**CSGS Executive Committee Meeting**

**February 24, 2021, 4 pm EST**

**Minutes**

Members present: Jack DeRochi, Cathy Pagani, Julie Goodliffe, Karen Coats, George Flowers, Troy Terry, Jon Hakkila, Ruth Bahr, Desi Hacker, Constinia Charbonnette, Andrea Golato, Kim LaScola Needy, Mary Farmer-Kaiser, Jamillah McDaniel, Lisa Sperling, Mary Owens-Southall, Mike Cunningham

**1. Minutes:**

The minutes of the February 4 meeting were unanimously approved.

**2. Conference Committee reports:**

* **Nominating Committee:** Kim will present the nominating committees report. At this conference, we will have 8 nominees for the executive committee and we will select 6 with staggered appointments (3 for three-year terms, 1 for two year-term, 2 will get 1 year term). We will need to start the business part of the meeting with the election. During his Thursday morning remarks, Jack will direct the membership to the nominees on the website. On Friday, will give members some time to vote. Desi and Kim will meet offline to discuss the results, Kim will announce the winners.
* **Membership Committee**: Lisa will give an update on the membership committee’s activities.
* **Treasurer’s Report**: George gave a preview of the treasurer’s report: As of December 31, 2020, the revenue amounted to $114, 200.72 and expenditures (including conference costs) amounted to $112.043.82. The net income was $2156.90. The second page of the report shows the financial statement of the bank. Overall, the organization is solvent with $122,437.74. This amount does not include the sponsorships for this year. Peter Harrison will start as second treasurer until after the conference. The audit committee will meet tomorrow in a virtual meeting. The virtual meeting will simulate the in-person process as much possible. There will be a laptop and a document camera so that records can be shown, members of the audit committee have online access to all bank statements. If there are issues, then then there will an additional in-person audit at an in-person conference.
* **3MT Committee**: Desi gave a brief update on the heats of the first day of the conference. Judging took longer than anticipated. It was decided to give judges only 90 seconds instead of two minutes to judge individual contributions. To fill time when judges are in final deliberations, the host will ask students about their research, their experience in participating and their preparation for the 3MT. If it was another virtual, it was suggested to do heats asynchronously, and the finals live. A suggestion was made to call out sponsors during 3MT competition. Desi will give a full report at the business meeting.
* **Student Awards Committee**: Cathy will present a report on the competition. The students were informed about the process. And will give a report of 2-3 minutes about their research research. It is up to them if they want to use a slide. A certificate, a plaque, and a check ($1,000) will be sent to the students after the conference
* **Faculty Awards Committee**: Michael will present a report on the competition. No outstanding contributions award was given this year since there were no nominations. We will need to update the info about the awardee on Hopin. Mike will introduce the winner. A certificate, a plaque, and a check ($1,000) will be sent to the winner. Constinia will do a run-sheet for the awards/business meeting on Friday. Jack / Georgoe will reach out to Proquest.

**3. New Deans Meeting**

The decision was made not to record this session because there are often personal / sensitive questions. That are asked.

**4. Communication:**

Jack will send Hopin links to listserv and to the folks who registered for the conference, and it also on the website.

**5. Hopin software:**

Constinia gave a report on some initial stats that showed an unusually high participation in the conference in general and lots of engagement in individual sessions. The executive committee praised Constinia, Desie and Julie for their amazing work on the platform. Constinia praised all committee members.

6. Conference evalulation:

Constinia shared a link to the conference evaluation. The evaluation will be announced in the business meeting.

Meeting adjourned at 4:08 EST.