

**American Society for Theatre Research
Executive Committee Meeting Agenda
March 25 & 26, 2017**

March 25 – Meeting held at Ewald Offices

Continental breakfast served from 8:00-8:30 a.m.

8:30 a.m. Call to order Daphne calls meeting to order at 8:41.

- Introductions
 - In attendance: Eric, Kris Haskins, Esther Kim Lee, Cindy Bates, Jill Stevenson, Amy Cook, Daphne Lei, Brandi Wilkins Catanese, Noe Montez, Chrystyna Dail, Yasmine Jahanmir, Jimmy Noriega, Rose Malague, Doug Jones.
- Approval of consent agenda.
 - Agenda for Spring EC Meeting
 - November EC Meeting Minutes
 - January Conference Call Minutes
 - 2017 Election Slate.
- Jill moved, Noe seconded, all in favor, no no's or abstentions.

8:40 a.m. Officers' reports

1. **President (Daphne Lei, 30 minutes)**
 - a. Working to run and maintain organization. Vision: more inclusive, transnational, diversified
 - b. Website. How do we make sure this happens. Not just an information platform. Shouldn't just happen once a year. Alt community. Empowerment committee. Posting of plenary address on website. We should take advantage of the website. Video. What if we could link to or share other people's talks so members could watch it.
 - c. Advocacy response to the 2016 national election. Noe's letter, circulated among EC. Hard to get the letter approved in time. Daphne sent her own letter. Phone meeting to talk about letter; decided not to send letter. Daphne wrote quarterly report a bit early sent out on inauguration day. How should we respond: acting, rather than reacting. What's our job? We all believe in theatre research. Caution: as we advocate, people feel more and more an anti-diversity, anti-globalization. I have been advocating for this for my entire career but in recent month there's been a changing feeling. Among members there may be resentment. Maybe think about strategy/rhetoric, not a change of vision. Aware we might be offending some members. Take that into consideration.

Discussion

We discussed the cost, vision, and goals of videotaping at the conference. There are issues surrounding permission as well as cost and time. Some concerned with the vulnerability of ideas, others suggest that it's all public and tweeted anyway. Mostly we discussed how to more effectively and cheaply circulate the research being done at the conference as videotaping at hotels in particular is very expensive.

As an alternative, we talked about taking advantage of our 4 free pre-recorded webinars. It is clear that this needs to fall outside the purview of the Program Committee. Perhaps it can be part of what Rye is working on. Esther to discuss with Rye.

Daphne gives update on Munoz. Fundraising: talking to Robin Bernstein, Adam Versenyi, Catherine Cole. Need to show the commitment of ASTR in order to apply for a mellon. How to develop. Front page of website with more and donate. We want to track their growth and nurture their careers. 5 years from now, we want to be able to show a difference.

Discussed tracking (Adrienne) and fundraising. Doug mentioned that conveners are dedicating their own resources to it as well as grad student work. They are working toward publishing a book. There will be a May conference supported by Doug.

Group conveners will be in touch with each other.

It was suggested that perhaps how to fundraise could be one of our webinars.

Jimmy: Last year's working group session not accepting any one new. Report that's publicly put out there. Would be good to put out a clear statement about double dipping. Want to make sure it's clear. Communication between Munoz committees; clarify responsibilities. Clearer roll-out.

