

**Meeting Date: Tuesday, February 8th**  
**Meeting Time: 4:00pm-5:00pm EDT (GMT -5)**

### **Attendees:**

Adrienne Decker, Chair  
Dan Garcia, Vice Chair  
Andrew Luxton-Reilly, Treasurer  
Leo Porter, Secretary  
Mary Anne Egan, Member At-Large  
Laurie Murphy, Member At-Large  
Manuel Perez-Quinones, Member At-Large  
Amber Settle, Immediate Past Chair

## **Agenda**

### **Approval of Minutes**

- The board approved the minutes for January 12th, January 19th, and January 26th.

### **All Conference Business**

#### **Action/Discussion Items**

- Motion to approve a change in wording on our [Program Chair Policy](#) document passed. The new wording, aimed at making more clear what is expected from reviewers, is:
  - “Instruct reviewers about the importance of their task and ask them to approach it carefully. Make it clear that the PC expects constructive, specific comments in each of the review categories for each paper, not just numeric indicators. Include a statement that recalcitrant reviewers will be removed from the database. Examples of recalcitrant reviewers include (but is not limited to): those who do not submit reviews, do not include text to justify their scores, submit inappropriate or derogatory reviews, or do not participate in a required discussion phase.”
- We decided to no longer require TAFs for board member travel.

### **Symposium Business (Liaison: Manuel)**

#### **Informational Items ([Symposium Info](#))**

- Report from Registration (as of 2/7/21)
  - 964 total registrants (581 in-person; 383 online)

- We had an extensive discussion regarding Toronto 2023 and decided that, based on existing contracts, associated financial penalties for canceling those contracts, and a failed attempt to delay the TS in Toronto until after 2024, the financial cost of canceling is too great and we will plan on keeping the TS at Toronto for 2023.

### Action Items

- Discussed a Travel Grant recipient who wanted to use their travel grant to attend virtually. The consensus was that Travel Grants are to attend in person and we reaffirmed that a person who has only attended virtually is still eligible for future travel grants.
- A lengthy discussion of COVID precautions for the TS included the decision to keep mask mandates even if Rhode Island removes the requirement.