

## **2019 Fall Board Meeting November 5, 2019**

- The 2019 Fall Board of Directors meeting was opened by MSERA President, Mindy Crain-Dorough, on November 5, 2019.
- The following members were in attendance: Tina Allen, Kelly Byrd, Kathy Campbell, Landon Clark, Teresa Clark, Shannon Chiasson, Larry Daniel, Rebecca Robichaux-Davis, Mindy Crain-Dorough, Adam Elder, Suzanne Franco, Kasia Gallo, Natasha Gerstenschlager, Nykela Jackson, Sandra Lampley, Ben Littlepage, Jane Nell Luster, Amanda Mayeaux, Rachelle Miller, George Noflin, Eric Oslund, Randy Parker, John Pecore, Ava Pugh, and Gail Hughes.
- The following members were not in attendance: Bobby Franklin, Dustin Hebert, David Morse, Linda Morse, Tony Onwuegbuzie, Dana Perilloux, John Slate, Franz Reneau, Minadene Waldrop, Brandon White, and Amy Thompson.
- Natasha Gerstenschlager reviewed 2019 Spring Board Meeting minutes, highlighting the motions made. **On a motion by Rebecca Robichaux-Davis and second by Shannon Chiasson, the board unanimously approved the 2019 Spring Board Meeting Minutes.**

### **GOVERNANCE REPORTS**

#### **President's Report (Mindy Crain-Dorough, President)**

- Described the process of moving from the Embassy to the Jung.
- Shared her work with the committees and program chair to prepare for the annual meeting.

#### **Executive Director's Report (Randy Parker, Executive Director)**

- Discussed some issues with pre-registration (checks not sent to correct people) because of incorrect address on website.
- Shared his experience from attending SRERA.
- Discussed things to be taken care of during the annual meeting including re-bonding of the executive committee.
- Shared that every effort needs to be made to increase membership beyond the conference.

#### **Budget Advisory Committee (Randy Parker, Executive Director & Ben Littlepage, Budget Review Committee Chair)**

- Reviewed budget based on pre-registrations and areas where we were expected to be over/under budget.
- Ben encouraged us to secure institutional memberships.
- Mindy stated that she is searching for a CPA to handle the financial review and will bring this name to the spring board meeting.

### **ANNUAL MEETING REPORTS**

### **2019 Annual Meeting Overview & Distinguished Awards (Mindy Crain-Dorough, President)**

- Reminded the board of things to focus on at the conference.
- Amanda Mayeaux discussed some ways to make our Facebook page more organized and up-to-date. She also reminded the board to use social media during the conference.
- Mindy reminded everyone to fill out the survey evaluation and to attend the President's reception.

### **2019 Annual Meeting – (Adam Elder, Program Chair)**

- Shared the statistics regarding proposals submitted, accepted, and rejected.
- Shared the following items/considerations for future conferences:
  - OpenConf has limitations including how proposals are scored.
  - Some reviewers were not professional. Adam will share some exemplar reviews with the next program chair. Suggested sharing these exemplars with future reviewers. Suggested encouraging reviewers to provide constructive feedback.
  - Do we need to include references or not? A decision should be made one way or another.
  - Many graduate students submitted but didn't attend. Encourage students to submit and attend.
- Discussion was had about the best way to review proposals and what we could do in the future. Discussed who the reviewers were and how best to organize reviewers by expertise.

### **2019 Annual Meeting - (Kathy Campbell, Local Arrangements Chair)**

- Shared routes to take given the blocked roads.

### **University Student Advisory Committee (Suzanne Franco & Kelly Byrd, Chairs)**

- Reviewed 50 RIP proposals.
- Stated that they need to work with the Foundation about how best to rank order the RIPs and to see what needs to be done in the future.
- Shared changes made to operations manual.
- Suggested that we better utilize the Graduate Student Director. Suggestion was made that it could be their job to reach out to university students who submit to the conference. Asked the board to consider other roles for this director.