Daphne is fundraising point-person

2. Vice President for Conferences (Jill Stevenson, 40 minutes)

- a. Update on conference plans. We had great submissions.
 - i. Muñoz WS process
 1. We had 8 session proposals, 5 will be there.
- b. Reimbursing conf. fee registration in case of U.S. policy shift
 - i. We don't know what's going to be the nature of visas at time of conference. If you hold two passports, they might not be able to come in or get back out. Do we want to have a policy on reg page that we will reimburse you if you can't come. I'm happy to draft that language.
 - ii. Eric: you can get a refund after this date, then after this date no...
 - iii. Jill: find the language and I'll figure out how to adapt it for this circumstance.
 - iv. Eric: Might want to amend it. You can afford to be generous; will be a small group
- c. Update on 2018 Conference
 - i. In San Diego. We need to approve the program committee. Chase, Christin, and Kristen has a proposed committee members. We did give them feedback about their description. **We need to approve. Cindy moved to approve. Brandi seconded. Discussion? All in aye . no nos. no abstentions. Daphne: so moved.**
- d. Relationship with ATAP/TLA
 - i. They get a rep and a plenary session. We don't get any money from them. We have more and more stuff to it. That one plenary feels really precious. Curated panel instead of plenary? Their members don't really come. I don't want to disenfranchise them, want to support them, but this is a lot.
 - ii. Rose: how many members don't really attend? Do others go?
 - iii. Jimmy: to put it into context for this year: we have 3 hours less and fewer rooms. How is this fair to our members? Making tough calls to accommodate?
 - iv. Jill: it's too late for this year.

- v. Noe: how does TLA choose their participants? They do their own call.
- vi. Cindy: I would feel more comfortable knowing more about the history. Would like to know how many TLA folks come to the conference? Do they register?
- vii. Eric: we can figure it out.
- viii. Jill: Heather responded: they don't have any money. We have supported them. But let's position them differently. **Jill will get the numbers, discuss with committee on conferences, and then bring back to the EC. As well as begin conversation with TLA.**
- e. Cite visit line item in budget for Program Chairs and VP of Conf.
 - i. Nancy wrote contract with Atlanta Hotel. None of us have seen the hotel so we did a cite visit. This was incredibly valuable. Different kinds of programming, spaces good for performances, where to have receptions, ask smart questions, also develop one on one relationship with person there. Can there be a line item in budget for 3 people to do a cite visit? Athe used to have its midyear meeting at the hotel where they did the conference was so helpful. Thinking about accessibility.
 - ii. Esther: did EC used to do that? What about a local host?
 - iii. Jill: we have someone on the committee who is local, but it's really the chairs. Maybe not the VP for conferences.
 - iv. Eric: that's a very common practice. We plan events all over the world. With you all in particular it's even more important.
 - v. Jill: I would argue this will save money in the future.
 - vi. Cindy: we went way over budget. This will save us money.
 - vii. **Motion: in support of putting a line item in the budget for this. Noe moved, Brandi seconded. All ayes, no nos, no abstentions, so moved.**
- f. How to encourage and support conference participation by those with disabilities.
 - i. Asked for additional funding to support what we need to do at the hotel to increase accessibility. We have two plenary speakers and are deaf will need translators. That's a significant expense. The hotel is great; space is good. There has been money allocated. We may need to think about how to aggressively support this in the future. Perhaps we can find cheaper ways, but we should do it professionally. There's \$4500 put in budget.
 - ii. Chrystyna: ASTR has a member who does this professionally.
- g. Career Session
 - i. Days/times. Gad and Paige's report. This will be their second conference. (rotate for 3 conferences). The big thing is that they requested that we change their day/time. We have moved them to later in the day but there is one on Sunday. We don't have work rooms until 5:15. So we are squeezed. It has caused significant struggle in getting us to be able to arrange things. Maybe 3 bigger sessions?
 - ii. Name change. They asked that we think about changing the name to "career session" or "field conversations" or "professionalization". Field conversations: they are using them to do different things than just career. Will we approve name? discuss.

We discussed the issue with the name and understanding of what the career sessions do and what they should do. What's the right size for them?

Perhaps if it's on Sunday it will give folks a reason to stay. Maybe 8 is more optimal a number of sessions than 14. We also discussed whether it would be good for them to be career level focused. That way it would be less likely that there would be too many that are appealing. And we discussed scheduling them at night.

Jill said she would discuss with Gad and Paige. We were also reminded that we will need someone to do it next.

BREAK. 10:45-10:55

11:00 back!

3. Treasurer (Cindy Bates, 30 minutes)

Budget a work in progress. Our investments have recovered. We are doing well fiscally.

Sponsorships. Engage in sponsorships, someone sponsored the anniversary. Discount on airlines, it's been haphazard. Didn't pay off. Didn't get money. Want to engage EC where are we headed. This should not fall onto the co-chairs, unless there's a local person on the committee willing to reach out. **Need to be strategic about this.**

Increase membership dues. 5% increase. Problems? No.

