**CSGS Executive Committee Meeting Minutes**

**Friday, December 3, 2021**

Attending: Brian Kloeppel, Karen Coats, Mary Farmer-Kaiser, Andrew Goodliffe, Andrea Golato, Lisa Sperling, Julie Goodliffe, Ethan Carver, Peter, Mary Southall, Jon Hakkila, Jamillah

7:37 meeting called to order

**Minutes:** the minutes were approved

**Old Business**

1. Updates on CSGS Raleigh 2022
   * 1. Program format and deadlines
        + Mary requested that Peter check that we are not assigning rooms that are not ours. Mary will notify all presenters that they have been accepted for presentations, the others will be accepted as posters. They will be put up in the hallways and are up for the entire session, but we have a discussion session. We have 6 presentation proposals that will be offered to have a poster instead. Mary will gauge interest.
        + Associate provost will give remarks.
        + Constinia reported that we have three student sessions, we can go to two. It is fine if some of the sessions on Saturday.
     2. Three Minute Thesis update
        + Peter is contacting potential judges. It was decided that a reception was not needed. Have an announcement on the app. Numbers: Three registration. Members reported on their local competitions, Andy did his in a studio, others are doing also faculty 3MT, several are using communication studies department
     3. Graduate student program update – Constinia Charbonnette
        + Three sessions are set. Jill Huerta is going to do a session on networking and branding.
     4. Sharon and Earnest are going to do the New Deans breakfast
     5. Dean Carr Award
        + This award will be started. He was one of the architects of CSGS, he mentored almost every dean in Alabama. The assistant dean breakfast is named after him. We need a description, we can follow the Debra Stewart award. It could be a plaque. George, Peter, Constinia and Mary will write the description.

3. New Business

1. 2022 leadership
   1. Updates from nominating committee
      * + Jack is working on the nominations. Suggestion to make sure that other states are represented and new schools.
2. Raleigh meeting program
   * + - Constinia is going to put the program together
       - CLEAR ($5 per person), verify, crowd pass ($4 per person), all companies can do demos. Jamillah mentioned that crowd pass is easy. Clear is a platform that a lot of folks will be familiar with the platform. Jamillah will get a quote and ask for a demo. We have to check if we need a liability statement. Peter will check if the organization has liability insurance.
3. Deadlines for Raleigh meeting
4. Jan. 7:
   * Deadline for faculty/staff award committees to complete reviews and submit scores to committee chairs
   * Committees are working on reviews. We received 25 student nominations, 11 faculty award and 2 for southern region.
5. Jan. 14:
   * Deadline for faculty/staff award committees to meet and finalize winners
   * Deadline for 3MT registration (names required)
   * Deadline for meeting registration
6. Marketing of the conference:
   * Website will be updated as soon as possible with a detailed program.
   * We will ask that executive committee members send it to their respective state organizations. We need to have the program up before the blast to the state organizations. We need bios for plenary speakers.
7. Suggestion:
   * Constinia suggested that the organization generate an Acknowledgment of Service for people on the executive committee. Letter should go to Provost and person is copied. Jamillah will share a letter that NSF sends out.

Meeting was adjourned at 8:36.