EERA Board Fall Conference Call

**Time**: 11 – 12:00 pm (Friday, Oct. 20, 2017)

**Attendees**: Fitzgerald, S.; Watson, G.; Bucholz, J.; Flynn, J.; Liang, G.; Williams, W.; Achhpal, B.; 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).* **Action items in bold*.***

Approval of Summer Conference Call Minutes with recommendations/corrections

* Corrections: Fitzgerald; Flynn; Watson, C.
* Verified: last year’s conference, no $8000 penalty, had breakeven point at $40,000; the hotels will help with the transportation; ribbon costs of $75 with 100 counts per category.

Executive Committee Reports

1. President’s Report – Shawn Fitzgerald

Had physically visited the 2018 conference site; the location has many commendable advantages such as walking distance to beach and many restaurants nearby. Also, feedback from last year’s survey were taken into consideration during the site visit, such as strategically arrange the rooms to provide easy transition for attendees and yet reserve certain privacy/separation from the main hotel traffics.

1. Past President’s Report – Michael Miller

*Directly from MM’s report:*

My role has been to broadly support the Association however I might be able to. I’ve worked some with Dr. Williams on the website, providing some information, updates, and pictures. I have also begun to recruit keynote speakers for the conference, and have contacted six different potential speakers. I have been in contact with President-Elect Watson to prioritize these speakers, and hope to have them finalized before the fall break. (Presented in-absentia)

1. President-Elect/Conference Chair Report – George Watson

The 2018 conference call is already out. We will need proposal reviewers. The person who is from local and had agreed to be the keynote speak had backed out, as such, seeking a replacement is under way. Welcome recommendations for potential replacement.

**Sharon indicated that she may have a person could do that. Will talk with George.**

1. Vice President for Conference Planning – Jessica Bucholz

*Directly from JB’s Document*

* 2018 Conference – Sheraton Sand Key Resort

Single Room Rate: $190

Double Room Rate: $190

Triple Room Rate: $210

Quad Room Rate: $210

Graduate Student Rate: $119

* How do we verify that students are signing up for the graduate student rate? RSVP for lunch and receptions? RSVP for lunch only? Charge a small fee for lunch? What event are we planning on for graduate students?
* 2020: Doubletree Orlando at SeaWorld (Wednesday – Saturday)

2/18 – 5 rooms

2/19 – 80 rooms

2/20 – 175 rooms

2/21 – 175 rooms

$179 per night

Food and beverage minimum: $25,000

* 2021: The DeSoto Savannah (Tuesday – Friday)

2/16 – 79 rooms

2/17 – 119 rooms

2/18 – 99 rooms

Approximately $194 per night rate is guaranteed not to increase more than 5% per year from the 2017 price of $160 per night.

Food and beverage minimum $21,000.

*Additional comments made during the meeting*

Shawn: last year’s conference, 50% of the attendees were graduate students; the presence of graduate students in the conference has grown significantly.

Sharon & Everrett both suggested increasing the utilization of social media (e.g., facebook, tweeter) to further engage graduate students, keeping them informed about annual conference, the organization, and events/initiatives going on with the organization. Sharon also suggested that the board members as individuals could contribute by sharing the links, for instance, as part of email signature.

Jessica: Do not advertise the graduate student rate yet because we have limited space for that. Still need to figure it out on how we will roll this out. Events to be rolled out in the 2018 conference have yet to be finalized.

**Everett indicated that he had some ideas. See his report section below.**

1. Treasurer – John Flynn

*Directly from JF’s report:*

* Budget 🡪 Current balance - $58,000
* Submitted EERA business taxes to Walls, Inc (our accountant). Taxes due November 15, 2017.
* Hotel Reservation: Please go through EERA site to make reservations for spring conference. DO NOT use Expedia, etc., This is not beneficial for the organization and in fact may cost us thousands of dollars. We are held responsible for the cost of reserving unused rooms in our block reservation.

*Additional comments made during the meeting:*

Shawn: Make reservations outside of the conference site/link will cost the conference. However, we do have a much competitive hotel room rate.

John: Shawn already covered while talking about the conference. Good standing financially. Pretty much followed what George has done in the past. Tax will be paid on time.

1. Secretary -- Grace Liang

No report.

