

EERA 2016 Board Pre-Conference Meeting
Westin Hotel, Hilton Head Island, South Carolina
3:00 p.m. – 4:00 p.m., February 17th, 2016

Present: Beena Achhpal, Jennifer Brown, Shawn Fitzgerald, Kenda Grover, Steven Liu, Michael Miller, Michele Parker, Carol Watson, and George Watson

Call to order

Minutes of summer meeting approved

President's Report (M. Miller)

- Michele's colleague still helps with the association website; need long term strategy to improve the website
- current association submission system cumbersome, need proposals for improvement
- smooth transition to new Journal editors
- discussion about Richmond promotion
- Jennifer will step down in summer for personal reasons, and Jessica will step in as vice president.
- election in December, think of possible candidates for president-elect

Past President's Report (M. Parker)

- hats off to Mike for his leadership

President Elect's Report (S. Fitzgerald)

- The conference proposals arrived in three waves: the first deadline, the extended deadline, and the final deadline. The rejection rate is around 8-10%. There are 200-300 individual authors for this year's conference
- conference programs were printed under the auspice of Widener University. Shawn enlisted the help of a graduate assistant to process the proposals. need to make the proposal handling less onerous and dependent on the personnel; recommend using a third-party vendor to handle proposal submission. Mike and Shawn will work on this.
- EERA business cards passed around at AERA
- discussion about marketing EERA and recruiting members

VP President for Conference and Planning Report (J. Brown)

- went over a report on this year's conference expenses, that is, food and beverage (\$26,468), A/V equipment (\$4849), etc.
- provided a tabulated analysis of future conference sites in terms of hotel rates, floor plan, parking, airport proximity, and food & beverage minimum. Birmingham or Jacksonville may be considered for 2019 conference, and Atlanta possibly for 2020 conference.

Treasurer's Report (G. Watson)

- reported conference details
- 273 pre-registered this year, compared to 255 last year. Another 20-30 will possibly register at conference desk.

Communication Director's Report (K. Grover)

- post-conference survey will be sent on Monday, February 22
- Spring newsletter is expected in April
- discussion about possibly changing the newsletter format

Student Services (B. Achhpal)

- 20-25 responded to the invitation to the graduate student luncheon. Four students are expected to participate in 3-minute thesis competition.

Division and SIG Director's Report (W. Williams)

- brief written report distributed

Membership Report (C. Watson)

- discussion about going to AERA to recruit members
- discussion about member turnout at Richmond next year

Awards and Sponsorships Report (J. Bucholz)

- brief written report distributed

JRE Report (Z. Mackiewica-Wolfe and M. Pifer)

- brief written report distributed

New Business

- IPEDS workshop on Saturday sold out
- possibly vote on future conference locations at Saturday board meeting

Adjourned

Submitted by xsl on 3/1/16

EERA 2016 Spring Board Meeting
Camilla Boardroom, Westin Hotel, Hilton Head Island, SC
10:00 a.m. – 11:00 a.m., February 20th, 2016

Present: Beena Achhpal, Roger Briscoe, Jennifer Brown, Jessica Bucholz, Shawn Fitzgerald, Kenda Grover, Steven Liu, Zora Mackiewica-Wolfe, Michael Miller, Michele Parker, Meghan Pifer, Sharon Valente, Carol Watson, George Watson, and William (Willy) Williams

Call to order and greetings

Sharon was put on speaker phone

President's Report (M Miller):

- good conference with more than 300 attendees
- special thanks to Jennifer, Shawn, and George for their work on the conference
- sign and return the conflict of interest form

Past-President's Report (M Parker)

- no report

President-Elect's Report (S Fitzgerald)

- need to improve conference proposal handling
- will update and post the final conference program online

Vice President for Conference Planning Report (J Brown):

- there is an issue of a charge of more than a thousand dollars for AV equipment, but it will be resolved next morning.
- food was great at conference. suggest changing breakfast to 30-45 minutes next time and leaving only coffee after sessions start
- food expenses and AV equipment rental
- will step down in summer for personal reasons

Treasurer's Report (G. Watson)

- final figures will come out in March
- 305 registered at conference with \$56k gross revenue, more than \$4000 than that last year, and \$23k gross profit expected

Secretary's Report (S. Liu)

- no report
- Mike: meeting minutes on the website are not current. Recent meetings need to be uploaded to the website.

Director of Communications Report (K Grover):

- will possibly change the newsletter format

Director of Student Services Report (B. Achhpal)

- 27 or 28 attended graduate student luncheon. Five participated in 3-minute thesis competition. Some students could not come because of schedule conflicts

Director of Divisions and Sigs Report (W Williams)

- got a lot of suggestions
- add sig. invitation to post-conference survey

Director of Membership Report (C. Watson)

- discussion about bringing people to Richmond conference next year

Director of Hospitality Report (R Briscoe)

- need to identify new comers by putting a smiling face on their name tags and make them feel welcome

Director of Conference Special Programs Report (S Valente)

- IPED workshop great success

JRE Editors' Report (Z. Mackiewica and M. Pifer)

- work on submission system
- received 26 new manuscripts

Old Business

- discussion about Birmingham, Jacksonville, and Atlanta for future meeting sites
- possibly check a few more options (Charlotte, Orlando, and Myrtle Beach)
- delay vote on future meeting sites to June meeting

Director of Awards and Sponsorships Report (J. Bucholz)

- reviewers are needed for selecting the best paper
- will step in as vice president and serve in both capacities

New Business

- summer conference call is scheduled to take place between June 8-10
- fall board meeting at Richmond on 10/28

Adjourned

Submitted by xsl

3/1/16