

CSAM-SMCA Conference Committee Meeting

March 3, 2021 – 6:00pm MST

Minutes

Present: D. Martell P. Sobey J. Brasch M. Willows A. Marmel N. Ali
B. Hebert (recorder)

Absent: A. Warnock R. Fraser

Call to Order: 6:02pm MST – D. Martell

Adoption of Agenda:

- No additions to the agenda

Review of Last Meeting Minutes: Feb 3, 2021

- Minutes from the last meeting have been reviewed and approved
D. Martell makes a motion to accept the minutes from Feb. 3, 2021
Seconded by: P. Sobey

New Business:

1. Confirm Conference Theme
 - Brainstormed additional ideas for the conference theme, shared within conference committee google drive
 - **Rebuilding & Innovation** – Chosen theme
 - i. Words that evoke thoughts of picking up the pieces as the pandemic resolves
 - ii. Words that speak of novelty
2. Distribution of Work
 - Defining different roles within the committee
 - Each committee member is assigned at minimum 2 roles (listed below)
 - Everyone to help review abstracts
 - Within the next 2 meetings, role descriptions will be discussed
 - i. Moderator Recruiter – Dave/Paul
 - ii. Conference Scheduler – Dave/Jenn
 - iii. Plenary Lead – Dave/Paul
 - iv. Trainee Track Lead – Jenn /Ashley

- v. Social Justice Lead – Ashley/ Ashley’s Plus One, Naved (Dave and Paul can help with content/speakers)
 - 1. D. Martell to approach A. Warnock about leading the track
- vi. Scientific Content Lead – Dave/Paul
- vii. Fundamentals – Melanie/Ron
- viii. Social Activity Director – Allison
- ix. Abstract Reviewers – Paul
- x. IT Liaison – Becca/Tessa (AMP)
- xi. Equity/Diversity/Inclusion Lead – Naved
- xii. Research Brief Award Lead – Jenn
- xiii. Marketing & Sponsorship Liaison – Becca/Paul
- xiv. Bursaries and Awards Lead – Melanie
- xv. Speaker Coordination – Becca
- xvi. Conference Evaluation – Jenn
- xvii. Plenary Gifts
- xviii. Lifetime achievement award – Jenn
- xix. Opening Ceremonies
- xx. French Track

3. Workload Timeline

- B. Hebert to make back out schedule of listed roles above

4. Plenary Speakers

- Potential Speakers:
 - i. Narrow the search of Plenaries
 - ii. George Koob
 - iii. Julian Somers
 - iv. Helena Hansen
 - v. Janis Abbot
 - vi. Peter Selby
 - vii. Johann Hari
 - viii. Adam B. Hill
 - ix. Michael Pollen
 - x. Erika Dyck
- Historically have not offered honorariums
- Looking at a total of 6 plenaries
- D. Martell & P. Sobey to have decided on final plenaries and send invites by next meeting
- B. Hebert to send plenary invitation template to D. Martell and P. Sobey

Next Meeting: April 7, 2021 @ 6:00pm MST

Adjournment: 7:04pm MST – D. Martell

Action Items:

D. Martell

- Ask A. Warnock to be the lead of the Social Justice Track
- Confirm and send plenary invitations

P. Sobey

- Confirm and send plenary invitations

B. Hebert

- Create working deadline schedule
- Send plenary invitation template to D. Martell and P. Sobey