**CSGS Executive Committee Meeting**

**September 16, 2020, 3 pm EDT**

**Minutes**

**Present:** Kim LaScola Needy, Karen Coats, George Flowers, Andrea Golato, Jamillah McDaniel, Sharon James McGee, Terry Troy, Lisa Sperling, Cathy Pagani, Desi Hacker, Mary Kaiser, Ruth Bahr, Constinia Charbonnette, Mary Owens, Jon Hakkila, Julie Goodliffe , Jack DeRochi

**Excused:** Lori M. McMahon, Mary Owens,

**The meeting called to order at 3:02 p.m EST.**

**Approval of Minutes/Summary from August 13**

* Sharon McGee moved to approve the minutes, Terry Troy seconded, and the minutes were unanimously approved.

**Check-in on CSGS Communications Planning:**

* Desi Hacker sent the committee’s recommendations about the website to George Flowers.
* The Communications Planning Committee will meet next week (Sept 22) and be prepared to give an update at the October meeting.

**Review of CSGS Forums**

Debriefing of Sept 9:

* The September 9 meeting went well, a lot of people attended and there was good feedback.
* **ACTION ITEM:** George Flowers recorded the meeting and a link to the recording will be added to the website.

**October 6 forum: Jamillah McDaniel, Sharon McGee**

* Different formats than the ones we have used in the past are possible
* The topic of this forum will be on online recruiting.
* Given her experience with online recruiting, Lisa Sperling volunteered to help with the meeting. She suggested topics such as “Building a virtual booth” and “Learning to deal with technology.
* Recruiters and faculty should be invited as this is likely a topic of great interest. (License allows up to 500 individuals.)
* **ACTION ITEM:** Jamillah, Sharon, and Lisa will write up a short description and share it with Andrea Golato and Jack DeRochi. Andrea Golato will place the information on the website, and Jack DeRochi will send a message to the membership.

**October 8 forum, Mary Farmer-Kaiser**

* Mary Farmer-Kaiser volunteered to hold a special forum on Thursday, October 8, 1 pm Eastern time on holding an Online 3MT
* **ACTION ITEM**: Mary Farmer-Kaiser will connect with the 3MT committee prior to the event
* **ACTION ITEM**: Mary Kaiser will write up description Andrea Golato will place the information on the website, and Jack DeRochi will send a message to the membership.

**November 4: “Restarting Graduate Research,” Peter Harries, Ruth Bahr**

* The team will get together soon to plan this
* **ACTION ITEM:** Anyone who is interested can join them

**2021 CSGS Conference Update: Karen Coats**

* 1. Tentative Schedule.
* Karen presented the tentative schedule for the online invite
* Saturday was left out on purpose, because folks are attending from home and may not want to trade off family time.
* Maybe changing one of the days to the afternoon
* What will the conference cost? Membership fees and conference registration fee? What will we be using the funding for? We are paying for Zoom license, prizes, we may need to ask professionals to run the conference, honoraria for plenaries. Cost should be as little as possible
* Constinia offered to help with the technology
* The committee considered the student track to be important
* The 3MT committee will make suggestions regarding the format of the 3MT.
* We need to reach out to others (like CGS) on the infrastructure
* We will need a technology committee to discuss for planning the infrastructure of the program
* **ACTION ITEM:** Review the tentative agenda (attached) and send suggestion to Karen Coats
	1. Approach to Plenaries
		+ Karen Coats listed possible plenary speakers.
		+ **ACTION ITEM:** Please send speaker suggestions directly to Karen Coats
	2. Approach to sponsorships
* We need to make the case that sponsors are important for the organization.
* Sponsors need to talk about topics relevant to the membership.
* Start the day with a coffee-chat with sponsors, incentive: to refund one registration for folks who are present.
* Can be there a virtual exhibit hall with break out sessions? We need to ask people to pre-register for booths beforehand or perhaps assign them randomly?
* Possible sponsors:
	+ Major of providers of application systems and recruit them: have sessions where each vendor would get feedback on their product
	+ Possibly invite Duolingo (retrieving scores),
	+ We could survey members with options regarding sponsors.
* ACTION ITEM: We need more discussion about sponsorship. The sponsorship committee (Kim Needy and George Flowers) along with

Julie Goodliffe, Ruth Bahr, and Jack DeRochi will discuss conference sponsorship and make recommendations to the group. Kim Needy will convene the group.

**The meeting was adjourned at 4:04 pm EST.**