

## Heritage Committee/USS Conference Agenda for Monday, January 22, 2018

### 1. Logistical Information. Report given by Bill Krause:

- a. Currently there are 6 registrants with 2 people interested in presenting.
- b. We have the Goodwin Dining Room for Saturday morning.
- c. Thursday's reception and keynote speech will be held in the VAC. The museum will be open that evening.
- d. The History Department has a speaker fund that we can use to pay for a speaker. Delaina will be in charge of locating a speaker.
- e. There is a room conflict on Friday at lunch. Q: Can we ask Faculty to give up the Goodwin Dining Room for lunch on Friday? A: Yes, maybe they can switch to another room or not have faculty lunch that day. Bill K. said he would contact Emese Kennedy, the person in charge of faculty lunch this year.
- f. Questions: Where are we eating Friday breakfast and lunch? Answer: not yet assigned.
- g. No meals will be eaten in the cafeteria.
- h. Lunch on Friday is limited to 60 people. Maryke will notify the first 60 registrants about lunch. Question: Can we use some money from the faculty lunch fund to help pay for the attendees meals? Answer: to be determined.
- i. Question: what account does printing come out of (i.e. for programs, etc.)? Answer: Idella's office.
- j. Question: Do we have enough rooms at the hotel reserved or do we want more rooms? Answer: Yes, we should get more rooms.

### 2. Social networking/PR.

- a. Nick reported that President Lawrence will be available that week to say a few words of welcome, etc.
- b. He has also spoken to Public Relations. They would like to have a rough schedule as soon as possible so they can plan for photography. If we are going to invite alumni/ae, we can send out material via the alumnae network. Nick will generate announcements.
- c. Students [i.e. student committee members] will handle student contacts.
- d. Someone in the Alumnae Office will help set up the social media schedule.
- e. Jeff Hodges will take care of sending info and pictures after the conference to those institutions with attendees so institutions can promote what's being done.
- f. The *Roanoke Times* should be contacted 2 weeks prior in hopes they will do an article or pictures.
- g. Aside: Jon thought we might want to talk to Security about the possible need for extra security in light of last August's Charlottesville incident and the fact that there will be other potentially controversial events on campus that same week/weekend.

### 3. Schedule

- a. We need to make sure there is time scheduled for USS business.
- b. Breakfast on Saturday morning will be light (i.e. pastries & coffee).
- c. Discussion over off campus excursions on Saturday morning. We will probably have two. One will be in town to visit the Harrison Museum (and other place?) and then attendees can have lunch downtown, and then depart for home. The other one will be a trip to the Booker T. Washington's birthplace. Lunch will be held at a local restaurant. Vans can be rented for transportation.

#### 4. Key Needs for Scheduling

- a. Delineate three sessions.
    - i. Session where people can present their findings at their own universities (Do we want to offer two: one for larger institutions and one for smaller institutions? OR, those with similar/shared histories?)
    - ii. Workshop based on the topic “How to get started” or something similar
    - iii. Conversational panels (have two panels, including one for students?)
    - iv. Optional poster sessions
  - b. Reach out to USS folks for presenting. Jon said he would be in charge of this.
  - c. Reach out to students. At some point (probably March), we will open the conference to students. There are photographs of the Short Term Class on Facebook.
  - d. Reach out to HBC-U's\*. Idella and Jon will talk to Kirt in order to craft a letter of invitation.
  - e. Reach out to non-members. Students from the Short Term class put together a list of institutions (with several contacts each) so we have a mailing list already.
  - f. Target date for publication of schedule. We should have a draft ready to circulate by March 15<sup>th</sup> (finalization as we get closer to the date).
5. **Meetings for Spring Semester.** It was agreed that we need to meet every week. Next meeting to be held Monday, January 29<sup>th</sup>.

\*Historically Black Colleges & Universities