**IASNR Council Meeting Minutes[[1]](#footnote-1)**

|  |
| --- |
| **Date:** December 2, 2021**Time:** 4:00-5:30 pm US ET**Location:** Virtual |
| **Voting Council Members Present:** X Carla Koons Trentelman 0 Gladman Thondhlana XTanya Howard X Jesse Abrams X Tasos Hovardas X Kindra De’ArmenX Chloe Wardropper 0 Jens EmborgX Azahara Mesa-Jurado X Kate Sherren**Non-Voting Council Members Present:** X Dana Johnson, X Chun-Yen Chang X Sarah ChurchX Mysha Clarke**Executive Officer Present:** X Bill Stewart X Becky Schewe X Lee Cerveny**IASNR / SNR Office Present:** X Jessica Hill ☐ Paulus Mau **SNR Editors-in-Chief Present:**☐ Kristin Floress ☐ Emily S. Huff |
| Call to order: *2*:03 pm U.S. Central Time by Bill Stewart |

1. **Quorum**. Determined that we have enough voting members for quorum (eight present).
2. **Approval of June Minutes (June 2, 2021 meeting).** This had been postponed from September due to unexpected absence of IASNR Secretary.

MOTION. Kate moved to approved the minutes. Tasos seconded the approval. Minutes approved.

1. **Approval of September Minutes (September 2, 2021).**

MOTION. Tasos moved to approve the September minutes. Jesse seconded the approval. Minutes approved.

1. **Treasurer’s Report (See Appendix 1 for more details)**

**a. Treasure provided quarterly report.**

* + Becky (Treasurer) reviewed the budget and walked through the spreadsheet. She highlighted the one-time expenditures for proposals for the SAC travel and for the Publications committee
	+ We reviewed Jessica’s contract and salary. Becky noted that in the past she has had a contract and has been paid additional bonuses for extra work that goes beyond the contract. The preference is to eliminate the extra one-off contracts and include it in her regular contract. Her contract last year was $45,000 and with the bonsues her take-home this year was $48,500. She has had an increase in duties to the journal.The proposed raise would be to $50,186. This is more than 2%, but it recognizes her work.

**Discussion**:

Tanya – Asked if there is a good job description to describe the scope of her work?

Becky – We are asking for one additional thing this year, which is a quarterly report of her distribution of responsibilities so that we can maintain an understanding of the duties of her work as it goes across three categories: general administration, journal work, and conference planning. The biggest increase has been the journal.

Tasos – It’s quite fair. It is a small increase compared to her contribution over these years. She does a lot for our organization.

Kindra- It’s great to formalize her tasks, so that it is not a year-by-year item for extra work. Is there clarification of her job title?

Becky – She is Assistant Editor for the Journal and Business Manager for IasNR.

Tasos – She has a lot of knowledge and plays an important role with the change in editors and provides institutional knowledge for the

* + Becky will be (at the next meeting) proposing an increase in membership fees for next year. She reviewed a spreadsheet that explains the expenses and per member costs. For 2021, our per member cost is about $200. Estimated cost per member for 2022 is $220. Revenue soures: membership, journal, and conference. It would be good to have membership fees take on more of the cost, given fluctuation in conference rates. Becky shared three scenarios for the Council to consider. Scenario 1, Scenario 2, Scenario 3 (income-based.)
	+ REQUEST FOR ACTION. Becky has asked for help serving on a finance committee (ad hoc)

**Discussion:**

* + Kate mentioned the idea of having rates for different countries. From the perspective of the membership committee, these membership fees are a barrier.

MOTION: Motion to approve the budget. Carla made a motion. Seconded by Kate. Motion was approved.

