

2012 EGO Minutes

8/23/2012

Attendees: Jessica Mason McFadden, Danielle Ortiz, John DeGregorio , Beth Clothier, Nicole Hagstrom Schmidt, Ashley Lovelace, Layton Schroeder, Sharon Thompson, Jessica Scadden, Dr. Morrow

- November 9th and 10th conference.
- Theme: War and Peace
- Stacey Peebles from Centre College is keynote. Wrote "Welcome to the Suck: Narrating the American Soldier's Experience in Iraq"
- Basic discussion of how a conference works
- Submitting abstracts
- How panels work (common theme within papers and each present independently followed by Q&A)
- Need to decide logistics of conference
- Where will we hold the conference
- Reserve rooms
- Decide catering
- Need to replace treasurer because Patti is no longer in program
- Beth Clothier has volunteered to be new treasurer
- Logo and poster- student from Mossman's class developed logo and poster. Layton, John, and Dr. Morrow worked with this student over the summer.
- Update CFP and uploaded on upenn
- Deadline has been changed to October 5th, 2012
- CFP has been emailed to all graduate students
- Publishing workshop—put off until after the conference
- First Fridays—no longer possible because of a conflict with dean's mixer. Need to find a new date.
- We need a new writing committee representative.
- Meetings are twice a month at 2 p.m.
- Nicole is showing interest in the position
- Next meeting Thursday, August 30th
- Jess McFadden has asked EGO members who presented last year to share their materials from the conference

8/30/2012

Attendees: Layton Schroeder, John DeGregorio, Nicole Hagstrom Schmidt, Jess Mason McFadden, Beth Clothier, Jacob Runge, Jessica Scadden, Dr. Morrow

Keynote

- Where will the speech take place?
 - Morgan

Someone needs to contact Morgan to discover what sound equipment is available and the process of reserving the space.

- How will we publicize the event and with whom?
 - Departments to contact in order to encourage participation:
 - Psychology
 - History
 - Political Science
 - Film Club
- Who will introduce Dr. Peebles? A Graduate Student? Or perhaps faculty? (**Will tackle this later**)
- September 21, 2012 is the new deadline to submit form to UTC.

Conference

- Will we provide refreshments and/or a lunch?
 - Coffee throughout the day is an absolute must
- Charge registration... Students: \$20 Faculty: \$30 (this will allow us to provide lunch)
- Someone may need to contact Patti in regards to treasury status—John or Layton
- Hold panels in Simpkins.
 - Rooms 20, 27, and 14 are all electronic classrooms that are handicap accessible.
 - Dr. Morrow will reserve the rooms for November 10th.
- Who will be in charge of reading abstracts? Forming panels?
 - Volunteers: Jess, Jess, Layton, and Beth.
- John will repost CFP on upenn.
- How will we publicize the conference? Should we try to attract other departments? Students need to start talking to faculty about forming panels.

- LASGO's participation is still in the air.
- Paper Goods: Programs, Packets, and Name Tags
 - We have name tags left over from last year.

Social Events

- First Fridays has become a possibility again
- Game Night—have to determine where and when this will occur
 - Beth will inquire about the club house located in her subdivision
- The Hermeneutic Circle
 - Discuss online
 - Faculty guest speakers

Jobs

- Publicity
 - Jess Mason McFadden and Beth Clothier

- Communications Coordinator –Packets, Programs, and Name Tags coordinator
 - Ashley Lovelace
- Refreshments Coordinator
 - Nicole Hagstrom Schmidt
- Facilities-Finding and locating facilities and ensuring they have technology
 - Layton will ask Danielle
- Abstracts/Panel
 - This will be determined as the semester progresses. Those who attend regularly will be asked if they would like to participate.

