MRSC Board Meeting Agenda 19 Jan 2023

Present at meeting: Elliott, Howe, Beusterien, Hackenbracht, Smith, Couch, McFadden

1. MRSC 5301
   - support from A&S
   - technical issues with online section
   - Beusterien: 4 in-person courses, 2 distance students
   - Howe: volunteered to teach 5301, spring 2024

2. Spring Conference
   - Draft program
   - Space Reservations
     - anticipated costs
       ICC: $1,220
       Museum: $720
       Total: $1,940
     - Couch: rooms in English available for free if necessary; reserve through English
       - Sprouse paper not included; find place for her in program
     - Elliott: Emily Jay may not be able to attend panel on Thursday
       - Elliott will email; Beusterien will adjust schedule
     - Move Humanities Center to front of list sponsors; Office Research & Innovation; add History Department to list of sponsors
   - Couch: student assistant? coordinating/logistics/emails?
     - availability of students?
     - MA students
     - Couch to write up job description
   - Elliott: coffee breaks and lunch breaks/catering for Friday/Saturday
     - Couch: coffee breaks w/Top Tier?
   - Howe: food trucks for lunch?
     - Orientation people have arranged this on campus on Wednesdays (Memorial circle)
       - 10% cut of sales?
     - how many people? estimate
     - power supplies/facilities: talk to ICC/Museum
   - Elliott: opening ceremony w/dean, provost, president, etc?
     - introduction for Van Engen & Turner? - Howe will do
   - ORI funds for Hsy keynote
- Howe: expenses for video recording of Van Engen and Turner presentation
- Elliott: student volunteers for conference needed
- Beusterien: ICC space for Our New Gold performance?
  - Smith: nature of performance?
  - Beusterien: unsure
- Howe: loose ends
  - coffee services - morning
    - afternoon: not worth it? Water instead?
    - lower volume?
    - Starbucks serving boxes instead? - might be
  - food trucks
    - early investigation needed

- Thursday reception
  - alcohol & catering:
    - cheese tray/light hors d'oeuvres + open bar
    - Bring in our own wine; ask for donations (Janis)
- Van Engen & Turner: dinner by John
- Dinner for Hsy, Saturday
- Howe: conference hotel block?
  - yes; paying for room through University first?
    -
  - Baum: publish on MRSC website, include in email responses to panelists?
- Couch: end of conference party at residence?
  - budget for catering?
  - Howe: alternative to Top Tier - hors d'oeuvres from Market St instead?

- Collegium Musicum performance updates: Smith?
- Our New Gold performance: Beusterien?
  - work w/Baum on ICC space; no other updates
- Beusterien: question for table
  - another performance: medieval play?
    - directed by Bill Gelber
    - is there time/space to incorporate into schedule?
    - short play: ca. 1 hour
  - lunch time slot?
- Elliott: after emails sent to presenters this will be clarified
- Smith w/Baylor colleague: performance on Codex?
- Howe: Codex exhibited in Museum?
- Beusterien: include in program

- Next steps
  - email notices to presenters: delegate to board members
  - advertising & promotion
    - Paper programs, flyers
    - contact Abby about printing
  - Janis: used Slate printing in past
    - not necessary until March for program
    - promote draft program, keynotes online
    - Angie: Copy Tech = alternative for printing

3. MRSC Spring Elections
   - timing
     - Howe: talk w/Howe about process - not as straightforward to organize, etc
     - timing: organize before March; prepare in advance, run quickly after conference
     - Janis: intends to step down from board; remains affiliated faculty
- Directorship & Board

4. Individual board member updates/news

Meeting adjourned, 1:46pm.