Meeting Agenda Minutes
October 10, 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
No updates.

Program Chairs
No updates.

Print/Web Media Chair
No updates.

Social Media Chair
No updates.

Newsletter Editor
Loretta isn’t able to attend the conference this year. We’ll ask someone to take notes for the December newsletter.

AEA Conference Planning

Business Meeting
Our business meeting is scheduled from 7:00 – 8:30PM on Thursday. The location is not posted yet. Laura drafted an agenda and sent it to the team for review. Will finalize in the next week or so.

TO DOs
• Check room size (Myia)
• Talk to Susana’s colleague about storytelling activities (Laura)
• Finalize agenda and put together slides (Laura)

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**
- 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). Susan shared a blub about it that we’ll be sharing through our various outlets.

**TO Dos**
- Promote outing through eGroup, Facebook page, email, PD workshops, and Meet the Pros session (all)

**Additional IC TIG-only outing?**

Martha Brown won’t be in town long enough to host an outing.

**Elections**

Laura drafted a nomination form and send it to the team for review. The nomination deadline will be November 15th. We’ll send out a ballot to members via email shortly after. Final selections will be made in early December.
**TO DOs**
- Finalize nomination form (Laura)
- Encourage people to nominate themselves via eGroup, Facebook page, email, PD workshops, and Meet the Pros session (all)

**Promotions**

Ahead of the conference, we need to promote:

- Conference attendance
- 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)
- eMail Blast (Mary & Laura)

**Other**

No updates.

**Meeting Schedule**

See everyone in DC!

Meeting ended at: 8:40 pst