### **MSERA Mentors (Larry Daniel, Chair)**

- Worked on an official list of mentors and asked if board members would review it to help him add more.
- Shared the mentor session description for conference and suggested expanding these at future conference.
- Will create a mentor leader committee.
- Rebecca suggested designating particular mentors to attend particular RIP sessions (would need to plan ahead for this).

### **Distinguished Papers Committee (Rachelle Miller, Chair)**

- Reminded board that papers need to be research papers (not, for example, position papers).
- Described suggestions she made to the operations manual.

### **Evaluation Committee (Sandra Lampley & George Noflin, Chairs)**

- Described the evaluation procedure for conference. Included QR code flyers outside each room and reminded the board to have presiders fill out and return surveys.

### **Nominations Committee (Rebecca Robichaux-Davis, Chair)**

- Updated board on the open positions.
- Suggested that the board create a form for Institutional Memberships as one does not exist.

### **Technology Committee (Tina Allen, Chair)**

- Reminded board about technology needs.
- Will make a proposal of technology the organization needs to purchase (e.g., dongles) to be brought to the spring meeting.

### **Other**

- Mindy said that we need to think about where we are housing electronic items (papers from conferences, reports, etc.). Amanda suggested a publication software that she found that has some capabilities and is free.
- Jane Nell shared that there have been some Listserv issues with people not receiving notifications and we need to think about how best to solve this.

### **2020 Annual Meeting & President-Elect's Report (Rachelle Miller, President-Elect)**

- Reminded board of the next conference in Little Rock, Arkansas from October 27 – 30, 2020.
- Reminded board on spring board meeting – March 12 and 13.

### **Future Site Committee (Rebecca Robichaux-Davis, Chair)**

- Shared that the Jung provided a bid for the 2021 site at the exact same price as the 2019 bid. If we add an additional day for celebrations, it would be additional \$4000.
- On a motion made by Nykela Jackson and second by Shannon Chiasson, the board voted to keep the 2021 conference the same amount of days to avoid additional cost.
- Teresa Clark shared some details about 2022 potential location in Louisville, KY at the Galt House. Deluxe rooms would be \$159 and executive suites would be \$179. Renovations underway and will be complete by conference.
- On a motion made by Adam Elder and a second by Rebecca Robichaux-Davis, the board moved to consider the Galt House in Louisville for the 2022 location.
- Rebecca presented three options for future site rotation schedule. These included: 1) Pensacola, New Orleans, open; 2) Pensacola, Open, New Orleans, Open; and 3)

Pensacola, northern location to be determined, New Orleans, open. This would start 2023.

- On a motion made by Shannon Chiasson and a second by Landon Clark, the board moved to change the cycle for site rotation.
- On a motion made by Eric Oslund and a second by Shannon Chiasson, the board moved to discuss options.
- Discussion was had about potential sites offering a discount if we agree to continue to visit their location.
- On a motion by Teresa Clark and a second by Landon Clark, the board moved to change the rotation schedule to the second option: Pensacola, open, New Orleans, open.

### **MSERA Standing Committee Reports**

#### **Constitution & By-Laws Committee (Gail Hughes, Chair)**

- Shared changes made regarding financial reports being submitted by the Executive Director.

#### **Development Committee (Mindy Crain-Dorough, Chair)**

- Reminded the board to seek institutional memberships and discussion was had around a form that could be provided to institutions. Form needs to list benefits and specific dollar amount and should be digital and print. A reminder system needs to be in place to remind institutions when their membership is about to expire. Mindy will talk to the Development Committee Chairs about this.
- No success in securing sponsorships for 2019 conference.
- Suggested starting an ad hoc committee regarding professional development that we could offer as an organization.
- Jane Nell reminded the board that the organization can accept donations/contributions as we are a non-profit.

#### **Membership Committee (Teresa Clark, Chair)**

- Reminded the board about Murray State's program table and about social media for the conference.

