

Minutes of WSKW Executive Committee Meeting
10-7-2020, 4-5:10

Members in attendance: Bethany Shifflett, Lee Ann Wiggin, Jennifer Sherwood, Andrea Ednie, Cathy Inouye, Gioella Chaparro, Gong Chen, Jeff Bernard, Chris Gentry, Karen Hostetter, Clay Robinson

- 1) 8-5-2020 Executive Committee meeting minutes approved
- 2) Annual Report 2020
 - a. minor corrections made to Presentations section
- 3) Treasurer's report (Attached in e-mail) (Seung Ho)
 - a. \$1983 (1863 via paypal; 120 by checks. Expenses: \$500 NASM CEU provider; \$200 YS. Registration fee waived for Keynote speaker and young scholars; Keynote has gifted back the honorarium.
- 4) JKW editor report
 - a. Nominations for new editorial board member
 - i. Will discuss with nominated members and request CV
 - b. Associate Editor Update: specific roles for the Associate Editor may include, but are not limited to:
 - i. Formatting manuscripts for publication
 - ii. Publishing manuscripts on the JKW website
 - iii. Assist with the management of the JKW website
- 5) Conference report
 - a. 206 registrants
 - i. 159 requested zoom access and were approved so far
 - b. Bethany will be Zoom host, Andrea & Lee Ann co-hosts, and Seung Ho is our alternate host.
- 6) Proposed edits to the Operating Code approved and will have final approval at business meeting.
 - a. Proposed updates
 - i. Social media coordinator be a faculty member
 1. Add this person to marketing committee
 2. Duties described in appendix A

- ii. Modification in appendix C that permits e-voting on business committee meeting minutes
- 7) Dates and logistics for 2021 conference
 - a. Location
 - i. Can do East Bay again
 - b. Dates
 - i. Jennifer will check with hotel and conference center if dates are available: October 6,7,8 or October 7,8,9
 - c. Conference fees
 - i. Discussed multiple options ranging from same as present to going back to original (\$125/150 faculty; \$50/65 students)
 - d. Hybrid Conference (One day online and two days on campus) discussed
- 8) Marketing committee work/strategy
 - a. This past fall 1st round in the Fall to CSUs and Oakland
 - b. 2nd round this past Spring to prominent programs
 - c. Recommendation for 20-21, Reach out to young scholar campuses
- 9) Post conference survey
 - a. Andrea will do it
 - i. Add a question regarding conference expectations met
 - ii. Less/more likely to present online
- 10) Comments:
 - a. Don't forget to check the quick guide you got with all moderators listed so you know when you're up.