

Draft Minutes
CSGS Executive Committee Meeting
Thursday, November 13, 2025
1:00 PM EDT, 12:00 PM CDT via Zoom

Attendees in order of their Zoom video appearance: John Lopes, Julie Goodliffe, Troy Terry, Andre Denham, Alan Itkin, Bob Stackman, Jon Hakkila, Laurence Bray, Annette Kluck, Sharon James McGee, Desi Hacker, Brian Wayne, Debra Jackson, John E. Smith.

1:02 call to order

Meeting Purpose

Review committee progress and finalize plans for upcoming conferences.

Key Takeaways

- Awards Deadline Extended: The "Outstanding Contributions" award deadline is extended to Nov 21 due to only one nominee. All award winners must be finalized by Jan 9, 2026, to allow adequate time for travel arrangements.
- 3MT Rules Set: To ensure fairness, 3MT slides will not display university names. This prevents bias from local judges or name recognition, especially for smaller institutions.
- '27 Conference Location: The 2027 conference is confirmed for Arlington, VA, with George Mason and Virginia Tech offering to host receptions at their local campuses.
- Baton Rouge Registration: The registration launch is on hold until the hotel room block link is verified as active.

Topics

Committee Updates

- Awards Committee (Chair: Andre Denham)
 - Problem: Only one nominee received for the "Outstanding Contributions" award.
 - Solution: The deadline is extended to Nov 21, 2025. The committee will proceed with reviewing the 12 "Faculty Award" nominations.
 - Timeline: All award winners must be finalized by Jan 9, 2026, to provide 6 weeks for travel coordination.
- Thesis Awards Committee (EC Reps: Bob Stackman, Annette Kluck)
 - Status: Submissions closed Nov 1. The committee chair has not yet assigned reviews.

- Action: Troy will contact the committee chair to initiate the review process.
- Membership Committee (Chair: Alan Itkin)
 - Progress: Successfully contacted non-renewing members, resolving issues like incorrect email addresses.
 - Next Project: Create an updated, accurate email list for future outreach.
- Nominating Committee (Chair: Jon Hakkila)
 - Action: The call for nominations will be sent the first week of December.
 - Needs: At least two nominees for President-Elect, Treasurer, and Secretary, plus four for the Executive Committee.
- Sponsorship Committee (EC Reps: Annette Kluck, Sharon James McGee)
 - Progress: Peter has secured gold and platinum sponsors. EAB and the Center for Graduate Student Success will sponsor breakfasts.
 - Action: Send leads for new sponsors to Peter.

2026 Conference: Baton Rouge

- Program & Logistics (Chair: John Lopes)
 - A draft program with room assignments is in the Google Drive.
 - The Exec Committee reception is extended to one hour; the morning-after breakfast meeting is canceled.
 - Troy will host an informal drop-in for the Exec Committee in the presidential suite on Wednesday afternoon.
- Registration Launch
 - Status: On hold until we hear from Peter.
 - Blocker: The hotel room block link must be verified as active before the registration email is sent, later this afternoon.
- 3MT Competition
 - Decision: University names will be excluded from slides and speaker introductions.
 - Rationale: To prevent bias from local judges or name recognition, ensuring a fair competition for all institutions.
 - Implementation: Guidelines will explicitly prohibit any institutional branding on the slide or during the presentation.

- Local Support: LSU and Southern University are assisting with student programming and judges.

2027 Conference: Arlington, VA

- Location: The conference is confirmed for Arlington, VA. Peter is finalizing the contract with the Renaissance hotel.
- Dates: The conference will be held the second week of February (Wed–Fri), avoiding Valentine's Day.
- Logistics: The hotel is near Arlington National Cemetery. Reagan National Airport (DCA) is the most convenient, just one Metro stop away.
- Local Support (Laurence Bray)
 - The Virginia Council for Graduate Schools (VCGS) will be a small sponsor.
 - George Mason and Virginia Tech will host two receptions at their local campuses, covering all costs except transportation.

Future Conference Locations

- 2028: Athens, GA, and Auburn, AL, are potential sites.
 - Challenge: Both locations are logistically difficult due to long travel times from major airports (e.g., 1.5–3 hours from Atlanta).
 - Suggestion: Peachtree City, GA, was proposed as a more viable option due to its proximity to the Atlanta airport.

Next Steps

- Julie:
 - Send the "Outstanding Contributions" award deadline extension to Nov 21.
 - Launch Baton Rouge registration once the hotel room block link is verified.
- Andre:
 - Initiate committee review of "Faculty Award" nominations on Monday.
- Troy:
 - Contact the Thesis Committee chair to initiate the Thesis Awards review process.
- Jon:
 - Send the call for nominations the first week of December.
- Peter:
 - Finalize the hotel contract for the 2027 Arlington conference.

- All EC Members:
 - Send leads for new sponsors to Peter.
 - Promote Baton Rouge registration to state-level groups.
 - Coordinate an informal meeting via group chat during the CGS conference in D.C.

1:52 adjourn.