**MINUTES**

**Wednesday, March 29, 2017**

**Spring Board Meeting (Session 1 of 3)**

**Embassy Suites (Chicago Downtown) - Chicago, Illinois**

1. **Call to Order (5:10 pm)**
   1. Roll call

|  |  |  |  |
| --- | --- | --- | --- |
| **\* Present (16)** | **Absent (3)** | **MEIEA Title** | **Term** |
| John Simson |  | President | 2015-2017 |
| Storm Gloor |  | Vice President | 2015-2017 |
| Carey Christensen |  | Secretary | 2016-2018 |
| Clyde Rolston |  | Treasurer | 2016-2018 |
| Patrick Preston |  | Director of Membership | 2015-2017 |
|  | Serona Elton | Immediate Past President |  |
|  | Peter Alhadeff | Board Member | 2015-2017 |
| Courtney Blankenship |  | Board Member | 2015-2017 |
| Melissa Wald |  | Board Member | 2015-2017 |
| Kim Wangler |  | Board Member | 2015-2017 |
| Cutler Armstrong |  | Board Member | 2016-2018 |
| Jerry Brindisi |  | Board Member | 2016-2018 |
| Amy Macy |  | Board Member | 2016-2018 |
| Armen Shaomian |  | Board Member | 2016-2018 |
| Bruce Ronkin |  | Journal Editor |  |
|  | [vacant] | Webmaster |  |
|  | Ben O’Hara | Australasian Liaison |  |
| Henric Linstrom |  | European Liaison |  |
| Darren Walters |  | Director of Membership-Elect (Non-Voting) | 2017-2019 |
| Odie Blackmon |  | Board Member-Elect (Non-Voting) | 2017-2019 |

*\* Minimum 10 Board members present required for quorum*

1. **Bylaws Review**
   1. Reduction in the size of the Board of Directors (“board”)
      1. Gloor: Considering the size of the membership and the average amount of Summit attendees, is the board too large? A large board comes with large meeting expenses (e.g.: hotel, catering).
      2. Rolston: Bylaws only account for 13 board positions. Consider revising general board positions to have specific assigned roles and duties.
      3. Wangler: Past MEIEA boards have tried to define specific roles for general board members and have not been successful. In favor in larger board to give newer faculty an opportunity for board service to further enhance their Curriculum Vitae.
      4. Preston: Consider board members representing specific regions to provide more opportunity for under represented areas to serve on board.
      5. Simson: Could restructure the board to have representative positions instead of regions (e.g.: community college rep, 4-year university rep, legal, recording arts, performance, songwriting).
      6. Ronkin: Historically appointed board positions were afforded board voting privileges since they weren’t being paid.
      7. Consensus that the board is not too large and that appointed board position should retain voting rights.
      8. Subcommittee appointed to review general board responsibilities and make specific recommendations to clarify general board responsibilities at the 2017 Fall board meeting.
         1. Board Responsibilities Subcommittee: Rolston, Simson, Blankenship, Wangler, Macy
   2. Miscellaneous Bylaw Amendments
      1. Board discussion concerning various bylaw provisions related to governance.
      2. **Motion:** Moved by [Wangler] and seconded by [Rolston] to amend Article 4, Section 6(c) of the bylaws from “is limited to a two year term” to “serves a 1 year term”. **Motion carried.**

*ARTICLE IV – GOVERNANCE*

*MEIEA is governed and directed by an Executive Board comprising Executive Officers, Board Members, Executive Directors as deemed necessary, and the Immediate Past-President.*

*Section 6 - Immediate Past President:*

*a) most recently held the position of President.*

*b) must be a member in good standing.*

*c) ~~is limited to a two year term~~. serves a 1 year term.*

*d) is a non-voting position.*

* + 1. **Motion:** Moved by [Preston] and seconded by [Armstrong] to delete Article 4, Section 8(a)iii (“cannot make motions”) and Section 8(a)iv (“votes only in case of a tie”) of the bylaws. **Motion carried.**

*ARTICLE IV – GOVERNANCE*

*MEIEA is governed and directed by an Executive Board comprising Executive Officers, Board Members, Executive Directors as deemed necessary, and the Immediate Past-President.*