EC agreed to the table in her report about Munoz.

Ewald fees and hours. We are currently over those hours but we need to be clear/strategic. We'll report back after that meeting (with Ewald and Bill). We were unrealistic about what we were asking our conference executives to do. Reality didn't match. We have bumped up the budget for AV and food so that it can be realistic. We will work hard to keep us in our budget. We bumped up GSC budget.

Program book vs. app for phone.

We discussed the pros and cons of moving to an app for the conference versus the program. The program cost over \$5000 last year. The app provides more information, can link to outside sites, can be created later in the year, with program changes can be handled through push notifications. Room changes, etc. The way this is cost effective is to then not print the booklets but some people like them and if there is no wifi, the app is not an option. We agreed to check with Erin about ATHE app experience, do more research, return to it next year.

Conference planner coming to the EC meeting.

It was agreed that it would be nice but the better use of money is site visit.

Day passes for students of faculty/students for students from HBCUs.

Jimmy: we are talking to them but because it's next year they say they don't know until next year. We are talking to 6 schools that are really responsive. 75 as very top. Some might just go one day. Not the awards lunch. Some of the colleges are going to arrange travel.

Cindy: we are talking to an additional 50 people coming to reception, that's going to be big.

Jimmy: we can not make it Thursday. So maybe we can just do it for Friday and Saturday (minus the lunch).

Cindy: who is conference person? Rhonda? They need to know about this uncertain number that we need to support.

Jimmy: deadline to get a number for schools?

Cindy: when do we need to know?

Eric: roughly you make selections weeks out; numbers confirmed the same week.

Increase travel allowance for international members

Made it \$1000 travel for that person.

Need a new liaison for ATAP but also need to change website so folks can donate easily.

4. Vice President for Publications (Esther Kim Lee, 20 minutes)

Trying to create a stronger and better and presence on the website, consistent with goal to have increased online presence. It deserves better visibility. It was agreed that we were **ok with making Theatre Survey one of the main buttons and changing the log in procedures** so you can get right to TS journal.

- Recommendations for serving on the Pub. Committee?
- We discussed the role of Rye and the ASTR “task force on social media presence”

12:00

5. Awards and Fellowships Report (Brandi Wilkins-Catanese, 30 minutes)

- a. Increase travel grants in Marshall and Keller categories
 - i. There’s high quality applications and it’s a pressing need for some people. (another \$2000). Increase the number of people getting them. We got about 22 applications for Marshall. Went from 4 of Keller to 13.

Brandi: It is the will of committee is not to increase awards at this time. STILL SAYS \$800 on website.

- b. Funding for new targeted publishing awards
Banes prize: can we change timing of prize: author/book. Cutting the price of award or doubling the line item? Last year they had 30. Over 2 years. Edited collections and books and articles. Is it the will of the committee to consider this adjustment?

Cindy: I’m in favor of offering it every year. We will roll that out for next year. **2018 Banes prize will be for books published between 16/17. 2019 it would be articles from 17/18 and we will increase the item for our budget.** Jill moved, Rose seconded, all ayes, no nos, no abstentions, so moved.

Move Erroll Hill to same structure? Easier. More fair.

Doug: people don’t submit articles.

Motion: **Friendly amendment to the existing motion that Banes and Hill will become alternating year for year, book and article. Jill moved. Seconded: Rose Discussion: none. All ayes, no nos, no abstentions. So moved.**

You can be recognized in both prizes but you can’t get money for two. If you are awarded ...

Let’s parking lot this. Want to tease this out.

Return from lunch 1:29

Award category: funding and staffing an award to recognize editing?

Should we start courting donors interested in funding targeted awards.

We’ll return to editing, time permitting, tomorrow.

Should certain awards be tied to ASTR membership?

Brockett specifically designed as an ASTR award. Celebrating us or celebrating fantastic work in the field?

Options: require winners to join astr in order to join the organization in order to accept award. Or offer to waive the following year’s fees if you come.

Rose: how do submissions come to us?

