

TYCA-Midwest EC/AC Board Meeting Minutes
Friday, April 21, 2017

Century College
White Bear Lake, MN

Members Present:

Chair:	<i>Michelle Byrne (2010- 2017)</i>
Assistant Chair:	
Secretary:	<i>Margot Vance (2015-2018)</i>
Treasurer:	<i>Eden Pearson (2016)</i>
Membership:	<i>Andrew Anastasia (2016-2019)</i>
TYCA/NCTE Rep:	<i>Suzanne Labadie (2015-2018)</i>
Member at Large (Site Coordinator)	<i>Mary Gruis (2016-2018)</i>
Adjunct Faculty Representative:	
Web-Tender/Communications Coord:	<i>Sybil Priebe (appointed 2016)</i>
Midwest Messenger Editor:	<i>Jen Richrath (appointed 2006)*</i>
Nominations Committee:	<i>Ella Davis</i>
4-year College Liaison:	
Historian:	<i>Ella Davis (appointed 2012)</i>
Publisher's Contact:	<i>Galen Leonhardy (appointed 2015)*</i>
New Faculty Awards Committee:	

Local Arrangements Chair 2017:
Program Chair 2017: *Brian Lewis, Century College (St. Paul/Minneapolis)*
Other committee members: *Chris Weyandt, Julie Daniels*

Local Arrangements Chair 2018:

Advisory Committee Reps.

Illinois:
Indiana:
Iowa: Alan Hutchison (appointed 2010)
Kansas:
Manitoba:
Michigan: Ella Davis (appointed 2000) and Brett Griffiths (appointed 2017)
Minnesota: Brian Lewis (appointed 2016)
Missouri:
Nebraska: Andrea Lang (appointed 2000)
North Dakota: Sybil Priebe (appointed 2009)
Ohio:
South Dakota:
Wisconsin:

*- means Web Ex Attender

2:00p.m. - Board Meeting at Century College Conference Room W1420

*Board addressed by Dean Andrew Nasset from Century College during the meeting. He reinforced that he will do whatever is necessary to support the conference.

I. Roll call establishing a quorum

Quorum established.

Meeting called to order at 2:15pm

II. Introduction of EC/AC Members and Guests

III. Approval of Board minutes from October 2016

M/S/P approve minutes (Motioned/Seconded/Passed)

IV. 2017 Conference Report – Brian Lewis

(See report.) Julie Daniels and Chris Weyandt are also helping Brian with the conference. Julie D. is reviewing the proposals. \$4000 is being used to cover the speakers and \$3500 more was promised from the VP of Academic Affairs. Received over twenty proposals from all over the area as of April 21. Some discussion of reasons for a later proposal deadline after May 1. Julie Schumacher and Bruce Horner are the speakers. We don't have a speaker for Saturday morning, which was the request from conference surveys; however, Garrison Keillor may be given an exception if he is the speaker for Saturday. (He has been contacted but don't know his fee.) There was some discussion of other ideas for the conference like an open mic night for Minnesota writers on Thursday from 6-7pm at the St. Paul hotel. We wouldn't have a reception; however, people could gather in the lobby and pay for their own refreshments. Another idea is showcasing creative writers from Century College perhaps even students in the form of student works. Chris W. presented having an interactive bus tour of St. Paul with a literary/teaching focus, as explained in his flyer. An idea is to have the tour last as long as a conference session. Since he owns the company, he can accommodate whatever we want. The bus has to be used for a three-hour minimum—three one-hour tours. This could be put on the registration form to determine attendee interest. McGraw Hill has ordered an exhibition table as has Good Reads (Julie Schumacher's local publisher). Others are possible. Tech support for the conference is not being handled through the hotel since it is a major expense. Two projectors and two screens will be provided by Century CC's IT dept. (Tech support for Saturday is \$50 an hour with paid parking for those helping. Friday is still being worked out.) Two projectors will be from Ridgewater CC. One board member could be assigned to a room and the member's computer would be used in that room permanently to help alleviate some of the tech problems. Questions of concern: *What to do with extra money?* We need to know the bottom line before effectively answering this question. *How many proposals to accept?* Accepting many is better due to responsibilities to the hotel and looking at number of rooms available for sessions at St. Paul hotel. (We have five rooms.) May 1 is the priority time for submission though they will be reviewed after this date. *Side note

