



**Executive Committee Meeting
April 9, 2018
1:00-3:00pm EST**

Executive Committee Meeting Minutes

Attendees: President-Casey Barrio Minton, Past-President-Melanie Iarussi, President-Elect-Natoya Haskins, Treasurer-Cheryl Wolf, Secretary-Rabeena Alli, and Committee Members-Latrina Ray Raddler, Kent Butler, and Elizabeth Villares.

1. Changes and additions to the agenda

- a. None

2. Old Business

- a. Emerging leaders program – reminder & reviews
 - i. Cheryl will send out reminder
 - ii. Reviewers: Casey Barrio Minton, Natoya Haskins, Melanie Iarussi, Rabeena Alli, Caroline Perjessy, and Jenelle Bettis
- b. Supervision award revision
 - i. Waiting for an update
- c. Interest networks
 - i. Casey sent outreach
 - ii. Table until next meeting
- d. Revised journal proposal
 - i. Reviewed and process travel support
 - ii. Melanie Iarussi and Casey Barrio Minton will research incentive(s)
 - iii. Will launch a call for an editor
 - iv. Formulating a support committee

3. New Business

- a. Summer meeting schedule
 - i. Casey will send out a doodle pole for future meeting dates and times

4. 2018 Conference Planning

- a. Proposal updates
 - i. Proposals are being reviewed and ranked
 - ii. Reviewing categories and overlap in content
 - iii. Working on equal representation in all categories

- iv. The committee is continuing to meet and finalize this process
- v. 45 submission/author(s) discussed affiliation; the reviewers recused themselves; the program committee reviewed the proposal
- b. Registration updates
 - i. Cheryl will provide the EC with an update
- c. Hotel – food, spaces, transportation, room registration form for board and conference staff
 - i. Continuing to finalize food and space
 - ii. Room registration form for board and conference staff was discussed; everyone will register for their room
 - iii. Transportation companies are in the process of submitting bids
 - 1. Registration page will have information on transportation
- d. Entertainment
 - i. Obtaining quotes
- e. AV quote
 - i. Natoya added screens for the AV quotes; waiting for an updated quote
- f. Other committee updates
 - i. Working on sponsor and exhibition list
 - ii. Discussed activities for attendees which they will self-pay

Pending Agenda Items

Webinar proposal

Upcoming Meetings