MEMORANDUM

TO: Executive Council Members
FROM: Keithley Woolward, Ph.D. Date: September 24, 2016
President 2016-2017

SUBJECT: AGENDA

Executive Council Meeting: September 24, 2016, Nassau, Bahamas

CSA Regular Business
I. President’s Welcome, Opening of Meeting and Updates (Approval of the Agenda)
II. Secretariat’s Report and/or Minutes from last meeting
III. Treasurer’s Report – Financial Matters; Audit Update
IV. Report from Translation Committee – Maggie Shrimpton (Skype)
V. Newsletter updates Meaghan Sylvester

New Business: 2016-2017 Fiscal Year
VI. 2016-2017 Fiscal Year Financial Matters
   • Financial Management: (Consolidation of accounts/Funds/Audit)
   • Preparation of a Conference Budget: (Separation of Membership/Conference Registration)
   • Major Expenses to Date (Eventsforce/Conference Hotel)
   • CSA Website – Discuss any needed changes

VII. Conference Updates/Details/Program Reports
   • Program Committee, Reviewers, and Volunteers
   • Daily Plenaries, Special Events, and Program Vision 2017
   • Translation/Multilingual Panels (CTE Working Document)
   • Programming Space for Author Celebrations/Literary Salon/Tracks/Working Groups, Committees
   • Film Track and Visual Arts and Performance Track (New Visions)
   • Support from Executive Council during Conference and on Program Committee
   • CSA/NAGB Partnership

VIII. Treasurer
   • Review of Role/functions of position
   • Recruitment and Appointment of a New Treasurer
   • CSA Finance Committee

IX. CSA 2018
   • Update: Yolanda Wood (skype)
X. Agenda 2020
   • Resolution to undertake a three year strategic planning process 2017-2020
   • Areas of Focus:
     o Governance
     o Financial Management
     o Membership

XI. Any Other Business

Next Meeting: January 2017 (Date/Time/TBA) via SKYPE/Conference Call

Keithley Woolward, Ph.D.
President, Caribbean Studies Association, 2016-2017