

Caribbean Studies Association

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

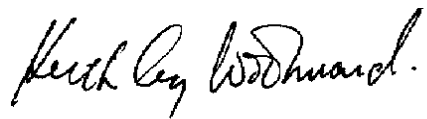
- **Update:** Yolanda Wood (skype)

X. Agenda 2020

- **Resolution to undertake a three year strategic planning process 2017-2020**
- **Areas of Focus:**
 - Governance
 - Financial Management
 - Membership

XI. Any Other Business

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

A handwritten signature in black ink that reads "Keithley Woolward". The signature is written in a cursive, flowing style.

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