

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?
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 - 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

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Meeting adjourned, 1:46pm.