



NORTHEASTERN ASSOCIATION OF GRADUATE SCHOOLS

**Executive Committee Meeting
Sheraton
San Diego, CA
December 7, 2001**

Present: Christina Hannah, Ronald Kane, Lawrence Martin, Martha McKenna, Harry Richards, Richard Sleight, Orlando Taylor, Nigar Khan, UMass Amherst and Frank Biafora, St. Johns University

President Martin called the meeting to order at 7:15 a.m.

Secretary Treasurer Report:

Harry Richards distributed copies of the 10/19/2001, NAGS Executive Committee minutes. Orlando Taylor moved that the minutes be approved. Richard Sleight seconded. The minutes were approved.

Harry distributed a membership report. As of November 30th, 97 institutions had paid their membership dues. The Executive Committee agreed to monitor the membership and to contact institutions in their regions that have yet to send in their dues. The Executive Committee also suggested that the Secretary-Treasurer investigate the feasibility of have multiple year memberships (3 or 5 years) for an alternative to the annual billing cycle.

Harry Richards reported that the mailing to invite nominations for the 4 awards had been sent in early November. The final mailing will be a conference mailing and will be sent out in January.

Conference:

In preparation for the annual meeting the following items were agreed upon:

1. The "early bird" conference registration fee will be \$175 for members and \$250 for non-members. The deadline for receipt of the registration form in order to receive the early bird rate will be January 25, 2002. After January 25th, the rate will go up \$225 and \$300.
2. Thursday's reception and dinner will be held on the Stony Brook campus with the reception hosted by the SUNY campuses.
3. Friday afternoon's program and reception will be held at Cold Springs Harbor with the reception hosted by the downstate universities.
4. Exhibitors will NOT be invited to the conference as the logistics of the meeting prohibit serving them well. However, sponsors for the coffee breaks will be solicited. ProQuest and Peterson's were suggested.
5. Audiovisual equipment will be provided by Stony Brook.
6. Two post conference tours will be offered for Saturday afternoon, one to Brook Haven National Laboratory and one harbor tour. Sign up will offered as part of the registration package. Refunds will not be permitted after a predetermined date.
7. It was agreed that all panel moderators would provide the exact title of their session as well as a 3 or 4 sentence abstract by December 14th. This information will be included in the conference mailing.

2003 Meeting:

Nigar Khan reported that the Marriott in Boston was available April 9-12 or April 16-19, 2003. However, as Easter weekend is April 16-18, the Committee tentatively agreed upon the April 9-12 dates. Nigar was asked to investigate when the other regions as well as the National Association of Graduate Admissions Professionals, NAFSA were planning their conferences in order to avoid as many conflicts as possible.

The meeting adjourned at 8:45 a.m.

Submitted,

Harry J. Richards