

## **2020 Spring Board of Directors Meeting March 12, 2020**

- The 2020 Spring Board of Directors meeting was opened by MSERA President, Rachelle Miller on March 12, 2020 at 2:08 PM. Introductions were made and then Rachelle asked folks to send her testimonials about why they keep coming back to MSERA.
- Local Arrangements Chair, Nykela Jackson, welcomed us to Little Rock and shared some things to do in Little Rock.
- The following members were in attendance: Tina Allen, Kelly Byrd, Landon Clark, Teresa Clark, Larry Daniel, Rebecca Robichaux-Davis, Mindy Crain-Dorough, Adam Elder, Suzanne Franco, Natasha Gerstenschlager, Dustin Herbert (joined day two via Zoom), Gail Hughes, Nykela Jackson, Sandra Lampley, Jane Nell Luster, Amanda Mayeaux, Rachelle Miller, Michael Mills, George Noflin, Charlie Notar, Eric Oslund, Randy Parker, Stefanie Sorbet, Minadene Waldrop, and Julie Workman.
- The following members were not in attendance: Ajayi Anwansedo, Kathy Campbell, Shannon Chiasson, Kasia Gallo, Jwa Kim, David Morse, John Lee Pecore, and Franz Reneau.
- Natasha Gerstenschlager reviewed 2019 Fall Board Meeting minutes, highlighting the motions made. **On a motion by Landon Clark and second by Charles Notar, the board unanimously approved the 2019 Fall Board Meeting Minutes.**

### **GOVERNANCE REPORTS**

#### **President's Report (Rachelle Miller, President)**

- She shared the mission, vision, core values, and strategic priorities.

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

- She shared highlights from 2019 meeting (used MSERA to describe this)
  - M - moving the conference last minute.
  - S - successful.
  - E - experience.
  - R - research to practice (theme).
  - A - appreciation. Mindy said thank you to 2019 leadership team.
- Other accomplishments from leadership team
  - Made changes to institutional memberships and fees, constitution and by-laws, and Operations Manual.
  - Focused on increasing membership.
  - Improved social media and online presence.
  - Created a rotation for future site locations.
  - New leadership over Mentors Committee.
  - Improvements made to program review and development processes.
  - Technology team handled issues at conference.

- Future actions to consider:
  - Conference experience committee – Local arrangements committee took this on last year. Making each conference a unique experience needs to be a focus every year.
  - Have a special aspect of the president’s reception to build anticipation.
  - Forming PD opportunities for members as a source of revenue and to increase membership.
  - Language in the Operations Manual needs to list exactly the title for who coordinates the evaluation of the executive director.

**Continued President’s Report (Rachelle Miller, President)**

- She shared information about the upcoming conference:
  - Theme – 20/20 vision for educational research.
  - Guest speaker – Dr. Amante-Jackson. She will also have a session.
  - Focused on generating revenue including:
    - PD for teachers on the very last day from 9-1. Fee of \$50.
    - Exhibitor booths. Executive Committee will make decisions about what exhibitors get approved. After the fall, Development Committee will make decisions.
- She is creating testimonial videos (please send these to her) and president’s video. This last video can be sent out for recruiting measures and to post on website.

**Executive Director’s Report (Randy Parker, Executive Director)**

- He shared that the former past president, William Spencer, passed away at the end of December. Randy attended services.
- 2019 books have been closed and being reviewed by Kurts Accounting of Bossier City.
- Started with 220 memberships for NOLA meeting (similar to Pensacola). We picked up 20 additional memberships since then.
- Jane Nell asked what record-keeping software Randy is using and asked if the board should consider whether it’s worthwhile to have something like QuickBooks.

**Budget Advisory Committee (Rebecca Robichaux-Davis, Chair)**

- She distributed and reviewed a copy of 2020 proposed annual operating budget.
- Need to push our institutional memberships and exhibit tables for graduate programs.
- Need to get 10 institutional memberships. Need to connect with those in our state who are not represented.
- Need 180 early bird professionals. Program committee needs to be aware of this number to determine number of presentations, slots, roundtables, etc. Load the program with as many unique presentations and people.
- Last year, had we not transferred \$4k from foundation, we wouldn’t have made bills.

- Randy share that projected cost for spring board meeting was higher than past meetings because we got charged for rooms even though many couldn't attend. Randy will try to negotiate this.
- We need to order more ribbons for newer members who wouldn't get ribbons otherwise (e.g., Coffee Club). Kelly shared an idea about blank write on ribbons where they could write their main research interest. Preferred pronoun ribbons was also suggested.
- Randy discussed that other expenses were bank fees. We have money for spring meeting, but there are several months where we don't have any money in the account so we get hit with bank fees. Need to bring in money over the next few months.
- Executive Director must be reimbursed for travel.
- On a motion by Eric Oslund and a second by Nykela Jackson, the budget was approved.