*Section 8 - Executive Officer Responsibilities*

*a) The President:*

*i) presides at all meetings,*

*ii) submits a report at the annual meeting,*

*~~iii) cannot make motions,~~*

*~~iv) votes only in case of a tie,~~*

*v) is an ex officio member of all committees,*

*vi) ensures all orders and resolutions of the Executive Board are carried into effect.*

* 1. Webmaster Board Position
     1. The search for a MIEIA member to volunteer for board appointed position of Webmaster was unsuccessful. Interested applicants either sought monetary compensation or lacked the necessary qualifications.
     2. Website migration to Wild Apricot now enables the board to modify website themselves.
     3. **Motion:** Moved by [Christensen] and seconded by [Rolston] to re-purpose the Webmaster board position to a “Communications Director” board position with the targeted skills sets and responsibilities to manage:
        1. eMessenger Newsletter
        2. Summit marketing and promotions
        3. MEIEA social media accounts (Linkedin, Facebook, YouTube)
        4. Sponsor/Summit Exhibitor outreach and activations
        5. Public Relations / Press Releases (Journal Articles)
        6. MEIEA Communications Style Guide
        7. MEIEA Website
        8. Review branding of organization and MEIEA Journal;
     4. Position will have same voting rights as a defined in Article 4, Section 5 (Executive Director) of the MEIEA bylaws;
     5. Position will have a one-year term, renewable, with no terms limits as defined under Article 8, Section 5. **Motion carried.**

1. **Adjournment (6:45 pm)**
   1. **Motion:** Moved by [Gloor] and seconded by [Rolston] to adjourn. **Motion carried.**

**MINUTES**

**Thursday, March 30, 2017**

**Spring Board Meeting (Session 2 of 3)**

**Embassy Suites (Chicago Downtown) - Chicago, Illinois**

1. **Call to Order (9:05 am)**
   1. Roll call

|  |  |  |  |
| --- | --- | --- | --- |
| **\* Present (18)** | **Absent (1)** | **MEIEA Title** | **Term** |
| John Simson |  | President | 2015-2017 |
| Storm Gloor |  | Vice President | 2015-2017 |
| Carey Christensen |  | Secretary | 2016-2018 |
| Clyde Rolston |  | Treasurer | 2016-2018 |
| Patrick Preston |  | Director of Membership | 2015-2017 |
| Serona Elton |  | Immediate Past President |  |
|  | Peter Alhadeff | Board Member | 2015-2017 |
| Courtney Blankenship |  | Board Member | 2015-2017 |
| Melissa Wald |  | Board Member | 2015-2017 |
| Kim Wangler |  | Board Member | 2015-2017 |
| Cutler Armstrong |  | Board Member | 2016-2018 |
| Jerry Brindisi |  | Board Member | 2016-2018 |
| Amy Macy |  | Board Member | 2016-2018 |
| Armen Shaomian |  | Board Member | 2016-2018 |
| Bruce Ronkin |  | Journal Editor |  |
|  | [vacant] | Webmaster |  |
| Ben O’Hara |  | Australasian Liaison |  |
| Henric Linstrom |  | European Liaison |  |
| Darren Walters |  | Director of Membership-Elect (Non-Voting) | 2017-2019 |
| Odie Blackmon |  | Board Member-Elect (Non-Voting) | 2017-2019 |

