

WIED Teleconference Call
May 25, 2010 Minutes

Present: Susan Burkett, Mara Knott, Adrienne Minerick, Laura Pauley, Donna Reese, Beena Sukumaran, Mara Wasburn, Bev Watford

Absent: Pat Backer, Jacqueline El-Sayed, Susan Lantz

Agenda

1. Hosting at the Conference (Bev)

- a. Who is communicating with AEG awardee about reimbursement? **Action: Jackie** needs to communicate with the AEG awardee about how to process reimbursement.
- b. Plaques are ordered. Certificates are made. At the reception, Bev will present the awards. She will need a microphone. **Action: Jackie** to check on this and confirm that one will be available.
- c. Roll of tickets for the reception. **Bev** will bring these. Volunteers were asked for to help with distribution. **Donna, Beena, Laura, and Mara W.** volunteered.

2. Conference Update (Mara W)

- a. Lunch Numbers. There are 53 attendees. Laura asked if the AEG recipient signed up for the lunch. **Mara W.** will check on this (and confirmed that she has signed up).
- b. Photographer. Last year Mara Knott was the official photographer. This year she will not be attending. **Donna** volunteered to photograph panels, reception, sessions, and lunch. Any other officers are welcome to send pictures they take to Adrienne for posting on the website.
- c. Picnic Hosting. We need a location to meet at to travel to the picnic together. **Mara W.** to get a location. **Donna, Beena, and Laura** volunteered to be the hosts and should be reference on the flyer. Last year Paige made a bookmark and flyer. Susan B. copied them and brought them to the conference. **Susan B.** to look for the template and send out for editing. She will bring ~100 bookmarks and flyers.

3. Website Update (Adrienne)

- a. There has been a lot of direct traffic. Referring sites have increased. The main page, best paper, and elections are the pages most viewed. The key is sending out email announcements. These are linked to the traffic. The secure web site is not done but will be done soon (**Adrienne**).

4. Business Meeting status – Bev will give the election results and discuss past year. The reports will follow (treasurer, web site). **Mara W.** to discuss goals for next year.

- a. Mara W. would like to increase membership next year. She would like to brainstorm ideas at the lunch about how to do this. Donna suggested this be a lunch conversation and the attendees could report back. Attendees could pick up a topic as they pick up lunch if you wanted to discuss several topics. Some of the

topics might include some initiatives that have not been completed (faculty database for networking, logo, etc.). Donna mentioned the faculty database could be a strategy to increase membership. You would need to be a member to access the database. It could be web-accessible (when we have a secure web site). Laura located minutes where Maria Petrie had reported her work on the database to create community in WIED. Donna also found notes about this. We had discussed a Linked In group. **Mara W.** to contact Maria. The logo could be discussed. What do we want in it? The logo should embody the WIED message.

- b. What topics do members want? The panels have gone very well. Donna will go through a list she found to see if we missed any panel ideas. Adrienne suggested handing out index cards at lunch to get suggestion for panels, topics, etc. **Mara W.** to bring index cards.
- c. Elections were discussed. Mara W. would like to see more people running for office and for the officers to look for ways to involve more members. Laura suggested that we contact the members that volunteered to review the AEG applications and Best Paper nominations as a source of new officers. We all know members that have not been active. We need to encourage them to become more involved. Donna mentioned possibly co-sponsoring a webinar sometime away from the conference to engage them at a time that doesn't coincide with the conference. Another source of future candidates will be those who attend the business meeting. We can follow up with a note of thanks for attending to keep them engaged after the meeting. One suggestion for finding these people is to pre-print an attendance sheet. The other was to simply collect lunch tickets. The tickets include names. Mara K. suggested we also bring a sign-in sheet for those that attend but did not purchase lunch. **Mara W. and Donna** to collect tickets. Another idea was to have name tags for the officers so attendees would know all of the officers. Derby hats were mentioned as a way to identify. No one volunteered to make a name tag. We are the "not very artistic" group of officers it appears!

Meeting Adjourned at 2:40 pm EST