julie has published the Guidebook. Julie asked that executive members go into guidebook and check the information for correctness.

**Program:**

Brian shared the program with the group. Speakers and sessions have stayed the same, except for one recent change in a breakfast facilitator. Julie Goodliffe, Brian Kloeppel, and Jon Hakkila will meet at the conference to pick a format for next year’s program that is easier to import into Guidebook. We are hoping that those who are doing introductions of plenary speakers have the information they need. Brian has contacted the speakers about the technology.

**Grad Student Program:**

The student program is done. Karen mentioned that the last session in the program has a different set-up and might require additional technology. It was noted that we will have to address that issue on location.

**3MT:**

Jill has all materials from the 3MT participants. Heats and presentations are ready. She used the title students gave her even if she felt the capitalization should be different. As soon as we have judges, Jill will send out information to them about the judging process. Since we do not know if there are microphones available in the room, we are planning to let students know that they will need to speak loudly (the rooms are not too big). 3MT committee members will facilitate each of the heats and they will have a script. Jill needs three folks to keep time and Brian (Dominy), Morris, Julie volunteered. They will also bring their laptops so that we have a back-up. Jill will facilitate the final round. We will announce finalists at the reception.

**Awards Luncheons / Business Meeting**

Mary sent the run-sheet to the committee and asked for feedback. In order to make for smooth transitions, speakers should come to the stage slightly before it is their turn. Those giving reports were asked to send Andrea their reports so that she can include the information in the minutes. Peter will send out form to winners to get reimbursements. Mary will send Andrea agenda so that she can post the information online. Candidates for election have been posted and the ballot has been created. Karen and Andrea will look at the results and Karen will announce the winners.

**Feedback survey**

Andrea will send the feedback survey from last year to the committee and asked for edits by Monday so that she can create the survey for distribution to the membership.

Meeting adjourned at 1:02.