



CSA2022 ANNUAL (VIRTUAL) CONFERENCE: MAY 30-JUNE 3, 2022
ANNUAL MEMBERSHIP (VIRTUAL) MEETING
WEDNESDAY, JUNE 1, 2022: 12:30 p.m. - 2:30 p.m.

I. Call to Order – President Eris Schoburgh

Welcome and pleasantries - A brief introduction of the Executive Council and the support team that assisted in the planning and execution of the conference over the past year.

A minute of silence was observed in reflection of all that the Association had experienced over the past year and in reflection of all those lost during the pandemic to be thankful

II. Approval of the Agenda

The agenda of matters to be discussed was reviewed and the President invited members to indicate whether they would like to add any matters for discussion to the agenda.

Nicholas Watts requested for two (2) items to be added to the agenda:

- Communications as he expressed the view that some people were not able to access their sessions; and
- Details of lengths for the Working Group Meetings scheduled for Friday, June 3, 2023, specifically how to access the links for those meetings and whether they would be publicized to the membership?

The President acceded to the addition of the abovementioned to the agenda. The Program Chair was asked to provide a response and to flag those areas for further discussion.

Call to approve the agenda. The agenda was approved and the meeting proceeded.

III. Approval of the Minutes

Minutes from the 2021 Membership Meeting were communicated and circulated in advance to the membership for review.

Call for approval of the Minutes for 2021. The view was expressed that the membership in attendance were not present for the 2021 Membership Meeting and, therefore, would not be able to approve the notes.

The President invited the membership to review the notes in retrospect and if there were any issues the membership was asked to please raise those and the matters would be addressed.

IV. Reports

1. President

- The report was made available to the membership via screen share (Zoom).
- Due to the implications of the pandemic and the postponement of the 2020 conference based on the informed decision of the Executive Council (EC), Professor Eris Schoburgh served as the Vice President for 2 consecutive years (2019-2021), prior to assuming the position of President for 1 year (2021-2022). Professor Schoburgh outlined all that was learnt over that time and gave a reflective institutional assessment of the Association based on the action of the current Executive Council (EC) and areas perceived as critical for future work and development.
- This was done through a survey of the institutional arrangements in order to support organizational functioning and the full report was made available via the CSA Website as supplemental to these Membership Notes for review and consideration. Some of main areas highlighted in the report were as follows:
 - CSA is based on a progressive vision - The vision of the CSA that manifested the creation of a network of scholars was seen as being very progressive in putting forward an agenda to bring together practitioners for a common cause with a mission to place the Caribbean at the forefront of disciplinary and public policy discourses;
 - Diversity, translingualism, multidisciplinary, empiricism, intersectionalism (admixture of the Arts and Sciences) are key characteristics of the Association;
 - There are institutional deficiencies due to two (2) inherent factors - The fluidity of the membership and the reliance on personal commitment (difficult to find people who are willing to serve on the EC or Working Groups and Committees);
 - There must be an archival system set up for all the decisions and actions that were taken to enhance institutional memory;

- While there are Committees with names, the functional remit of these are not readily available or clear;
 - There is need to rethink CSA's real purpose;
 - Transformational thinking and the reorganization of how interactions are structured within must become imperative;
 - Digital transformation is important to support virtual interface; and
 - Reinforce the multicultural value of the Association and serve the region.
- The key action areas for 2022 based on the work plan were to create space for a new generation of thought leaders, and making the Arts an area of focus. The main areas in achieving that goal included the following:
 - Building brand awareness and new interests;
 - Development of functional descriptions of adhoc, standing and special committees; and
 - A reimagined mentoring programme reformatted in alignment with a virtual mode of delivery and engagement.
- Recommendations for organisational resilience, relevance and governability are outlined in the President's report on pages 7-9 and include the following:
 - **IT IS TIME FOR A STRATEGIC REVIEW OF THE ORGANISATION TO MAKE IT FIT FOR PURPOSE AND RELEVANT TO THE NEEDS OF FUTURE;**
 - Adopt a two-year (biennial) conference hosting cycle to give the 'network' and volunteers time to build capacity.
 - Consider replacing the position of Secretary with a General Secretary for greater administrative efficiency;
 - Reduce the frequency of the publication of the newsletter from monthly to quarterly;
 - Distinguish between project-based and recurrent expenditures; and
 - Modernize IT infrastructure as we move into the digital age.
 - Acknowledgements and vote of thanks were given to highlight the contributions of all who assisted with the 2022 Virtual CSA Conference.
 - The comments and feedback from the membership were mentioned and there was an overall support from the membership for the suggestions made in taking the Association forward.

