**AAR/WR Executive Committee**

**25 January 2024: Zoom Meeting (2-4pm PST)**

**Prepared by:** 2023-2024 Regional Board Secretary, Anna Hennessey

**Present:** Marie Cartier (President), John Erickson (Past President), Anna Hennessey (Regional Board Secretary), Jake Nagasawa (Regional Coordinator), Jacob Perez (Conference Manager), Roberta Sabbath (Vice President Elect)

**Notes:** Sakena Young-Scaggs (Vice President and Program Chair) was unable to attend due to a family emergency. However, she prepared a special email related to the agenda topic on conference locations for 2025 and 2026.

**Introduction and Opening**

2023-2024 President Marie Cartier welcomed all EC members and Conference Manager Jacob Perez and opened the

**Old Business**

1. 2024 UNLV AAR/WR Conference Updates by Conference Manager Jacob Perez
2. Jacob Perez discussed completion of the first draft of the 2024 conference program, which includes a map of the UNLV campus. He stated that conference rooms are now reserved and filled for all of the time slots. There are currently 36 academic panels. Perez stated that he will be meeting with Regional Board Secretary Anna Hennessey next week to go over the time slots and make sure times work and match requests made by some unit chairs.
3. Jacob Perez is currently working with caterers to finalize catering. He is also finalizing time slots for UNLV’s Barrick Art Museum, the location at which various 2024 events will occur. The Board dinner may happen at the museum.
4. Perez is also simultaneously preparing the hybrid program for the conference. All rooms to be used by the region at UNLV have the necessary technology for hybrid presentation rooms. The region will also have tech support at UNLV.
5. Perez is currently working with volunteers and doing outreach for more volunteer help at UNLV.
6. Anna Hennessey asked about the Board dinner location (inside or outside the museum [Perez responded it would be inside]), and also asked about more specifics on the hybrid presentations, which Perez provided.
7. Hennessey also stated that based on her work with the chairs over the past few months, the program is looking robust and very good for the 2024 conference.
8. President Marie Cartier discussed the travel grants, asking Regional Coordinator Jake Nagasawa how many grants there would be and that she has thus far received one request. Reading from AAR/WR’s Policy File, Nagasawa stated that there are four $250 grants, though the region can also divide those equally to give less funding to more people.
9. Cartier also asked Nagasawa if the $500 funding for the 2024 Queer View speaker was confirmed, which Nagasawa confirmed.
10. Cartier asked Jacob Perez about the timeslot for the Queer View event. She discussed the possibility of a 7:30-9:30 or 10pm timeslot on Saturday, March 16th. Perez noted that the timing should follow the slot for the Presidential Address, which is scheduled for 6:30-7:30pm the same evening.
11. Jacob Perez also talked about plans for the 2024 Board meeting. He has set the schedule for the meeting at 12-5pm on 3/15, which will include a catered lunch for Board members. Board dinner will then follow from 5:30-7pm. And will also be catered. Queer View will take place 7:30-10pm.
12. VP Elect Roberta Sabbath and Marie Cartier discussed communicating through email with the filmmaker/speaker for the Queer View event so that the speaker knows about the location of the event.
13. Cartier asked Perez if there was anything to be discussed regarding scheduling of the Women’s Caucus or Black Caucus events. Hennessey will meet with Perez separately to discuss the special 2024 Rebirth Path event for the Women’s Caucus, and Vice President Sakena Young-Scaggs is in touch with Perez separately about the Black Caucus event.
14. Sabbath asked about timing for the provost’s welcome speech at UNLV, and whether it should fit into the Saturday morning schedule at the beginning of the keynote presentation or the Saturday evening schedule before the Presidential address. She will reach out to the provost and ask about best possibilities for timing the welcome speech.
15. Perez stated that the Business Meeting is currently scheduled for Sunday, March 17th from 1-2:30pm.
16. AAR/WR Updates from Regional Coordinator Jake Nagasawa
17. Nagasawa stated that an eblast went out from AAR National today (1/25) about registration for the 2024 conference. Early bird registration will end on March 1st. People have already begun registering.
18. Nagasawa advised the EC that Brian Pennington’s term as Regions Director ended, and the position is now held by Matthew Vaughn, an Adjunct Professor at NYU who was formerly the RC for the Eastern International Region.
19. Nagasawa discussed elections, including for a new RC since he will be stepping down after the 2024 conference. Nagasawa and Hennessey discussed protocol around voting, specifically how both candidates and voters must be present at the Business Meeting either in-person or virtually.
20. Marie Cartier asked whether protocol for the bullying issues discussed multiple times by the Board since 2021 would become part of the Policy File. Hennessey stated that the bullying statement needs to be approved by the Board in its spring 2024 meeting on 3/15 and will then be added to the Policy File and the website.

**New Business**

1. 2025 Conference Location (Vice President Sakena Young-Scaggs)  
   a. Although Young-Scaggs was not present at the meeting, she sent a supplementary email to the EC attendees, stating that Arizona State University and Stanford have been confirmed as AAR/WR’s conference locations for 2025 and 2026.
2. Hennessey encouraged all EC members to book their hotel and flight arrangements for the 2024 conference, noting Jacob Perez’s advice that hotels are filling up quickly due to other events taking place at UNLV and in Las Vegas the weekend of March 15-17. Roberta Sabbath discussed some details related to hotels in the area of UNLV.
3. Roberta Sabbath asked about AAR National’s Operating Agreement. Marie Cartier stated that AAR/WR’s Board would be discussing this at its next full meeting.
4. Jacob Perez discussed how to move forward with the Conference Manager position since he will not renew his term after the 2024 conference. Cartier asked if Perez has the information and documents for the next Conference Manager. Perez does have documentation on the position and work he has saved over the past three years. Nagasawa stated that he could help centralize some of the Conference Manager documents with an email account currently used for all RC-related material. Perez also stated that he could hold a session at the end of the conference, providing information for people who are thinking of becoming AAR/WR’s Conference Manager. He can also provide some coaching for the new person.

**Adjournment**

President Marie Cartier adjourned the EC meeting.