## **ANNUAL MEETING REPORTS**

### **2019 Program Chair (Adam Elder)**

- He shared that he will email Michael to discuss "steps for success" for his conference.
- Shared about the review process and how they handled if a person had one bad review.
- Adam has a list of no-shows that he can share with Michael.
- Rachelle asked if there is a way for reviewers to provide a comment on the paper. Adam said they can add language to make it sound that way and also needs to add in an example of what a good review would be.
- Michael wants to consider other options for handling submissions over the next two weeks. Michael wants to focus on improving the experience for submitters and reviewers.
- Jane Nell reminded us that the Operations Manual says the conference system should open in February.
- Rachelle reminded everyone that all board members will be signed up as reviewers.

### **2019 Local Arrangements Co-Chairs (Kathy Campbell - absent & Dana Perilloux - absent)**

- Mindy said Kathy sent report. Kathy's report was that feedback was positive about conference. Actions to be considered - to consider negotiating with Jung for 50<sup>th</sup>.

### **2019 Evaluation Committee Co-Chairs (Sandra Lampley & George Noflin)**

- Sandy sent an email with the evaluation committee report. Roundtable sessions were popular. Individual sessions that used QR codes to submit feedback were mostly filled out by graduate students.
- Sandy stated that based on feedback, communication between what technology was provided, what they needed, and technology matching projectors was not good.

### **2020 Program Chair (Michael Mills)**

- Michael shared that he will get conference site up and running as soon as possible. Goal is to have it up by April 1.
- Randy reminded the group that we all need to sign up as reviewers. Rachelle sent Michael a list of those who were interested in this from the fall board meeting. Adam reminded us that there are set dates in the operations manual for this. Randy reminded us that the conference is a week earlier so keep this in mind.

### **2020 Local Arrangements Co-Chairs - (Nykela Jackson & Stefanie Sorbet)**

- Stefanie, Gail and Nykela met to talk about theme: Camping/outdoor theme for decorations.
- President's reception – They have secured a DJ. Send song requests to Nykela. DJ requires 25% deposit up front.
- Participant engagement will include independent STEAM challenges displayed at tables and throughout poster sessions related to Arkansas.
- Green screen background will be included.
- Will have Little Rock pins for all participants.
- Actions to be considered
  - Can we sell MSERA T-shirts at registration online? Attendees would have shirts of a different color than the board. Arkansas school for blind and deaf screen print shirts so that could be who prints these.
  - Afternoon chats/conversations in Florida were good, but if we do this, a board member needs to be there to facilitate that time.
  - Kathy does Jazzercise in the past. If we do this, we need to make sure that this is mentioned in the last email to bring clothes for this.
  - Do we want to have people dress up at the president's reception? Something to think about.
  - Nykela is going to reach out to Ag Tourism to have them help with the STEAM activities.
- On a motion by Nykela Jackson and a second by Charles Notar, we approved allowing t-shirt orders to be added to online registration.

### **2020 Evaluation Co-Chairs (Sandra Lampley & George Noflin)**

- Decided to give one survey for the entire conference. Rachelle will remind folks at every get together.
- Are we asking the right questions? What does the board want to know? Jane Nell will look at previous surveys to see what was said. Eric asked to add "what's your favorite part? What's a memorable experience?" but make these in a checkoff form.
- Sandy will email the survey and ask for feedback on the questions.

### **2021 Annual Meeting & President-Elect's Report (Teresa Clark)**

- Teresa will be added to Rebecca's committee Ad Hoc Committee.
- Talked about commemorative keepsakes.
- Ribbon ideas – decades in which you attended and number of conferences you attended.

- Wants to have recorded clips of MSERA members talking about what MSERA means to them to share at general session.
- There was a room with games for members to play. Camera could be in this room to record testimonials.
- Next year is 50<sup>th</sup> year anniversary of Disney (Walt Mathews and Walt Disney.). One man's dream...Walt's vision...
- In regard to 2022 in Louisville, she's talked to the Galt House about the activities and conference. Proposal was \$15000+. They're holding dates for us for that year for spring and fall.
- Charlie asked if we could ask Walt to reflect on what he thought this organization would be 50 years ago versus what it is now. It was also recommended to have a special session for Walt.

#### **Future Site Committee Chair (Minadene Waldrop)**

- She reminded the board that we need to solicit bids for the 2024 location.
- Eric to investigate Chattanooga.
- We need a link on the website to solicit bids.

#### **50<sup>th</sup> Anniversary Ad Hoc Committee Chair (Rebecca Robichaux-Davis)**

- Teresa and Rachelle have agreed to serve on the committee. Need someone close to New Orleans to be on the committee.
- Soliciting ideas for that Tuesday to celebrate. Please send these to Rebecca. Do we want to do particular decades?
- There's a time capsule buried in flower bed in front of education building that will be retrieved at the 50<sup>th</sup>. Minadene will check on this. Walt could open up the time capsule. We could have a slide show of pictures to show.