1. **IASNR Conference Updates**
2. **2022 Virtual Conference Costa Rica** (Jesse, Becky)
	* + Jesse explained that planning for 2022 conference is going well. David Matarrita is leading that planning effort .
	* Becky also noted that the expected registration costs will soon appear on the website. There are 4 categorie: Low income $150 US Student $200. Early Career $250. Full members $500. This includes catered lunch and 2 coffee breaks every day and food at all events.
	* The final dinner is off site and will be indoors. This will be priced speartely at $44 including meal, transport and tip.
	* The team is working to get sponsorship to keep the prices down.
	* Tanya asked if there is planning for a hybrid/virtual option.
	* Becky explained that the poster session will be virtual. Also the plenary sessions will be virtual. We are looking into a one-day fully virtual conference a few weeks after the conference. (Looking into pricing with WHOVA.)
3. **COVID protocol –** (Becky)
	* Becky shared the COVID protocol. The statement recognizes that things might change. Currently there are 4 COVID protocol basics: proof of vaccination, verification of vaccine status with 3rd party system (Safe Expo, Clear), masking at all events (except eating/drinking), compliance with local/national protocols. IASNR will have to pay a few hundred dollars for SafeExpo.
	* We recognize that some people will not be able to attend the conference due to the ongoing pandemic and will offer robust virtual engagement options that would linclud

**DISCUSSION:**

* Kate asked about the rate for virtual participation. It would be a nomiminal fee to ocver the cost of WHOVA.
* Kate asked about whether presenters would need masks.
* Becky confirmed that speakers would need to wear masks. This is part of local/university requirements. It may change over time.
* Kindra asked whether there is a point if this will change.
* Becky said it is hard to have any fixed date. WE are being clear in our contracts that there could be change and we are including the shortest cancellation clause allowable. We have all intentions of holding an inperson conference for all those who can attend.
* Jesse added that we have 1 month before the start of the conference that we can cancel and get a full refund. That would be the latest possible date if we pull the plug on the whole thing.
* Becky added that masking rules may change.
* Jesse noted that our approach is to plan with every intention to have a conference, unless something really crazy happens. There are a lot of complications. Costa Rica has been level 4 (do not travel) and now is level 3 (recommended not to travel.) We don’t know what those recommendations will be in June. We have to do the best we can to plan for a safe, inperson conference.

MOTION: Is there a motion to approve the protocol? Kate moves to approve the covid protcols. Tasos seconded the covid calls. All in favor. Covid protocol was approved.

1. **Future IASNR Conference** (Becky)
	* Becky noted that we have invited Cairns to submit a full proposal for 2024; Ottawa for 2025 and BC for 2026
2. **Committee Updates**
3. **Student Affairs (Kindra)**
* SAC has been busy. Updated content for SAC webpage and procuedural statement was updated with review by SAC and executive committee. We also removed information about student chapter content.
* We received an international student travel award. This will support any student who wants to travel internationally to attend the conference. For Costa Rica, anyone outside C.R. is eligible to apply. There is $2000 total and $1000 per student to cover airfare, housing. We will be submitting applicacations in January. It will be posted on Student Affaiirs web-page in January; award applications will be due March 11. Worked with membership committee awards team to adjudicate the award. Goal is to review by April 8 so that they can register for the conference in time. There will be an award given at the members meeting at the IASNR conference. This year the student rep (Kindra) and rep-elect (Dana) will not be eligible to receive the award. In the future, the goalis to have student reps be able to apply for these awards.
* The membership committee is still looking for a member. Elections committee is also looking for a member. And, we are looking for a social media coordinator.
* SAC has been in touch with student organizers to plan the Costa Rica conference.
* Planning a survey for student members to get feedback.
* Topic dealing with formalizing to support student reps to travel to conference. Kindra shared her screen to show draft language. They are requesting a voting item for the next council meeting to formalize IASNR’s commitment so that the student reps can attend the IASNR conference. Student reps should work to travel their own travel funds in their universities. The current scholarship can help to offset travel costs and in the future they can apply for the SAC scholarship. For the last few years, people who apply for student rep position come from the U.S. and because a big part of the job of the student rep is to be at the annual IASNR conference, that might prohibit people who are located outside the US to be a student rep. By including language in the election solicitation about travel, more people might be motivated to apply to be a student rep and to attend the conference. Prevoius student reps had an advisor on the exec team who supported their travel or received funding. That is the goal of this item.

