

June 1, 2017

Jeri Zuli, Donald Morse, Gary Wolfe, Amanda Rudd, Bill Clemente, Sydney Duncan, Sherryl Vint, Judith Collins, David Higgins, Mike Smith, Sean Nixon, Skye Cervone, Karen Hellekson, Valorie Ebert

Sydney moves to approve agenda, unanimously approved

Karen is appointed as Reg. Coordinator

Treasurer Report: Bill

We have \$135,000 in our budget. This will decrease, but we should turn a profit. Unprecedented number of *JFAs* published, and we have costs associated with Wild Apricot, but we are solvent.

We may need to consider raising membership and food costs.

Bill will need to change our bank since he no longer lives in WI, but we need to find a bank that meets our needs and will give us the same level of service.

We haven't lost money in 5 years.

Should Bill look into Amazon Smile? It would allow people to pick the IAFA and a small portion of the sale would go to the IAFA. There are ethical concerns about Amazon as an entity, so we need to have a larger conversation about this. Bill should look into it so we can have that conversation.

Student Caucus: Amanda

Mentorship Program: 12 mentees, but only 6 mentors. They doubled up to fill this gap.

Great attendance at the Newcomer Meet-up and Kit Hume's job talk.

Only 5 people signed up for the workshop, despite much publicizing and extending the deadline. Students claimed they are not on the listserv or FB. They want info. sent with acceptances.

15 people were at the Student Caucus Meeting. Concerns/complaints at the meeting – International students had trouble with Scholar's Choice because of shipping costs. The food costs at the hotel are prohibitively expensive, and there are fewer options than in previous years. Donald and Jeri have discussed menu problems with the hotel, but there is little they can do about the price of food at the hotel. Lack of wifi in the conference area is also a problem, but this is a problem that cannot be solved due to cost.

Amanda should continue highlighting the information about walkable food options to the Caucus.

Amanda should come to us if she has trouble finding mentors next year.

Publications Report: Judy

\$250 is the budget for artwork. David should keep this in mind as he is shopping for art for next year. Anything more than that, and he needs to come to the board for approval.

Judy needs to explain the parameters of the artwork to David. Artwork should be finished by December 11th (approval from artist, board, for shirts, *et cetera*). The busier it is, the worse it looks on t-shirts.

The usual problems this year with the exception of the problems associated with receiving packages at the hotel (due to new package policy).

Check her report for dates and responsibilities.

Judy and David will touch base so they are integrated about bios. and dates.

Karen and Judy will proofread the program via Skype.

Wordpress now has the ability to upload with italics.

Donald feels we could be using ads to subsidize the cost of the program (university presses). Judy will be the person to do this, and we will try this out for next year.

Karen has created a Google calendar of dates and responsibilities for Reg./ IAFA. She will email it to us so we can join it if we want to.

Awards Report: Gary

We were the first to acknowledge The Crawford Winner.

Still waiting on the Bishop Award Director suggestions.

The deadline for the Grad Award will remain Feb. 1st. Judge deadline will be February 15th. This will allow Gary to still have the plaque made. – Sherryl will tell Isabella to enforce that deadline.

Past President Report: Sydney

She had looked into the possibility of purchasing a ramp. However, to meet ADA accommodations because after a certain width and length, it needs to have a handrail. This will therefore be substantially more expensive than we previously thought, around four figures.

The hotel does not have one, but it would rent one for us. This would cost around \$1,500 every time we want to use it.

We will pull this item for now until Sydney can do more research. We will vote by email later.

Sydney would like us to consider if it is time to discontinue the high table for the banquet. For next year, it will not be raised, but still set up in the same style and with a raised podium. We will revisit this issue next June to see if it worked well.

Conference Chair Report: Donald and Jeri

Major Guests are a major cost. A year ago the board voted for each board member to be responsible for his/her expenses.

Conference and Membership expenses are separate.

JFA is pulling in subscriptions at a time when libraries are cutting journals. This is a testimonial to the journal.

We have one year of conference/organization expenses banked. It is projected that we should have two, but we are in good shape.

For next year, we expect a roughly a \$10,000 deficit for the conference. This is not something we should be concerned about at this time. If we put both Membership and Conference budgets together, we are not running a deficit. Bill will let us know if we should be concerned.

We are running into trouble with food prices for food functions. We have not increased them in a number of years, but Jeri is requesting we do so. The hotel is pressuring us to do so. The meals currently do not pay for themselves because we absorb the prices for comped meals. We are contractually obligated to spend a certain amount of money on food. If we do not raise prices, we will still need to give the hotel more money for the food. We already had to pay the hotel more money for the banquet last year.

There has been a big improvement from no-shows for the Friday lunch. We have gone from around 80 to around 30.