### **MSERA Standing Committee Reports**

#### **Constitution & By-Laws Committee (Gail Hughes & Bobby Franklin - absent, Co-Chairs)**

- Gail shared that no changes were brought before committee.
- Will look into issue of what happens when someone is in office and moves outside of a member state.
- In regard to the Operations Manual, she got clarification on two changes that need to be made. Specifically, *Researcher* due dates are not the same online as in operations manual. Board agreed to make this change for consistency.

#### **Development Committee (Franz Reneau -absent & Dustin Hebert, Co-Chairs)**

- Dustin joined Friday remotely.
- Webform for institutional memberships is a Google Form.
- Card payments require that Randy is involved. We need to provide particular wording on the invoice to direct people how to pay via card.

- Rachelle suggested that if multiple folks from various departments in one university will attend MSERA, then ask all departments to contribute a little.
- Rachelle asked members to review the form and send her feedback. She will send this feedback to Dustin (deadline 03/20).
- State directors need to get this information out to appropriate people in their state.
- Rachelle tasked everyone with getting their institution on board and state directors with contacting deans in their state.
- Dustin suggested launching form as is (with minor text adjustments) by 03/23.
- Timeline for leadership team to secure institutional memberships is 05/01.
- Do the push now and highlight how universities are saving money right now on travel so can they use that money toward this and get members to go to the conference. Also, remind them that they will get a shout out in the program.

#### **Membership Committee (Stefanie Sorbet, Chair)**

- Julie is on the committee. Stefanie asked folks to join the committee.
- Eric asked if we wanted every member listed online like a directory or put QR code on people's name tags to scan.
- Amanda suggested doing a video before the conference on how to use the QR codes send this out via email about 2 weeks before.
- Rachelle suggested Eric join the Membership Committee.

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

- Last year, he created a list of mentors.
- The committee did 2 sessions at annual meeting that were very well attended (30+ people at each)
- For 2020, he requested to have mentor session and has asked some to do a panel about how to move from higher ed to leadership roles in higher ed.
- Wants to continue to grow slate of mentors.
- Teresa suggested a session on moving from staff/leadership to faculty position.
- Gail asked mentors to go to all the sessions.
- Kelly reminded the board try not to attend mentor sessions during graduate student sessions.

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

- Please let Rachelle know if you want to be a reviewer for the awards. Email this to her.

#### **Publications Committee (Jwa Kim, Chair -absent)**

- Absent but discussion was had about publication.
- Appointed Tina Allen as new editor of *Researcher*.
- Editor for *RITS* is more challenging because this is a big job. Two people applied, but they do not have institutional support. Rachelle asked for suggestions about what to do about this. Amanda described what they do with the LERA journal. It is an open access journal so we should consider this. She also suggests getting a publication process in order and have a journal pub ready as soon as conference is over. We

need a cooperative of people to work together. Open access has increased LERA citation rate tremendously. Open access software is free if we house it on our website. If we go to open access, then institutional support dramatically goes down.

- On a motion by Charlie Notar and a second by Eric Oslund, they moved to discuss moving to open access journal for RITS by charging this to the publications committee. Also charged membership committee with thinking about benefits members will receive if this is moved online.

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

- She shared that she will be working with Michael to make things efficient for conference submissions.
- Will reach out to board for technology for the conference.

#### **University Student Advisory Committee & Student Representative (Suzanne Franco, Kelly Byrd, & Julie Workman, Co-Chairs)**

- There was discussion around what to do for those who signed up for this committee at the fall meeting. Graduate students cannot review proposals for other graduate students. There was some who discussed that graduate students shouldn't be reviewing at all. Graduate students can try to get more representation from the graduate students in their state.
- It should be stated that all reviewers are members of the organization. Is this in the Operations Manual?
- A link for university students needs to be on the website. Natasha brought up that she will charge committee chairs with looking at particular parts of the website. Send this feedback to Natasha and she will send to Amanda.
- It was decided that the University Student Advisory Committee should include previous year's student representative.
- Don't forget to bring door prizes for graduate students.

#### **MSERA Awards Committees**

##### **Distinguished Papers Committees (Teresa Clark, Chair)**

- She is working on submission language so it is up-to-date on the website.

##### **Distinguished Service & Historical Contributions Awards Selection Committee (Rachelle Miller, Chair)**

- She talked about this first day so now she is going to talk about nominations. Rachelle will be reaching out to folks about nominations for open positions.

#### **MSERA Publications Committees**

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

- He has draft of *Researcher* but nothing put out yet.
- Met with Tina to talk about what to put together for a call. Randy will send email reminder about this.
- Please send pictures of meeting from New Orleans to Randy or Tina for the *Researcher*.

