

June 7, 2019

Valorie Ebert, Mike Smith, Wendy Wood, Bill Clemente, David Higgins, Karen Hellekson, Sherryl Vint, Dale Knickerbocker, and Skye Cervone

Minute Taker: Skye Cervone

Voting Officers: Valorie, Wendy, Bill, David, Karen, Sherryl, Dale, and Skye

Unanimous approval of agenda

### **JFA Report:**

- Plan S option continues to be giving people an electronic copy of their article for their university. So far this is working.
- In the past 12 months, *JFA* has completed and mailed 3 issues, and there is currently one at the printer.
- They have received several promising proposals for specials issues.
- Tiffany Brooke Martin is now Assistant Production Editor, Chrissie Maines is now Managing Editor, Paul Williams is now the Editorial Assistant, Amy Ransom stepped down as Associate Editor, and Taryne Taylor has taken her place. David Dalton has replaced Dale Knickerbocker as reviews editor for non-English-language books, James Hamby is a new Associate Reviews Editor for English-language reviews, working with Jeffrey Weinstock and Debbie Felton. Cristina Bacchilega, Robert Maslan, and Dimitra Fimi are new members of the Editorial Board.
- In July, they will be working towards offering an electronic-only option for subscribers outside of the US, due to high shipping costs.

### **Treasurer's Report: Bill**

- We are in good financial shape.
- We had a small profit, rather than a debt.
- Hotel costs were down a little.
- This is one of the first years the book room made more money than it spent.
- The Imagining Indigenous Futurism Award: they will be paying the costs for the winner to come to ICFA. We are providing the platform. Skye will contact Grace for information about the award for our website.
- We are extended to 2021 for tax exempt status in FL.
- David proposes we offer artists \$500, not \$250, for original artwork. Bill proposes we pay \$500 regardless of whether or not it is original. Karen moves we pay \$500 for all artwork, Sherryl seconds, unanimous approval.

### **Old Business (follow-ups):**

- Guest scholar for 2022, Migration: Dale sent a request to Coates, and he declined. Dale needs to follow-up with our other choices.
- We discussed different options to accommodate those with hearing impairments and will continue this conversation tomorrow when Jeri is here so she can speak to hotel specifications.
- Standard renewal date: We expect this will be a challenge for the first year, and it will standardize after that, providing benefits to both members and journals. Karen moves we adopt a December 31<sup>st</sup> standardized renewal date with October 1<sup>st</sup> as the cutoff for the current year of journals, starting now, Bill seconds, unanimous approval. Karen will email members.
- David double checks to make sure authors receive emails sent through the membership system.
- Registration needs to know panel participants. Valorie will handle with DHs.

### **Adjourn**

June 8, 2019

### **SCIAFA Report: Wendy**

- Kit will not be attending this year, so SCIAFA is making arrangements to ensure the continuity of job panels.
- SCIAFA wants information about international schools, community colleges, liberal arts schools, alt-ac, and research institutions, so they will need to rotate topics.
- They are also interested in a mental health panel—how to finish and survive.
- They will have 3 panels: the job panel, and the mental health panel, and the writing workshop.

### **PIO Report: Skye**

- Trigger Warnings: We will include a blanket warning on the website and in Karen's emails to ensure our members know the conference addresses difficult and potentially disturbing topics. Karen will create this warning.
- Skye moves we update the official PIO description to cover the social media and electronic archive aspects of the role, Bill seconds, unanimous approval.
- Skye will update bylaws to include the approved wording.
- Moving Wordpress content to Wild Apricot: Skye is concerned about a second website redesign in as many years and with the "older look" of Wild Apricot.

### **Technical Officer Report: Mike**

- Mike proposes we move from Paypal to Wild Apricot for our pay system. It has better features and we are paying for Wild Apricot anyway.
- Karen is concerned about refunds, so we will leave some money in Paypal until Wild Apricot implements a refund system.
- Mike will pay Wild Apricot two years in advance so we can save \$90 a year.
- Wild Apricot also has its own store we can use for merchandise.
- Mike will replace Paypal with Wild Apricot in the *JFA* submission system.
- Conference App (Sched): it worked very well, so we will continue to use it next year. It is a good replacement for the pocket program, but not the program book. Mike will coordinate with Valorie and Karen to make sure the schedule is updated in the app.
- He would like to encourage presenters to upload their abstracts to the app. Mike and Karen will coordinate.
- The program can be printed and saved from the app.
- Mike will contact with Sched for one more year.
- Mike will continue moving the majority of our Wordpress information over to Wild Apricot. The blog will become the first page on Wordpress.

