



Notes from Executive Council Meeting 5/27/2016

Attendees: (On-site): David Flinders, John Pecore, Andrew Kemp, Brad Conrad, Andrew Kemp, Ruben Garza, Bill White, Dana Kay Lewis, Megan Kennedy, Kevin Cloniger, (Off-site): Donna Breault, Todd Hodgkinson, Chara Haeussler, and Shelley Harris.

- Lightning Round
 - Todd Hodgkinson was confirmed as the new Executive Secretary of the organization (11-0).
 - John Pecore made his report about outreach efforts to new members, including the AATC webpage. He recommended that AATC work to upgrade its website.
 - **Dana Kay Lewis made a motion to \$1500 for web service fees. It was seconded by Megan and approved by the council (11-0).**
 - Chara Haeussler reported on the status of the Writer's Workshop.
 - Shelley Harris reported on her analysis of conference attendance and on suggestions for increasing membership and attendance.
- Budget Update
 - We have opened new account through Bank of America.
 - We have a debit card, as well as a savings and checking account and a balance of \$44,913.55. We still need to order checks.
 - **The council members agreed that the Executive Secretary and both presidents (incoming and outgoing) will have access to the account information.**
 - Executive Secretary will be in-charge of submitting the annual IRS postcard (990N) and updating our 503b status.
 - Lynn and Marcy need to send us all of the business accounting information they still have.
 - **Bill White made a motion to reimburse Kevin \$200 for opening the account. Seconded by David. This motion was approved by the council (11-0).** Given his access as president, it was agreed that Kevin would simply withdraw \$200 from the checking account.
 - **The board voted (11-0) to have the Executive Secretary explore options for credit cards for the organization.**
- CTD Update
 - David Flinders shared his report on Curriculum and Teaching Dialogue.
 - Concerns were brought up about differentiating between open submissions and invited manuscripts (and possible implications for authors seeking tenure).

- David talked about the search for another associate editor. Deadline is October 1st.
- Conference Update
 - Bill White talked about the layout of the hotel. We have a book room. The hotel recommended that we set up the registration table at the front of the building.
 - We have 119 proposals. Acceptances will be sent out by the end of June.
 - Question: How can we return to our community-based and conversation-based root?
 - AATC crosstalk time (opportunity to share ideas heard in different sessions)?
 - An open-space session about current issues where people can self-select topics and groups to join in conversation?
 - Bill White reviewed the general conference schedule that he and Andrew put together.
 - Bill White suggested that we cut the time for the award reception in half by separating the keynote address (moving it to earlier) and to move the awards ceremony to lunch on the 2nd day.
 - Our food and beverage minimum is \$10,000. Eliminating the dinner reception would reduce our total costs \$19,000-22,000 (double what we are obligated to pay).
 - **The council voted to adopt Bill's recommendation.**
- Conference Budget
 - F&B Minimum \$11329
 - Key note speakers
 - Honorarium (\$1000)
 - Travel (\$1,000)
 - Food
 - Lodging
 - \$7,000 for publication and copies. \$1,500 to graduate student for help with CTD (Gets a check).
 - Misc Shipping costs (\$200)
 - Spring Meeting (\$400)
 - Awards/Plaques (\$450)
 - Banking (\$250)
 - Programs (\$700)
 - Web services (\$2,000)
 - Total = \$27,179
 - Revenues = \$32-36
- \$120 per person (Food)

- The council discussed our current rate structure for the annual conference and proposed the following changes:
 - New suggested Rates=
 - \$300 Early Registration (09/02)
 - \$350 Late Registration
 - \$200 Graduate students
 - \$250 Emeritus
 - \$75 Membership only
 - *No more one-day registration

- Brad Conrad moved to accept the new proposed rates for the 2016-2017 conference. Megan Kennedy seconded the motion. **The motion was approved by the Executive Council (11-0).**

- **Final Discussion:**

- Do we need to consider alternative models for future conferences?
 - X number of hotel rooms and use conference space in hotels (Status quo)
 - X number of hotel rooms and find alternative spaces for conference presentations?

- The council agreed that we need to collect more data on how many people are attending the sessions, when, and where.

- Other questions of discussion:
 - What are some ways to entice people to the website outside of the conference?
 - What do we get for our membership?
 - Book discounts through publishers through website
 - Digital badging?

- The meeting was adjourned at 3:30 EST.