9/6/2012

Attendees: Ashley Lovelace, Beth Clothier, Ashley Jones, Nicole Hagstrom Schmidt, Jessica Mason McFadden, John DeGregorio, Layton Schroeder, Dr. Morrow, Jess Scadden

Keynote

- • Location: Morgan
 - Need to contact them about sound equipment and the process of reserving the space.
 - Ashley Jones is doing facilities now.
- Who will contact different departments to publicize the keynote and the conference?
- Who will introduce Dr. Peebles? A graduate student of faculty member? **Tackle later.**
- The new deadline to submit the UTC form is September 21, 2012.

Conference

- Lunch and/or refreshments?
- Registration Fee- Students: \$20 and Faculty: \$30
- CFP was reposted on upenn last Friday
- Abstract—change to 250 words
- Emailed Patti
- Rooms 020, 027, and 014 are now reserved
- Paper Goods: Programs, Packets, and Name Tags

Jobs

- Publicity
 - Jess Mason McFadden and Beth Clothier
- Communications Coordinator –Packets, Programs, and Name Tags coordinator
 - Ashley Lovelace
- Refreshments Coordinator
 - Nicole Hagstrom Schmidt
- Facilities-Finding and locating facilities and ensuring they have technology
 - Ashley Jones
- Abstracts/Panel

- This will be determined as the semester progresses. Those who attend regularly
- will be asked if they would like to participate.
- Send publicity mockups to Jess and Beth
 - For next week, develop a plan:
 - What we should do to adequately publicize the conference from now until the conference
- Nicole has already begun planning the lunch and coffee.
 - Lunch needs to be in the union
- Ashley Jones will contact Morgan Hall Dean's Office right away to discover how to reserve the room.
- Every committee needs to bring plans to next week's meeting.
- Will accept abstracts on a rolling basis.

Social Events

- Push First Friday's to October
- Will hold again at Wine Sellers
- There is a \$25 fee for reserving the clubhouse where she lives
- Will update us next meeting
- Invites will be sent out via facebook for Hermeneutics Circle
- Send out email to graduate faculty about the Hermeneutics Circle

9/13/2012

Attendees: Ashley Lovelace, Beth Clothier, Nicole Hagstrom Schmidt, Jessica Mason McFadden, John DeGregorio, Layton Schroeder, Dr. Morrow, Jess Scadden

- Need student representative to attend graduate committee meetings on Wednesday at 10 A.M.
 - Jess Mason McFadden has taken the position
- Dr. Peebles said she will be using PowerPoint
 - We need to figure out if the room has speakers to decide if we need to get extra technology
 - Ashley Jones will inquire about Morgan Hall and get back to EGO as soon as she knows information
- We now have the EGO email address
- Got an email about publishing the proceedings of the conference.
- Extremely long process
- Dr. Thompson suggests that we preserve the papers from the conference
 - Presenters could send a pdf of their paper and the library can search and catalog the essays
- Jess inquiring about why we do not include creative pieces
 - One reason is that we do not offer an MFA
 - It could be done but we need to consider space and other issues
- John has given the poster designs to Beth and Jess
 - Beth will email Katie now about fliers

- The CFP has been edited for word length
- We need to be in discussion with faculty about forming panels, both encouraging them and working with them
- Beth and Jess have created a schedule.
 - Should we print a CFP to pass out?
- Dr. Morrow will create a shared dropbox folder
- Look for local graduate programs to contact and encourage to attend conference
- Refreshments
 - Nicole needs headcount and budget
 - Count on about 50
 - Buffet is minimum \$10 per person
 - With coffee it could be up to \$15
 - \$10.80 a gallon coffee
- We should contact IDEAS
- John will talk to Cass to get forms or information about ordering food
- Meetings will be changed to 3:30 in the hopes of getting people from ENG 580 to come the meeting
- Dr. DiCarmino will speak to her film club
- Game Night
 - aylor Hall? Simpkins Hall?
 - John will contact Taylor Hall and see how much it costs.

