**CSGS Executive Committee Meeting Minutes**

**May 25, 2022 at 12pm CST / 1pm EST**

Present: Mary Farmer-Kaiser, Irene Aiken, Brian Dominy, Sanjay Menon, Jill Huerta, Julie Goodliffe, Troy Terry, Clay Gloster, Karen Coats, Juan Gonzalez, Jamillah McDaniel, Peter Harries, Andrea Golato, Morris Grubbs, Kimberly Maybin, Jon Hakkila.

12:02 Mary called the meeting to order at 12:03

* 1. The Executive Committee minutes were approved.
	2. CGS Breakout Session

Karen stated that CGS is requesting each regional sessions to lead a session based on a successful presentation at the regional conference. Karen suggested that Jill could lead a STEM communication session or alternatively that Jack could give his talk on foundational pressures. Members of the executive committee felt that both topics were good ones. It was further noted that the topic of foundational pressures might be one that the folks may already be more familiar with. However, the communication presentation is something that all of our students need. Members suggested expanding the topic more broadly to research communication so as to bring in humanities and social sciences beyond STEM. Jill Huerta needs to double-check the dates to see if she can attend the December CGS meeting and will get back within a day.

* 1. Old Business Raleigh

All expenses related to Raleigh have been paid. Mary will send out the evaluations. She asked everyone to read the survey responses, to see where we have room for improvement.

**Tampa**

* 1. Student program

Karen reported that she worked with Ruth Bahr on three topics that could be held in a 60 min session each: Job Applications/Hiring, IDP, multidimensional mentoring. Some potential local speakers have been identified. The committee liked these topics.

* 1. Goals for Tampa:

The goals for our meeting in Tampa are to reflect on the past meeting and also to establish a program and have a list of potential plenary speakers. We will also get the lay of the land for the conference hotel and potential reception venues.

We will be staying at the Hyatt Place Downtown (325 N Florida Ave, Tampa, FL 33602) and the conference hotel will be the Hilton Tampa Downtown (211 North Tampa St., Tampa, FL 33602). Peter is working to reserve conference rooms there so that we can meet and see the location. If you are unable to attend let Peter and Mary know asap so that reservations can be cancelled. Check your email for instructions on where to be at 3 pm on the first day of our visit. Keep receipts for local transportation.

Price of travel has gone up significantly. Our previous limit on travel was $500. That does not seem reasonable since some individuals have spent more. We will need to make an exception this time and then watch how things develop.

* 1. Committees

Mary and Brian are working to update committee membership. There is now a list of people who could potentially serve who represent more states and a more diverse set of universities. We will be asking executive committee members in Tampa to serve on committees. We will go to a model of co-chairs in some areas. Mary requested in particular for folks to suggest someone for the sponsorship committee. Jamillah asked about the ad hoc communications committee, Mary and Andrea confirmed that we are working towards implementing the recommendations of that committee.

* 1. Program:

Brian noted that after the meeting in Tampa, we should have a firm structure of the meeting. We also want to have variety of formats so that it is engaging. We want to post a draft of the program on the website so that the program is available when we start advertising the event. We will do a call for panels. Hopefully we will have the listserv working.

* 1. Conference in 2024

Mary reported that there potentially two options for the 2024 conference site: Mary is working with John Lopez at Clemson and Juan Gonzales at UT Dallas who have expressed interest. Morris Grubbs at Kentucky, who also had also expressed interest in hosting the conference, stated that their university would be better poised to host the 2025 conference since they are about to start a search for a new Dean. It was agreed that the officers would make a decision about the 2024 conference site.

* 1. Website

Andrea provided an update on the website. The current website is hosted on the University of Auburn Servers. Given that there is no longer an executive committee member associated with Auburn, we will need to transition the website. It was decided last year based on the recommendation from the communications committee that a neutral website be sought (i.e., one not affiliated with a university). After a review of different options, the officers decided that the platform WIX presented the best option in terms of ease of use and cost. We will be able to also handle payments via this website. Andrea will work on the transition of the website. Please plan to have your picture taken in Tampa so that we can spruce up the website a bit with more current faces.

* 1. Operations Manual:

Andrea noted that last year, under the direction of Lisa Sterling, the executive committee started to create and operations manual. This manual outlines the duties of all committees and the timeline by which the duties have to be completed. The description of the audit committee still needed to be verified with the former chair and the work of the ad hoc committees need to be updated. Andrea has reached out to the chairs of these committees.

* 1. Bill Carr Award:

Mary asked to table this item until the meeting in Tampa. At that time, she will provide a draft document.

* 1. Treasurer Transition:

The transition has happened. Peter went to Auburn to finalize everything with the bank. The institution is in good hands. We have approximately 90k in the bank. Some funds are in the form of a CD that needs to be in George’s name.

* 1. Annual Meeting: March 2-4th next annual meeting, with an in-person Executive Committee meeting on March 5.
	2. Proposed Future Meeting Dates: All via Zoom at 12CST/1EST unless otherwise noted.

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| 3/23/2022 | Wednesday | Executive Committee  |
| 5/20/2022 | Friday | Officers |
| 5/25/2022 | Wednesday | Executive Committee  |
| June 12-14  | Sun.-Tues. | Executive Committee Tampa site visit & 2023 conference planning |
| July TBD |  | Officers |
| TBD (Aug. or Sept.) |  | Officers – 2024 Location TBD Preliminary Site Visit  |
| 8/25/2022 | Thursday | Executive Committee  |
| 9/28/2022 | Wednesday | Officers |
| 10/27/2022 | Thursday | Executive Committee  |
| 11/16/2022 | Wednesday | Officers |
| Dec. 7-10 | Wed.-Sat. | CGS Annual Meeting breakfast meeting in person for those attending |
| 12/15/2022 | Thursday | Executive Committee  |
| 1/25/2023 | Wednesday | Executive Committee |
| 2/23/2023 | Thursday | Executive Committee  |
| March 2-4 | Thurs.-Sat. | CSGS Annual Meeting in Tampa |
| 3/5/2023 | Sunday | Executive Committee breakfast meeting in person to close out the meeting |

Adjourned at 1:02 pm CST.