*\* Minimum 10 Board members present required for quorum*

1. **Approval of Minutes**
   1. **Motion**: Moved by [Wangler] and seconded by [Macy] to approve meeting minutes from the Fall 2016 Board Meeting held on 9/30/16. **Motion carried.**
   2. **Motion**: Moved by [Armstrong] and seconded by [Macy] to approve meeting minutes from the Fall 2016 Board Meeting held on 10/1/16. **Motion carried.**
2. **President’s Report (Simson)**
   1. State of MEIEA
      1. MEIEA has been in a stable maintenance mode over last two years.
      2. Some schools not as represented as they should be within MEIEA (e.g. USC, NYU). Consider outreach to specific schools that “should” be MEIEA members.
      3. Moving forward, where is the future of music business education and how can MEIEA be involved in shaping that?
   2. Sponsors
      1. Belmont University (physical office location/phone and MEIEA Journal underwriting at $5,000/year)
      2. SoundExchange ($1,000)
      3. Music Business Association ($500)
      4. BuzzAngle (partnership and MEIEA member discount)
   3. Appointment of European Liaison to the Board
      1. Henric Linstrom (Linnaeus University - Kalmar, Sweden) has accepted the European Liaison position.
      2. Appointment pre-approved by MEIEA Board at 2016 Fall Board meeting (see 9/30/16 minutes).
   4. 2nd MEIEA European Summit
      1. Is MEIEA committed to this initiative; is it too ambitious for the current state of the organization?
      2. Should international summits be staggered every two years between Europe and Australia/China? That would mean there would be a summit in Europe and Australia every 4 years.
      3. Brainstorming ways to make international travel more palatable for university travel approvers (e.g.: meetings with companies on international internships, faculty/student exchanges)
      4. O’Hara: Arts conferences in Australia are now beginning to offer music business tracks. Melbourne Music Week is growing very fast and would be a good time for a MEIEA Summit.
      5. No board consensus reached on when MEIEA should attempt another international Summit.
3. **Vice President Report (Gloor)**
   1. Website migration
      1. Website has been migrated to the Wild Apricot system that hosts the MEIEA membership database.
      2. MEIEA Board members with administrative access to Wild Apricot now have access to update website.
      3. Newly designated Communications Director board appointed position will be charged with oversight of the website style and design. Individual board members could then be charged with updating their respective areas.
      4. In acknowledgement of Wesley Bulla’s long service, Board expressed desire to send Wes some token of gratitude.
      5. **Motion**: Moved by [Shaomian] and seconded by [Rolston] to approve the expenditure of $100 for an Amazon gift card and thank you card for Wesley Bulla. **Motion carried.**
   2. DropBox
      1. MEIEA files are decentralized and spread across multiple Dropbox accounts (some of which are owned by former board members).
      2. Shaomian: Recommends use of Google Non-profit suite of tools. Will research and report back to the Board suggestions for a more centralized cloud server.
   3. 2016 Elections
      1. Acknowledgement of outgoing Board Members
         1. John Simson, President, 2015-2017
         2. Serona Elton, Immediate Past President, 2015-2017
         3. Patrick Preston, Director of Membership, 2015-2017
         4. Peter Alhadeff, Board Member, 2015-2017
      2. Acknowledgement of incoming Board Members
         1. Darren Walters, Director of Membership, 2017-2019
         2. Odie Blackmon, Board Member, 2017-2019
         3. Courtney Blankenship, Board Member, 2017-2019
         4. Melissa Wald, Board Member, 2017-2019
         5. Kim Wangler, Board Member, 2017-2019
      3. Acknowledgement of Armen Shaomian’s work as elections monitor through a paid version of SurveyMonkey at total cost of $18.
      4. 49% of membership participated (107 members). Increase in participation is directly attributed to Shaomian’s efforts in sending multiple reminder e-mails over a three-week period to those who hadn’t voted.
      5. Reminder to Board Responsibilities Subcommittee to review who on the Board runs the election.
         1. Recommendation to name two general board members each year, from staggered terms, to be responsible for monitoring elections. Also consider including the Immediate Past President as a third election monitor, if needed.
      6. **Motion**: Moved by [Preston] and seconded by [Christensen] to charge the Board Responsibilities Subcommittee to create a three-person elections commission by the Fall 2017 Board meeting. **Motion carried.**
   4. Appointment of Vice President (2017-2019 term)
      1. Multiple current board members expressed interest in being appointed to Vice President position.
      2. Christensen: Recommend nominating candidates from the board and conduct a vote via a paper ballot at the end of the day during New Business.
      3. Nominations made, accepted, and resulted in three candidates to run for the position.
         1. Patrick Preston
         2. Clyde Rolston
         3. Armen Shaomian
