

ISA South Business Meeting, Tampa, FL, 10/24/2015

Started 5:30PM

Chaired by Thomas Badey (ISA-South Treasurer), standing for Vincent Wang (ISA-South President)

In attendance:

1. Jonathan Powell
2. Christopher Faulkner
3. Kirsten Taylor
4. Ginta Palubinskas
5. Adam Van Liere
6. Heidi Hobbs
7. Sandy Mihal
8. Thomas Badey
9. Mark Amen
10. Scott Solomon
11. Nancy Wright
12. Susan Northcutt
13. Mary Meyer McAlleese
14. Rebecca Young Greven
15. Maggie Commins
16. Dorian Brown Crosby
17. Houman Sadri
18. Nikos Zaharidis
19. Andreea Mihalache-O'Keef (Secretary)

Nominations for future positions

- President: Scott Solomon (seconded, passed by acclamation)
- VP: Aart Holtslag (seconded, passed by acclamation)
- Secretary: Andreea Mihalache-O'Keef (seconded, passed by acclamation)
- Treasurer: Thomas Badey (seconded, passed by acclamation)
- Executive Council
 - Credentialed members: 3-year appointments; no limit on membership; 4 terms are up this year: Sandy Mihal, Dorian Brown Crosby, Mary Meyer McAlleese, Aart Holtstag.
Nominations:
 - Ginta Palubinskas (seconded, passed)
 - Mary Meyer McAlleese (seconded, passed)
 - Sandy Mihal (seconded, passed)
 - Dorian Brown Crosby (declined)
 - Graduate student members: 1-year appointment. Nominations:
 - Christopher Faulkner (seconded, passed)

Discussion during nomination process:

- Rebecca: How do I become more involved? Joined Exec Council to help.
- Kirsten: Several volunteered for different jobs, but there was no follow through
- Mark: No clarity in action decisions in recent past; need to figure out how to pass on institutional memory for models of involvement
- Tom: ISA now posts minutes on the region's page; could be helpful
- Mark: Not so helpful; minutes from recent meetings don't indicate ways to get involved
- Rebecca: Happy to organize/coordinate volunteers for various jobs; can reach out to volunteers throughout the year, as needed
- Heidi: AIA model of engagement is for each committee member to reach out to 6 people to publicize main event. ISA-South could adopt model and reach out to 3 people per Exec Council member with the goal of increasing participation in subsequent conference; could use form letter.
- Rebecca: this type of outreach could increase diversity in participation (e.g., government)
- Tom: the Exec Council also becomes pool for various permanent and ad hoc committees; will table this issue for the moment and resume discussion later, as new business.

Andreea will put together ballot and contact ISA webmaster to send out; will be in touch with webmaster to make sure that the officer list on the website matches past meetings minutes.

Report on conference

Scott:

- Registered participants (all paid): 157 (news received with applause! 😊)
- 15-20 name tags left (no-shows or just didn't get their tag, not sure)
- Hope to be in the black but haven't finalized budget

Mark:

- Part of being in the black is people following through after acceptance; people fall through at various stages; there are some on the program who did not show up or did not send their papers
- Discussion:
 - Nancy: Mary, as panel chair, sent a great e-mail reminder to panelists (professional obligation + encouragement for those with less developed papers; maybe create a template from this e-mail for all chairs to use in the future
 - Scott: second Nancy's point, Mary's e-mail was really helpful
 - Tom: we can put the e-mail on the ISA-South website
 - Mary: next year, chairs can use it as a template for the reminders they send out; **Mary will send her template to Aart**

Mark:

- Another issue that emerged during this conference was that graduate students were assigned to be chairs or discussants. **It may be helpful to create a template to give chair/discussant volunteers, so that they know what is expected of them.**
- Discussion:
 - Mary: not clear when submitting proposal if the applicant is student/faculty/professional etc.
 - Houman: can add a field that asks for identification
 - Ginta: big ISA, on application form, encourages only non-students to volunteer for chair/discussant positions
 - Tom: will pass information long with contact information to ISA-South President, who will contact ISA webmaster

Scott:

- Location drove up registration. There are advantages to a desirable location (more people) and disadvantages (more distractions). This is something that future organizers should consider.
- Discussion:
 - Tom: we have gone back and forth between different types of locations (more isolated, on-campus meetings v. downtown meetings); both can be successful

Mark:

- We move every year; the new system is not user friendly and has a steep learning curve; the requirement is that region meetings work within the ISA system. ISA seems to be overwhelmed, too, and has been slow to provide help with using the system. Recommends that next year's organizer starts early to be able to learn the system before crunch time.
- Discussion:
 - Tom: Aart mentioned that ISA is planning a training session in Atlanta for upcoming conference organizers
 - Scott: ISA is probably overwhelmed by the move; this year may be a one-off
 - Mary: it would be really good to know hosts a few years out; the person who organizes 2 years out could shadow the organizer from the previous year

Treasurer's report (Tom reports)

