People attending: Dennis Preston, Walt Wolfram, Rena, Torres-Cacoullos David Bowie, Ruth Maddaux, Panayiotis Pappas, Meredith Tamminga, Sali Tagliamonte, Alex D’Arcy, Eric Raimy, Aria Adli, Greg Guy, Aaron Dinkin, Naomi Nagy, Scott Kiesling, Michol Hoffman, Anne-José Villeneuve, Julie Auger, Zsuzsunnah Fagyal, Coco J Lee

**Reports from current organizers:**

**Organizational strucutre, Michol Hoffman**

Support from past organizers, eg., timeline, was very helpful

Happy to help future years

**Budget report, Naomi**

 See NWAV 44 2015 budget.xlsx (Note that this ROUGH BUDGET is in Canadian dollars)

|  |  |  |  |
| --- | --- | --- | --- |
| **Income sources** | **Amount** | **Costs** |  |
| **TOTAL** | **$161,013** | **TOTAL** | **$130,950** |
|  |  |  |  |
| Registration fees\* (gross 9/19) | $97,666 | Hart House (Space, catering, AV) | $70,634 |
| Grants | $45,528 | LVC subscription\* | $11,311 |
| Sponsors  | $15,750 | Invited speakers | $16,082 |
| Publishers | $0 | Merchandise/Swag/Printing\* | $1,000 |
| t-shirt & toque potential profit | $2,069 | Additional catering | $3,211 |
|  |  | entertainment (Sat. night music) | $1,200 |
|  |  | Additional AV & poster boards\* | $4,217 |
|  |  | Additional Space  | $712 |
|  |  | EventBrite fees | $2,501 |
|  |  | PayPal fees\* | 0 |
|  |  | workstudy ass’t for Abstract Book | $160 |
|  |  | Assistant Abstract Book editor | $1,250 |
|  |  | reimburse volunteer registration | $11,160 |
|  |  | *\* This cost will be higher.* |  |

Walt wonders if 75% of cost from registration is a reasonable/standard ratio.

**Publishers’ report, Sali**

 Price lists should be less detailed.

Publishers’ were happy; they had great space.

Paniy thinks US and Canadian universities do things differently.

Dennis suggests there is probably as much internal variation as external.

**Presenters’ report, Aaron**

Aaron: final count this year : 135 reviewed talks; 72 posters (expected 75)

Naomi: 7 plenaries, 7 workshops

Dennis: very successful operation this year

**LSA involvement report, Naomi**

 LSA wants to help

Dennis will talk to them before Fall Executive meeting to get some concrete proposal on table.

**Suggestion for moving forward, Sali**

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.

**Going forward**

Dennis will distribute this *List of Topics* to past organizers for feedback

Past organizers, according to Dennis: Gillian Sankoff, Walt Wolfram, Dennis Preston.

They are “overseers of meeting”, but not volunteering to do the work.

Walt says exec. decisions do need to be made, e.g., LVC requirement. Proposes a small ad-hoc exec. committee responsible for continuity.

Future “**NWAV Steering Committee**” – 1 rep from each year for next 2 years.

Founding members: Dennis Preston, Walt Wolfram, Zsuzsannah Fagyal, Scott Michol Hoffman, Joe Salmons

Note: Scott Kiesling has just completed his term. We thank him for his service on this committee.

**Next NWAVs**

NWAV 2016

 Alex & Panos– website, twitter, Facebook is up.

 Theme: “Pachansut" / “Spreading Out” [NN heard: katsan tsuk]

Plenaries confirmed: Corrigan (Irish immigration project), Naro & Scherre (std'tion & \_\_), Wolfram (supporting communities); plenary on support of indig. lgs

Venue booked; **Nov. 3-6, 2016. Harbor Centre in downtown Vancouver**, skytrain to Harborfront venue for $3.50.

Hotel list will be provided, but no hotel designated.

Expect 250-300; 158 talks

Schedule: 8:30-7 every day.

Can broadcast to other rooms if there’s more than fit.

 NWAV 2017

U WI wants it, according to Eric Raimy.

He notes that they’d ceded to Vancouver for 2016.

Have started budget structure.

Looking forward to receiving documents.

Noted their recent previous experience in organizing conferences

They would like to know what is the acceptable window in Oct/Nov?

 Alex doesn’t want it on Halloween.

Naomi adds, later, using her priviledge as minutes-taker, that it would be equally important to avoid Canadian and American Thanksgiving weekends. (Canadian Thxgiving is generally the same as American Columbus Day weekend).

2018: NYU (according to Greg Guy)

2019: Oregon U (according to Tyler Kendall, per Panos as proxy)

Minutes taken by Naomi Nagy

Sent to:

Dennis Preston

Walt Wolfram

Rena Torres-Cacoullos

David Bowie

Ruth Maddaux

Panayiotis Pappas

Meredith Tamminga

Sali Tagliamonte

Alex D’Arcy

Eric Raimy

Aria Adli

Greg Guy

Aaron Dinkin

Naomi Nagy

Scott Kiesling

Michol Hoffman

Anne-José Villeneuve

Julie Auger

Zsuzsunnah Fagyal

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