

## WIED Teleconference Minutes, January 17, 2014

Minutes taken by Kristen Constant

Present: Beth, Benna, Claire, Helen, Kristen

1. Minutes from the December teleconference - approved
2. Banner Project – done – will bring to meeting in June
3. T-shirt (Polo shirt) project – Donna ordered two sample shirts – one for herself and one for Kristen – we'll send pictures
4. Treasurer's Report – Adrienne – no change as per e-mail
5. Webmasters' Report – Sandra and Debra  
Newsletter – call for items
6. Awards Committee
  - a. Mara Wasburn EEG – Kristen Will send Announcement to membership  
March 30 is the registration deadline so the March 15 notification date is in plenty of time for recipients to commit to going to the conference
  - b. Best Paper – Division Best Papers are due to PIC chairs on April 6, 2014.  
Final reviews of manuscripts due on March 2 – so that should be time to review nominations for Best Paper.
  - c. Helen will send Kristen an e-mail to forward to membership requesting volunteers for EEG review and best paper review
7. Annual Conference 2014 – Beth
  - a. Panels – Coming along nicely – Three + one co-sponsored
  - b. Papers 31 papers – out for review. Most reviewers only have to do one paper. A few are doing 2.
  - c. Reception Planning (Monica Cox – MIND – is lead) We need to determine how many attended last year – specifically, how many bought tickets early vs how many at the door. The menu was sent out and the cost was \$4198 – presumably split 3 ways. (Somewhat offset by ticket sales.)
  - d. Lunch – We'll have to make sure to tell people to bring your own lunch! We're NOT ordering lunch from the conference center.
  - e. The student group is looking for people to join their reception from 7:30-9 on Sunday – Beena offered to go – Kristen can too. Beth will complete a survey about opportunities for student involvement in our division.
8. Next Meeting February 7, Noon, Central (Do we need to look for another time?)