Brandi: authors. Publishers just send in things that seem right. Some out reach by chairs to ensure diversity of submissions.

Doug: should we require membership to receive these awards? For American Studies Association, you have to join to submit.

Brandi: the concern is that we are then just recognizing best work by one of us.

Jimmy: need? Other places do do it.

Esther: but they should be a member. They are writing about what we do. Do we accept articles from non members? Yes, because it increases quality. But what does it do for ASTR to recognize non members?

Rose: I don't think it decreases the status.

Jill: Is this only for the Hewitt? Could we change others?

Brandi: Hewitt has highest prestige but that will require renegotiation. Will create some clarity. We fund the Banes so we get to make that decision. For Hill we'd have to go to Grace Hill.

Brandi: **sounds like the will of the committee is to move toward membership stipulation on all publications.** Should it be 3 out of the past 5 years?

Jill: feel less clear about Banes.

Brandi: there's also the CORD and STDS conference. Author base is overlapping.

Rose: language is that the spirit of this award is to ...

Brandi: it's on the Brockett, we don't want to do it on Hill, or Banes, it's for Hewitt: Multi-year affiliation. (3/6 years) what if it's a junior person?

Jill: maybe 1/3 years to lower bar, increase

Brandi: must be a member at the time of application.

Daphne: if the publisher nominates the book, how will they know.

Brandi: last year we had 52. Not too hard to follow up.

Jill: I move that we change the publishing awards so that those nominated must be members at the time of submitting their work.

Jill second. All ayes. No noes, no abstentions. So moved. (*Pending approval of University of Illinois and Grace Hill)

6. Secretary (Amy Cook 5 minutes)

a. Updates on handbook

b. Committee chart.

Please let me know if you have updates to committee chart or handbook (particularly Brandi/Cindy).

7. Administrator's Report (Kris Haskin – 15 minutes)

Business entity. Insurance. Membership update.

Rhonda did 2019 site visit.

Mohammad no longer our person. Noe and Mohammad help each other out. There are 3 people. Send stuff to Noe.

Cindy: can you tell us about Rhonda's site visit?

Kris: she went to Arlington area. Renaissance, and Hyatt. She really liked the Renaissance. Checked out accessibility, metro stop, good food options 1-4 blocks. Trader Joes. Erin recommended the Renaissance Arlington View. It's fluid. Lots of little seating areas. Ren has that. Brought back pamphlets.

Eric: I've been there. Great staff.

Prices within range.

Worked on food and beverage and budget.

Jill: the by laws stipulate that the city and the hotel are chosen in collaboration with the staff, president, treasurer, and VP for conferences.

8. Graduate Student Caucus Report (Yasmine Jahanmir, 15 minutes)

mentorship breakfast. Some people didn't end up getting mentors. Come up with questions as part of registration so we don't need a separate survey.

Snacks and tea break, working with Jimmy. Not lobby.

Conf. assistance packet. More grad students participating.

Web resources. Is any one over seeing what's getting posted on grad twitter?

Feeling of group was that it wasn't a problem.

How can the GSC support international students?

New Paradigms in education committee. One member is appointed but this person hasn't been able to get in line with heather. **Daphne to contact Heather.**

Overflow hotel. Is that contracted?

Jill: do we need to increase the numbers of hotel rooms at Atlanta and put feelers out for overflow hotel? Could there be a price range? want to have it available but won't roll it out until after the initial block is reserved.

Work fellowship, partial fee remission but then it was denied. Is there any way we can facilitate that process that would be good.

Eric: We budget for a certain amount of them, \$100 stipends.

Jill: why would we tell people we have them and not use them. How does this work?

Eric: we put an email out, they reply, and we send people notes about who got in.

Yassy: maybe just clarify the language. Money makes a difference. Be clear.

Maybe we could expand the number of volunteers we support?

Other issues:

Jimmy: community engagement: should we talk about turning it into a permanent committee? Needs to be better communications with VP of awards.

Brandi: should be a local thing. Some members are permanent and some need to be local/year by year. Put in writing the relationship between these two areas. This is the dispersement schedule for the rewards and we'll add the community engagement award to that.