#### **Publications Committee (Amanda Mayeaux, Chair)**

- Shared information about Open Journal Systems – free software to manage publications.
- Suggested two issues in 2020 and 2021 under idea of “50 years...” to build toward anniversary year. Could highlight particular states or members. The last issue could be the celebration issue. Could also highlight graduate student research.
- Mindy asked Amanda to think about how to get the call out for the RITS editor position.

### **MSERA Publications Committees**

### **Researcher (Randy Parker, Editor)**

- Reminded the board that we need someone to take over his position for this publication. Shared benefits of doing this job. Stated that he would work with the new person to make transition easier.
- We need to put this position notice out to the AERA membership. Anyone interested needs to let Publication Committee or Mindy know.

### **MSERA Website (Dustin Hebert - absent)**

- Jane Nell asked if we could add a link about future site selection.

## **Other Leadership Updates**

### **Historian's Report (Jane Nell Luster)**

- Still going through documents/boxes. She has a personal dropbox with documents. New officers will get information about this.

### **MSER Foundation Report (Ava Pugh)**

- Shared highlights from MSERF annual business meeting.
- Reminded the board that we still need a Florida representative.
- Suggested a STEM RIP award in honor of Cliff.
- Suggested a \$50 for 50 years donation to be done in honor of anniversary year.
- Asked that foundation board members donate at least \$100 a year.

### **LERA Liaison (Kathy Campbell)**

- LERA will be Thursday, March 5 and Friday, March 6.

### **SRERA Liaison (Randy Parker)**

- Shared information about his trip to Toronto and will be attending San Francisco.
- On a motion by Rebecca Robichaux-Davis and a second by Suzanne Franco, the board moved to spend \$300 next fiscal year for a donation to SRERA for the outstanding paper.
- Randy will be in touch with outstanding paper awardee between conference and December.

### **Archives Report**

- No report.

## **MSERA Directors' Reports**

### **At-Large Directors (Tina Allen, Teresa Clark, Sandy Lampley, & Minadene Waldrop)**

- No report.

### **LDE/SDE Representative (Shannon Chiasson)**

- Suggested having professional development for local teachers during conference. Suggestion was made to make this a daily fee for teachers (separate from conference

registration).

**State Directors (Kelly Byrd, Nykela Jackson, John Lee Pecore, Landon Clark, Adam Elder, Kasia Gallo, Eric Oslund)**

- **Alabama (Kelly)**
  - Created a list of deans and reached out to them plus other people on the directory in her state.
- **Arkansas (Nykela)**
  - Reached out to people in her state. Also reached out to unrepresented Arkansas universities.
- **Florida (John)**
  - Has a student updating the directory.
- **Kentucky (Landon)**
  - Emailed Murray State people about the conference.
- **Louisiana (Adam)**
  - Reached out to people in his state. Will be focusing on HBCUs.
- **Mississippi (Kasia)**
  - Updated list of faculty and administrators. Emailed these people.
  - Reminded the board that these lists need to be updated regularly.
- **Tennessee (Eric)**
  - Emailed in- and out-of-state people.
  - Updated his directory.
  - Asked about creating standard email that all directors can use to send out.
  - Kasia reminded the board that this email should emphasize how supportive MSERA is of graduate students.

**Business**

**Old Business**

- **Operations Manual (Rachelle Miller & Jane Nell Luster)**
  - Rachelle shared that some people would be testing out potential changes at the conference. If those changes were beneficial, then they would be added to the operations manual post-conference. Rachelle will be taking changes until end of year and these will be voted on at the spring board meeting.
  - Shared changes made up to that point.
  - On a motion by Rebecca Robichaux-Davis and second by Shannon Chiasson, the board moved to accept the changes made at that point to the operations manual.
- **New Business**
  - Randy shared information about the board meeting dinner.

Adjourned at 5:45.