4. **Secretary’s Report (Christensen)**
   1. eMessenger
      1. Frequency has been erratic and content has been more announcements than member content due to my schedule and limited time to produce content and design newsletter in Wild Apricot.
         1. Mar: No formal eMessenger. All Summit related messages.
         2. Feb (2/8/17): 352 sent (3 failed delivery). 53% Opened / 8% Clicked
         3. Jan (1/12/17): 353 sent (8 failed delivery). 56% Opened / 12% Clicked
         4. Dec (12/6/16): 348 sent (7 failed delivery). 47% Opened / 3% Clicked
         5. Nov (11/14/16): 348 sent (6 failed delivery). 45% Opened / 3% Clicked
         6. Oct 10/10/16): 352 sent (12 failed delivery). 53% Opened / 9% Clicked
      2. Post-Summit eMessenger will strive to feature Summit photos and some sort of post-event synopsis
   2. Website updating and maintenance
      1. Have been working on general cleaning up of website.
      2. Recommend assigning board members parts of the website to update and maintain according to a style guide (that would need to be produced). Examples of assignments could include Secretary (About, Governance, Summit), Membership Director (Membership, Member Schools list), Journal Editor (Journal), Treasurer (Financial Information, IRS Form 990s)
      3. **Motion**: Moved by [Preston] and seconded by [Christensen] to task Board Responsibilities Subcommittee to incorporate this into their work. **Motion carried.**
5. **Treasurer Report (Rolston)**
   1. *See 2017 General Membership Meeting Minutes for detailed statements*
   2. Phishing e-mails continue to come into the @meiea.org e-mail accounts. If you have any questions from an @meiea.org e-mail address, contact that person.
6. **Membership Report (Preston)**
   1. *See 2017 General Membership Meeting Minutes for detailed statements*
      1. 228 total members, 61 current institutions
   2. 2017 Summit Attendance
      1. 71 attendees, from 21 states, Washington DC, and 4 countries.
   3. Observations on Director of Membership position
      1. Role is less about member outreach and more about database maintenance.
      2. Wild Apricot data architecture was constructed to capture data to support Member Statistics page (http://www.meiea.org/Member-Statistics).
      3. Recommendation to revise membership data architecture to capture more relevant useful membership information and to conduct a separate comprehensive Member Statistics census survey campaign every 3 years to support discipline-level data gathering.
         1. Recommendation to implement census survey campaign post-election / pre-Summit with some incentive to complete survey (e.g.: complete survey and get 25% discount on Summit registration).
         2. Complete survey construction by Fall 2017 Board Meeting
7. **Journal Editor Report (Ronkin)**
   1. *See 2017 General Membership Meeting Minutes for detailed statements*
   2. Associate Editors
      1. David Schreiber (Belmont University) – Unable to continue in this position due to work commitments.
      2. Paul Linden (Butler University) will stay for the next issue on as Associate Editor.
      3. Ben O’Hara expressed interest in taking over the Review section of the Journal if Paul Linden will take on the role of editing the main articles vacated by David Schreiber.
   3. Third Party Publisher
      1. Not needed in regards to “access” to the Journal as the Journal is widely available through a number of services and on the MEIEA website.
   4. Digital Object Identifiers (DOI)
      1. Will be signing agreement today and submitting forms and payments.
   5. Journal rebranding
      1. Recommendation from David Schreiber (Associate Journal Editor) to shorten name from “Journal of the Music & Entertainment Industry Educators Association” to “Journal of the Music & Entertainment Industries”
      2. Changing the Journal title is a big undertaking and should only be done if we are completely committed to a title change.
      3. No board consensus on Journal title change. Journal title will remain as is.
8. **Grants Report (Blankenship/Armstrong)**
   1. Research Grants (Blankenship)
      1. 6 submissions received, 200% increase over last year
      2. New numeric rubric evaluation process was employed
      3. Fully-Funded Grants
         1. Dr. Stan Renard (University of Texas at San Antonio) - *A Concert Industry Mapping Framework: Case Study for the City of San Antonio*
         2. Dr. Monika Herzig (Indiana University) - *Songs for Change: An Intercultural Collaboration*
      4. Partially-Funded Grants
         1. Dr. Richard Weissman (University College at University of Denver) - *Is There a Role for the American Federation of Musicians in the 21st Century?*
         2. Dr. Andrew Mall (Northeastern University) - *Marginalia: Niche Markets, Christian Rock, and Popular Music*
   2. Student Enrichment Grants (Armstrong)
      1. Western IL University: $1,000 Student Group NAMM Conference Travel
      2. University of Texas San Antonio: $1,000 Music Biz Day at UTSA
      3. Indiana University: $1,000 Bloomington Music Summit
      4. Butler University: $1,000 Indy Jazz Fest/Jazz Kitchen event
