**2023 Program Improvement Committee Meeting**

**May 2, 2023**

**Via Zoom**

Minutes

1. The meeting was called to order at 9:01am PST. Avery Culbertson welcomed all current members of the committee and guests.
2. Minutes of the 2022 meeting were presented. A motion was made and seconded to accept the minutes. Motion passed.
3. Old Business
4. A report was provided by Gaea Hock, AAAE Poster Review and Submission Manager.

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|  | **Posters Received** | **Posters Accepted and Acceptance Rate** | **Reviewers** |
| **2022 Western Region** | 84 | 26 Innovative (93%)42 Research (75%) | 33 |
| **2022 North Central Region** | 14 | 13 Innovative (93%)\*Research posters went through the FastTrack system\*I do assist with the LCT process, but do not assign the reviewers | 6 |
| **2023 Southern Region** | 64 | 24 Innovative (89%)31 Research (84%) | 29 |
| **2023 National** | 250 | 72 Innovative (70%)89 Research (59%) | 93 |
|  |  |  |  |
| **2023 Western Region**(deadline July 1, 2022) |  |  |  |
| **2023 North Central Region**\*Just Innovative (deadline June 30, 2023) |  |  |  |

* She also noted thanks to Mike Spiess for his continued support of the poster system and the poster chairs for each region and national conferences.
* Note: North Central is only using the poster the system for the Innovative posters
* 412 posters were submitted *(435 in 2021-2022, 287 in 2020-21; 393 in 2019-20)* and 1236 poster reviews assigned.
1. The committee reviewed the poster awards as decided last year at the national meeting. The top ten posters for each innovative idea and research would be recognized and voted on. First, second and third place winners would be recognized for each type of poster (innovative idea and research).
2. A discussion was also held on the issues with the Go Daddy website. Buddy McKendree and Gaea Hock reported that many posters had to be manually uploaded by Gaea as members were having trouble submitting on the site. This issue would be further discussed with Mike Spiess.
3. A brief discussion was held on Collaborative Interest Groups formally known as SIGS. Because scheduling is full during the conference, the feasibility of these work groups would be discussed at a later time.
4. New Business
	1. A discussion was held addressing the poster review and submission manager salary. AAAE pays the manager $2,000. It was discussed to present a funding request to the executive officer team to increase the salary from $2,000 to $3,000. The request would also include retroactive payment for 2022.
		1. The motion was made and seconded to send forth an AAAE Funding Request to the executive officer team. Motion passed. Avery Culbertson and Wendy Warner would work on the request to submit to Shannon Arnold.
	2. The committee discussed the election of a co-chair. Buddy McKendree would move into the position of chair and Wendy Warner would serve as the Co-Chair and Poster Manager for 2023/2024.
5. Announcements or Other Business
	1. A post conference survey is being constructed. Rebecca Epps would share last year’s Qualtrics survey in order for the committee to construct this year’s survey.
6. Meeting was adjourned at 9:32.