- When the numbers from HQ came in, after the leadership transfer, they showed South \$10-12K short
- Long and dragged out back and forth with HQ; difficult to reach; eventually new balance showed \$19K in the black
- Not sure at the moment how the number came about; still working on matching HQ numbers with region numbers; most recent wave of membership dues and conference registration fees may or may not be included in this number
- Discussion:

- Mary: surmise that they follow the fiscal year cycle, which ends in July; in the past, updated figures were available in August; they may be slower this year because of the move
- Tom: still working on this

Next conference--2016 (Tom reports)

- Aart Holtstag will host at Shepherd University, Shepherdstown, WV
 - Aart will be in Atlanta
 - Currently looking into shuttle service from Dulles, which is the closest airport; challenging because of people with late arrivals/early departures
- Questions?
 - Mary: accommodations?
 - Tom: 2 hotels in town, both walkable to campus, and looking at a good deal because the university has good relationship with both of them
 - Dorian: if only 2 hotels, do we know about capacity?
 - Tom: the information from Aart suggests that there aren't concerns about these hotels being able to handle the conference
 - Maggie: there are good B&Bs around, too, for those interested

2017 conference (Tom reports)

- Still looking for a venue
- Houman: looking into hosting at University of Central Florida; but still collecting information on what hosting would entail
- Tom: previous organizers are a fantastic source of information; the system is increasingly centralized
- Mark: it's important to look at the history of participation when negotiating contracts
- Mary: Aart and future organizers need to work with Ginny at HQ
- Nikos: there are different ways to negotiate, big ISA and local organizers have different leverage
- Houman: UCF has good facilities for meetings and also good relationships with local businesses; there is some concern, however, about the cost-sharing aspect of organizing
- Nikos: administrators may be willing to assist; e.g., reception at dean's or president's house
- Mary: the reception is a different story, there's more flexibility of local organizers; hotels are on contract with big ISA
- Scott: the local organizer will need to work with Ginny White from ISA headquarters; she also participates in negotiations
- Mark: Ginny will defer to local organizer before signing any contract
- Heidi: after clarifying budget situation, perhaps ISA-S can make contribution toward the reception
- Susan: local organizer would have to propose and we would vote in the next business meeting
- Tom:

- Luncheon is factored in the registration fee
- You have to rely on “free labor” (students, administrative assistants etc.)
- Houman: wanted to confirm that this is always a 2-day conference (yes, it is); wanted to confirm that it typically takes place in October (yes, it does); with this information, will follow up with UCF administration
- **Tom: in conclusion of this discussion, UCF has expressed possible interest to host in 2017; Houman will update.**

New business:

Mark: funding junior faculty travel was discussed in the past

- Tom: was it travel or an award?
- Kirsten: it was travel, intended to get junior faculty new to the region engaged with the organization
- Mary: we set criteria (see minutes from February 2015, New Orleans); faculty in first 2 years post dissertation are eligible
- Mark: what is the process?
- Tom: need to figure out how many awards we give per year; should be conservative or at least cautious on amount and number of awards
- Heidi: we did expand number of student travel awards
- Houman: is there a distinction between graduate/undergraduate; MA/PhD students?
- Scott: only graduate students qualify
- Tom: how many junior faculty awards will we give?
- Mary: five (but can double check minutes from NOLA 2015)
- Mark: junior faculty grants are not in ISA tradition
- Susan: create Executive Council subcommittee to figure out implementation of awards for junior faculty
- Scott: must talk to webmaster to add application to ISA-South website
- Tom: we will hear from the subcommittee in Atlanta, on their progress

Motion on the floor: form subcommittee for the implementation of junior faculty travel grant; guidelines for implementation are available in the minutes from the previous meeting (NOLA 2015; available online in the ISA-South archives).

- ***Motion passes***
- ***Named to the subcommittee:***
 - Rebecca Young Greven (Chair)
 - Mary Meyer McAleese
 - Jonathan Powell
 - Sandy Mihal
- **Subcommittee will report on progress in Atlanta 2016**

Mark: Paper awards—many graduate student participants this year were not aware that this award existed

- Jonathan: there was an e-mail
- Heidi: it is publicized well enough (e-mail, ISA-South website, call for papers)
- Scott: self-selection may explain the high quality of the papers
- Dorian: we received 5 submissions, of which 4 were completed papers
- Susan: we had up to 32 submissions in previous years
- Heidi: a possible holdback is that papers are due 1 month before the conference

Nominations to next year's Winkates Award Committee (all seconded and accepted):

- Dorian Brown Crosby (Chair)
- Ginta Palubinskas
- Maggie Commins
- Sandy Mihal
- Chris Faulkner (Student member)

Rebecca: returning to Heidi's idea of Exec Council members' networking

- Rebecca: each Exec Council member reaches out to 3 ISA-South members and/or non-members (e.g., government, industry, non-profits)
- **Heidi: will send the letter used by AIA to have as an example; will distribute to Exec Committee via e-mail**

Tom: Meeting adjourned (6:30PM)