

Executive Committee Meeting Minutes  
30 March 2018  
5:00-6:00 PM (Pacific Time)

Members present: Bethany, Soojin, Cathy, Farzaneh, Gong, Lee Ann, Andrea, Hosung, Jane

1. Minutes from December 21 approved.
2. Conference update - Including draft of quick guide. (Andrea)

Separating the faculty poster session from the student poster session day. Faculty poster sessions will be on Wednesday – could help boost participation on the first day. The student poster sessions would be on Thursday from 4:30 – 6:00 pm before the reception. Student posters will go up at 9am giving attendees to increase the viewing time.

Also, the business meeting will be on Thursday at 1:20 – 2:50 pm. The EXCom meeting will be Wednesday (Andrea)

3. Research on other conference locations in Reno. (Bethany)

Turns out Harrah's Reno is still the best deal.

4. Student Awards Protocol (Andrea, Cathy, Bethany)

Since posters will be up in the morning, the reviewers can preview all the posters and narrow them down before the actual students' presentations, and then during the poster session they will make their final selections. EXCom members agreed that 5 minutes of verbal presentation for the posters is a good length and allows for more interaction through Q & A.

5. ExCom Nominations for positions (2018-2019), to be filled (Cathy):

Nomination period for all open seats closed on March 23th. Elections for the Executive Director, and the President Elect happen next month online.

Executive committee appointed Jeff Bernard for JKW Editor and Guillermo Escalante as Peavy Papers coordinator.

6. WSKW logo update (Hosung)

A design was selected by the EXCom members with minor changes.

7. Tax ID Update (Bethany):

**DONE!** (Many thanks to Bethany for doing the work on this one!)

Application for tax-exempt status submitted.

Bethany will work on getting a copy of the confirmation letter on the Tax ID.

8. Marketing Committee (Bethany):

Bethany has updated contact lists to reflect a broader outreach. Thanks to members of the marketing committee who helped expand the list: Cathy, Soojin, Kim, Gong, Andrea, Clay.

Looks very good. Our outreach is considerably broader.