Lunch was 38 in advance, 40 on site this year

Banquet now 55 in advance 65 on site

Sherryl moves to raise food prices, Sydney seconds, unanimous approval. Lunch will be 40 in advance and \$48 on site. The banquet will be \$55 in advance and \$65 on site.

Judy moves to approve 2018 budget, Sydney seconds, unanimous approval.

Hotel contact negotiations are ongoing. Donald thinks they are going well and will be concluded this summer.

We have been assured they are working on the menus in the food venues to make them more inclusive.

No vote is needed at this time. We are contracted until 2019 and looking to negotiate 2020 and 2021.

If we are to move at any point, it will take 2 years.

June 2, 2017

Brian and Isabella join us on Skype

Bylaws: Positions and what makes sense for the organization – appointed vs. elected positions.

Need to return to the discussion this afternoon. There are 4 options: 1. Go through with changes with some positions reporting to the board. 2. Keep things but introduce term limits with people serving 2 terms in a row. 3. Go forward with changing the positions but grandfathering in the people currently in those positions so they remain until they wish to leave. 4. Things remain the same.

1st VP Report: Isabella

Maple is a problem for VPAA because of the noise.

The renovations that begin July 1st do not include Belle Isle. Donald will send Isabella a list of the rooms we will have next year.

Board deadline for making changes to the schedule will be January 7th. DHS will also have until January 7th to send corrections back to the 1st VP. The first corrected schedule will be sent out on January 8th. The Final Program will be done and posted on the website by the end of January.

Panel Proposal: Current panel procedure for the board was a result of needing a mix of authors and scholars on panels. The 1st VP's suggestions is to alter this slightly, keeping 6 board panels. Divisions would have the opportunity to send 2 panels each to 1st VP.

Judy moves, Brian seconds, unanimous approval

Division Heads:

Fairy Tales and Folk Narratives: Christy Williams as DH. Sherryl makes motion, 2 abstentions, Christy is appointed.

Film and Television: Valerie Savard as DH. Sherryl makes motion, 4 abstentions, Valarie is appointed

Funding: Raffle determining who receives the funds (unfunded scholars and graduate students)

There is also an anonymous donor fund

Bill moves to get rid of the fund for people from countries without hard currency, Donald seconds, unanimous approval

Judy makes motion to suspend Bob and Kevin's travel award until an improved proposal is created, Bill seconds, unanimous approval

Skye will write up a proposal for international scholars and artists who would enrich the conference to receive funding. It will be available in exceptional circumstances, subject to board decision and not available every year.

Isabella leaves.

2nd VP Report: David

In total 89 program entries for guest writers and artists

Creative Arts Proposal: Reorganize the process for creative proposals 1. Invited authors would remain the same. 2. When conference proposal goes live, have people submit to the Creative Arts track in submission portal, aligned with the academic track. Invited authors would do this, as well if they wanted to do a reading. Anyone could apply, but the invited would have priority. Words and Worlds would also apply to the Creative Arts Track. After all are received, the 2nd VP would send acceptances and rejections and stay on the same schedule as academic track.

2 issues:

1. Creative Arts track into submission portal. This will not change comps. Invited artists will still have comps., and they cannot do academic papers. Non-invited artists would not have pictures and bios in the program and could do.

Judy makes motion to move Creative readings to the Submission Portal, David seconds, unanimous approval

2. Logistics: For next year, no more than 3 sessions for alternate media (non-readings), no physical art (digital, performance, literary, only), will survey and review next year.

David moves, Judy seconds, unanimous approval

Words and Worlds will come under Creative Track. 1st and 2nd VP will consult about number of sessions and how they will be divided.

JFA Report: Brian

JFA is close to caught up for the calendar year. We should be on time around 2018, or close to it. Brian is looking to add to the editorial board. He has names that have been suggested, but he needs to vet the suggestions.

Bill will investigate the possibility of having an electronic publications option. Karen, Bill, and Brian will discuss this through email further.

Brian will leave for now. We will return to bylaws discussion around 2:00, as well as the themes and the guests.

Conference Chair: Donald and Jeri

We have an overflow, and it is a wonderful safety valve.

Construction at the Marriott starts in 10 days, renovating all the rooms, expect to be completed by October. We will be sent before and after pictures.

The standard menu still has no vegetarian options. The hotel assures us it is a work in progress, and there will be options when we arrive for the conference.

Housekeeping policy: If you put the tag to skip housekeeping for 1 day, they will skip for 3 days. You need to call them and tell them only 1 day.

Registration Report: Valorie

Things went smoothly. We had a big year, and numbers were on-par with last year.

Subscriptions are still a problem. Subscriptions need to go to *JFA* directly. The *JFA* editor has been added to the list to receive an email for people who renew membership.

Lunch: Moving the buttons around for the free lunch seemed to help reduce the number of no-shows.