Jimmy: Recommendation: chair and two additional members. Jimmy, Chrystyna, Debra hold us on, be a 3 year term.

Jimmy, Chrystyna, Debra.

Motion to make it a standing committee?

Permanent commitment?

Brandi: this committee's task is to find out what the local theatres are and then choosing which is best. Requires a different kind of searching, too.

Chrystyna: honoring the people in the community that we are moving into for that week. These are non-commercial groups.

Jimmy: 2 members of group can come. Report about what they did with it by Nov of next year.

Chrystyna: these are for grass roots groups where this amount of money will make a big difference. Won't be much continuity.

Yassy: program committee as part of this committee, that's a good idea. Maybe there is a way to include them in the conference.

Jill: assess after 2-3 years to make it a permanent committee

Approved by EC on May 17, 2017

Chrystyna: when do you want the information about the things we look at?

Jimmy: June 15th.

Noe: membership committee report has gotten to the right parties. Urge in membership committee to maybe do childcare question.

The childcare issue was discussed and it was decided that it contained too many difficulties, particularly in terms of legal issues for us to be involved in any way.

1:00 Small group meetings: moving toward action

3 breakout sessions to identify the real needs and top issues. Action items.

- Team One--Making the most of Ewald: Guidelines and assessment
 2. Amy
 3. Cindy
 4. Jill
 5. Esther

- Team Two--Serving and growing our membership (top needs)
 6. Noe
 7. Chrystyna
 8. Rose
 9. Yasmine

- Team Three--Advocacy. (how do we think of this as a society? What can we do?)
 10. Doug
 11. Brandi
 12. Jimmy

- Team Four—Ewald (what are our action plans for ASTR)

Goals are isolate 2-3 actions. Bring them back.

4:05 Present motions or proposals and discuss

Team one: we are nearing the end of the first year of a two year contract with Ewald. Want to think about how the fit is working. We looked at June 2016 survey of Ewald. Also looked at contract and scope of service. We will spend 30 minutes tomorrow morning walking through the scope of services to help us understand how to make the relationship explicit. As we move forward into conference season. So that by November we are up to speed on what we do for each other. Once we hit November we only have a couple of months to renegotiate.

Team two: membership:

The conf feels good as it stands: 500-550 attendees/year. How do we value and give value to those who can't attend the conference?

- Reading and writing groups facilitated through the website
- Special topics convenings online or offline

- Grad student panels/webinars

We talked about working groups. Who are working groups for? Should they make themselves accessible to non-participants? What sort of work might someone need to do to participate as a spectator?

Contingent labor. Advocate for them in State of the Profession panel

Perceived bias, cultural/class based biased against people not from R1 schools or heavy teaching loads. Working group selection. Blind submission? That would change the working group selection process. Maybe there's some way to advocate a balance.

Webinars: how one does research with a heavy teaching load. Working groups with shorter papers or talking through early-development work. Reduce the labor of what we ask people to take on.

Ask conference organizers to think about working groups that are grounded in pedagogy or practice as research.

Top 2 things: envision modes of making astr valuable for those who don't attend the conference. Making sure there's more representation among plenary and wg participation. 3. Finding ways to get more contingent scholar voices in state of profession panel.

Team 3: Advocacy

External advocacy. We are unanimous; there's not much we can do externally. This should rest in the office of the president. She's the one we elect to do our kind of external advocacy. Daphne's letter worked well. Join up with other presidents of other organizations. Collectively: IFTR, ATHE, PSI, MATC, ASTR could make a bigger difference.

Internal advocacy: looking at the contract tomorrow will be key. What do we have available to us and how do we make it available to our members? Webinars. Use it for smaller things. ("Revise and resubmit").

There are also limits on what we can do based on our 501 3-c can do.

We can't be a reactionary body. But the president can respond. We need to have something in the handbook. EC is empowered to speak. This group IS the group to speak out.

Team 4: Team Ewald

Our objective look at some of the ways we can work better. We don't want to seem like a big company to you. We work, not consult. We are ASTR staff. Honored when you refer to us as staff. We have a contract. There are 8-9 people who touch the organization. We track our hours not for billing but for what we are providing. The dialogue is one of finding common ground; joyous work together in the service of your members.

