

## IAFA Board Meeting

June 1, 2018

In attendance: Gary Wolfe, Jeri Zuli, Donald Morse, Judith Collins, Brian Attebery, Bill Clemente, Sydney Duncan, Sherryl Vint, David Higgins, Karen Hellekson, Sean Nixon, Skye Cervone

Minute Taker: Skye Cervone

(10 voting members)

### **JFA Report:** Brian

1. Chrissie has uploaded the last of last year's issues to be printed. The next is ready to go.
2. Brian is without an assistant, but Paul Williams is taking over.
3. He thinks JFA needs a Managing Editor position. Managing Editor to work on Financial management, negotiating with Proquest, etc.
4. Brian will be abroad next year, but Paul can handle a lot while he is gone.
5. Suggested we an open call with clearly defined criteria for Managing Editor.
6. Appointing Brian for a five year term starting June meeting 2018, to expire June meeting 2023. We should keep our eyes out for successors, so he can have an overlapping year or two. Sydney moves to approve his 5 year term, Skye seconds, 1 abstention, 9 approve.

### **Awards Director Report:** Gary

1. Gary is retiring at the end of this meeting as Awards Director, remaining as Crawford Director.
2. The board thanks Gary for all of his service

### **Technology Report:** Sean

1. Our current projectors are in good shape.
2. We may be going to new rooms on a regular basis, so it might make sense to purchase a new projector. A full set of equipment (projector, cords, etc.) is about \$600.
3. We have one nice set of speakers for evening programming, but they are old. We could use a small, nice set of speakers. (\$100-200)
4. USB to VHA adaptors
5. Karen used Bill's hotspot for Registration because transactions on ours were slow (both Registration and the Book Room). Sean will get what Bill has (Verizon) and purchase one of those.
6. Consult with Mark about purchasing a laptop for the Book Room.
7. Recording of the plays went well, but it requires a Sean's laptop.
8. Registration will eventually need a laptop if we are going to phase out use of personal materials.

9. Total for what Sean wants now is \$900-\$1,000. Sherryl moves to purchase, Sydney seconds, all approved.

**Publications Report: Judy**

1. Money from ads: (in report)

**Immediate Past President Report: Sydney**

1. 1<sup>st</sup> VP and President elections this fall. Mike and Karen will be the election committee.
2. Code of Conduct Complaint: Board concluded no action was required. Sydney recommends when people are contacted they need a defined time to respond, 7 days – Skye and Sherryl will consult about the process to be put online. Sherryl moves to adopt 7 calendar policy, 9:00 AM EST, David seconds, all approve

**Student Caucus Report: Skye**

1. Communicate to Representative about flat rate for room sharing for promotion to SCIAFA as a way to reduce costs.
2. New Representatives to begin this year.

**2<sup>nd</sup> VP Report: David**

1. Author comps: David can give out 120. David got a good response to invitations. He got 121 RSVPs. He foresees in the future getting more RSVPs than we have spots, perhaps next year.
2. We are going to keep the cap at 120. He will make it clear acceptances are limited and after that they can go on the wait list or pay for registration.
3. Words and Worlds are for people who are not giving readings.

**President Report: Sherryl**

1. We have a 3 year contact with Better World Books. We can send a maximum of 50 per year and will send a minimum of 32 boxes per year.

Adjourn at 8:57 PM

June 2, 2018

In attendance: Gary Wolfe, Jeri Zuli, Donald Morse, Judith Collins, Brian Attebery, Bill Clemente, Sydney Duncan, Sherryl Vint, David Higgins, Karen Hellekson, Sean Nixon, Skye Cervone

Isabella joins us on Skype

Minute Taker: Skye Cervone

(11 voting members)

