EERA Board Summer Conference Call

**Time**: 11 – 12:45 am (Thur., June 29, 2017)

**Attendees**: Fitzgerald, S.; Watson, G.; Bucholz, J.; Flynn, J.; Liang, G.; Williams, W.; Achhpal, B.; Grover, K.; Valente, S.; Mackiewicz-Wolfe, Z.; Watson, C.; Place, M.

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

Approval of Minutes with recommendations/corrections

* Correction: Watson
* Inclusion indications of reporting unit/person

Executive Committee Reports

1. No report from Shawn.
2. No report from Michael. Not present.
3. George: Will be meeting with Shawn to work on the conference planning for next year.
4. Report on locations for 2020 and 2021 (Jessica and group)
	1. Feedbacks from post-conference survey:
		1. Overall, the feedbacks were good.
		2. Issues related to technology malfunctions in meeting rooms.
		3. Issues related to a limited number of people showed up at certain sessions
		4. Recommendations: (1) Having fewer sessions scheduled during the same timeslot, (2) avoid scheduling sessions with similar topics during the same time period.
		5. Other considerations: (1) using codes indicative of areas (like SIGs) could help, but it is still possible that papers could have topics across defined areas which guarantee no such a clean division for scheduling purposes. (2) the pro-active strategy of using the front desk to notify board members on low/no attendance sessions rooms at the 2017 conference.
		6. Confusion about the types of presentations, particularly related to roundtable and symposium 🡪 proposing: (1) add a criterion on ‘how would you engage audience?’, (2) have the chair be responsible for organizing and submitting on behalf the group, (3) change symposium to more of a panel type, (4) change the terminology – ‘roundtable presentation’ to ‘roundtable discussion’.
			* Other logistic to consider: the current submission system does not allow an accommodation to various formats aligned with the presentation types.
			* **ACTION PIECE: (Shawn) All board members do some research on the templates used by other conferences to help further frame the discussion.**
	2. For EERA 2018 conference at Clearwater FL, we could face a dilemma (on attendance rate in relation to session show-ups) which has no easy solution: when the conference is held in a nice location like Clearwater, with the weather being nice, it is very possible that people tend to enjoy the location more than going to the sessions. But, a nice site like Clearwater tends to bring higher conference registration counts.
	3. 2020 and 2021 conference locations
		1. Jessica noted: Daytona Beach 🡪 a very nice location, but did not hear more responses back. Omni 🡪 too expensive. The ones that left white – was unable to visit
		2. Shawn: Eliminate the whites; narrow down to Double Tree Orlando Seaworld, Double Tree Orlando Airport, and St Augustine Resort for 2020.
		3. Aspects to be considered:
		* Need to consider its attraction to graduate students.
		* The airport location: easily walk through, shuttle, strip walls, a lot of chain restaurants, but not a well-developed area, the not-so-good reputation typically associated with hotels around airports.
		* The Seaworld location: is not around many things within a walking distance, if the weather is good, we are likely to lose people (aka, possible low show-ups in sessions, very likely we will have other events going on during the same time when we hold our conference.
		* Will the dates be running into the dates for spring break for schools?
		* The Augustine Resort: far from the airport, but the hotel offers help on transportation; mostly likely to be the only event held on the location during the time.
		1. **ACTION PIECE: (Shawn) Each board member ranks the three hotels and send to Jessica.**
		2. For 2021 conference, Jessica noted that Hilton Savannah Desoto and Francis Marion Charleston SC are the two that have got back to her with the information at this time. Things to be considered:
		* The Desoto location: walking distance to many things; not in the heart of main street, but not a long walk; the hotel’s charge on internet for meeting rooms.
		* George: (1) we may want to consider/caution about the number of other hotels around 🡪 people could book these hotels (rather than the conference hotel) because the prices can be cheaper than the price we offer on the conference hotel. (2) caution on the number (head count) that we would promise to the conference hotel.
		* **ACTION PIECE: (Shawn) Each board member ranks his/her preferences and send to Jessica. 🡪 Jess will send the group an email to vote**.
5. John reported: did not have to pay $8000 penalty for the hotel on our short on the committed attendees) 🡪 breaking an even at $40,000; one registration for next year conference already.
6. Grace. No report.

Director’s Reports

1. Willy
	1. Listserv created 🡪 if Shawn would like access to Listserv, will get that processed.
	2. Newsletter will feature the 2018 conference call sometime around August/Sept
	3. Website being updated 🡪 future conference locations, update contact information, use high quality photos
	4. **Shawn recommended: If you or others have some quality pictures from last conference – email to Willy**
2. Everrett Not present
3. Roofia Not present
4. Beena
	1. **Brochures to universities 🡪 work with Willy**
	2. Reviewing other conferences on what they do for membership 🡪 (1) different rates for professionals and students, (2) on our website, benefits being a member (**do the narratives to start with**)
5. Kenda
	1. I will send out on Monday for review
	2. Questions/issues shared 🡪 (1) conceptual paper versus research paper (professional), (2) student submit dissertation for graduate paper
	3. Responses from the group: (1) **Maybe change our language on the award call**, (2) a submission in a dissertation format is not appropriate for the award.
6. Sharon
	1. The overall feedback was favorable.
	2. With talk to Shawn for 2018 conference again. Workshop on grants, etc.
	3. Thoughts on keynote speakers
	4. **Shawn: we two will discuss**
7. Zora
	1. Down to one editor
	2. Spring 17 issue (Vol. 27, Issue 1) has been published.
	3. 5 articles are almost ready for next volume
	4. additional 10+ needs to be reviewed
	5. considerable long reviewing time
	6. the amount of copy-editing needed to be done – the quality of manuscript received
	7. Could board members serve as reviewers? Yes.
8. Carol
	1. Little ribbon/name tag (First attendees; Board director; Students) – 100 per category; $75
	2. Shawn: We can talk with John about it.
	3. **A special event for the first-time attendees 🡪 Shawn: Carol, please flesh out more, then we can discuss (Shawn, George, & Carol).**
		1. Maybe a couple roundtables for first-time attendees (research, get to know more about being involved in the EERA org., etc.)
		2. Breakfast social with board members (sign-up helps logistic)
		3. Where we put out that information.
9. Maggie, no report, had to leave for another meeting

Old Business

1. JRE will be temporarily not accepting manuscripts; the announcement will be worded in a more positive way, like “We have received a high number of manuscripts and currently have filled …. Please check back for future calls for paper submissions”, something like that.

New Business

1. Hotel overview/scheduling discussion – Clearwater 2018
	1. Jessica: (1) Nothing to report right now; (2) Will need to get there and get in contact them.
	2. Shawn: Maybe executive board members to be physically there to see at the fall board meeting? With talk more with Jessica.
		1. Possible fall board meeting dates – end of Oct./beginning of Nov.
		2. Shawn & Jessica: cost
2. 2020 Conference location 🡪 already discussed.

Appendix A

Eastern Educational Research Association

Summer 2017 Board Meeting

Conference Call

11:00 AM Thursday June 29, 2017

**Agenda**

Call to order

Approval of Minutes

Executive Committee Reports

1. President’s Report – Shawn Fitzgerald
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 -- 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 Conference Special Programs – Sharon Valente
7. JRE Editor Report – Zora Mackiewicz-Wolfe
8. Director of Hospitality & Conference Experiences – Carol Watson
9. Director of Sponsorship, Marketing and University Relations – Maggie Place

Old Business

1. Future of JRE

New Business

1. Hotel overview/scheduling discussion – Clearwater 2018
2. 2020 Conference location discussion

Adjourn