9/20/2012

Attendees: Ashley Lovelace, Nicole Hagstrom Schmidt, Jessica Mason McFadden, John DeGregorio, Layton Schroeder, Jacob Runge, Danielle Ortiz, Beth Clothier, Dr. Morrow, Jess Scadden

Conference

- Must resubmit form to UTC.
 - Resend all materials to cover our bases.
- Publicity committee has put up the CFP around campus.
- Dr. Sonnek is looking for individuals who are writing about social injustice in the classroom.
- Nicole will reserve the room in the union for lunch and get food started.
- Ashley Lovelace has drafted the email to send to facility.
 - Send to Dr. Morrow for his approval.
 - Jess will email Ashley the CFP to attach to the email.
- Who will introduce Dr. Peebles?
 - Jacob Runge has volunteered.
- Beth has been in communication with Katie about poster design etc.

Game Night

- Taylor Hall is too expensive.

- Could hold it in Simpkins Hall.
- Table board games because First Friday is approaching.

First Fridays

- October 5th
- Need to promote.

Logo

- Decided on logo during meeting.
- Design t-shirt a possibility?
 - Will have to decide a quote.

9/27/2012

Attendees: Ashley Jones, Danielle Ortiz, Beth Clothier, Jacob Runge, Nicole Hagstrom Schmidt, Jessica Mason McFadden, John DeGregorio, Layton Schroeder, Dr. Morrow, Jess Scadden

Keynote

- Morgan Hall 109 has been reserved for November 9th
- John will ask Dr. Thomspson about how to secure a microphone and to figure out what kind of microphone it is
- We need to start finalizing the flier/poster in no later than two weeks
- Should draft an email that would be sent university wide
- Need to check policies on the process
- Should place fliers in Morgan (1st and 4th floor), library, Currens, Union, Multicultural Center, Sherman
- We sent all information and papers to UTC and they have received the forms
- No word yet on if we will receive money
- Introduction of Dr. Peebles-Jacob

Conference

- Registration fees: \$20 graduate students, \$30 faculty members
- Conference: Simpkins, room 27, 20, 14 are reserved
- Expecting to have individuals come from different locations so we need to develop acceptance and rejection emails
- Reiterate that you can submit as an individual, panels are not required
- Need to reserve Taylor Hall if we are going to have a reception afterwards
- Start reading abstracts on a rolling basis
- Beth has emailed Katie about editable version of flier and
- Presentations
 - 9:00 – 10:15
 - 10:30 – 11:45

- 12:00 – 1:30 Lunch
- 1:30 – 2:45
- 3:00 – 4:15

Social Events

- First Friday--Send out email on Monday and a reminder the day before or day of
 - Can send email to Judi or Mossman and they can send it out

Caroline Picard and the Green Lantern Press

- Tentative February Visit
- John is organizing this. Will be in contact about updates

Responsibilities

- Communications: Nicole and Ashley L
- Publicity: Jess M and Beth
- Refreshments: Nicole
- Facilities: Ashley J
- Representative to Grad Committee: Jess M

10/11/2012

Attendees: Jake Runge, Jess Mason McFadden, Ashley Jones, John DeGregorio, Nicole Hagstrom Schmidt, Layton Schroeder, Dr. Morrow, Jess Scadden

Conference

- •Dr. Morrow wants to meet with Beth and Jess to discuss the poster before printing.
- •Updates on catering:
 - o Roughly 48 people will cost \$434.40 for entrée, starch, vegetable, tossed salads, roll. \$485.77 for iced tea and linens. The room is 30-50 people which may be a tight squeeze. Multicultural center a possibility? Nicole will contact them.
- Beth secured microphone from library. It can be picked up November 8th and must be returned by November 12th.
- Beth has taken minutes to bank. Dr. Morrow still has to sign.

Abstracts

- Received abstract that includes a dramatic reading. Should we include? Yes, we can find a panel for this.
- John has broken up abstracts into various panels.
- Dr. Morrow will contact graduate professors who have not submitted an abstract.
- Nicole is working on letter. Should try to get it out by next week sometime.