on monetary obligations: Need eighty people to stay at the hotel. We need to have 100 people register at the early bird price of \$175 then we make \$17,500, which would be very desirable. Adjuncts who attend will help. *How do publishers sponsor “goody bags” for the conference?* Best to call not email publishers. Discussion ensued about publishers and getting tangibles. It is best to get monetary resources from them—Thursday night reception, sponsor an award, etc. Local publishers including the university press could be engaged as well. *How will registration work?* All registration is done by the board (Michelle). At the conference some sort of registration needs to be available for those who want to pay by check in addition to a computer for paying online through a Google form linked to PayPal. Registrants must be sure to fill out the Google form and pay through PayPal. *What to pay for Bruce Horner’s flight and/or hotel?* We have to pay for one night for the TYCA rep in addition, so we should pay either the least expensive between the flight or hotel room. The hotel rooms could be comped if we have enough registrants. His publisher may also pay for some of this expense. *What can go on the TYCA Midwest website?* The open mic night and bus tour can go on the website to promote the conference. Also, there are events going on in St. Paul from Oct. 5-7 so potential attendees need to register early, which is helpful for us and can go on the registration form.

V. 2018 Conference Report – Renee Rule

(See report.) The conference will be held Oct. 13-15, 2018. According to Renee’s report all committees are chaired and include volunteers. They are working on possible hotels and discount rates for us. Michelle stated we are committed to paying the catering bill from the school, Ivy Tech. IT and internet are taken care of through the school. The conference will not be at a hotel. Discussion ensued regarding the possibilities in Indianapolis as well as conference promotion for St. Paul. Many colleges are having problems with faculty development; however, we still need promotion of the conference. Further discussion ensued on a related topic: How can these conferences and TYCA Midwest membership help provide professional and political unity and clout to help support faculty issues and positions? National TYCA could put together a position statement (white paper) on faculty bargaining for example. NCTE could make a call for policy analysts to attend our conference as a session. There could be a session on the white papers provided by TYCA national and NCTE. These could be a selling point for the conference in its promotion of faculty empowerment.

VI. 2019 Conference Report – Suzanne Labadie

(See report.) For 2019 in Ann Arbor, Suzanne was working with a forum through Univ. of Michigan that has grad students who want to work on community college issues (CCIRF). Not too fruitful due to the time frame of our conference, but other contacts for collaboration are possible. Some departments may be available to provide rooms and AV for us and get grad student involvement. Since this is in the works, Ann Arbor is not really possible for 2019. Detroit or another location may be better. Some discussion started about possibilities for future conferences considering what a

college can provide like donated room use since we are keeping costs to a minimum. In future, we could consider lowering our registration fees since they are a little high now. There should be a mix between suburban colleges and colleges with a more metropolitan location if possible. In sum, conference locations are now 2019 at Univ. of Akron and 2020 in Detroit tentatively. Bigger promotion of future conferences at the luncheon is essential.

VII. Other Reports

a. Chair – Michelle Byrne

(See report.) We owed the Marriott Hotel in St. Louis \$12,000 for attrition at the end of the 2016 conference. They didn't take the money we offered towards the bill and haven't contacted us. Post 2016 conference surveys were positive except there were some comments about not wanting sessions that dealt with politics. There was some question about why such an expensive hotel was used. For the upcoming conference Michelle requests that we could promote the conference to adjunct and high school faculty. Some discussion ensued about the inclusion of high school faculty and how their conference participation would be most effective. Call for proposals went out to national conferences like NCTE and TYCA, among other avenues. A pdf version of the program schedule is also a strong possibility to save on finances and go green. Another option for schedule printing could be the publishers or a student contest for program design. An updated "legacy" document of how to plan a conference and a broad financial breakdown of conference costs would be very helpful. A subcommittee formed to handle this kind of document (Michelle, Suzanne, Brett, and Mary). PayPal budget needs to be paid.