There was an issue with people who were only on panels and Reg. not knowing about them.

Had a normal number of no-shows and cancellations.

We save a lot of money by providing Kinkos with the card stock and paper for printing.

Post Office: The box is up for renewal. Valorie recommends we stop the box. It is an expense that we do not need to spend. Checks can be mailed to Bill.

Sherryl makes a motion to get rid of the box and use Bill's address, David seconds, unanimous approval.

Skye needs to update website, Mike needs to update system, Karen needs to update Reg. emails.

Karen may need to order badge holders if we are going to continue selling them on-site. We will revisit this issue in March.

PIO Report: Skye

Twitter was a big hit, and people were tweeting using our conference hashtag. Placing information about Twitter, the hashtag, Facebook, and the listserv in the program book seemed to help.

Skye will pick an updated theme for a complete website redesign (suggested by Mike). Board members are requested to send their #1 concern about the website to Skye.

Information in multiple places and hidden links are the main problems Skye has noted.

Send any information you want distributed through the website and social media directly to PIO.

Tech. Officer (off site): Mike

Dreamhost has been re-upped for another year.

Domains have been created for board members and DHs

New Plugin: Caldera

Wild Apricot – re-up for another year

JFA website: all submission stuff has been updated with Caldera

JFA wants a Twitter and now has a program that will automatically take a post and turn it into a tweet

“Sched” is an even app that would do everything we want it to do. It is \$250 a year.

Mike proposes we try it for one year, Karen seconds, unanimous approval

We will revisit in June to see if we want to continue with it.

If Sched works out, in 5+ years consider the idea of using less printed programs.

Tech Officer (on site): Sean

Motion is to approve \$1,200 for redundancy and renewal of technology, Judy seconds, unanimous approval

Wifi: Bookroom used their own, worked just fine

For Reg. alone, we need to keep the current data plan

People should go to DHs with technical problems. DHs will contact Sean.

DHs need to send the tech. FAQ and remind everyone to go to their DHs with technical problems.

Sean will record the plays and the luncheon talks.

President’s Report: Sherryl

Code of Conduct Complaint Camera Session

Bill moves we follow the recommendation of the report, David seconds, unanimous approval

Out of Camera Session

Revision to Code of Conduct:

There were some complications in practice. For example, the two roles seemed mixed. It seems to work better to have one person speak and one person take a record

Karen and Val will take a poll seeing who is willing to be a responder. Isabella will ask the DHs. We will have a meeting the Wednesday before the conference for training. Mandatory training for DHs and board members, even if they elect not serve in this role.

We will table the specifics of changes that need to be made and vote by email after people have a chance to review the information in Dropbox.

We will draft a travel statement through email.

Review the timeline for elections:

Treasurer, Fall 2017

President, First Vice-President, Fall 2018

Fall 2019, Second Vice-President and PIO

Brian returns

Discussion of guests for future conferences

Discussion of narrowing it down to two guests – one GOH and one scholar

Scholar Guest of Honor and Artist Guest of Honor

Bill motion to return to 2 guests, effective 2020, with the major guest we wish to invite as the exception, or 2019 if this guest turns us down, Judy seconds, unanimous approval

Discussion of future themes and guests

Brian leaves

Book Room Report: Mark

Main issues: keeping expenses down, keeping inventory at a manageable level, and personnel

Hiring the movers worked out very well

Estimate: Reduced inventory by about 20%, most of it was given away to Better World Books and members, and this lowered sales a bit

Mark is looking into local libraries and foundations to donate books to, in addition to continuing with Better World Books

The goal is to avoid repacking things we have had for years

Volunteers are lined up, and we will continue to hire movers

There will be some sales to help reduce stock

We are going to continue with Scholar's Choice and move into the open since that is where they wish to be, and we will be bringing the auction back.

Mark, Sherryl, and David will work together to get some books from the auction

Consignment model for attending authors and their books

Bill motions that going forward, the book room will work on a consignment basis with a rare exception of Mark having to purchase a small amount of books, Sydney seconds, unanimous approval

The Book Room needs a laptop. They should propose this for next year. Sean will look into the prices of refurbished, inexpensive ones for next year.

Bylaws:

What is the optimum way for the board to function in 10 years?

Motion to approve Sherryl amending the bylaws to current practice, Karen moves, Judy seconds, 1 abstention, motion passes

Consideration of redefining positions

David leaves

Sherryl moves to make Treasurer an appointed position, Mike seconds, unanimous approval

Donald moves to allow only elected officials a vote (6 voting: Pres, Past Pres, 1st, 2nd, PIO, SCIAFA) with changes taking effect at the conclusion of the June 2018 meeting, Mike seconds. 7 in favor, 1 opposed, 4 abstentions. Motion does not pass.

We will revisit it in March

Sydney moves to adjourn, unanimous approval