**January 4, 2021 Meeting Agenda**

**CCSC: Central Plains Conference Planning Meeting**

**10:00 AM, Burnham 205, Drury University & via Zoom**

**Attendees**: In Person: Scott Sigman (Drury), Ron McCleary,

Shannon McMurtrey (Drury), Chris Branton (Drury)

Online: Diana Linville (Northwest), Denise Case (Northwest), Brian Hare (UMKC), Chuck Riedesel (UNL), Michael Rogers (UWO), Joseph Kendall-Morwick (Park), Wen Hsin (Park), Crystal Peng (Park), Judy Mullins

1. Welcome and Introductions – Scott
2. Approval of Minutes from August Meeting – Diana
   * **Minutes Approved**
3. Committee Reports
   * Conference Chair – Scott
     + **Went over location – described rooms and buildings that would be used. Accessibility issues will need to be handled that day. Still planning on an in-person conference. Everyone concurred to proceed with in-person plan, if needed can call an emergency meeting and switch to online if needed.**
   * Two-year outreach – Rex & Belinda
     + **No report – Scott will follow up.**
   * K-12 – Mahmoud Yousef, Belinda
     + **No report – will follow up.**
   * Student Poster – Joseph K.
     + **Take student posters online? Will touch base then. March 1 will be the deadline on the decision to go online or not for the student posters. Scott will reach out at that time via email. Carol Browning will be the local contact for student Posters.**
   * Student Paper – Scott
     + **Not much to report. Scott will continue to work on this. There is not usually very many to deal with. May ask for help for best undergraduate and graduate papers if needed. Deadline is March 22.**
   * Programming Contest – Chuck
     + **Chris Branton will be local contact. Anyone who would like to contribute ideas for exercises please send them to Chuck. Planning on in-person but if goes online for any reason there is a lot of difference. Monitoring the online/remote is a lot more work. If we have to go remote, he would rather cancel instead of making that effort, discussion? Logistics are very difficult, fees – will we refund – yes. Everyone agreed to cancel if needed.**
     + **Prizes -** 
       - **Wen will contact DST, Michael will contact Garmin. Will pin down student awards budget closer to time with Ron and then send out to committees. Promotion materials will just say cash prizes, amounts will be determined later.**
4. Regional Board/National Board Report – Judy
   * NATIONAL ISSUES
     1. **Two activities were held last summer to add benefits for membership: a virtual workshop presented by Google (national vendor) with about 20 attendees; and a virtual water cooler which had about 20-30 attendees. The plan going forward is to have a virtual water cooler once a month during the school year. Virtual workshops will be continued in the summer. There are also plans to hold another virtual mega conference committee meeting in the summer.**
     2. **Still looking for a comptroller, if anyone is interested. We need to find a new comptroller, plus two other people to serve on the audit committee. Comptroller is reimbursed for hotel expense at SIGCSE; committee members are reimbursed for one night's hotel expense. If interested in either of these things please let Judy know.**
   * LOCAL ISSUES
     1. **Flyers announcing our conference for distribution at SIGCSE – get those to someone going to the conference, Judy and Brian are going.**
     2. **Secretary (Diana Linville) and Web Master (Michael) positions expire Aug 2022. Elections will be held at Drury conference at the business meeting. Anyone interested in running for these positions should let me know. You can self-nominate. If you want to nominate someone other than yourself, please get that person's permission first.**
     3. **Need a list after the conference of all people who are getting membership. Can Ron send this information to Cathy Bareiss? – Anyone who registers for the conference is automatically a member. Ron will put that on his to do list.**
     4. **Need Mahmoud's budget before March 2nd board meeting, if possible. – Judy will get in touch with Mahmoud.**
     5. **Need a host for the 2024 conference. – Joey will reach out to someone at MWSU to see if they would be interested in hosting. Second idea was Park, Joey said they are still contemplating it.**
     6. **Should we use EasyChair (EC) instead of ConfTool? EC keeps all historical data for you and handles submissions. EC demands that if you use them to handle submissions for a conference, you must use it for all submissions. For example, you could not do the papers using EC and panels some other way. Conferences using it are Midwest, Southeast and South Central (uses for submissions but not for registration). EC is willing to do a demo for us, even virtually.**

**The version that National is pushing, is a different version then what Ron and Scott have as a backup for us. National can then just run a report. Per Brian, there are several versions of ConfTool and EasyChair and so it’s a mess right now. National has not purchased ConfTool yet. Scott is asking for some direction from National on this. Per Judy it’s a big debate right now. Ron felt like there was not a lot of communication about what is going on with these tools. Consensus from the group today is move to EasyChair.**

1. Registration – Ron
   * **Have an instance of last year running in ConfTool right now. Setup EasyChair as a backup, but feels that this would be a better move for the future. ConfTool is setup to do registration right now. Can anybody think of anything else we need to keep track of on registrations that we have not kept track of from last year? Needs to add preconference workshop. Scott and Ron will go through it together. Can someone check the registration fees are correct? Need to audit the website with the registration to make sure things match**.
2. Pre-Conference Workshop – Wen
   * **See 3hour\_PreConf\_Workshops document in Google Drive. Only one group accepted invitation so will extend an official offer to them. Wen will ask for an abstract. Crystal – do not publish in journal.**
3. Keynote Speakers – Scott
   * **See Keynote document in Google Drive. Scott will ask for a more detailed abstract. Scott went ahead and invited Michael. Has an invitation out to someone at O’Reilly Automotive, cybersecurity expert. He has not heard back from him. He is hoping this will come through, if not may need help finding a keynote for Banquet. Crystal – we do publish speakers in the journal with pictures, but the deadline is early February. UPDATE: Sent email accepting Banquet speaker invitation while we were meeting.**
4. Lunch – Break
5. Select Conference Presentations – Mahmoud & Ron
   * Papers – **10 Papers submitted – Accepted** **6 papers**
   * Panels/Tutorials/Workshops – **3 Submissions –** **Accepted all 3**
   * Nifty Assignments – **1 submission – Accepted**
6. Program Construction
   * **Scott will put program together and then email it out for review. Scott will reach out to the National Vendors Chair (Carol Spradling) and invite them.**
7. Additional Items