1. last year has been an anomaly. A bunch of hour usage was on us. Switched up staff, learning curve time. Looking ahead. Looked back at previous year's use and it was 300 less. You are do'ers. Other boards don't do much. You do stuff. We identified a couple of areas we can make some changes.
2. Conferences takes the most amount of hours. That's a lot of hours in one week. That might take 25% of your hours in one week.
3. Atlanta will be our 3rd conference. In Portland we had 5 people and we could go down a person. One person is 50 hours. We had 6 people in Minn but that was on us because of change over. What do we do onsite at conferences that could be done by grad students? Reg desk. Take photos. Changing signs out. Running out of toner. Leverage that smart labor? Event planner needs to be able to run around, dealing with things that happen, dealing with food, dealing with hotel, someone at Registration that can deal with money.
4. We identified an inefficiency in accounting. Some missed opportunities automatically populate quick books for less manual work. Year two they fixed it. They mapped the stuff right. Year three should be better.
5. Trying not to have unplanned projects pop up. **Schedule board meetings in advance.**

Jill: being on 3rd conf. planner on 3rd conf and 3rd web person. If staff change can settle down.

Motion to adjourn. All ayes, no noes, no abstentions. We are adjourned. 4:58.

(Dinner on your own.)

SUNDAY

8:46 meeting called to order.

Selected meeting times for Spring and Summer.

Wednesday, May 17th at 4:30pm

Monday, July 10th at 12pm

*ASTR ec email list is not updated

1. Scope of service. Action steps/accountability

- General email inquiries are rare.
- Respond to email inquiries within one business day. This should include us as well. Action included: got it AND this is what's going to happen next. Follow up.
- More communication within Ewald as they staff up.
- Kris will meet with Noe to supply us with a list of things requested done and not done. With dates for when it will get done.
- Making sure the list of priorities on both tables are similar. And Ewald following up with managements, helping the executive do their jobs. Creating the agenda for the meetings; handling the committee charts.

Approved by EC on May 17, 2017

- Who takes the minutes? AC fine with taking notes but would like help with committee chart, updating officers, keeping track of what's updated on website.
- Calendar: We need your help keeping us on track. We can't know what left hand is doing. Key dates should be known and prompted by Ewald.
- Rotating officers and board members: might need to on board better. Want to make sure people feel empowered right away. **We need to set some internal onboarding strategies.**
- By laws, operations manuals are required reading for board members! Read sections that aren't just yours.
- We may want to have a quarterly call with the investment person.
- What is the procedure for membership renewals: member services department that sends things out; leading with a hard copy worked really well. Followed up with upwards of 6 reminders. Net increase of members.
- List that goes to Cambridge University Press: late. Eric: I don't recall. September 2015. The issue of the journal didn't get out on time because the addresses were late coming from Ewald.
- ASTR-L is not tied to membership. For Conference marketing goes to everyone. Daphne's letter can go to everyone. Maintaining a constant outreach with our members with either the list serv, twitter, fb.
- Additional support? Dates.
There were some irregular terms in contract. Dates should be removed. We didn't stop providing that service.

Summary of budget changes from Cindy:

We need to think about ATAP and their difficulty raising funds and we need a liaison. We have a commitment to Atap.

We talked sponsorship. We need to do more on this. Right now we only have \$500.

Increase program

Add money to international travel money

Current conference hotel site visit. 3-5 people. \$2000

Our checking account and savings account are pretty robust.

If we want to talk about wifi, videotaping, etc, we will need to raise membership rates, conf. reg fees, increase sponsorship efforts.

We discussed the lack of wifi at the Atlanta conference. The current quote is \$8000 to provide wifi. Plenary space will have AV but won't have wifi unless we order it but it will be a hard line. We agreed to see if we can get some limited amount for a smaller fee.

