

AATC Executive Council Meeting Agenda

Saturday, October 15, 2016

Double Tree Grand Rapids Airport; Salon A

11:30 am-12:30 pm

**Attendees:** Kevin Cloninger (President), Bradley Conrad; Dana Hardway (Executive Council), Shelley Harris (Executive Council), Todd Hodgkinson (Executive Secretary) Delane Ingalls Venada, Meg Jacobs (Executive Council), Kate Kauper (Associate Editor of CTD), Megan Kennedy, Drew Kemp (Grand Rapids Program Chair), John Pecore, Matt Spurlin (Denver Program Chair), Michelle Tenam-Zemach, William White. **Not Present:** Paul Parkinson (Executive Council).

1. **Welcome and Approval of the Agenda**
	1. President Cloninger called the meeting to order and introduced the new council members.
	2. The president set the meeting norms and reminded the council that we will be using Robert’s Rules of order during the meeting.
	3. The president asked for a motion to approve the agenda. The motion carried.
2. **Brief Discussion of 2017 Conference Theme and Plans**
	1. Ecology, Sustainability, Creativity, and Well-Being will be the conference theme.
	2. Sustainability of Organization
		1. We will make a concerted effort to attract new members next year by broadening the discussion and offering events outside of the conference venue.
		2. President Cloninger will be writing personal letters to those participants did not/who were not able to make the conference this year, asking them to return to Denver.
		3. The organization will put out a call to AERA (Environmental Ed SIG, Division K, etc.) and other professional organizations to help grow the conference.
	3. Greening the Organization (Move away from Paper)
		1. We plan on replacing the paper program with a digital option.
		2. Executive Secretary, Todd Hodgkinson, will explore options for replacing the paper program with a phone app/online option.
	4. Ideas from the open conference-planning session:
		1. Ideas from the open conference-planning session:
			1. We might want to communicate with the Environmental Education SIG, as well as universities outside of the United States (e.g. Australia, Canada, etc.), to let them know about our theme. Also, Division K (Teacher Ed SIG) of AERA.
			2. We might want to take advantage of the work being done in Denver Public Schools.
			3. We might want to consider our registration options (Should we have a daily registration rate?)
			4. We might want to think about the implications for holding outside events on participation in the conference (e.g., shutting down sessions).
			5. We might want to think about Saturday conference line-up, possibly including outside options.
			6. We might want to revisit alternative models for the conference (held at a university; hotels outside).
			7. We might want to revisit our program (Do we go digital? If we digital, how do we offer a printed program to those participants who would like/need it?)
3. **CTD Editor Discussion**
	1. The council discussed whether or not to elect a new co-editor for CTD to replace David Flinders. Dr. Christine Moroye will continue her role as Editor of Curriculum and Teaching Dialogue in support of Kate Kauper (Associate Editor).
	2. Michelle Temen-Zemac recommended that the new editor be knowledgeable of the conference themes.
	3. William White expressed his concerns about maintaining the logistical continuity of the journal without an editor. Dana Haraway expressed her concerns about having a single theme-based journal and about not having a co-editor in place.
	4. A motion to not elect a new co-editor for CTD until fall of 2017 was made by William White.
	5. Council members in favor: Shelly Harris, Michelle Temen-Zemach, John Pecore, Megan Jacobs, Megan Kennedy, Bradley Conrad. Abstained: Dana Haraway.
	6. The motion carried.
	7. The council discussed appointing an assistant editor to replace the graduate student in charge of proofing the journal. The monetary reimbursement for this position would be $500.
	8. John Pecore suggested that we keep the graduate student for this year and hire a new assistant editor next year.
	9. A motion to create an Assistant Editor position to help Christy Moroye and Kate Kauper in the production of Curriculum Teaching and Dialogue was made by Brad Conrad.
	10. Council members in favor: Shelly Harris, Michelle Temen-Zemach, John Pecore, Megan Jacobs, Megan Kennedy, Bradley Conrad, Dana Haraway.
	11. The motion carried.
	12. A motion was made to elect Tara Meister as Assistant Editor of Curriculum and Teaching was made by Michelle Temen-Zemach.
	13. Dana Haraway expressed her concerns about putting off the election of a co-editor and appointing Tara Meister as assistant editor, given that she was also a candidate for the co-editorship.
	14. A friendly amendment was made by William White to add a $500 stipend to reimburse Tara Meister.
	15. Council members in favor: Shelly Harris, Michelle Temen-Zemach, John Pecore, Megan Jacobs, Megan Kennedy, Bradley Conrad, Dana Haraway.
	16. The motion carried.
4. **Mid-Year Meeting Discussion**
	1. The council discussed whether or not to hold the meeting in April or May.
	2. President Cloninger will be sending out a Doodle poll to help the council select a date.
5. **Annual Conference in Texas (2018)**
	1. The council discussed where (in Texas) to hold the 2018 Annual conference.
	2. Austin, San Antonio, Houston, and Dallas (Grapevine) were discussed as possible conference sites.
	3. Council members expressed concerns about holding the annual conference in San Antonio, given that AERA is going to be held in San Antonio the year before.
	4. The council took a preliminary vote on cities.
		1. Austin = 9.
		2. San Antonio = 1.
		3. Houston = 0
		4. Dallas = 7.
	5. The committee selected Austin and Dallas as possible conference locations for 2018. Todd Hodgkinson was tasked with exploring the viability of these conference locations (hotel costs, food and beverage costs, transportation, etc.) Council Member Shelley Harris said that she would help Todd with exploring the viability of these sites.
6. **Analysis of 2016 conference (Updates, Feedback, etc.)**
	1. Former president William White felt that the cross-talk sessions were successful and hoped that the council will consider keeping these for the 2017 conference in Denver.
	2. It was recommended that we work to better the quality of proposals and presentations at the conference.
7. **Follow-up from Business Meeting (Historians, etc.)**
	1. The council discussed appointing new historians.
	2. Brad Conrad discussed the possibility of hiring a paid intern to help promote the organization on social media.
	3. A motion was made to offer a conference fee waiver to an intern to help promote AATC on social media.
	4. Council members in favor: Michelle Temen-Zemach, John Pecore, Megan Jacobs, Megan Kennedy, Bradley Conrad, Dana Haraway.
	5. The motion carried.
	6. Brad Conrad was tasked with finding an intern for this position.
8. **Guidelines for Roles and Responsibilities of Executive Council, Executive Secretary, & Program Chair**
	1. The council discussed the importance of documenting the processes and procedures involved with planning the annual conference, including a description of the roles and responsibilities of Executive Council members, the program chair, and the Executive Secretary.
	2. A Google Drive folder will be created by President Cloninger to aid in this process.
9. **Public Responsibility of the Association**
	1. President Cloninger brought up the importance of examining our public responsibility as an organization. The council agreed that this conversation needs to be had at the mid-term meeting.
	2. An ad-hoc committee was created to examine options for helping the organization take on a more active role in engaging with the public. Michelle Temen-Zemach will be chair. Brad Conrad, Kate Kauper, Meg Jacobs, Drew Kemp will serve on this committee.
10. **Ad-Hoc Committee for Alternative Conference Models**
	1. The committee discussed whether or not to create an ad-hoc committee to explore alternative models for holding the annual conference in 2019.
	2. An ad-hoc committee was created to explore alternative models for holding the annual conference in 2019. William White will chair the committee. Megan Kennedy, Dana Haraway, Kate Kauper will serve on this committee.
11. **New Business**
	1. There was no new business.
12. **The meeting was adjourned.**