

Executive Committee Meeting

February 11th, 2026

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

Present: Troy Terry, Julie Goodliffe, Mary Farmer-Kaiser (guest), Jessica Queener, Jessica Zagorski (guest), Desi Hacker, Bob Stackman, Ruth Bahr, John Lopes, Andre Denham, Alan Itkin, Debra Jackson, Sharon James McGee, Brian Wayne, Jon Hakkila, Annette Kluck, Peter Harries

1:01 EDT Call to Order

Meeting summary

The executive committee meeting focused on final preparations for the upcoming conference in Baton Rouge, with discussions centered around the 3MT competition, awards ceremony, and logistics for the event. Mary reported having 65 participants for 3MT and proposed either five or six heats, with the group deciding to proceed with six after confirming room availability. The committee addressed various logistical needs, including the need for timekeepers, laptops, and paper ballots for the competition. Jessica shared updates on supplemental student programming, including confirmed sessions on mindfulness meditation and improvisation. The group also discussed the awards ceremony format and voting procedures, with Julie offering to create QR codes for the business meeting ballot. Peter provided an update on sponsorship and budget, noting a significant rebate from Visit Baton Rouge. The conversation ended with a review of the slate of candidates for upcoming leadership positions and a brief discussion about future meeting formats.

Next steps

- John: Send email to conveners/plenary connectors reminding them they are to introduce the plenary speakers.
- John: Update the AI panel information to reflect that Laurence will not be present and Peter will be the sole moderator.
- John: Send an email with a spreadsheet for executive committee members to indicate which breakout sessions they plan to attend; assign any uncovered sessions as needed.

- John: Check room availability for 6 heats for 3MT and confirm with Mary which rooms are available.
- Julie and John: Update the website/schedule to reflect 6 heats for 3MT and communicate the additional room to Mary.
- Mary: Send Excel file with 3MT heats and competitors to John and Julie.
- Executive Committee members: Indicate in the chat (or to Mary) if they are willing to timekeep or provide laptops for 3MT heats.
- Sharon: Follow up with potential judge contact and inform Mary if they are interested/available.
- Peter: Contact Visit Baton Rouge to confirm entertainment details for the receptions.
- Peter: Finalize bus arrangements for Thursday to Red Stick.
- Mary: Print paper ballots for 3MT People's Choice voting; request help from Jessica Zagorski if needed.
- Mary: Send awards ceremony slides (from Canva) to Troy for logo/theme integration.
- Julie: Print and provide QR code for the meeting schedule at the registration table; send digital version to Troy.
- Andre: Send John a recommendation for next year's faculty award committee chair.
- Alan: Reach out to Peter and Julie to get updated membership numbers for the report.
- John: Schedule and communicate the date for the post-conference executive committee virtual meeting (to occur the week after the conference).

Baton Rouge Event Planning Update

The executive committee discussed preparations for the upcoming event in Baton Rouge, with Mary reporting progress on securing judges and expressing satisfaction with the current lineup of 25 individuals, though concerns were raised about their understanding of required numbers. Troy mentioned an email from Sydney requesting additional judges for the 3MT competition, and the committee discussed entertainment plans for the receptions, with Mary suggesting a focus on securing entertainment rather than other aspects due to time constraints. The conversation ended with Troy announcing this as their last executive committee meeting as president.

Event Website Update

The team discussed the progress of their event preparation, with John and Julie confirming that most content has been uploaded and descriptions added to session items, though plenary descriptions are still missing. Julie noted that students need to be added for the 3MT, while awards winners' information is ready but hidden.

Event Planning and Session Coordination

The executive committee discussed arrangements for an upcoming event, including the distribution of correspondence to award winners and the assignment of breakout session facilitators. They agreed that presenters would typically open sessions, but executive committee members would be available to address technical issues or other problems. John offered to create a spreadsheet for attendees to sign up for breakout sessions. Peter confirmed he would moderate the AI panel, noting that Debra Stewart would be a participant.

3MT Competition Logistics and Volunteer Coordination

The group discussed managing 6 heats for a competition with 65 participants, deciding to use the plenary room for additional space. They addressed the need for timekeepers and laptops, with several volunteers offering to help. The discussion also covered the use of microphones in the breakout rooms, with a consensus that they would not be used due to proximity concerns. Finally, they confirmed that institution names would be blinded on slide decks for the competition.

The group discussed logistics, including waving hands as a preferred method of audience participation instead of clapping. Jessica Zagorski confirmed two supplemental student programming sessions, swapping the mindfulness meditation session to Thursday and the improv session to Friday due to scheduling conflicts. The group agreed to allow participants to wear institutional identifiers without restrictions, and confirmed that people's choice voting would only be used for the finals

Event Travel Planning and Reservations

The group discussed travel arrangements and reservations for an upcoming event, addressing confusion about costs and reimbursement policies for award winners. Peter acknowledged the need for better communication about reservation timelines, while Julie clarified the limited refund policy for airline tickets which could apply to award winners. Sharon mentioned canceling a reservation to free up a hotel spot. Troy planned a pre-reception reception in the presidential suite on Wednesday afternoon, promising to cook

and bake for attendees. The group also confirmed that the contract for the Arlington event at the Renaissance hotel was signed and dates were set.

Post-Conference Executive Committee Planning

Troy discussed the scheduling of a post-conference executive committee meeting, deciding to hold it virtually the week following the conference to accommodate newly elected members. He mentioned that initial post-conference survey results would be available by then. Annette inquired about the dates of the summer visit, which Troy clarified would be the first item the new president would communicate. Andre was encouraged to email John with a recommendation for a new committee chair for next year. Annette and Bob discussed a written report on thesis, with Ed handling it. The group also touched on a non-traditional thesis involving an art installation, expressing interest in the presentation.

Membership Growth and Sponsorship Updates

The group discussed several updates, including the expectation of hundreds of new school memberships, with Alan planning to gather updated numbers for his report. They confirmed that the slate of candidates for president-elect and secretary had been posted on the website, meeting constitutional requirements. Peter reported on sponsorship efforts, noting a decrease in university support but successful experiments with 3MT sponsorship and a potential rebate from Visit Baton Rouge. The group also discussed cost-cutting measures, including not using Guidebook, and expressed confidence in maintaining a financial buffer for upcoming events.

Baton Rouge Meeting Wrap Up

The group discussed logistics for an upcoming meeting in Baton Rouge, including voting methods for 3MT and the awards ceremony. They decided to use paper ballots instead of QR codes for the 3MT, and Julie offered to create a QR code for the event schedule. The team also discussed not posting the attendee list on the website to protect privacy. John mentioned changes to the post-meeting survey, removing a question about site meeting recommendations and instead providing options for future meeting planning. The conversation ended with reminders about travel safety and arrival times.

1:43 EDT Adjourn