

Minutes of WSKW Executive Committee Meeting

6/2/2020, 11-12 pm

Members in attendance: Bethany Shifflett, Jeff Bernard, John McChesney, Lee Ann Wiggin, Jennifer Sherwood, Andrea Ednie, Cathy Inouye, Gioella Chaparro, Clay Robinson, Chris Gentry, Gong Chen, Guillermo Escalante, Seungho Chang

- 1) Conference decision/discussion
 - a. John: Has IT support
 - i. All members agreed in a virtual conference for 2020.
 - b. Abstract Deadline: Submission extended to July 1st (for Young Scholar, Faculty, and Students).
 - i. 1 or 2 day conference decision will be made by the Executive Committee after John, Jennifer, and Guillermo see how many proposals come in.
 - c. Posters – logistics
 - i. Breakout rooms with Host
 - ii. Gallery with private chat w Authors
 - d. Conference sessions
 - i. Avoid overlap. Depending on number of submissions, can decide to move conference to fewer days.
 - ii. Poster presentation on separate day (1 hour long).
 - e. Conference fees
 - i. \$40 membership fees for Faculty
 - ii. Free (no fees/donations) for Students
 1. This might cover the approximate costs of (1) \$500 NASM, (2) Young Scholar Awards (\$200), and, (3) Certificates, awards, etc. (\$100-200)
 - iii. Keynote speaker has indicated he will decline the honorarium. We can give a certificate (as is normal) and letter that can be used for a tax donation instead of payment.
 - f. Andrea: To increase conference numbers- Broad topic: Resilience through the current COVID pandemic.
 - g. Bethany: Follow-up with changes to submission and registration forms, website updates, and email communication out to all on our contacts list (information about deadline extension, virtual conference, fees).
 - h. Cathy: Call Oakland hotel to cancel blocked rooms
 - i. Jennifer: Call conference center to cancel reservation
- 2) John: Working on history paper. Will work with Bethany to get access to e-archives.
- 3) Next meeting: July 15th @ 11 am
- 4) Meeting adjourned at 12:03 pm