**DISCUSSION**

* + Kate noted that this is a real barrier identified. She wondered why the student rep would not be eligible for travel to the conference. Or, they may not need additional funding for the department
	+ Kinda said that applications would be evaluated based on numerous criteria, including engagement in IASNR. She said a cover letter (one page) and budget would be required as well as a 2-page CV and letter of support.
	+ Kindra noted that she needs to set up a meeting with the Awards committee to see if there additional items to be added to the criteria.
	+ Becky said that right now, we are giving out two $1000 awards.
1. **Elections (Chloe)**
	* Elections happen quickly and Chloe rotates off at the end of the month. She will be in conversation with the Exec Team in January and will work.
	* Preparing for the next election. There was a call to nominate new members in the last *Keeping in Touch* letter that went out. The timeline that Jessica and Chloe emailed about would have the deadline for nominations be January 14. This needs to be confirmed with the Exec team.
	* Carla added that because of the timeline of when Elections have to happen, we need someone moving in as the next Chair by late fall the year before, that would help.
	* Bill noted that there is an open for the Elections committee chair. Please let the Exec Committee know if you are interested.
	* REQUEST FOR ACTION. We need someone to volunteer to be chair of the Elections committee. Please contact one of the Exec Team members if you are able to take this on.
2. **Diversity, Equity and Inclusion** (Gladman absent, Bill presented)
* Bill provided the report. No update.
1. **Professional Development** (Tanya Howard) NOTE: Tanya was on the train and put her report into the chat.
* Key activities: mentor program and webinar series; membership directory relaunchMentor program - Working towards launch at IASNR conference 2022. Scale and scope of program still being developed, will present an outline of the new program to theFebruary meeting. Working group wants to use the membership directory as a resource for matching mentors and mentees.
* Membership directory– has been reactivated on the IASNR website. We need members to update their entry.
* Request for ACTION: Tanya encourages all Council members to log in and update their profile, doesn’t take long. Provide feedback on additional fields/needs to Jessica.
* Request for ACTION:Consider a communication campaign to promote this relaunch AND maybe some incentives to get people to update their profiles.Webinar planning: aiming for quarterly webinar schedule. Planning to draw on the conference to generate webinars in 2ndhalf of year. Mix of recorded research talks and panel style topic discussion.
* 2022 - Ideas for webinars in lead up to conference:Networking 101 – tips and tricks for professional networkingMentoring – how to make the best of the relationship/ panel of different experiencesRequest for ACTION: Do you know someone who has expertise, experience or scholarship related to these topics? If you can suggest possible speakers/panel members on these topics PLEASE send via email to Tanya ASAP.
* Kindra said one suggestion to have someone update the membership directory and that would be an incentive to people.
1. **Conference Support** (Jesse) No additional information. See above.
2. **Publications** (Tasos)
* Tasos said that he Publications committee has been working with the editorial board. They have been dealing with the
* 1. What is the added value of the SNR Press for IASNR? How can we plan strategically for the future of the SNR Press so that we can gain as much as possible from its operation? How can we enlarge its outreach?2. What are the topical areas that could become the strategic advantage of the SNR Press as compared to others? Can these areas be as attractive as needed to sustain (1) a flow of book proposals by potential authors/editors; and (2) the demand side for the press?3. Can these topical areas create a niche for the SNR Press so that it can be recognized as distinct from others? What should be the main aspects in a business model (including a marketing strategy/go-to-market strategy) for exploiting this niche?4. What is the strategic direction going forward to build the stature and expand the impact of the Press/Book Series? What should be the short-, mid- and long-term priorities of such a strategic direction?
* On February 16, 2022 there wil be a meeting with the
* At the next meeting, there will be more details.
* There are 3 new members on the Editorial Board.
* There is an organized session submitted with the SNR editorial board and the Publications committee.
* Vol 34 of the journal is ready and published online.
* The European Hub will be organizing at the Costa Rica conference to talk about the differences between European governance and other forms.
1. **Membership (Kate)**
* Kate was draing everyoen’s attention to the newsletter where the activities are described.
* The Awards committee came up with a recommendation of 5 awards and they cut it back. They had the idea to pilot one award this year. They were inspired about the feedback at the last council meeting to be more inclusive and to draw people in (not just acknowledge the same familiar faces.) This would be the ‘Bridge Builder award.’ In the future we run a themed version of this each year. One might be teaching, one might be outreach, one might be practitioner oriented. At the member meeting, someone said, “what brought me to IASNR was that I didn’t need to fit in a box.” This was the inspiration for this award.
* Kate said that they did not put in a proposal for funding, but perhaps there could be a funding source for this. She asked about whether there are definitions of early career/mid-career/late career. There also was discussion about how to acknowledge these awards. Rather than just show this in the business meeting, it could be in a special session.
* Bill liked the idea of giving our award-winners an opportunity to talk about their work.
* Kate said that they would be looking to run this in the first year – perhaps start it in Costa Rica.
* Becky mentioned that one incentive might be to waive the registration fee for conferences.
* There was support for working the award into the plenary session.
* Kate will send around a proposal for feedback. REQUEST FOR ACTION. Please provide feedback to Kate about the proposal.
1. **Ethics Commtitee.** (Carla)
* Carla first acknowledged the amazing effort of the student.
* The Ethics committee has not received any Ethics complaints in the last year.
* The committee is still working on increasing visibility of the Ethics Code and the complaint process. Brett Miller has been working on the IASNR website to develop content.
* The committee has been cleaning up the Code of Ethics
* The committee has been hamering out concerns about issues stated in the codes and are hoping to bring forward suggestions of addressing some sticky issues. Currently, all complaints go to the Exec Director or the Ethics Chair. But, what if someone wants to file a complaint about one of those people. WE are trying to come up with some alternative approaches to accommodate that. Changes to the code were sent out on 12/1/2021. The Committee is moving forward to put them on a ballot for the All-Members meeting in June. This will be talked about in the first meeting of 2022.
* The four kinds of things worked on (a) copy editing; (b) updating language; (c) gender pronouns; (d) name of IASNR.; (e) redundancies and grammar issues. Second, making some parts of the code more consistent. The section about what the comittees are authorized to do was not consistent with the steps in the complaint process. Did some cross-referencing. Third, section on membership of the committee was updated. We realized we need more members to work on the code, yet the code tells us that we can’t have additional members. Last, a clause was added to the compliaint process saying that if the complaintant needs accommodations needs a translator or transcription, that will be included in the proess. The Code is currently only in English. Having a translation into other languages will be adrdresed in the future. Next year, the committee will be foused on international members and will build some connections with the International Hubs. Next year, it will be important to work on the evolution of the code to focus on the ethical principles piece. Another round-table will be proposed for Costa Rica to et more voices in the room. See attached with the proposed changes before our next meeting.
* REQUEST FOR ACTION. Council members should read Carla’s proposed changes for revising the Ethics Code and be prepared for a more indepth discussion at the next Council meeting.
1. **Team Updates**
	1. **Communications**. The *Keeping in Touch* newsleteter went out in mid November and the Secretary thanked everyone for their contributions. The Council members were reminded that the newsletter comes out twice yearly and each chair will be asked to submit an update in May and November. Council members requested two weeks notice to submit their Committee reports for the newsletter.

