MATC 2020 Co-Chairs Luncheon Meeting Minutes
Fri, March 6 11:45-1:15
D4 Pub, Chicago, IL

Shawna calls meeting to order at 12:20

Meeting is for you, share concerns and questions

How was Google Form in selection process?
- Improve consistency on column names and order
- If more than one presenter, that complicates things; found workaround, but include more spaces for presenters
- Matt—info wasn't moving from Google form to spreadsheet, abstracts were missing, had to pull them off of somewhere. Not all data got into spreadsheet, work was doubled. Is it possible to provide auto-response so co-chairs don't have to double that effort. Is there a way to do acceptance through Google forms (Brian doesn't think so).
- For playwriting, anonymity wasn't preserved (person's name and file type appeared). May not be fixable.

Where do we go from here?
- Muddy area re: whether it's a blind or non-blind peer review. Brian: needs to be consistent across symposia.
- For AiP/PYB, anonymity is not great. They want to prevent people doing it more than once, need some way to know who's who. Equity works differently for this session.
- Blind doesn't necessarily work for most symposia
- Ranking (one suggestion) is hard because of composed panels versus single papers
- When did blind review start and why? Google?
- Beth agrees that blind is not assumed, and that trying to get a balance in all sorts of ways (rank, institution, demographics) is important to symposium chairs.
- LaDonna: If you are choosing to do it blind, it should be stated in CFP.
- Seems that blind review is used only by playwriting, others no.
- So, Playwriting can continue as blind, others can do what they are doing (not blind).
- Chris: The only conference registration waiver is conference planner (co-chairs, EC pay) So, we need to allow those doing labor to have a spot so that they can get more out of conference, especially if institutions fund only if presenting, Lisa offers that we want to hear what our leaders have to say.

The Future of Skeleton Schedules and Google (LaDonna)
- Will continue to send individual breakdown of your symposium
- Then will plug into Google doc, co-chairs can comment in it (not change)
- Not changing doc, but commenting. LaDonna will resolve conflicts/problems

Gmail (Shawna)

- One email, two people? Both co-chairs should have access to single gmail account. Divide labor among yourselves.
- Is gmail account working okay? Ariel asks if gmail can go to two separate accounts, currently it's only going to one. Brian says we can look at it.
- Can graduate liaison have a gmail account? Yes.

Limits on Submissions for Playwriting
- Playwriting got swamped (137 10-min plays; 44 plays in progress)
- Need to cap? They wrangled volunteers to help, it worked, good experience for/with volunteers. Don't think a cap would be needed. Brian can turn off submissions at any time.
- LaDonna suggests that if a cap is instituted, put it in the CFP

Symposium Co-Chairs Guides: Meeting Deadlines & Communication
- Shawna encourages co-chairs to create a calendar and deadlines for themselves within the guide, communications opportunities with participants
- Keep communication open with participants, make sure Conference Planner and Associate Conference Planner are cc'd on everything.
- LaDonna will be Planner, new person will be Associate Planner

What Challenges and Issues have come up in Chicago so far?
- A/C at good levels in rooms
- People appreciate hotel, breakfast, and happy hour
- Anyone on Goodman tour? (no)
- Land Acknowledgment – great, but should be more help with pronunciation (Shannon Epplett). Chris—we did have audio recording that was shared, Bethany will be speaking it at luncheon. Last year, there was inconsistency, committee needs to address that. Posting outside rooms, read on first Thursday rooms, and luncheon out loud. Moving forward, Heidi Nees will chair committee. Nathan Bowman in KC is working to make connections with indigenous folks in that area.
- Ariel offers that there may have been confusion about whether there would be A/V on Thursday. Presenters are sharing images on Twitter, came across as confusion.
- Attendance at sessions is quite high, on visual count
- Ariel requests clarification about whether papers could Skype in or be read by proxy
- Shawna says it's complicated and we need clarification. She had offered proxy to some participants, but THS had responded with no proxy.
- For next year, we should set a policy, particularly for folks who paid registration. We need to think about this going forward. It is also an accessibility issue.
- Chris offers that perhaps we should clarify for participants what A/V means in those rooms.
- We need to find ways to diversify. Casting some of the plays was difficult. LaDonna offers that there are FB groups that might be able to facilitate this issue. We can start building relationships now/soon so there is groundwork before next conference

- Chris offers that perhaps we need an EC position for EDI issues. Not that one person can solve all the issues, but it reflects the value to the org.

2021 Theme and Location
- LaDonna reads from the teaser
- Theme for 2021 is "Revolution"
- Kansas City, MO location
- Any thoughts for the group? If any thoughts, questions, please email LaDonna

Any other business? None offered.

Thank yous from LaDonna and Shawna.

Adjourned at 1:06.