2. Conference Programme Committee – Stacey-Ann Wilson

- The Program Chair made the report available to the membership;
- Details were given in relation to some of the challenges encountered and recommendations given for incoming Program Chairs;

- There were 353 people registered for the conference;
- Due to failure to register or time conflict due to differing time zones, there were a number of cancellations;
- A concerted attempt was made to include the social activities as live and direct as possible to create the same feel as the physical conference mainly through the opening ceremony, cultural events and CSA Night;
- Special thanks was given to all those who assisted in the process in making the virtual presentation platform (using Pheeloop and Eventsforce) functional and feasible;
- Special mention was made of the seamless transition for checking on the payment status of presenters, to allowing them access to present;
- Robust communication was tried to maintain during the course of the conference to keep the attendees aware of all changes and live stream plenary sessions as well as, to accommodate last minute requests for presentations;
- Through social media it was possible to share the links to all the plenaries and most attendees and presenters were quite pleased with the virtual platform; and
- As a point to note, we have to be more proactive in getting nominees for some of the awards.

The membership was asked to make note of their questions and the Treasurer was allowed to make his presentation of the financial report.

- Stacey-Ann mentioned the challenges with respect to communication as she was not receiving emails through the Program Chair email via Eventsforce.
- She was also actively working on getting the links for the Working Group Meetings resolved.

3. Finance and Audit Report – Dwaine Plaza

- The Association's finances were discussed based on the main locations of the CSA funds – UWI Bursary, Republic Bank TT, Bank of America and PayPal;
- A special appeal was made to the membership to note that the CSA is a non-profit organization;
- Presentation of the 2021 Financial Report which was the Guyana conference income and expenses. The report was made available to the membership for their perusal;
- Mention was made of the fact that CSA is a 501C registered NGO in NY and Trinidad;
- The Treasurer gave special thanks to people who assisted with the planning and management of the conference over the 2021-2022 conference period;
- It was the 2nd time that CSA was putting on a virtual conference and was using Eventsforce as the main platform along with Pheeloop;

- The Treasurer made mention of some of the more costly expenses incurred in the presentation licenses for Zoom, hiring of graduate students for IT support, awards, honoraria, and other applications to facilitate a virtual conference, the recurrent expenses of payment to the Web Admin, Accountant, Secretary and Newsletter Editor;
- It was estimated that the expenditure of the Virtual Conference (Jamaica) would cost roughly \$64,000;
- About \$100,000 would be available for planning and putting forward the next CSA conference which will take place in St Croix, USVI;
- It was envisaged that the conference in St. Croix would be a very costly one and the CSA may have to think about hosting a hybrid conference to help some presenters with reducing their costs should they wish to present virtually;
- CSA has assets in Trinidad (2 accounts), Bank of America, PayPal (for the convenience of making and receiving payments and to have a secure place to keep CSA funds);
- Mention was made of the Accountant in NY who was responsible for all the financial reports being reported. The Accountant is paid at the end of each conference for services rendered;
- Other payment methods include money transfer – check and wire transfer;
- The full financial reports were made available via the website;
- The question from the floor was in relation to having a biennial conference. The suggestion was welcome and a call for a survey to be done regarding the cost of the last few conferences, funding and support from institutions to better validate the call for a biennial conference (Okama);

4. Nominations Committee – Chenzira Kahina (Vice President)

✓ 2022/23 Election Results

- The process started around January and February in trying to get nominees and there were many challenges in getting people to be willing to serve. Based on the nominations received the results of the successful candidates were as follows:
- VP – Okama Ekpe Brooke
- Executive Council Members – Rhoda Arrindell, Nicholas Faraclas, L. Kaifa Roland

An appeal was made as a suggestion to the Association to engage and encourage the younger members to be willing to serve and to be part of the Executive.

Special thanks and appreciation was mentioned for the period served on the EC by the EC Members who were stepping down. These Post EC Members were as follows:

- Raymond Laureano;
- Nikoli Attai; and
- Fatimah Jackson Best

VI. New Business

1. Announcement of CSA 2023 – Chenzira Kahina (Vice President)
 - The intention would be to have a hybrid format;
 - All the networks for conducting a hybrid conference were being worked on the ground in St. Croix;
 - The theme for the conference is, *Transforming Our Caribbean: Sustainable Educational Research, Cultural Creatives, Sacred Traditions, Economic Development and Environmental Solutions*
 - It will be held from 5 June - 9 June, 2023, in St. Croix.

Question from the floor:

Nicholas - Was the decision taken to make the conference biennial (every two years) just a suggestion for consideration? And would it help to cut on some the costs?

Eris - It was only a suggestion that the Association can consider moving forward. It is time for the Association to decide on how it moves forward.

VIII. Adjournment

Closing remarks and special thanks to the membership for joining

Next meeting date: During CSA2023 in St. Croix.

Meeting ended at: 2:30p.m.