EERA Spring 2018 Board Post-Conference Meeting Minutes

**Time**: Feb.10, 2018, 10:00 am

**Location**: Sheraton Sand Key Resort, Clearwater, FL

**Attendees:** (alphabetically) Bucholz, J.; Fitzgerald, S.; Flynn, J.; Galeshi, R.; Grover, K.; Liang, G.; Mackiewica-Wolfe, Z.; Place, M.; Smith, E.; Watson, C.; Watson, G., Williams, W.

*Notes are numbered in accordance with the item numbers listed on the Meeting Agenda (see Appendix A).*

Executive Committee Reports

1. Shawn: Felt the conference overall was success; technology problem last year Richmond, not this year. Turning over to George next year conference (Myrtle Beach). For the upcoming election; most positions are on a two-year term; ask for spreading the words, encouraging for applying. (i) Conflict of interest form – sent via email; please complete and sign and email back to Shawn. (ii) Will review the board meeting minutes and shred off the details, then post. (iii) Carol was thinking about pictures, will get them to Willy, check the quality
2. No report. Not present.
3. No report. But indicated that he could use some recommendations on tweaking the conference. Overall, have not heard issues from the attendees at the conference.
	1. Changes made since last conference – seemed working well
		1. The organization (number of presentations per session) is changed – more presentations in one session.
		2. Recommendation: Maybe make a note to the session chair to follow the order of the presentations printed in the program – it helps conference attendees to make plans to ‘hop’ across sessions on topics interested to them. Make that note in the announcement emailed out to members.
4. Jessica: review the longitudinal data on conference to see if the discrepancy over the year justify certain commitments we have made.
5. John: 254 registered this year, 233 last year, 290 Sarasota (2015). Professional membership has stayed relative stable over the years; 73 this year. 2 people asked for refund, 200 dollars back; 15 walk-in registration. 4400 checking account, 50,000 saving account, before the conference.
	1. Jessica & George: 25,000 -32,000 (from experience, the cost related to conference)
6. No report.

Director’s Reports

Shawn reviewed some free apps for event organization; C-event costs more. Another major disadvantage: C-event is organized around the registration on sessions; they made some changes, but still not compatible with other multi-route search functions.

1. Communication:
	1. Need high quality and good pictures to be posted on the web (update).
	2. would like to create a post-conference newsletter to email to members. As such, need list-serve.
	3. suggestions: could we have separate lists for the membership and the conference attendee?
	4. Explicit note the importance of attendees’ booking the conference room to all the members/potential attendees – the why in the newsletter.
	5. Post-conference survey will be sent out next week, April 5th
2. Student Services
	1. To further engage graduate students, using social media (facebook, twitter, LinkedIn); these will be added into the newsletter.
	2. On the LinkIn site, possible information to keep it live and relevant to graduate student population such as posts on training/PD opportunities, job openings, etc.
3. Roofia recommended: Organize a session focused on certain topics – people hop into different tables – Shawn: could be in replacement of SIG, as the topic/discussion can become very specific.
	1. Roundtable sessions this year were much better – in contrast to last year, limited or no attendees at certain sessions.
4. Not present.
5. A little glitch – the award results were sent out two weeks before the conference, as such, some of the awardees did not register. As a result of that, a special rate was given to the awardees so that they could attend.
6. The CV review program did not fully go as planned; may consider to relocate to a different date during the conference to avoid people leaving on the last date as it was scheduled.
7. N/A
8. Report on Journal:
	1. The latest issue of the Journal has been published.
	2. We are pretty much finished with the backlog.
	3. Currently, 3 manuscripts are just about ready, 2 in the pipeline.
	4. Remaining issue: lack of quality reviewers. Will be able to get another issue out, with manuscripts at hand.
	5. Possible solutions:
		1. Shawn: maybe change it into one issue per year; maybe only publish from the papers submitted to the conference
		2. Zora: maybe turn it into conference proceedings only.
		3. Shawn: **as the board members to think about, vote on the next board meeting. Do a quick analysis to see who publishes in the journal versus who are EERA members.**
		4. Zora: the major problem is how the review process is conducted. Suggesting having professional editing for the final manuscripts.
		5. Shawn: based on the cost associated with professional editing services, we could entertain this option.
9. Three thoughts:
	1. Will brainstorm with Beena on expanding the radius to include more neighboring universities and districts.
	2. $50 – discount for community members
	3. Use LinkedIn and twitter to target on more specific audiences

Old Business

1. Already discussed (see item 14 under Director’s Reports)
2. Already discussed (see item 9 under Director’s Reports)

New Business

1. Items to be focused on during the summer board call – content: journal, SIG/alternative models.
2. Already discussed (see item 1)
3. Already discussed (see item 1)

Appendix A.

Eastern Educational Research Association

Spring 2018 Board Post-Conference Meeting

Sundial Boardroom

Sheraton Sand Key Resort; Clearwater, FL.

10:00 AM Saturday February 10, 2018

**Agenda**

Call to order

Executive Committee Reports

1. President’s Report – Shawn Fitzgerald
	1. Conflict of interest forms will be emailed
	2. Sponsorship Focus for 2019
	3. K12 District Outreach (special passes)
2. Past President’s Report – Michael Miller
3. President-Elect/Conference Chair Report – George Watson
4. Vice President for Conference Planning – Jessica Bucholz
5. Treasurer – John Flynn
6. Secretary – Jia Grace Liang

Director’s Reports

1. Director of Communications – Willy Williams
2. Director of Student Services – Everrett Smith
3. Director of Divisions and SIGS – Roofia Galeshi
4. Director of Membership – Beena Achhpal
5. Director of Awards – Kenda Grover
6. Director of Hospitality and Conference Experiences– Carol Watson
7. Director of Conference Special Programs – Vacated
8. JRE Editor Report – Zora Mackiewica-Wolfe
9. Director of Sponsorship, Marketing, and University Relations – Maggie Place

Old Business

1. Journal Challenges
2. Divisions/SIGS moving forward?

New Business

1. Summer Board Call
2. Position Transitions
3. Fall Elections

Adjourn