Cindy if we voted to approve the budget with these small changes:

Summary of Budget Changes from 3/25 – 3/26 Executive Committee Meetings:

INCOME:

- Adjust ATAP income based on their report to \$1500 (they plan to bring in \$2,750)
- Add \$500 to Sponsorship (but still need to make a plan!)
- Conference #'s adjusted slightly

EXPENSES:

- Adjust ATAP expenses per their report to \$5,250
- Conference Program Books: increase to \$5,500
- Add International Travel line for Executive Committee: \$1,000
- Add "Current Conference Hotel Site Visit" for 3-5 people to visit hotel for upcoming conference: \$2,000

With these changes, our budget will be relatively neutral.

Approved by EC on May 17, 2017

NOTE: If the ASTR Executive Committee wants to add any major expenses such as videotaping a session at the 2017 conference (\$5,000) or providing free wifi in the meeting rooms for the 2017 conference (\$8,000), we will need to look at additional forms of income (i.e. increased sponsorship efforts, raising membership fee rates 10% rather than 5%, raising conference registration fees 5%, etc.)

Daphne: money for “plenary speakers”?

Jill: just a way to give them discretionary funds to spend with the approval. Performers, non-members, etc.

Daphne: Plaques. How many do we give out.

Eric: we don't need \$1200, that may be legacy. Won't need that much.

Brandi: distinguished scholar, Hill, Hewitt,

Cindy: we can look at that line item, decreasing that.

Motion: Jill moved & Noe seconded. to approve the budget as amended: all ayes, no noes, no abstentions.

Webinar: let's do that! Cindy: Daphne curate?

Noe: we talked about this yesterday. I will talk to my membership committee and guarantee to do one between now and November.

Daphne: teaser?

Jimmy: what are the number of people who attend the conference but don't participate? What is this for? Working groups already get folks excited

Paige/Gad: what was the most successful career session? Can that be a webinar.

Daphne: how long is a full length webinar?

Eric: 45 min to an hour

Daphne: short ones? 5-10 min. pre-recorded. No questions,

Esther: how did the ATHE ones go?

Eric: really well. Chat involvement. Excitement. Running survey of how it's going. This was awesome! Around 80 participants for each.

Jill adjusted cancellation language to clarify that folks with international travel problems will get a full refund.

Cancellations must be received in writing at info@astr.org prior to October 16, 2017. No cancellations will be accepted after October 16, 2017. These refunds will be processed less a \$100 administrative fee. However, if at any point a change in U.S. travel and/or visa policies makes it impossible or particularly arduous for a registrant to travel to the conference, they should contact the Vice President for Conferences (vpconferences@astr.org) with complete details in order to receive a refund. Registrants may also contact the Vice President for Conferences if they need official letters confirming their participation for visa or funding reasons.

Finalized motion after friendly amendments:

The Sally Banes Prize and the Errol Hill Prize will both become annual awards that alternate between recognizing the best article published in the previous 2 years and the best book published in the previous 2 years in their respective areas. The annual prize will be \$500 for each award, and the annual budget will be adjusted as needed to reflect this.

Banes will be 16/17 books in 2018, then 16/17/18 articles in 2019, then 2 years per.

Discussion: Double dipping question. Language included below about double dipping.

Rose: is there a concern where there are fewer nominations?

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Brandi: would be odd to win the Hewitt for one year and the next year apply for the Bane.

Rose: can it be tied to winning?

We talked about being able to resubmit if you haven't won. And the challenges of making sure it's fair for those applying in different years.

Should you be able to win both years?

Open the window for the Hewitt?

Should we take this back to the chairs?

Maybe put NO stipulations on double dipping until we gather information.

Brandi: suggests that you can continue to win two awards but only receive one check.

Will of the group is to give the award and the check even if you win too books.

Travel awards are different.

