**Suggestion for moving forward**

Concern with not maintaining institutional memory

Our committee didn’t have “shared collective history”

We should have “best practices” list.

Meredith: Maybe in a wiki

Zsuzsannah: Jobs that students do need to be scheduled.

Eric suggests to send to next 2 years’ committees

Dennis suggests a central repository; a volunteer who has access to server.

David Bowie noted that this discussion happens every year.

Sali says it’s hard to find documents in others’ org. structure; so we need more than a repository of files, but a manual. (as Meredith said, a wiki)

**Brainstorm: Topics that should be in the wiki**

Timetable to plan things

Budget

List of (“constant”) financial resources

Begging letters (follow-up letters, thank yous, transfer of funds…)

How to handle funds

Establish account

Scheduling the talks - How to schedule sessions

Registration – how it works, what it costs

Venue-booking, what kind, how big? How early to book?

Abstract reviewer list (how it works)

CFP (document)

Notification letters

List of volunteer tasks

List of committee members for each year

Plenary structure

Livestream feedback/plan

Words of Wisdom

What each group thinks was right, wrong with their own.

**Dropbox Folders Nov. 20, 2015**

|  |  |
| --- | --- |
|  | ABSTRACT BOOKLET |
| J | Abstract Reviews |
|  | ASL Interpreting |
| J | CFP (Call for Papers) |
|  | CRASH SPACE |
| P | CUP/LVC stuff |
|  | FINANCE (incl GRANTS) |
| M | HART HOUSE |
| S | LOGOs |
|  | LSA Involvement |
| S | Med Sci / McLeod Space |
|  | MERCHANDISE |
|  | MINUTES OF MEETINGS (& agendas, to-dos) |
|  | old files misc. |
|  | PARTY Saturday |
| A | POSTER SESSION |
|  | PROCEEDNGS CJL |
| J | PROGRAM (incl CfP & PEER-REVIEW) |
| S | publishers |
|  | Reg Table Stuff |
| P | REGISTRATION |
|  | SPEAKERS |
|  | Student mixer |
|  | UC Space |
|  | VOLUNTEERS & HIRED WORKERS |
|  | Website and social media |
|  | WORKSHOP Materials & AV |
| DOCUMENTS |  |
|  | Announcements to make at NWAV.doc |
|  | Conference presentation.jpg |
|  | email\_info.docx |
|  | NWAV44 Organizational Structure.docx |
|  | Wifi reminder.docx |