      5. Appalachian State: $1,000 Village Vision Music and Arts Festival
9. **Member Discounts Report (Armstrong)**
   1. No new discount partners since Fall 2016 Board Meeting.
   2. It’s unclear if discounts are actually being used.
   3. Consider a survey of the membership about what discounts they would like to see in the post-Summit survey.
   4. Considering adding a Members Discount section to the MEIEA website.
10. **Social Media Report (Elton)**
    1. With Serona exiting the Board, social media maintenance responsibilities will be assigned to Communications Director.
    2. LinkedIn: 126 group members (up from 122 in Spring 2016)
    3. Facebook: 150 group members (up from 106 in Spring 2016)
    4. YouTube: 57 subscribers (up from 48 in Spring 2016), 3,741 views (up from 3,446 in Spring 2016)
    5. Engagement slowly growing but requires regular postings in order to stimulate member responses.
11. **European Liaison Report (Lindstrom)**
    1. Recently appointed to this position.
    2. Will work to increase European institutional membership in MEIEA.
    3. Will work to develop a plan for a possible European Summit in the coming years.
       1. Due to Brexit, Europe is in a state of confusion. Might not be the best time to be thinking of European Summit in the near future.
       2. Could hold a European Summit at Linnaeus University (1 hour south of Stockholm) or could investigate holding in Stockholm (which would be more accessible to foreign travelers).
12. **Australasian Liaison Report (O’Hara)**
    1. O’Hara is working to stimulate Australian member interest in attending MEIEA Summit and is pleased with amount of Australian and Chinese attendees and paper presenters at this year’s Summit.
    2. Chinese academic culture does not typically include paying to attend a conference. If you are invited to present, you are considered a guest and your costs are covered by the conference.
    3. O’Hara expressed continuing interest in helping MEIEA produce an Australian music educators event.
    4. Reminder that sweeping changes in Australian government funding has forced the closure of many smaller private colleges (sort of the equivalent to Community Colleges in the USA). As a result, only about 10-11 colleges with Music Business programs remain active in the country.
13. **Action Item Reports from Fall Board Meeting**
    1. MEIEA trademark re-registration (Simson)
       1. Filed but not completed. Simson has received comments from USPTO and is answering them as best has he can, but may need to engage a trademark lawyer to complete.
    2. Moving MEIEA bank accounts to a national banking chain (Rolston)
       1. Work in progress. Continuing to investigate commercial service options at national banking chain.
    3. Engagement of outside accounting firm for annual audits and tax filings (Rolston)
       1. Work in progress. Wald to assist and suggestion could include a business management firm on an hourly rate.
    4. Research Grant post-award communication protocols for grant usage follow up (Blankenship, Rolston)
       1. Work in progress. Database of grant recipients should be compiled, stored in a shared cloud drive, and reviewed periodically.
       2. Update acceptance letter to better manage expectations of when grant checks will be mailed.
    5. MEIEA History Project (Blankenship)
       1. Has been in contact with Kristel. She has declined to further participate.
       2. Rolston to forward scanned MEIEA artifacts currently housed at Belmont to Blankenship for review and indexing. Preston to assist.
       3. Christensen will compile board lists from MEIEA Journals (2000-2017) to begin historical archive page in the MEIEA website.
14. **New Business**
    1. Pre-Summit Survey Results
       1. 33 responses
       2. Relevant responses include: 1/3 of responses were tied to new website and program info questions; more desire for networking opportunities with members and keynote speakers; more roundtable discussion.
    2. Website
       1. **Motion:** Moved by [Rolston] and seconded by [Armstrong] to delete “two-and four year” from the Membership About Page. **Motion carried.**
    3. Journal Mailing
       1. Preston: Should this be the responsibility of the Director of Membership?
       2. Rolston: Should be mailed from Belmont to save on shipping cost of Journals to Membership Director.
       3. Rolston: Consider a separate survey on the Journal: should it be printed, should it only go to institutional members, should it go to print on demand?
    4. Vice President Appointment Election (2017-2019 term)
       1. 3 candidates (Preston, Rolston, Shaomian)
       2. Candidates were given an opportunity to make a statement prior to balloting.
       3. Paper ballots were issued to those board members eligible to vote. Ballots were collected and counted by Simson, Gloor, Elton.
       4. Armen Shaomian received the most votes and was appointed to position of Vice President (2017-2019 term).
       5. Board will leave the General Board position vacated by Shaomian vacant until the next election.
15. **Adjournment (2:15 pm)**
    1. **Motion:** Moved by [Christensen] and seconded by [Wald] to adjourn. **Motion carried.**

