Meeting Agenda Minutes
December 12, 2017

In attendance: Laura Keene, Tamara Hamai, Mary Nash, Myia Welsh, Susana Konishi, Loretta Kelley

Meeting started at 8:00AM pst

AEA Conference Debrief

• Overall, the conference went well. People seemed to enjoy the social outings and business meeting, particularly the speed-sharing (storytelling) activity.
• There were challenges with the AEA TIG reception. The location was difficult to find, there was very little food and none left by the time most people arrived. These frustrations have been communicated to AEA. Next year, if we participate, we may plan some purposeful activities in conjunction with the reception.
• The group was also interested in re-instituting the TIG dinner and having attendees pay for themselves.

AEA TIG Call

• Tamara and Laura participated in the final AEA TIG call for the year.
• Attendees provided feedback on the conference, including frustrations with the AEA TIG reception (see above).
• The timeline for conference proposals will be similar to previous years: Request will go out in January, proposals will be due mid-March, notifications will go out in June or July.
• There may be some changes to what we’re required to do in the review process (e.g., provide room size suggestions). And, AEA is considering some changes to the conference setup (e.g., all presentations for a given TIG will be in the same rooms). We’ll receive more information early next year.

Newsletters

• A draft of the December newsletter was sent out to the leadership team for review.
• Mary would like edits by end of business tomorrow (Wednesday) so she can send it out by Friday (pending approval from Zachary at AEA).
• 2018:
  o Gail has lots of ideas for her columns next year. She was inspired by people and conversations she had at the conference.
  o Loretta is aiming for a regular Meet the Pros column where facilitators from the conference session write articles about the topic they discussed. Tamara’s session is featured in the December newsletter.
  o Next year’s newsletters will also include regular book club updates.
Election

- Overall, the switch to an online process was a success. It resulted in more candidates and more people voting.
- We sent out a nomination form in October via Facebook, Discussion Group, and Mail Chimp. We had one candidate for three of the positions and five candidates for the fourth position (program chair). A ballot then went out in November and 103 people voted. Here are the results:

**CHAIR-ELECT**
96 responses

- Tamara Hamai: Tamara has been an active member of the IC TIG for several years, serving as Program Co-Chair for the past two years. She began consulting in evaluation and applied research in 2008, and founded Hamai Consulting in 2010. She consulted full-time and led her team at Hamai Consulting until 2017, when she added a position as Senior Evaluation and Learning Manager...

**PROGRAM CHAIR**
100 responses

- Cheryl Endress: Cheryl has conducted evaluations as an intern and extern.
- Julienne Manchester: Julienne has been a professional evaluator for 1.
- Melissa Mercer-Tychick: Melissa began evaluating in 1991, and she...
- Ann Price: Ann is an active member of AEA and the Atlanta affiliate and...
- Jeremy Grindstaff: Jeremy has been working as an evaluator for over ten...

**SOCIAL MEDIA CHAIR**
95 responses

- Nina Sabo: Nina is new to the independent consulting TIG and would love the opportunity to get more involved! She is active on Facebook, LinkedIn, Instagram, Twitter, and Snapchat, and she used to manage social media accounts for her previous employer (D3 Systems). She has a ton of ideas to unite, inspire, and market the IC TIG using social media! Check out some of he...
The 2018 leadership team is shown below. Jeremy Braithwaite (2018 program chair) and Nina Sabarre (2018 Social Media Chair) are new to the leadership team.

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<tr>
<th>Position</th>
<th>Name</th>
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<td><strong>Elected Positions</strong></td>
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<tr>
<td>Chair</td>
<td>Myia Welsh</td>
<td><a href="mailto:myiawelsh@gmail.com">myiawelsh@gmail.com</a></td>
</tr>
<tr>
<td>Chair-Elect</td>
<td>Tamara Hamai</td>
<td><a href="mailto:tamara@hamaiconsulting.com">tamara@hamaiconsulting.com</a></td>
</tr>
<tr>
<td>Outgoing Chair</td>
<td>Laura Keene</td>
<td><a href="mailto:laura@keene-insights.com">laura@keene-insights.com</a></td>
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<tr>
<td>Program Co-Chair</td>
<td>Robert Perez</td>
<td><a href="mailto:robertl.perez1@gmail.com">robertl.perez1@gmail.com</a></td>
</tr>
<tr>
<td>Program Co-Chair</td>
<td>Jeremy Braithwaite</td>
<td><a href="mailto:jbraithwaite@evaluact.com">jbraithwaite@evaluact.com</a></td>
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<tr>
<td>Social Media Chair</td>
<td>Nina Sabarre</td>
<td><a href="mailto:nsabarre.consultant@gmail.com">nsabarre.consultant@gmail.com</a></td>
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<tr>
<td>Print/Web Media Chair</td>
<td>Mary Nash</td>
<td><a href="mailto:msnash3@gmail.com">msnash3@gmail.com</a></td>
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<td><strong>Appointed Positions</strong></td>
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<tr>
<td>Newsletter Content Editor</td>
<td>Loretta Kelley</td>
<td><a href="mailto:lkelley@kpacm.org">lkelley@kpacm.org</a></td>
</tr>
<tr>
<td>Additional positions</td>
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- **Susana** will reach out to Nina to train her on the Social Media Chair position.
- **Robert** will connect with Jeremy, who he will be working with on the 2018 conference program.
- **Myia** will invite Nina and Jeremy to the next leadership call.
2018 Volunteers

- Laura and Myia have a list of 20+ volunteers who are interested in getting involved with the TIG in 2018. The group discussed possible opportunities including:
  - Strategic plan workgroups
  - Proposal review
  - Content creator for Facebook
  - Content creator for the discussion group
  - Newsletter layout/web help
- Laura will draft a sign-up sheet and send it to the team.

2018 Leadership Calls

- The team agreed to keep the same meeting schedule: Every 2\textsuperscript{nd} Tuesday of the month at 8am pst/12 pm est. The first meeting will be January 9\textsuperscript{th}.

Meeting ended at: 8:30 pst