**Hub Working Group.** There was a meting earlier this year to talk about a hub model for organizing IASNR. There have been several committee members on the working group, Jesse, Tasos, Brooke, Jessica, and members of the Exec Team. The group talked about the purpose of the Hubs. The team is drawing upon organizations that have this hub model to see how it is organized. This include both understanding the structure and the pricing mechanism used. There are hubs already moving forward. The purpose of the Hub team is to get some structure and shared thinking around the IASNR hub model.

Tanya asked about whether we need additional capacity to support the hub model. It is a big task and it’s hard for committee members to work on two committes.

1. **Other Business**
* Next meeting: March. This is the final meeting for Azahara, Jens, and Chloe. Final words? Azazahra and her baby noted how much she learned about IASNr from the inside. At first it was challenging because most of the people were from North America. As we become more diverse, it will be a stronger organization. Azahara will still be working on the Ethics committee with us. Chloe noted that it has been great to see the council grow and how the Exec team has taken a new approach and changed things around. Chloe is happy to help and stay on the Elections committee if this is lhelpful.

1. **MOTION to adjourn**. Kate moved to adjourn. Jesse seconded the motion. All votes (6) in favor. Meeting adjourned at 5:51 ET.
1. Yellow highlights are approvals/actions or votes taken. Blue highlights are to-do items. Purple highlights are questions. [↑](#footnote-ref-1)