### **Program Book Concerns:**

- We need a clarification of Program Book process.
- Need some blank pages before the schedule in the Program Book to make changes due to cancelations easier.
- Program Book deadlines need to be pushed back a bit to allow more time for getting it together, but this may be challenging for the authors.
- We need a list of deadlines, procedures, and chain of command. Skye and Valorie will create that list, so we can clarify these details with Chrissie and the board.
- We will authorize Chrissie to make her own templates.
- Jeri will proofread the program.
- Valorie will be the point of contact.
- Mike will need to be copied on emails for the app.
- Bill move to approve the \$500 for a second year trial, to be re-assessed in March/June, Valorie seconds, unanimous approval.

### **On-Site Technical Report: Sean**

- Sean wants to replace and update equipment: one new set-up (screen, projector, etc.), replace old adaptors, miscellaneous cords and cables, a new hotspot, and a wifi extender for the Book Room)
- We retired two old projectors and an old set of speakers.

- Jeri moves we approve these expenses, Valorie seconds, unanimous approval.

### **Microphones:**

- We wish to increase accessibility for the hard of hearing.
- The size of the rooms is a bit of an issue in terms of noise and interference traveling from room to room.
- A closed captioning person is an option.
- We need a scaled solution. There is an option with a microphone and a Bluetooth speaker that would not disturb other rooms. Mike will research our options.

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

- Numbers are good, but overall academic sessions are down. This is probably due to creative sessions, which were well attended.
- There was a high number of no-shows, including for the Thursday lunch.
- There are no numbers for evening programs and some room sheets were missing from sessions because the previous 1<sup>st</sup> VP did not pick them up. Valorie will be making new rooms sheets and will work with Sean's people to ensure we receive them.
- The panels among divisions were a bit unbalanced.
- Valorie does not have notes from the previous 1<sup>st</sup> VP covering last year's proposal and registration process or programming.
- The new division, FTFN, is doing well with 8 sessions.
- We had 22 two-person panels. The use of Slack communication should solve this
- There were some missing moderators. Valorie will work with the DHs to resolve this.
- There was a noise complaint from Vista C on Thursday afternoon, but because there are no notes from the previous 1<sup>st</sup> VP, we do not know if there were further problems with rooms.
- The early and late session have lower attendance overall.
- The Creative Track gets 30 sessions overall, there will be 2 panels per division, and 6 board panels.
- Valorie and David will consult through email about the total number of panels for the Creative Track.
- There was a problem with scheduling deadlines last year because the board needs a draft program before putting forth panel proposals. Skye will type up and post the new scheduling deadlines. We will re-access the new schedule in March and June.
- Division Heads
  - We discussed the need for clear communications with the DHs. Miscommunications still seem to be happening. Dale and Valorie will reach out the DHs about this challenge.

- IF wants video conferencing. We have discussed this in the past, but it is not something we will implement at this time.
- Valorie will update the information incoming DHs receive and Skye will clarify the perks they receive on the website, as suggested by the outgoing IF DH.
- FL wants new room sheets, felt the hotel was better staffed and had better service, believes Slack has a bit of a learning curve.
- VPAA continues to express concerns about the board's commitment to international attendees.
- Valorie will take formal minutes at the DH meeting to be posted on our website with the board meeting minutes.
- Valorie will request all DHs update their division's descriptions to help minimize abstracts being submitted to the wrong division and to standardize wording. Skye will add a link to divisions on the submission page.
- The Creative Track is functioning similar to a division, so David will attend the DH meeting to enhance collaboration.
- Jude Wright will be the new GaH DH.
- Sherryl will follow up on our relationship with the International Gothic Association.

#### **Registration Report: Karen**

- Prices will stay the same this year.
- We will have one size tote to standardize the price of all merch (\$20).

#### **Conference Chair Report: Jeri**

- There was a high no-show factor for the Thursday lunch. Karen will investigate. We will make donating that money back to the organization the first option in registration.
- Friday lunch has 30-40 no-shows, which is a good number.
- We have problem with people who book rooms and then cancel. We will stress the need to contact us being giving up a room in communication with members.
- We get one comped room per 40 room bookings.
- 2020 and 2021 are locked in at the Marriott
- Marriott wants to give us two entrees for what we have been paying, rather than three for food functions.
- Survey results: participants were strongly in favor of staying at the Marriott, but interested in the Rosen if their prices are lower. Conference costs remain a major concern for attendees.
- The Marriott:
  - Marriott has offered us a deal of a total increase of no more than 12% over three years.
  - We do not pay for meeting rooms because of what we spend on food and beverage, so currently those paying for food and beverage are supplementing

those who do not. We are considering a small fee attached to room nights to supplement the cost of our meeting room rental. This will equalize which attendees are paying for our conference meeting rooms.