Director’s Reports

1. Director of Communications – Willy Williams

*Directly from WW’s report:*

* List Serve Created
  + If want to have access to post need to know
  + Newsletter will come from Concord Listserve
  + Some people have asked to be removed from the list
  + Has seemed to work well for Call for Proposals and Awards announcement
  + Have directed folks to the proper officers when needed
* Who is monitoring the G-mail e-mail?
* Would like to get a newsletter out, but need content (none sent in the spring due to lack of response; only one person responded)
* Website has been updated
  + Journal information updated
  + Jess and Mike provided picture
  + Would like more pictures, but the size/resolution needs to be rather large for some
  + Let me know via e-mail any changes needed to the website
* Should we do a Facebook Group? Mixed reviews:
  + Some believe could help connect with more members, especially younger members
  + Some have concerns that it is not professional enough
  + Other organizations do it (NCTE)

*Additional comments/discussions made during the meeting*

Shawn: The old gmail account has not been active. But, we could re-activate that email account. **Regarding the content request for the newsletter, every board member should at least have a blab**.

Regarding Beena’s suggestion of creating a brochure for the new members, Willy responded that adding a link on the website for that brochure (in a digital format) for the consideration of extra cost associated in-print brochures.

Everrett suggested some additions to the website, see under his report.

Shawn: Further communications between Willy, Maggie, and Everrett. Also, once the new pages/sections are added to the website, it is very important to have regular updates and keep it really active. Otherwise, it does no good to the representation of the conference and the organization.

1. Director of Student Services – Everrett Smith

*Directly from ES’s report[[1]](#footnote-1):*

* Website and Social Media for graduate Students

We are currently working on creating a listserv for graduate students for job announcements. **I will work with the Director of Communications [Willy] to develop a Graduate Student Resources subpage**. The site should include at least one social media link, e.g. twitter, LinkedIn, etc. In addition, until a more sophisticated database is developed, I would like to **include links to pdfs of job postings on this page**.

* CV Review

There are considerations hosting CV review sessions for graduate students (we will need volunteers) on Thursday and/or Friday of the conference. It would last one hour with three 20-minute sessions for each volunteer. We would need roughly 10 volunteers or so, five for each day or 10+ for one day). Given the space and time, **incorporating this into the luncheon** in a different format could be helpful.

* Graduate Student Luncheon

I am currently planning the graduate student luncheon. The itinerary is similar to last year, but I will consider **opportunities for guest speakers**. Based on the board’s feedback and George’s suggestion, we could include a panel discussion around developing a CV, and this could be in lieu of or as a compliment to the CV review session(s). Zora’s suggestion for a conversation around preparation for publishing would work well into this panel discussion. We will be sure to take a group picture at the end of the luncheon for advertising purposes, website, social media, etc.

* Graduate Student Mixer

Hosting a graduate student mixer, as an “ice breaker” for new and returning graduate students would be good opportunity for the EERA to welcome students, encourage them to become involved, and help relieve some anxiety for first time attenders and presenters at the conference. This is **an event that we can attempt in 2018 or table until 2019**.

*Additional comments/discussions occurred during the meeting*

Everrett: Would it be possible for us to have a separate listserv for graduat students?

George: It is possible for me to generate a list once they have registered for the conference.

Beena: The names/emails can be pulled from last year’s registration. **She will send them**.

1. Director of Divisions and SIGS – Roofia Galeshi

Not present.

1. Director of Membership – Beena Achhpal

Will contact the local universities around the conference area. Currently three universities are selected as potential parties for reaching out. A looking-into their programs to see if they have educational or educational leadership programs helped to determine whether a university is to be contacted. It is our hope that because of these institutions are local, it would be much cheaper for their students or faculty to attend our conference.

Maggie suggested using social media to help promotion.

1. Director of Awards – Kenda Grover

Jessica reported on behalf of Kenda. The criteria for each of the three awards (Emerging Scholar Award, Senior Scholar Award, and Distinguished Serve Award) are delineated in the report.

Willy: The announcement has been out.

*Directly from KG’s report:*

**Emerging Scholar Award**

Purpose: The Eastern Educational Research Association Emerging Scholar Award recognizes a scholar for the following: outstanding theoretical and/or applied research that contributes to the national professional body of knowledge about education; and demonstrated excellence in teaching, advising, and/or mentoring.

