Meeting Agenda Minutes
January 11, 2017

In attendance: Laura Keene, Matt Feldmann, Myia Welsh, Tamara Hamai, Robert Perez, Mary Nash, Susana Morales, Loretta Kelley

Meeting started at 8:00AM pst

Leadership Team Updates

Program Chairs – 2017 Conference Proposal Recruitment

Tamara and Robert discussed their plans for proposal recruitment:

Approaches:

- Distribute FAQs on how to create and submit a proposal (developed last year)
- Send out flyers on the benefits of doing a presentation
- Create and send out short videos from previous presenters on the benefits of presenting (Susana volunteered to do a video)
- Host online “office hours” to answer questions from members
- Distribute a list of presentation topic ideas – we can draw from the eGroup and the IC TIG Survey (Robert will create and share a Google document with the leadership team so we can all help contribute ideas)
- Offer to connect new presenters with seasoned presenters
- Contact previous presenters and encourage them to submit proposals (Laura will do this one, Matt is sending last year’s list)

Communication Channels:

- Facebook page
- eGroup
- IC TIG listserv (can probably do one email blast)

TIG Chairs

Update from AEA TIG conference call:

They may re-structure the business meetings. In particular, other groups have expressed interest in joint receptions since most people are part of multiple
TIGs. We will continue to hold our dinner outside of the hotel. However, we may no longer receive a subsidy to help cover that dinner.

AEA is considering increasing the rejection rate in order to eliminate 7AM sessions.

**2017 Conference Idea:** A sightseeing outing.

The TIG Council is meeting this Thursday. Matt will have updates next month.

**2017 Conference Idea:** Matt presented the idea of purchasing a flag to place next to the table instead of a new banner. The group liked this idea. We may ask members to submit logo ideas.

The group working on the IC TIG survey will be meeting soon. They’re discussing the possibility of publishing some of the results in a journal article.

**Print/Web Media Chair**

Mary is making sure the new leadership team is added to the AEA website (Zachery at AEA is in charge of this update).

Mary counted up the eGroup threads and replies for the last 3 years and found that activity has been increasing!

![Engagement in discussion on IC-TIG website increased from 2014 to 2016](image)

We had the highest open rate on the Mail Chimp newsletter to-date (47%). Mary found that sending it out early in the morning seems to work best. She’ll try out Friday morning for the March newsletter.

**Social Media Chair**

Myia will be contacting Susana to hand-off Social Media Chair responsibilities.

Michelle Molina, who runs the book club, is interested in being Content Creator. She would like to promote book club in addition to posting relevant articles/information.

Susana will let the leadership team know if she needs any help recruiting Content Creators.
**Newsletter Editor**

*Loretta* is soliciting content for the March newsletter. *She’ll need submissions by late February.*

On tap: IC TIG Chair column (*Laura*), Gail’s column, Meet a Member (*Robert*)

*Mary* will write an article about our accomplishments with Goal 2 in the Strategic Plan, especially the increase in eGroup activity.

*Loretta* will contact Steve Maack and see if he’d like to write an article.

*Tamara* will reach out to Lisa Schimmel and see if she’d be willing to contribute an article about podcasting based on a presentation she did at last year’s conference.

**Book Club**

*Tamara* is planning to participate in an upcoming discussion about a journal article and will report back on that next month.

**Strategic Plan**

Thanks to Mary’s look at the eGroup, Goal 2 is complete!

*Tamara*, who is leading work on Goal 3, will convene her group (3 people) in January to discuss next steps.

We’ll work more on strategic plan recruitment once proposal recruitment has wrapped up. In the meantime, anyone on the **leadership team** is welcome to reach out to Laura if they want to lead a goal or recruit people.

**Other**

No other business.

**Meeting Schedule**

The next call will be at 8AM pst/11AM est on Thursday, February 9th.

We’ll aim for the 2nd Wednesday of each month after that (8AM/11AM).

Meeting ended at: 9:00AM pst