b. Treasurer – Eden Pearson

(See report.) We are at \$2501.40 now as of March 31, 2017. There was discussion of the expenses for the 2017 conference. The New Faculty award is \$100 and the best adjunct proposal is \$100. The plaque would be \$150. We will owe the hotel \$16,000 for catering and the 22% rate means we need about \$20,000. We could perhaps not have the tech fee if Ridgeway would supply this. At a registration rate of \$175 at 160+ people we will cover this. (M/S/P) Keep the current registration rate of \$175.00 for early bird registration to cover costs. (M/S/P) Two \$50 gift cards towards hotel expenses will be given to winners of a drawing for early registrants, and this will be an incentive for people to register early. Discussion about alternatives to PayPal and payment options. Eden had some questions about the role and responsibilities of the treasurer.

c. Assistant Chair – Tom McCulley

d. Membership Chair – Andrew Anastasia

(See report.) Andrew streamlined the membership lists. He started a conversation with a member who wanted a refund for her conference registration fee since she was unable to attend. This led to a discussion about having a software package that would help with communication to members and potential members. Discussion followed about the benefits and drawbacks to GoogleDocs and other systems. Andrea proposed that a AC state rep meeting occur again at the conference so that ideas like this could be discussed among reps. There was discussion about the role of reps and the Membership Chair.

- e. **Site Coordinator – Mary Gruis**
(No report.) She is working on this.

- f. **Publisher Representative – Galen Leonhardy**
Galen provided feedback and discussion regarding publishers during the 2017 conference report. Discussion ensued about publisher questions. Brian and Galen will talk in future to resolve any issues.

- g. **Communications Coordinator – Sybil Priebe**

- h. **TYCA/NCTE Representative – Susan Labadie**

- i. **Four-Year College Representative – Jennifer Hebert**

- j. ***Midwest Messenger* – Jen Richrath**
The spam issue seems to be resolved. There are seven submissions pending which will take us up to the conference. Our goal was two a month. Perhaps as the academic year is ending we could incorporate material based on student projects, writing, etc. We really need to have submissions for the beginning of school to help promote the site and the conference.

- k. **Nominations Committee – Lauren Rice, Ella Davis, Sheldon Wrice**
They are looking for people for the New Faculty Award, and Katie Kalish sent out information on this. We will have two upcoming positions open—chair and assistant chair.

- l. **Historian – Ella Davis**
(See list of past conference titles and sites.)

- m. **Adjunct Faculty Representative – Amy Pace**

- n. **Advisory Representatives (AC Reps)**

(See report) Andrea talked about having an advisory board (Super State Rep) for the state reps. This would be an advocacy body (one person) to cover state rep duties and handle issues with state reps who aren't fulfilling their duties. However, Michelle clarified that it is the job of the Membership Chair to work as an advocate for state reps. This advisory board member couldn't be on the EC board, yet this position is not long lasting which is problematic. Perhaps this person could be an AC board member but not voting. This person would be involved in all communications. Andrea also mentioned that work has begun on revising the document explaining AC state rep responsibilities and duties. One issue to include is flexibility with in-person meeting attendance based on college funding. There was discussion about how to grow membership. Each board member should review his/her duties to ensure that all position responsibilities and duties are current and passed on effectively.

VIII. Old Business

a. Conference Model:

- i. Host college supplying space, no hotel contracts**
- ii. Logistical support from the board**

IX. New Business

We need to consider that the St. Louis conference was expensive so getting turnout to the St. Paul conference is vital. Also, the conference in Indianapolis could potentially be an expensive conference. It would be preferable to have a three year lead with conferences so that budgeting will be more accurate and helpful for planning. Innovative marketing could also be very helpful for increasing conference attendance—like radio spots, etc. Perhaps a board appointment for marketing on this larger scale would be appropriate. A YouTube video of conferences could be put up to increase exposure.

X. Adjournment

The meeting was adjourned at 6:13pm (M/S/P).

Respectfully Submitted,
Margot Vance, Secretary