- 1) We will **not** increase the number of Marshall and Keller Awards
 - a. We also decided **not** to include the question "Does your institution offer guaranteed support for graduate student conference travel?" on the Marshall application
- 2) Beginning with the 2018 application cycle, **nominees for all publication awards must hold active membership at the time of application** (Brockett has a higher bar of 3 of the past 6 years membership), pending approval of donors for the Hill and Brockett awards
- 3) **It is not currently a priority of the EC to seek funding for new/additional targeted publishing awards**, but we will include language on the website to inform people that they may make inquiries about donating funds to establish new awards
- 4) Beginning in 2018, the Banes and Hill awards will alternate between recognizing articles and books, reviewing the past 2 years of work in each category (pending approval of Hill donor). Please note that this includes annualizing the \$500 Banes prize allocation, which is currently biennial
 - a. Banes 2018: **Books** published in 2016/2017
 - b. Banes 2019: **Articles** published in 2016/2017/2018 (and then will revert to 2-year eligibility pool)
 - c. Hill 2018: **Articles** published in 2017 (then in 2020 will revert to the 2 year eligibility pool)
 - d. Hill 2019: **Books** published in 2017/2018
- 5) To establish or not to establish an editing award....? A question for the next VP...

We need to figure out who the liaison to ATAP. Why do we need a liaison and what are the issues.

Rose agreed to be new ATAP liaison and to touch base with Eric about what the issues are with website donation visibility. This will either be adjusted as needed or brought to the EC conference call in May.

Sponsorship actions to take:

Approved by EC on May 17, 2017

We should contact larger folks. Peirson for textbook, Endnotes,
Daphne: Chinese friend. Advertise in journal. **I will follow up with that.**

Jill: I can look to who we went to last year. Resend the prospectus; update this. One sheet
sponsorship options. Put together a list of 5-20; I will handle the rest of it. It's a couple of hours of
researching. **Yassy agreed. AC to work with Yassy. Jill and Kris will work on a one-pager.**

Yassy: in future: Sponsoring the app!

Daphne: Are there things from yesterdays break out that we want to send out to our members?
Anything we want to move forward on?

Noe: we empower Daphne to respond as she sees fit.

Jimmy: things shouldn't be dumped on conf. chairs. I don't need astr to advocate. Munoz thing is
great. Practice. In what ways are we changing our organization? This does more than any statement.
Next thing Astr is going to have to tackle is the question of size. Might we have to think about how
to grow? How are we committed to making people feel permanently attached to ASTR.

AC: cost of rotating working groups.

Jill: yes, there's this tension about keeping the conferences different every year vs. fostering long
term relationships. Informal evening discussions. Foster community at a smaller level.

Esther: Focus group not a draw for me. Can create niches that let people fall outside of it.

Jimmy: Latin American; Global south being smooshed together. Maybe there are new ways of
creating cohorts and working group. You can feel so marginalized. Media working groups?!

Rose: no way of entering this conversation. So niche-like.

Jimmy: we are obligated to work on retention. What's the plan to continue these conversations?
There are no Queer working groups. Weren't going to be any latino working groups but we poked
someone.

Jill: focus groups not necessarily the solution. We need to foster community rather than presuming
community.

Rose: is there a way to have some continuity.

Jill: don't want to have things that aren't related to the themes. All the ways to address the themes.
We have to have feelers going out. Maybe we need to do some drum beating.

Brandi: we are not trying to be ATHE, they are a useful data point we have to be clear about how
we want to use that data. We have to acknowledge that there's a decision that has to be made. There
are only so many slots in the calendar. We are always going to be saying no to people. How do we
cultivate an attitude that's not about a conference experience that's about sharing my own work
every year. Get people to feel ok with it.

Doug: what has been the push back to having dedicated working sessions to particular sections?
MLA has sections. Sometimes I feel like ASTR is just at conference. What is the objection to
guaranteeing areas?

Daphne: how would we decide?

Doug: we would decide. Might be easier than we think it is. We can all name fields.

Jill: we have a different conf. from ATHE: we have a whole conf. that is really attached to the
theme. That's what orients it.

Brandi: what if every 3rd conference were unthemed.

Jimmy: Can this be on the agenda for the next conference call. Growing of the conference. What if
we got rid of career sessions; we could have field conversations in the morning.

Daphne: get more rooms?

Noe: best practices for working groups?

Rose: future engagement with other ways? Think about wording of rejections.

Brandi moved to adjourn. Noe seconded. All ayes, no noes. No abstentions. 11:05.

Approved by EC on May 17, 2017

Schedule Spring and Summer Conference Calls. May and July.

11:00 Close