

ASTR Executive Committee
July Teleconference
July 10, 2018
4-5pm Central
MINUTES

<to be presented at November EC meeting for approval>

1. Roll call
 - a. Present: Daphne Lei, Jill Stevenson, Esther Kim Lee, Patricia Herrera, EJ Westlake, Scott Magelssen, Chrystyna Dail, Noe Montez, Rose Malague, Rhonda Blair, Elizabeth Son.
 - b. Absent: Debra Caplan, James Harding, Doug Jones, Kate Bredeson.
2. Approval of the agenda
 - a. Moved by Jill. Seconded by Noe. Motion carries.
3. Approval of Spring EC Meeting minutes.
 - a. Friendly amendments: Kate Bredeson noted in advance of the meeting that she, James Harding, and Noe Montez needed to be added to the list of those present. Rhonda requested that in the section on retired members we should add “many” retired members can afford to pay more.
 - b. Approval moved by Rhonda. Seconded by EJ. Motion carries.
4. Approval of New Handbook Language (Scott)
 - a. Daphne asked if the numbers would line up after the changes are made. They will.
 - b. The EC decided we should not eliminate the co-sponsored events as marked. But we will add in the Handbook that the vetting of applications are handled by the President and the EC and applications will be considered twice a year.
 - c. Patricia notes deadlines maybe should be switched to second Monday of April so it is consistently on a date where business can be addressed on a business day. Jill says this matches up with what she does for conference planning. Add a calendar button to figure out the date and get them loaded in for award deadlines.
 - d. Patricia described changes to the digital scholarship award. This is administered under ATHE and we provide material support for the award. Jill: you might want to say every odd year ASTR provides support. Eric confirms it’s ASTR’s turn to award it in Arlington in 2019.
 - e. Sissi: the GSC will give Scott Handbook changes with updates to GSC material in October.
 - f. Chrystyna notes that on pp 42, 44, there is a grammar error in number (“committee members reads”). These instances should be changed to “committee members read.”
 - g. Patricia will add material on distinguished scholar award for next meeting.

- h. Scott will figure out if the GSC material is an addendum to the bylaws or to the handbook. If the former, if changes need a vote by the membership (The GSC material is an addendum to the handbook, not the bylaws).
 - i. Rhonda moves approval. Jill seconds. Motion carries.
 - j. Scott will give handbook to Mei Li.
- 5. Update on Master Calendar (Scott).
 - a. We're doing data entry and hope to have the calendar live later this summer. Jill asks if officers will have a chance to see the calendar before it goes live. Yes. And the owners of the calendars can continue to make adjustments and additions.
- 6. Elections and approving the voting in a fourth incoming EC member (Daphne)
 - a. We have usually have ten EC members, which means that every third year we need to vote in four members. Recently, we have only had nine members, since Mechele Leon has been on leave.
 - b. Shayoni Mitra received the fourth most votes for EC member, and was only behind the third by a few votes.
 - c. Scott moves to include Shayoni Mitra as fourth incoming EC member. Patricia seconds. Motion carries.
 - d. Daphne will contact winners. Announcement of Election Results can go out at the end of the week.
- 7. Update on 2018 Conference (Jill)
 - a. Accepted and Rejected participants have now been informed. Technology is being set up for groups.
 - b. We were pleasantly surprised to find out that the online schedule can hyperlink to Word or .pdf documents, e.g., all the abstracts for a session. Mei Li has made this new function available.
 - c. On Aug 1, registration opens with all the new registration categories. We're trying to streamline registration and clarify that this year the printed program book will be available only to those who opt in.
 - d. Mentorship sessions will add a career-stage for those out of grad school.
 - e. Clearly detailed schedule will be posted before registration opens.
 - f. Grad Student Volunteers
 - i. At mid-year meeting we decided to double number of grad student volunteers, who would be available for program chairs to use, to help set up for receptions, etc. How do we select volunteers? First come first served? Sissi agrees that would be best, but she'll check with the GSC.
 - ii. Should we preselect some grad student volunteers with skills, like photography (and owning a good camera)? Should we preselect San Diego grads who can help with pre-conference set up? Yes.
 - iii. Jill will ask the program chairs what other special assistance besides photography they need that we can ask specially admitted grad student volunteers to do.

8. Muñoz Reception (Jill)
 - a. Jill asks Daphne if Muñoz reception will be open to the whole conference. Daphne fears it will be hard to have a special meeting of the three groups along with the people who helped the Muñoz initiative to happen in a small space if it's open to everyone.
 - b. We agreed it should not be open. Also we won't put it in the program book, but we will take extra special care that those who are invited really know about it.
 - c. Jill will ask Kristin to send Daphne the schedule.
 - d. Daphne will host the international scholar reception as well

9. ASTR Value Statement conversation re #TimesUp and Native Land (Jill).
 - a. Program chairs wondered whether value statements from the organization at the annual conference would be appropriate. ASTR is a community and this is what we value. It can come from Daphne. Can we get a couple of people to craft it? Short and direct. We'd need it by September 1.
 - i. Rose: we need to make sure that we are not out of line with our tax-exempt status.
 - ii. Jill: yes. a value statement that is shared as part of the on-site program is not an organizational and political statement.
 - b. EJ: one way to approach the statement on Native Land is with advice Larissa Fasthorse shared at MATC ([USDAC.us/nativeland](https://www.usdac.us/nativeland)).
 - c. EC agrees. Daphne will be joined by EJ and Patricia who volunteered to help, Jill will get another person to help from the program committee. Jill and Program Chairs need the draft by September 1. This will be a model for coming years.

10. Committee reports for November EC Meeting will be due to Scott on Monday, Oct 1.

11. Update on Ewald Contract.
 - a. Daphne signed and sent in the new contract this morning.
 - b. We got a lawyer, based recommendations at the spring meeting.
 - c. New language was added regarding accountability, confidentiality, etc. and Jill contributed scope of service language. All this is much clearer now.
 - d. Ewald will now supply ASTR an account manager vs. an executive director. The difference is that the executive director represents ASTR in other venues, and is on hand throughout the entire conference. Account manager takes care of everyday operations and communications and will not stay for entire conference. Laurie Krueger is new Account Manager.
 - e. ASTR has contracted with Conference Direct in the past for getting contracts with conference hotels, but we'll drop this. Starting in 2021 Ewald will work directly on negotiating hotel contracts for us.
 - f. We've removed an hour cap.

- g. New contract will cost ASTR \$2,000 less.
- h. Laurie and Eric will work on transitioning Laurie in as Account Manager in the coming months. Eric will continue to be a resource after that.
- i. We thanked Eric for his contributions to ASTR

12. Adjournment by acclimation.