

## CSGS Executive Committee Meeting

Thursday, January 08, 2026

1:00 PM EDT, 12:00 PM CDT via Zoom

1:01 pm EDT call to order

**Present:** Jessica Queener, Julie Goodliffe, Jessica Zagorski (guest), Troy Terry, John Lopes, Debra Jackson, Desi Hacker, Alan Itkin, Annette Kluck, Jon Hakkila, Laurence Bray, Peter Harries, Ruth Bahr, John E. Smith Jr., Brian Wayne, Andre Denham, Mary Farmer-Kaiser (guest)

### Meeting Purpose

Finalize logistics and programming for the upcoming Baton Rouge conference.

### Key Takeaways

- **Conference Program Update:** The conference program will be a mobile-friendly website using the "Boom Calendar" Wix add-on, replacing the Guidebook to simplify updates and reduce costs.
- **Sponsorships Lagging:** Sponsorships are behind target, requiring a formal ask to the Louisiana Council of Graduate Schools and a firm confirmation of Visit Baton Rouge's (VBR) promised reception funding.
- **Nominations Are Critically Low:** Only 4 nominees exist for 4 open Executive Committee positions, creating a high-risk scenario with no alternates. The deadline will not be extended, but a final reminder will be sent.
- **Awards Decisions Imminent:** Faculty award winners are decided, and Thesis award winners will be finalized tomorrow. All names are needed by Peter immediately to order plaques.

### Topics

#### Conference Program & Logistics

- **Program Format:** The conference program will be a mobile-friendly website using the "Boom Calendar" Wix add-on.

- **Rationale:** Simplifies updates, reduces costs, and improves user experience over the previous guidebook.
- **Status:** Julie is populating the calendar; a link will be emailed to registrants one week before the conference.
- **Registration & Attendance:**
  - **Current:** ~200 registrants, 53 paid 3MT competitors.
  - **Projection:** Attendance will be slightly lower than last year.
  - **Action:** Julie will send a final reminder email, including a link for 3MT competitor submissions (deadline: Jan 9).
- **Program Content Deadline:**
  - **Problem:** Last year's piecemeal content submissions caused significant rework.
  - **Solution:** All final content (3MT photos, sponsor logos) must be submitted by **Jan 31** to allow for a single, efficient build.

## Sponsorships & Funding

- **Louisiana State Sponsorship:**
  - **Problem:** No formal request has been made to the Louisiana Council of Graduate Schools (LCGS).
  - **Action:** Troy and Peter will draft a formal ask for LCGS sponsorship. Mary will distribute it via the LCGS listserv.
- **Visit Baton Rouge (VBR) Funding:**
  - **Problem:** VBR promised to cover the first reception, but the exact scope and amount are unconfirmed.
  - **Action:** Peter will contact VBR to finalize the details, which will inform the LCGS ask.

## Awards & Nominations

- **Faculty Awards:**
  - **Status:** A clear winner is decided for the main faculty award.

- **Outstanding Contribution Award:** The committee will review the nominations and select a winner, as the number of nominations is not a disqualifier.
- **Action:** Andre will send the winner's name to Peter and Troy.
- **Thesis Awards:**
  - **Status:** Finalist rankings are complete. The committee meets tomorrow to select winners.
  - **Action:** Ed Pohl will notify Troy of the winners tomorrow afternoon.
  - **Feedback:** The committee noted confusion among nominators regarding the definition of a "non-traditional thesis" and the eligibility graduation window (2023–2025).
- **Nominations for Executive Committee:**
  - **Problem:** Only 4 nominees exist for 4 open positions, creating a high risk of vacancies with no alternates.
  - **Action:** The deadline will not be extended. A final reminder will be included in Julie's email. Committee members will also recruit from their state associations.

### Graduate Student Programming

- **Status:** Jessica Zagorski (LSU) is finalizing the graduate student sessions.
- **Confirmed:** A mindfulness/meditation session led by an LSU clinical psychologist.
- **Top Contender:** An improv session led by the LSU Theater Department.
  - **Rationale:** Provides valuable professional skills (interviewing, networking) in a low-stress, engaging format, which is ideal for students facing 3MT stress.
- **Other Ideas:** A hands-on CV/resume workshop or a financial wellness session.

### Future Conference Planning

- **2027 Conference:**
  - **Location:** Arlington, VA.
  - **Dates:** Feb 17–19, 2027 (confirmed and on website).
- **Spring Site Visit:**

- **Timing:** After the Baton Rouge conference and election of new committee members.
- **Action:** John and Peter will coordinate dates for the visit.

### **Next Steps**

- **Julie:**
  - Send final reminder email including links for 3MT competitor submissions and Executive Committee nominations.
- **Andre:**
  - Send Faculty Award winner's name to Peter and Troy.
- **Ed Pohl:**
  - Notify Troy of Thesis Award winners by tomorrow afternoon.
- **Peter:**
  - Confirm reception funding details with Visit Baton Rouge.
- **Troy & Peter:**
  - Draft formal sponsorship request for the Louisiana Council of Graduate Schools.
- **Mary:**
  - Provide LCGS listserv contact to Troy for the sponsorship request.
- **Jon's Nominating Committee:**
  - Actively recruit additional nominees for the Executive Committee.
- **All:**
  - Recruit nominees from state associations.
  - Ensure all final conference content is submitted by **Jan 31**.

1:57 pm EDT adjourn.