- We would still have complementary parking.
- Jeri thinks when we bring problems to the Marriott's attention, they are quick to address those concerns.
- She believes they have given us a fair offer.
- The Rosen Plaza:
  - The Rosen has low turnover and is part of a larger property. The room rates would be comparable, but they have not given us a specific offer.
  - They are mostly a bedroom hotel for the convention center, so they are very interested in us wanting meeting rooms.
  - Attendees would need to pay for a shuttle, uber, or lift to get to and from the airport because the Rosen does not have one.
  - Jeri recommends we offset the cost of travel for 4 hours Wednesday and 4 hours Sunday through hiring a bus and offering discount coupons.
- Toronto:
  - We would have a good rate at the airport property, but we would have to pay for meeting room rental, so it would not be cheaper.
  - The airport property does not have a designated registration area.
  - There is not much around the surrounding area, but their restaurant has wonderful gluten-free and vegetarian options.
  - The downtown property also has wonderful gluten-free and vegetarian options.
  - The Merrill Collection is within walking distance of the downtown property.
  - They had a lot of suggestions for making it easier for Americans to come to Toronto.
  - The tourist board, Tourism Toronto, would give us 10 CDN\$ a room night for every room for three years.
  - It is essentially the same process we are paying now, but it would not cover av costs or getting our equipment there.
- We are going to make the survey results public
- Dale will write a letter to the membership about our location choices, and information about satellite conferences. A satellite conference in Toronto is a strong possibility due to the property options we have. He will request members send specific proposals for satellite conferences and moving the conference after our contract is up because we do not have unlimited resources.

**President's Report: Dale**

- Glasgow: the organizers of the new Centre for the Study of the Fantastic are interested in collaborating with us. They already host a small conference attended mostly by

graduate students. We would give them seed money and IT help for a conference, and they would do planning: choosing site, dates, theme, guests, organizing sessions, etc.. Their Dean said she would provide monetary support.

- GFF: Lars Scmeink, founder and outgoing president, will present the idea one of his members raised at our business re: a collaborative conference at a German university to the GFF board, but he was not optimistic they have the resources to plan and host such a conference.
- At next year's board meeting, we should have a process for inviting proposals for locations, similar to WorldCon or SFRA. Dale will take the lead on this.
- Status of invited guests: Mendlesohn said yes pending accommodations, Coates declined.
- Bill moves we authorize \$300 for a physical archive collection we will store, to be created by Judith Collins, Dale seconds, one abstention, seven approve.
- Mike will talk to Georgia Tech about what kind of material they want for their collections.
- Sherryl and Dale will work on the CFP wording for next year.
- Skye will simplify the CFP format for next year.

#### **Financial Assistance for Attendees:**

- We will save approximately \$5,000 from reducing June board meeting attendance, and Dale would like to use \$3,000 of this money to fund attendees in 3 categories: creatives, students, and independent/contingent scholars.
- David would like the funding for creatives to be for authors and artists outside of the US, specifically (\$500 each).
- After discussion, Dale moves the IAFA commit to \$3,000, annually, and we will track the donations from members. Donations will be in addition to what we commit. If we ever have more than \$3,000 annually, we will offer another (or more) awards the following year. We will distribute the money in the following ways:
  - 2 international creatives: \$500 a piece
  - 2 scholars: one international \$700, one in US \$300
  - 2 students: one international \$700, one in the US \$300

Bill seconds, unanimous approval.

- We will need a dropdown menu on registration for donations.
- We will remove the application process from registration and have a form for people to fill out. David will contact the authors in September. David and Mike will coordinate. Graduate students and scholars will be contacted in January. Valorie and Mike will use a random number generator to pick the recipients and will need 4 different lists.

- People will only be allow to receive this grant once because we will always have more people in need of funding than funding we can give. Recipients cannot be receiving more than \$250 in funding from other sources.
- We will do a press release. Dale will write it up since this is his proposal. We will remind the membership on September 5<sup>th</sup>.
- Bill will need to know when donations come in.
- Mike will remove the satellite button.
- We will distribute the CFP in August.

**AOB:**

- We will continue with the Sunday meeting.
- Adjourn