**CSGS Executive Committee Meeting (Zoom)**

**January 26, 2022**

**Noon – 1:00 PM (CDT)**

**Agenda**

**Attendees:** George Flowers, Andrea Golato, Karen Coats, Juan Gonzalez, Brian Kloeppel, Jull Huerta, Julie Goodliffe, Andrew Goodliffe, Mary Farmer Kaiser, Peter Harries, Jack DeRochi, Constinia Charbonnette, Jamillah McDaniel, Lisa Sperling, Jon Hakkila, Mary Owens-Southall

Karen Coats called the meeting to order at noon.

1. Minutes were approved.
2. Old Business
   1. Updates on CSGS Raleigh 2022
      1. Registration and hotel – George Flowers

* We have a total of 143 registrations and 95 of those are full registrations. Revenues are somewhat down ($46,000 this year in comparison to our usual $70,000 because fewer people than usual have registered), we have $12,000 in institutional sponsorship. We may go a little into the red, but we also have strong revenues.
* We are in good shape in terms of sleeping nights at the hotel – we have satisfied the requirements of the hotel.
* Mary is asking for the names of all registrants to put them into the guidebook
  + 1. Clear app – Jamillah McDaniel

We will have a code for the event 10 days prior to the conference. Jamillah will need a list of registrants so that they are linked to the app. Several communications will be going out with reminders. We will likely need an on-site addition process for the app. We will need staff members at the registration desk.

* + 1. Program – Mary Farmer-Kaiser
* Information needed: Is there a title for the breakfast morning “ETS Breakfast”
* There is no sponsor for the Saturday breakfast.
* Jack needs to provide a description for his plenary.
* Plenary and title for plenary 4 is needed.
* Mary is asking everyone to give the program a close read and send her comments. She will make updates in Guidebook and send the revised version to Andrea.
* Awards Luncheon and Business Meeting: Karen has a run-sheet for the event: Constinia will take pictures. The following activities will take place: Welcome, ProQuest Rep will be given time to speak, it will start Lista giving the faculty awards presentation and then Jon will present the student awards. Business Meeting: Brief Welcome, Nominating Committee, and elections, Committee reports (program report, membership report, treasurer report, auditors report, 3MT report, student awards, faculty awards, new deans workshop, CHGBS debrief), election results, transfer from George to Peter, passing of the gavel, closure of conference.
  + 1. 3MT – Andy Goodliffe

Committee met yesterday. There are 39 participants. With this number, we can consolidate the competition into 3 rounds instead of four. The top three contestants from each heat will move forward. We have a process in place for selecting the people’s choice award (via mentemeter). Names of the contestants for each round should be in the guidebook. Andy would like to see the info that goes into the guidebook (will connect off-line with Mary). He will have a run-sheet for the MCs. Andy will call on committee members to serve as judges.

* + 1. Student program – Constinia Charbonnette

There are three presentations, one is a panel discussion.

* + 1. Guidebook (Constinia Charbonnette)

Constinia sent a link to the Guidebook and asks for feedback from the committee.

* + 1. CHBGS – Mary Owens Southall

No report from Mary as she had to leave the meeting due to a conflict.

1. New business
   1. Committee reports
      1. Nominating committee – Jack DeRochi: No report.
      2. Membership committee – Sharon James McGee: No report
2. Other items

Meeting was adjourned at 1:05.