​Criteria:

* ​Demonstrated accomplishment in teaching to include instruction and student development
* A record of accomplishment in the integration of teaching and research and/or theoretical research, which contributes to the body of knowledge in the nominee’s area of study
* Terminal degree completed no more than five years ago or academic position begun no more than five years ago
* ​Nominations and Supporting Materials

A current EERA member must nominate candidates for the Emerging Scholar Award. Please submit the following: 1) a single letter of nomination, 2) two additional letters of support (one letter should be from a current or former student or mentee), 3) one article that contributes to the professional knowledge in the nominee’s area of study, and 4) a curriculum vitae. Please place all documents in one pdf file.

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**Senior Scholar Award**

Purpose: The Eastern Educational Research Association Senior Scholar Award recognizes a new scholar for the following: outstanding theoretical and/or applied research that contributes to the professional body of knowledge about education; and demonstrated excellence in teaching, advising, and/or mentoring.

​Criteria:

* ​Demonstrated accomplishment in teaching to include instruction and student development
* A record of superior accomplishment in the integration of teaching and research and/or theoretical research, which contributes to the body of knowledge in the nominee’s area of study
* Terminal degree completed more than five years ago
* ​Nominations and Supporting Materials
* A current EERA member must nominate candidates for the Senior Scholar Award. Please submit the following: 1) a single letter of nomination, 2) two additional letters of support (one letter should be from a current or former student or mentee), 3) one article that contributes to the professional knowledge in the nominee’s area of study, and 4) a curriculum vitae. Please place all documents in one pdf file.

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**Distinguished Service Award**

Purpose: The Eastern Educational Research Association Distinguished Service Award is intended to recognize exemplary contributions to EERA through leadership activities, mentoring of others, and/or ongoing participation in EERA activities.

​Eligibility: Must be a current or former member of EERA.

Criteria:

* Outstanding service to EERA or stakeholders
* Motivation of others by personal example and/or by deeds
* Contributions that support the mission of EERA
* ​Nominations and Supporting Materials

A current EERA member must nominate candidates for the Distinguished Service Award. Please submit the following: 1) a single letter of nomination, 2) two additional letters of support, and 3) a curriculum vitae. Please place all documents in one pdf file.

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*All submissions for each award (e.g., Senior Scholar Award, Emerging Scholar Award, and Distinguished Service Award) will be evaluated by a three-person committee comprised of individuals from the general membership of EERA.*

If you are interested in serving as a reviewer for these awards, please email us at kgrover@uark.edu.

**Submissions must be sent to the Director of Awards and Sponsorships by the first Monday in November. Award winners will be announced by the second Monday in December. Award winners will be recognized at the following EERA conference.**

1. Director of Conference Special Programs – Sharon Valente

Qualtrics survey was distributed. The results are: The No.1, interest is the Wed. afternoon NCES PD. Within the next two week, she will have the information on who and what to present. And the No. 2 interest is how to write NSF proposal. **Need to talk George on both**. Considering to invite the grant program officer(s) as the presenter(s).

1. JRE Editor Report – Zora Mackiewicz-Wolfe

Currently, there are 2-3 articles at the final editing stage, 4 more in progress. Out of another 10 manuscripts, some had withdrawn, but a high number of the 10 received were rejected.

Shawn: We may want to consider **special issues with guest editors** proposing particularly focuses for the issues. That way, it helps greatly in reducing the large amount of work we have to put in as now.

Zora: We can put out a call, but not sure what to expect.

Shawn: **Will follow up with George**.

1. Director of Hospitality & Conference Experiences – Carol Watson

Will get three different ribbons: first attendee, students, and board member; the ribbons will be distributed at the registration table.

Will work with Jess on the number of drink tickets needed.

Probably hold an event for first-time attendees at the conference; **will follow up with George, probably put the event early in the schedule**.

1. Director of Sponsorship, Marketing and University Relations – Maggie Place

Suggested creating an advertisement placement inserted in the luncheon program to generate fund; can use the social media to promote the advertisement.

Jess: The placement could be located in the program of luncheon or in the program of the conference.

Shawn: **(1) Further conversations with George, (2) maybe we can talk to our own university to see if they are interested in placing an advertisement at our conference, (3) maybe open that opportunity to all our members who would like to promote their own programs**.

Old Business

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

Shawn: We already talked about item 16 and 17.

New Business

1. None.

Adjourn

1. Everrett had run the ideas with the board during the meeting and incorporated comments and/or suggestions noted by board members into his formal report. [↑](#footnote-ref-1)