

March 2018

In attendance: Skye Cervone, Bill Clemente, Donald Morse, Sherryl Vint, Sydney Duncan, Brian Attebery, Sarah Fish, Gary Wolfe, David Higgins, Mark W., Jeri Zuli, Isabella Van Elferen, Sean Nixon, Karen Hellekson

Book Room (Mark W.):

1. Storage of old stock is at a reasonable amount now. We will have less items coming in than going out.
2. The immediate, massive dump is over.

Conference Chair Report (Donald and Jeri):

1. Numbers are down this year. We have 461, and we had been nudging/going over 500, so that is a significant decrease.
2. 26 authors cancelled.
3. The Marriott and the overflow are still full.
4. Food functions are the same.
5. The Marriott may wish to raise prices because they put money into the hotel.
6. The refuse to change their menu to be gluten free and vegetarian friendly, so there will be a special menu for us.
7. Donald needs our expenses by April 15th.

Student Caucus (Sarah):

1. The mentorship program saw a decrease. There was only 1 mentee, and 6 mentors volunteered.
2. SCIAFA will hold elections in April.

Immediate Past President (Sydney):

1. One person from Reg. and Rodney need to attend Code of Conduct training.
2. Mike and Karen are appointed to run the election for President and 1st VP.

1st Vice-President (Isabella):

1. CYA and IF will need new Division Heads.
2. Next year will be their shadow year.
3. The call will go out after the conference so we can vote on them in June.

2nd Vice-President (David):

1. Portal submission works great for creative submissions.
2. There was a wait list for readings this year, but due to cancellations, everyone on it got a reading slot.

Treasurer (Bill):

1. We have \$75,000 is back-up finding from taking in money from the Book Room and Registration.
2. This means we can float a little if we are low at some point.

Registration (Karen):

1. Move to approve Registration expenses, unanimous approval
2. Karen does not think she needs an on-site person.
3. Tickets should be professionally printed.
4. We will have a conversation in June about comps.
5. Karen moves to adopt the following wording for our Refund Policy: “The ICFA will not issue refunds for conference registration and associated fees after February 1; instead, cancellations after this date will receive a credit that may be used within 2 years for a future conference. Exceptions may be appealed to the Board,” unanimous approval.

JFA (Brian):

1. There is currently a *JFA* issue at the printer.

Technical Officer Report (Sean):

1. Sean is under his projected budget.

Award Director (Gary):

1. Nothing to report.

Public Information Officer (Skye):

1. We need a new logo. Skye will look into design options and report back in June. We want something scholarly that will look good in both black and white.
2. We need artwork for the website. David will talk to some creative members.
3. PIO is increasingly becoming point of contact as people use social media platforms to contact the organization.
4. Website redesign is complete. Technical Officer will give it the final check during the conference.

President (Sherryl):

1. Judith Collins is resigning as Publications Officer.
2. We will discuss in June what to do with the position.
3. An option is to eliminate the position. Scale back printed programs and use an app. The 1st VP and Technical Officer would work on the app, and PIO would do a limited printed version.
4. By simplifying the job of creating the program, we could remove the position.
5. June Board Meeting will be June 1-3.
6. We will discuss who comes to the Board meeting, ratio of election vs. appointed officers, who comes to the Board meeting, and a rationalization of perks. We are continuing to work on clarity and transparency.