**President Report: Sherryl**

1. Awards Director, Gary will serve as Crawford Award director, duties will transfer to Immediate Past President, Sherryl moves, Sydney seconds, 1 abstention, 10 approve
2. Suggestion of making the March meeting longer to offset changes to the June meeting and reduce costs. The President will have the authority to assign someone to come to the meeting
3. Sherryl proposes that being on the board or reporting to the board is not necessarily connected to attending the June board meeting. Disarticulate who is on the board from the meeting. June is for conference planning with Sunday in March for a longer meeting. Sean seconds, unanimous approval.
4. Sherryl moves to eliminate CPO, David seconds, unanimous approval
5. Sherryl proposes for one year we hire someone from the IAFA and pay them a \$500 stipend for the Program Book. We will re-visit in one year. There will be a committee to determine required qualifications. Bill seconds, 1 abstention, 10 approve.
6. PIO will solicit ads from UPs for the program book.
7. Sherryl move the Executive Board will consist of the President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Immediate Past President, Student Caucus Representative, Public Information Officer, Conference Chair (appointed), Registration Coordinator (appointed), and Treasurer (appointed). All other positions will report to the board. Bill seconds, unanimous approval.
8. Sherryl proposes the following for June meeting attendance: President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP, Immediate Past (by invitation), SCIAFA Representative, Conference Chair, Conference Chair Assistant (by invitation), PIO, Registration, Treasurer, Technology Officer, (10 regularly). The Book Room Liaison will Skype, *JFA* will Skype, everyone else will send a report, and everyone including those who report will attend the March meeting. Bill seconds, unanimous approval.

**Registration Report: Karen**

1. We will have a flat price for all swag to eliminate the pink tax.
2. Vendor: need to check to make sure we get what we order. Karen needs to have greater oversight over the vendor. We should not be charged for vendor mistakes.
3. Prices for old swag: \$10 a piece for previous year, \$5 for the one before that, everything older will be free
4. We make money on swag.

5. Karen proposed going from 3 Registration rates (early, regular, and late) to 2 to streamline the process. We will keep registration the way it is, but Karen will send fewer reminders.
6. Isabella motions to expand assistance for graduate students and underemployed academics from 1 each to 2 each, David seconds, 2 abstentions, 9 approve.
7. 450 is our bottom number of where we can be to remain financially viable.
8. A number of people did not know the guest scholar luncheon was free.

### **1<sup>st</sup> VP Report: Isabella**

1. Numbers were fine. We had attrition, but there was an unusual number of cancelations due to family emergencies, and we had a high number of abstracts.
2. New division (FTFN) is doing well.
3. There are many complaints about the noise from the music outside in Cove. The hotel staff had to be reminded daily. No division wants to be in Cove. Vista D will replace Cove.
4. It would be useful to have a standardized Division Head Information Kit. Isabella will outline that and send it to us.
5. We have had board panels and more division panels.
6. Moderators have not been filling out room sheets, so they need to be reminded.
7. Programming Deadlines amended from last year.
8. Pawel and Tom will each continue for a second term.
9. New Division Heads: CYA: Amanda Firestone, unanimous approval, International Fantastic: Ida Yoshinga, 1 abstention, 10 approve
10. Gothic Horror and IGA: Isabella will work closely with them to strengthen the relationship
11. Sean Moreland suggested changing Horror's name to Gothic and Horror Literature, Sherryl seconds, unanimous approval
12. We will give SCIAFA 3 spots for professionalization, and SCIAFA will coordinate with Kit to make sure the job market programming will continue. They will use Cove. Sherryl will email Kit about this and loop Isabella in.
13. There were many 2 paper sessions this year. They need to be 3 paper sessions.
14. Inclusivity: Preferred personal pronouns on name badges. Isabella moves to include this on badges, Skye seconds, unanimous approval. Karen and Isabella will consult on this.

### **2<sup>nd</sup> VP Report: David**

1. The Creative Track was very active.
2. DHs request it is explicit in the CFP that the Creative Track exists. David and Isabella will develop the CFP, and we will get it out earlier this year.
3. We have 150 sessions. We need to determine the ratio as a board, and we leave it to 1<sup>st</sup> and 2<sup>nd</sup> how to determine what is in these sessions.
4. 16 panels for the divisions, board panels, but a max of 20 panels total. 30 creative programming. 100 academic papers.
5. David will have the option of doing 4 person reading sessions.