- Conversation was had around the issue with call for proposals and cost. The past ones have included print, digital, or both. Randy and Tina will look at cost for these. Need to consider online options given current situations because some folks might not be checking physical mail. It was mentioned that we could post call on Facebook.
- State directors should send proposal to everyone in their state that make sense. State directors were tasked with creating that spreadsheet of folks in their state who need to be emailed. Deadline for this is April 10. Send this Randy.

### ***Research in the Schools (vacant)***

- No report.

### **MSERA Website (Dustin Hebert, Chair)**

- Rachelle reported that Dustin updated quite a bit. Secretary will now be charged with reviewing the website. Encouraged everyone to look at the website and send updates to Natasha.

## **Other Leadership Updates**

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

- She gave Teresa access to Dropbox and added files to the Dropbox folder.
- Still has 3 boxes left to review. Will finish by fall board meeting.
- At fall meeting, wants board to consider succession plan for office of historian. Will make a proposal for co-historian to transition into this role.

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

- Randy said the board met during the annual meeting. Elected new Florida representative of Frances Godwell. Foundation will continue to support RITS awards. Not sure if Kathy Campbell will be one on foundation to handle RIP awards.
- Trust fund is ~26k. Foundation is interested in supporting activities to recognize 50<sup>th</sup> celebration. Send ideas to Randy about what foundation can do for this celebration.

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

- Amanda and Adam shared. LERA set goals to double membership. They exceeded this goal this year. Went after graduate students. Had a social event that was successful. Modeled this organization after MSERA. Reached out to folks in periphery education fields (ex. Kinesiology departments, counseling departments, etc.).

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

- \$300 support for SRERA came from MSERA.
- Continues work on this board even though the AERA conference has been canceled.
- Relinquishing presidency in April but will serve two more years as past president and MSERA representative.



### **Archives Report (David Morse - absent)**

- Rachelle shared report emailed from David. David wonders if this committee needs to continue, and if so, in what form? David also needs to know when items (proceedings, papers, etc.) stopped going online.
- Conversation around whether or not we want papers submitted to the conference at all. Michael suggested putting in the email that “submit your paper here if you wish” and “submit your PPT here if you wish.” Michael will pilot that this year and we can see how it will go. Keep David’s position until fall and make decision then.

### **MSERA Directors’ Reports**

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

- Tina
  - No report.
- Sandy
  - Brought 2 faculty and 1 student to the conference.
- Charlie
  - Talked about mentorship and development.
- Minadene
  - Worked on advertising organization through her university.
  - Will work on finding time capsule.

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

- **Alabama (Kelly)**
  - Updating list of emails.
  - Working on institutional memberships.
- **Arkansas (Nykela)**
  - Same as Kelly.
  - Take advantage of green screen at UCA to send with her emails to solicit people to attend conference.
- **Florida (John - absent)**
  - No report.
- **Kentucky (Landon)**
  - Updating spreadsheet for deans, faculty roles, etc.
  - Looking at Teaching and Learning centers.
  - Reaching out about the Louisville conference.
- **Louisiana (Adam)**
  - Plugged MSERA at AERA. Same as previous about emails.
  - Will focus on HBCUs and community colleges.
- **Mississippi (Kasia - absent)**
  - No report.
- **Tennessee (Eric)**
  - Compiling email lists.
  - Wants more Tennessee Dept of Ed involvement.

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

- No report.

## **Business**

### **Old Business**

- **50<sup>th</sup> anniversary**
  - Randy wants ideas for mementos or activities.
  - Larry, Patrick and Jane Nell are looking at commemorative coins for people. Will discuss flash drives as an option, too. some ideas to Rebecca.

### **New Business**

- **Hazard insurance for MSERA**
  - Rachele will revisit corona virus issue in the summer.
  - Will talk to AERA about how they are handling the current situation.
- **Professional development Ad Hoc Committee**
  - Piloting the PD session at the fall conference. This committee would brainstorm these ideas and then present these at the fall to pilot the 2021 year.
  - Volunteers for chair: Amanda. Julie and Natasha volunteered to be on the committee.
  - Suggestion that those PD people have tables to setup or exhibitors to setup related to the PD.
- **Kelly**
  - Two different proposal reviewing systems
    - Does the new one have the capacity to review based on the numbering system?
    - It was suggested that Michael and Kelly meeting virtually to discuss this. Kelly will share spreadsheet with Michael.
- **Natasha**
  - Stefanie will be interim secretary for the fall board meeting (Natasha on maternity leave).
- **Randy**
  - Will be soliciting feedback from us who attended on the hotel.
  - Anticipates a reduction in cost of rooms because of coronavirus.

**On a move by Eric Oslund and a second by George Noflin, we moved to adjourn at 11:37.**