10/18/2012

Attendees: Danielle Ortiz, Beth Clothier, Nicole Hagstrom Schmidt, Jess Mason McFadden, John DeGregorio, Layton Schroeder, Dr. Morrow, Jess Scadden

Conference:

- Taylor Hall is booked for reception—light fare
- Dr. Morrow will sign the needed form at the bank.
- Posters can be printed next week and distributed.
- Food Updates:
 - Last year: \$815—including appetizers, pasta bar, coffee, breakfast items (assorted bread, mini muffins, bagels, and cream cheese).
 - This year: \$10.10 per person for pasta bar and food is vegetarian. Pasta bar also includes salad. Also going to get a cheese tray and fruit for appetizers.
 - Need to have key for Writing Center for breakfast the day of conference.
- Acceptance letter: Registration fees will include lunch.
- Need to check with Jake to see how he is progressing with the introduction speech.
- We are at roughly 45 presenters.
- Beth and Jess will decorate the bulletin board next to the mailroom.

Social Events

- Game night has been pushed back to after the conference.

10/25/2012

Attendees: Jake Runge, Jess Mason McFadden, Ashley Jones, John DeGregorio, Nicole Hagstrom Schmidt, Danielle Ortiz, Layton Schroeder, Dr. Morrow, Jess Scadden

Need to do from Dr. Morrow:

- Letters need to go out by Monday
- Food needs to get booked by tomorrow or Monday
- Program draft
 - Loop in Beth for programs
 - Print Monday day of the week
 - Find titles for drafts
 - Dr. Morrow will send out an email soliciting for moderators
 - Ride from Galesburg

Conference

- Food
 - Lunch: Pasta bar, cheese and crackers, and fruit.

- Breakfast: Coffee, water, and pastries.
- Will be finalized tomorrow, October 26th.
- Posters
 - DPS: Posters are 50 cents each.
 - Beth will order 50 posters for a total of \$25
 - Posters will be in by Monday or Tuesday
 - Save poster as a pdf and get it to Dr. Dilger so he can place it on the website
- Programs
 - Beth will place the poster on the cover of the programs for us
 - John will send the text to Beth as soon as he has that done
- Introduction
 - Jake will have a draft for the introduction by Tuesday
- Naming Panels
 - Named every panel except for John's.

11/1/2012

Attendees: Jake Runge, Jess Mason McFadden, Nicole Hagstrom Schmidt, John DeGregorio, Beth Clothier, Layton Schroeder, Dr. Morrow

Conference :

- Update from Beth: Lady from library has called saying that someone wants to use the microphone on Thursday so Beth is checking to see if that is acceptable with us. We have decided that we will agree. Beth will go to the library on Friday morning to see if microphone is ready so we have time.
- Program: Dr. Morrow wants to see the program before it "goes to print"
- Dr. Morrow will contact graduate faculty to see if they want to moderate.
- Beth will have the program designed by Monday, November 5th.
- Need someone to check every reservation.
 - Check to see if Morgan is reserved and what to do if get locked out etc.
- We will need people to be here at 7:30 AM for registration.
 - Dr. Morrow will ask Dr. Baird for key to writing center.
- ISU graduate students will be coming in from Galesburg and need a place to stay as well as a ride from Galesburg.
 - John will send them an email.

Keynote

- Jake will send introduction to Dr. Morrow over the weekend to get his approval/feedback.
- John and Layton need to have a little speech before presentation
 - Need to thank appropriate people
 - Dr. Mossman (head of department)

- Sponsors
- Important people
- Will then introduce Jake
- Also need to manage the Q&A
 - “Dr. Peebles has graciously agreed to take questions...”
 - When it gets quiet, it may be time stop the questions. John and/or Layton will have to do this.
 - If it goes over, “We have time for one more question...”

Odds and Ends

- Dr. Morrow has secured five paid for meals for graduate students for dinner/lunch with Dr. Peebles.
 - Friday Lunch: Nicole, Jake
 - Friday Dinner: Beth, Jess Mason McFadden, John, Layton
 - Saturday Dinner
- Posters: They are placed in Student Union, Malpass library, and Simpkins. Horrabin will get posters tomorrow.