**MINUTES**

**Saturday, April 1, 2017**

**Spring Board Meeting (Session 3 of 3)**

**Embassy Suites (Chicago Downtown) - Chicago, Illinois**

1. **Call to Order (5:45 pm)**
   1. Roll call

|  |  |  |  |
| --- | --- | --- | --- |
| **\* Present (15)** | **Absent (1)** | **MEIEA Title** | **Term** |
| Storm Gloor |  | President | 2017-2019 |
| Armen Shaomian |  | Vice President | 2017-2019 |
| Carey Christensen |  | Secretary | 2016-2018 |
|  | Clyde Rolston | Treasurer | 2016-2018 |
| Darren Walters |  | Director of Membership | 2017-2019 |
| John Simson |  | Immediate Past President |  |
| Cutler Armstrong |  | Board Member | 2016-2018 |
| Jerry Brindisi |  | Board Member | 2016-2018 |
| Amy Macy |  | Board Member | 2016-2018 |
|  | [vacant] | Board Member | 2016-2018 |
| Odie Blackmon |  | Board Member | 2017-2019 |
| Courtney Blankenship |  | Board Member | 2017-2019 |
| Melissa Wald |  | Board Member | 2017-2019 |
| Kim Wangler |  | Board Member | 2017-2019 |
| Bruce Ronkin |  | Journal Editor |  |
|  | [vacant] | Communications Director |  |
| Ben O’Hara |  | Australasian Liaison |  |
| Henric Linstrom |  | European Liaison |  |

