

**CSGS Executive Meeting**  
**March 5, 2023**

**Attendees:** Mary Farmer-Kaiser, Sanjay Menon, Peter Harries, Jon Hakkila, Julie Goodliffe, Jill Huerta, Clay Gloster, Lidia Kos, Irene Aiken, Brian Dominy, Ruth Bahr, Amy Surprenant, Morris Grubbs

President Mary Farmer-Kaiser called the meeting to order at 8:07 am EST.

**Minutes:**

The February 23 minutes were approved with edits.

**New Motion:**

Motion to have the Vice President of CHBGS serve on the CSGS Executive Committee as *ex officio* CHBGS member since Clay Closter, the new CHBGS president, is already an elected member of the CSGS Executive Committee. Motion seconded and approved. Current VP of CHBGS is John Smith, Jr. from Clark Atlanta University.

**Executive Committee Member Introductions and Responsibilities:**

After introductions, Mary provided a broad overview of the responsibilities of CSGS Executive Committee members. They included:

- Function as ambassadors for graduate education.
- Act as ambassadors for CSGS, CGS, and CHGBS by encouraging people/universities to join; become involved; present CSGS, CGS, and 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, and 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 Greenville, which Brian has already scheduled us for on June 14-16, 2023. We will stay in the conference hotel, plan the program, visit local restaurants, and tour potential reception venues.
- The Executive Board will also take advantage of other meeting opportunities provided by CGS.

**2023 Meeting Items:**

Survey – A post-meeting survey will be sent to all people who registered. Mary will draft an email and Julie will find the survey link.

Reports – All committee chairs should send reports delivered at the business meetings to Andrea and Julie. Per the constitution, there is a tight timeframe to post minutes after meetings.

**Immediate Feedback from CSGS 2023 in Tampa:**

What went well:

- Plenty of food Friday night. Peter increased it this week after the first reception.
- Program was very strong – plenaries were excellent.
- Announcement of 3MT finalists at the reception – that went well, brought students to the reception.
- Hotel staff were great, and tech people were helpful.
- CSGS hired Julie to help at the meeting which was very helpful, and we should do that again.

What didn't go well/ideas for improvement:

- Not enough rooms.
- Not enough food on first reception night. Would rather have too much food than not enough.
- Student award winners talked too much during the award ceremony. Limit them to one slide; 3MT-style presentation.
- How many guests can award winners bring? Can they bring them to receptions? Two guests per award winner, and they can come to the lunch and we pay for one room at the hotel.
- 3MT: A scream during the 3MT was not good. An iPad timer would be helpful at the 3MT; with that we won't need the "TIME" spoken word. We should add a People's Choice Award in the 3MT heats. How many winners from each heat? Three per heat, top three or 1,2, and People's Choice. People's Choice is the top vote-getter who isn't first or second place.
- One breakout session was made up of two graduate students; not good if we're also rejecting people who want to present.
- In the future, need to mix up institutions, topics, numbers of presenters in a session, diversity of presenters.
- We could use volunteers to help during the meeting, to be at the registration desk, check room setups, count numbers of people in sessions. Maybe Executive Committee members should have assigned tasks at the meeting.
- Should we have a session for attendees who aren't deans? Or have a separate breakfast for first-time attendees, non-deans? Or, have a set of tables at breakfast for first-time attendees, and also set up tables for 3MT competitors? The latter may not be necessary, since they seem to find each other.

#### **2024 CSGS Participation Items:**

Look to see if there are universities in your state that are not actively participating in CSGS. The plan is to do some outreach. Mary will share the master email list to see what names/universities we have now. There are multiple lists, and we need to figure out who are/aren't members. Mary will merge the meeting list with the master list, and keep track of nonmembers along with members. Andrea has the list of meeting registrants. Jill will send list of 3MT competitors so that we exclude them from the master list, but send them the survey.

#### **2024 Executive Committee Items:**

Photos: Julie will update the CSGS website with new photos and information about the Executive Committee and Officers. Send head shots (or updated ones) to her.

Operating manual: Mary will share with committee chairpersons and Executive Committee. Much of it is in need of updating.

Leadership meetings: We will continue meeting on Zoom at 12pm Central, 1pm EST, every month, alternating Wednesdays/Thursdays. We will take advantage of CGS meetings for additional CSGS Executive Committee meetings as the opportunity presents. We will host a CSGS breakfast meeting at the CGS annual meeting in December.

### **2024 CSGS Meeting Items:**

Make travel arrangements for the planning meeting in Greenville, S.C., June 14-16, 2023. Be prepared for our first meeting by 5pm on the 14. Let Peter and Mary know if you are or are not coming by April 5. CSGS will cover travel, now up to \$650 for the flight. Plan not to leave before noon (2 pm for flights) on the 16<sup>th</sup>.

Current contract for conference: rooms at the hotel – 30 rooms contracted for the first night, for the CHBGS evening. Is that enough? Clay to check with Mark. The hotel expects us to fill 80% of the rooms, so it's better to reserve more than too few. Contract for the rest of the meeting: 160, 180, 100 for Wednesday through Friday. Peter suggested we increase block to 230 for both the reception night and, if not possible, get a block in the nearby "modern Euro" hotel, or the Poinsettia. There were 263 total registrants for Tampa; how many people came for Tampa, or came for the meeting and will also come to Greenville? More people will be able to drive to Greenville. Therefore, reserve 225, and Peter will check whether we're on the hook for the minimum. Discussion led to questions about how many people leave before the last day and it was suggested that we request that information from the Hilton Tampa Downtown.

### **CSGS Committees:**

Email Mary with committee assignment ideas. The goal is to set them up by May. Members of the Executive Board are asked to serve on committees to support improved communication. Jill will do 3MT committee again. A suggestion was to make the sponsorship committee bigger. Agreement was made to make this an agenda item in the future.

### **Looking Ahead to CSGS 2025:**

"We need to go West." We need to simplify the form to gather potential host institutions. Ruth suggested that we explain that the CSGS committee makes it easy for the host institution, so that potential host institutions aren't afraid to sign up. Think of the location and also the cost of doing business there. Recent past sites include:

2024	Greenville, SC
2023	Tampa, FL
2022	Raleigh, NC
2021	Virtual
2020	Birmingham, AL
2019	Knoxville, TN
2018	Fayetteville, AK
2017	Annapolis, MD

2016	Charlotte, NC
2015	New Orleans, LA
2014	San Antonio. TX
2013	Greenville, SC

Due to time and travel constraints, the committee accepted the recommendation to table all remaining agenda until the next Executive Committee meeting and/or the Greenville meeting in June.

Officially adjourned at 9:42 am.