**Business Meeting I Meeting Minutes September 20, 2022: 11AM- Noon**

**Las Cruces, New Mexico**

Introductions by faculty and graduate students

Introduction of the officer team

Approval of minutes- Approved by consent

Conference updates- Shannon Norris- Parish

AAAE Update- Becki Lawver

* Thank you to New Mexico State for hosting the conference
* National Research Agenda Update and Overview- Jon Rayfield is leading a team to update this agenda.
* Moving from Fast Track journal submission management system to PKP system- Don Edgar is transitioning the system- Beta Testing in December and begin in January 2023
* Kim Dooley and Robert Torres- Year 2 for AAAE Leadership Academy- investment in young leaders
* Strategic Plan Update from Mark Balschweid started in 2017 and sunsets in Spring 2022. Accomplishments from this plan: professional development in DEI, travel grants for faculty were established, four main priority areas- inclusive culture, increase collaboration, increase impact of our scholarship, unsure of the next steps; standing committees work on these goals but is forthcoming
* Treasurer’s report- Shannon Arnold
* JAE Editing and Managing Report- Ryan Anderson and Kellie Enns
	+ Dr. Doerfert – one year left
	+ Ryan- 2 years left
	+ Kellie’s term expires this year
	+ Scott Smalley- Chair
	+ Transitioning platforms- Dr. Don Edgar is leading this transition
	+ Positive change to PKP platform
	+ JAE Reviews- please submit your reviews
	+ Please update your JAE reviewer profile
	+ Electing 3rd position for JAE editing board on Wednesday
* Communications/Member Services Committee
	+ Ryan Saucier
	+ Keep directory up to date- purge non-active members- keep alumni
	+ Unsubscribe from the email list needs to be easier
* Program Improvement Committee
	+ New opportunities to engage graduate students
	+ Additional access to posters throughout the day
	+ Name tents to identify table talks of research presentations
* Professional Development Committee
	+ Tommy Henderson
	+ Focus on Graduate and undergraduate student development
	+ Need to work with the host site to have student events
	+ Graduate student social on Monday night
	+ Bingo cards
	+ Tuesday during the Professional Development will be focused on
	+ Work with host site to build into
	+ Four $250 scholarships for students to attend the scholarships
	+ Report accepted for Professional Development report
* Research Committee
	+ Courtney Gibson
	+ Updates to protocol for research paper submission process
	+ Need two members for our committee
	+ Review panel for research papers were thanked
	+ 52 papers submitted, accepted 33 for presentation- 64% acceptance rate
* Secretary (2 year term) and Vice President (4 year term) nominations
	+ Self and floor nominations are accepted
	+ Avery Culbertson and Boot Chumbley for Secretary
	+ Jon Ramsey for Vice President
* No other business items
* Door prizes
* Poster report- Theresa Murphrey-
	+ 84 innovative idea posters-
	+ 56 research posters- 42 accepted- 75% acceptance rate
	+ Posters available online and awards will be given out on Wednesday
* Adjourn by general consent

Submitted by Shannon Arnold, Western AAAE Secretary

**Business meeting II- September 21, 2022 at 10AM**

Communications/Member Services committee report:

* Kelsey Hall- Chair and Anna Warner- Chair Elect

Program Improvement Committee report: Presented by Shannon Norris- Parish

* Call for submissions for Quick fire 1 minute research session not accepted at the conference- Target audience is graduate students- could be thesis /dissertation idea; work with host site to coordinate
* Poster development research folder with resources – Jessica Toombs is working on creating this
* Chair for 2023- Ryan Anderson
* Theresa Murphrey will continue as Poster Manager coordinate the logistics for posters next year
* Recommendation for National AAAE conference in May 2023:
	+ The Western AAAE region proposes increasing the National AAAE poster manager’s stipend to match the paper manager’s stipend.

Professional Development Committee report- Presented by Tommy Henderson

* Chair for 2023- Katy Texteria
* Vice-Chair for 2023: Alyssa Schlager

Research committee report- Presented by Courtney Gibson

* Amend paper call to move deadline from June 1 to May 1 to allow review panel more time for review
* Motion: Go back to the Fast Track system for paper scoring in the future. Passed.
* Motion: Revise the current award structure and potentially change the current awards that recognize the top three manuscripts
* Kasee Smith- Chair Elect;
* Jon Ramsey made a motion to increase the stipend for the Western Region Review Panelists from $200 to $500. Motion passes.

JAE Editing/Managing Board

* John Rayfield was elected

Officer Results

* Secretary: Avery Culbertson
* Vice-President- Jon Ramsey

Memorial- Dr. Bob Terry presented by Jon Ramsey

2023 Western AAAE in Logan, Utah – September 18-20, 2023- Presented by Becki Lawver

Hawaii was chosen as the National AAAE conference site hosted by Western Region AAAE. The host committee included Erica Irlbeck, Kat Wolf, Shannon Arnold, and Lori Moore

Submitted by Shannon Arnold, Western AAAE Secretary