*\* Minimum 10 Board members present required for quorum*

1. **Board Administration**
   1. Acknowledgement of incoming Board members
      1. Storm Gloor, President, 2017-2019
      2. Darren Walters, Director of Membership, 2017-2019
      3. Odie Blackmon, Board Member, 2017-2019
      4. Courtney Blankenship, Board Member, 2017-2019
      5. Melissa Wald, Board Member, 2017-2019
      6. Kim Wangler, Board Member, 2017-2019
   2. Appointment of Non-Elected Board Members (2017-2018 academic term)
      1. Journal Editor
         1. **Motion:** Moved by [Christensen] and seconded by [Armstrong] to appoint Bruce Ronkin (Northeastern University) as the MEIEA Journal Editor for the 2017-2018 academic term. **Motion carried.**
      2. Board Liaisons (European / Australasian)
         1. **Motion:** Moved by [Christensen] and seconded by [O’Hara] to appoint Henric Lindstrom (Linnaeus University - Kalmar, Sweden) as the MEIEA European Liaison for the 2017-2018 academic term. **Motion carried.**
         2. **Motion:** Moved by [Christensen] and seconded by [Shaomian] to appoint Ben O’Hara (Australian College of the Arts - Melbourne, Australia) as the MEIEA Australasian Liaison for the 2017-2018 academic term. **Motion carried.**
2. **Google Non-Profit (Shaomian)**
   1. MEIEA is now officially established with Google as a non-profit organization.
   2. All meiea.org e-mails are now housed on Google’s servers.
      1. **ACTION ITEM:** Discontinue webhosting service that currently services the @meiea.org e-mail accounts.
   3. Recommend moving all MEIEA files from Dropbox to Google drive.
   4. Consider rerouting MEIEA office number through Google voicemail.
   5. Acknowledgement of Shaomian and Rolston for their efforts in setting this up this functionality thorough Google.
3. **2017 Summit Recap**
   1. What went well
      1. Hotel
         1. All event rooms on the same floor.
         2. Complimentary breakfast and complimentary happy hour (5:30-7:30 pm) was popular with attendees and helped to reduce individual costs.
         3. Hotel Events Manager (Lindsay Brunder, Complex Convention Services Manager) and hotel catering staff were attentive and efficient.
         4. Having two projection screens in plenary/luncheon room (even though we only ordered/paid for one) made it much easier for attendees to view the screens from wherever they were sitting.
         5. Using the plenary/luncheon room as a session room (e.g.: Friday schedule of Keynote – Luncheon – Legal Update Panel)
         6. Coffee/Iced Tea service all-day.
      2. Sessions
         1. Good diversity of topics presented at the Pre-Summit sessions. Well attended.
         2. Good diversity of keynote speakers.
         3. Legal panel’s use of PowerPoint slides made it much easier to absorb the amount and complexity of material covered.
      3. Miscellaneous
         1. Attendee gift item (MEIEA branded luggage tags).
   2. What didn’t go well
      1. Hotel
         1. Room rates weren’t competitive with nearby hotels. Some attendees did not stay at Summit hotel (though likely still enjoyed complimentary breakfast and complimentary happy hour at the host hotel).
         2. Lunch main course was very meager (Friday and Saturday).
      2. Audio/Visual (AV)
         1. Even though AV was rented, still required MEIEA Board member to supervise operations in each room.
         2. Not every paper presenter came with the ability to connect to VGA projector.
         3. 1/3 of attendees didn’t stay for all of Saturday’s sessions. Saturday topical panels were not attended as well as anticipated.
   3. Suggested Improvements
      1. Registration
         1. Consider communicating value of meals in the registration price to better justify the rise in registration costs.
         2. Consider charging a higher registration rate if a Summit Attendee does NOT stay at the Summit hotel.
            * May have operational issues in confirming hotel booking prior to Summit registration.
         3. Need to be more conscious of MEIEA branding opportunities throughout the Summit.
            * **ACTION ITEM:** Print MEIEA-branded pop-up banners for Summit check-in and Welcome Reception.
      2. Program
         1. Consider acknowledging first-time Summit attendees at the Welcome Reception or Opening Plenary Session.
         2. Consider offering a suggested dinner restaurant for Friday night as a MEIEA-recommended (but not MEIEA paid) networking option.
         3. Consider producing a script for paper session moderators to bring a higher level of consistency to the start of these sessions.
            * Should include the paper title and short bios of the presenters.
         4. Consider more descriptive session titles for panels and roundtables.
         5. On Friday, consider holding the Legal Update panel BEFORE lunch and the Keynote AFTER lunch in an effort to encourage more attendee engagement in the Legal Update session.
         6. Consider starting General Membership Meeting 15-30 min into lunch in order to keep more attendees at this session.
      3. Hotel
         1. Strive to hold future Summits at Embassy Suites hotels to take advantage of the complimentary breakfast and happy hour.
         2. Strive to have 2 projectors/screens in plenary/luncheon room.
         3. If a session is a roundtable, it should be setup in a hollow-square configuration. Strive to avoid any other room configurations.
      4. AV
         1. Consider assigning AV operation responsibilities to a board member with audio production expertise.
            * Ensure each session moderator has their AV up and operating prior to the start of the session
            * Turn off wireless mics and projectors when not in session and overnight
         2. If wireless mics are used, ensure that the AV company leaves us extra batteries.
         3. For paper presentations, sound reinforcement should be in stereo (not mono) for those presentations/members that are audio engineers.
4. **Adjournment (6:55 pm)**
   1. **Motion:** Moved by [Christensen] and seconded by [Gloor] to adjourn. **Motion carried.**