Meeting Agenda Minutes
September 12, 2017

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

Meeting started at 8:00AM pst

Leadership Team Updates

TIG Chairs

**NDE proposal submitted.** Amy and Norma have really run with it. They’ll probably hear back on whether the edition is approved in the next couple months. Then, the process of writing and editing will begin. It may be published in 2018 or 2019.

**TIG Council:** No updates. There is still a fair amount of indecision in the group. There is a lot of diversity in opinion between the TIGs and between the TIGs and AEA. Some are looking for representation, some are want a way to work with AEA more effectively, and others are focused on how to increase collaboration between the TIGs. Matt and the rest of the council continue to provide feedback and think about structure. Something will emerge in time, but for now it’s still up in the air.

*Follow-up email from Matt:*

Laura & Myia,

I apologize that I wasn’t very well prepared to discuss the TIG Council yesterday. I have refreshed my memory on this today. The TIG Council has decided to pursue the development of a TIG Council focused on subgroup topics and areas of interest. Essentially, it seems like the TIG Council will become an ongoing working group that meets between Quarterly TIG leadership conference calls and will focus on how to support TIG leaders.

The following are the list of topics that were initiated and are under discussion.

1. Conference Enhancements
2. Social Media, TIG Websites & Communication
3. TIG Membership promotion (internal/external)
4. Strategic Connection to AEA leadership
5. TIG Leadership Resources
6. Cross-TIG Collaboration
7. TIG connection to AEA Professional Development
Generally, the idea of the TIG Council serving as a representative body seems to be lost at this point.

**Program Chairs**

AEA finalized the conference sessions, notified speakers, and posted the program to the website. AEA was tasked with getting rid of 7AM sessions and there were a large number of proposal this year. Because of this, the 26% rejection rate turned into a ~40% rejection rate. The IC TIG ended up with 15 sessions. We used AEA’s system for scoring proposals, so they dropped the lowest ranked proposals from the list we submitted.

**Print/Web Media Chair**

Mary continues to keep the website up to date including adding leadership meeting minutes and archiving newsletters.

(From last meeting: The team discussed the limitations of the AEA IC TIG website. Is AEA going to upgrade any time soon? Should we create our own site? Should we switch the Facebook Page to a Facebook group to encourage more interaction? Should we use another social media site? Conversation to be continued.)

**Social Media Chair**

Susana will be posting conference information to the Facebook page in the coming months.

**Newsletter Editor**

The September newsletter is ready and Mary will be sending it out this week. It includes a list of IC TIG sessions and other information about the conference. Mary noted that it was a great issue. We had a lot of people writing articles on a variety of topics.

**AEA Conference Planning**

**Business Meeting**

Our business meeting is scheduled from 7:00 – 8:30PM on Thursday. The location is not posted yet. The agenda will include a 15-20 min presentation on:

2017 Activities/Updates

Ongoing activities: Newsletter, eGroup, Facebook, PD, Book Club, website, etc.

Strategic plan post-mortem
NDE journal submission

Description of election process/positions and call for additional nominations

Myia’s plans for 2018

The rest of the time will be dedicated to a storytelling activity where attendees talk about the different ways they engage with the TIG and the value of that engagement. The aim is to inspire attendees, both new and old members, to think about (new) ways to get involved with and benefit from the TIG. It will also be an opportunity for them to meet and hear from other members. We can use the time for community building.

**TO DOs**
- Check room size (Myia)
- Draft and send an agenda to the team (Laura)
- Talk to Susana’s colleague about storytelling activities (Laura & Susana)

Clustered reception

We’ll be participating in the clustered reception before the business meeting, 6:00-7:00PM on Thursday. We’re clustered with:

- Advocacy and Policy Change
- Arts, Culture, and Audiences
- Non-Profits and Foundations Evaluation
- Program Design
- Program Theory and Theory Driven
- Systems in Evaluation

We’d like to give people the opportunity to explicitly meet with other ICs during the reception, so we’re planning to put up a visual marker of where they can connect with each other and at least a few members of the leadership team (similar to opening reception on Wed night). This might be a little flag or sign.

**TO DOs**
- Design logo (Matt)
- Have tablecloth made (Matt)
- Come up with small item for reception ‘flag’? (Matt)

Multi-TIG Gathering

Susan Wolfe contacted Laura and Matt. The Nonprofit/Foundations, Community Psychology, and Systems TIGs have invited us to an informal gathering that will occur on Wednesday or
Thursday night. People will be invited to a bar or restaurant and can order and pay for what they’d like (drinks, appetizers, dinner).

**TO DOs**
- Coordinate multi-TIG gathering with Susan (Laura)

**Additional IC TIG-only outing?**

In general, the group agreed that coordinating another outing is probably not feasible. Martha (Brown?) was interested in organizing a trip to a local museum. We’ll encourage her to coordinate that, if she’d like, and perhaps schedule it for Saturday or Sunday.

**TO DOs**
- Reach out to Martha to see if she’s still interested in coordinating museum trip for Sat or Sun (Tamara)

**Elections**

The plan is to do online nominations and voting this year so that more people can participate, more people can be nominated, and to save time at the business meeting. We’ll send out a nomination form electronically in early October where members can nominate themselves or others. We’ll ask for additional nominations at the business meeting, and we’ll send out a final ballet electronically after the conference.

**TO DOs**
- Draft and send a nomination form to the team (Laura)

**Promotions**

Ahead of the conference, we need to promote:

- Conference attendance (maybe ideas for keeping costs down)
- IC TIG sessions (including professional development workshops)
- Business meeting & Clustered reception (in lieu of IC TIG dinner)
- Multi-TIG outing
- Elections/election process

The plan is to promote these via Facebook, eGroup, and an email blast in mid-October.

**TO DOs**
- Promote conference items (above) via:
  - Facebook (Susana)
  - eGroup (Mary)
Other

Matt has continued his conversations with AEA about sponsorship. It’s not expressly prohibited, but AEA doesn’t want multiple layers of membership nor do they want people to feel excluded. There are sponsorship models we could potentially pull from (e.g., AERA). The group agreed to keep this as a potential option for the future.

Meeting Schedule

The next call will be at 8AM pt/11AM et on Tuesday October 10.

Meeting ended at: 9:00 pst