6. Creative Proposal from Leianne Klein. She wants to experiment with offering large and small creative writing workshops. David will encourage her to submit a proposal for a small one through the submission system. We will revisit this next year.
7. David will have a private link/portal just for the attending authors. Mike will set it up.

10 voting members

**Conference Chair Report:** Donald and Jeri

1. Friday luncheon problem is manageable due to the reversal of the button order. We have about 30 no-shows, which is far better than it has been in the past.
2. Financially, the conference was a real success. We were less in the red than we expected, even with the Kessel reception.
3. *JFA* had extra money that was not in the report.
4. *JFA* needs a managing editor.
5. We are working towards financial transparency.
6. Adding the possibility of purchasing an app for the schedule to the conference budget for 2019 (\$500).
7. Donald moves to approve his projected 2019 budget, Sherryl seconds, unanimous approval.
8. Donald proposes we offer the same package to Mark for the Book Room as we did last year, with the option of having a one-time expense for sending boxes of books to Better World Books, Sherryl seconds, unanimous approval (Book Room budget).
9. Our contract with the hotel runs through 2021. If we were to stay here, we would need to begin negotiations in spring, meaning we would have that extension for the June meeting. We must decide what we are willing to do to stay here and what we are not willing to do.
10. We have 3 choices: stay and negotiate the best we can knowing there will be increases, stay in this hotel but move the conference to June, or find another location.
11. Our priorities: a level of luxury, outdoor space with a smoking area, stay at the size of meeting rooms we have (about 15, separate from ballrooms)
12. Not important: proximity to the airport
13. Donald would like to do a survey at the Friday lunch to make sure we are doing what our membership wants.
14. Karen will circulate an email about our financial challenges here and ask for feedback about how the membership feels about staying here or leaving.

**President Report:** Sherryl

1. Comps are about who is working when
2. The Executive Board and the Division Heads all get meal tickets
3. President: hotel suite, all meal tickets
4. 1<sup>st</sup> VP: 3 room nights, all meal tickets
5. 2<sup>nd</sup> VP: 2 room nights, all meal tickets

6. Immediate Past President: all meal tickets, the *option* of 1 room night
7. Conference Chair: hotel suite, flight, all meal tickets
8. Treasurer: 4 room nights, all meal tickets
9. Public Information Officer: all meal tickets
10. Registration Coordinator: 4 room nights, registration, all meal tickets
11. Conference Chair Associate: 7 room nights, registration, all meal tickets
12. Book Room Liaison: hotel suite
13. Crawford Award Director: 2 room nights, comped registration, banquet ticket
14. Chief Technology Officer: lunch tickets
15. On-Site Technology Officer: 3 room nights, lunch tickets
16. *JFA* Editor: all meal tickets
17. Division Heads: all meal tickets
18. Dell Award: 2 room nights for winner and Editor each, and 1 registration for winner and Editor each
19. Sherryl moves we adopt this list of comps., Brian seconds, unanimous approval.

#### **Treasurer Report: Bill**

1. Our finances are in good shape.
2. Bill will be doing the budgets instead of Donald.
3. It is good for us to stay in FL because of our incorporation and NPO tax exempt status.

#### **PIO Report: Skye**

1. Our social media sites are popular and active.
2. Isabella, Karen, and Skye will work on branding that works with the *JFA* logo.
3. Brian will follow up with *JFA* logo designer to find out what font it is and make sure using it as a jumping off point for an IAFA logo is not a problem.
4. David will talk to Lewis about doing a logo.
5. Skye needs to update the bylaws and programming deadlines on the website.
6. Skye and Sherryl will work on Code of Conduct wording for the website.

#### **Book Room: Mark**

1. We already approved the Book Room budget. The Book Room is in good shape.
2. Mark will track the auction separately next year.
3. Mark needs people to get 32 boxes out. The board will hire 2 movers on Monday and 2 movers on Tuesday, a one-time expense to prepare a BWB shipment by Wednesday AM (up to 8 hours per day). Sherryl and Mark will coordinate. Sherryl moves to approve, Karen seconds, unanimous approval.
4. Mark will ask publishers about ebook codes for food functions.

Sherryl moves to adjourn at 4:00 PM, Karen seconds, unanimous approval.