

IAMS Toronto Meeting Minutes - April 2011

<p>Date Of Meeting: April 13-15, 2011</p>	<p>Present: Jonathan Bonk, Cathy Ross, Paul Kollman, Mariel Deluca Voth, George Sumner, Karen Baker-Bigauskas, Kevin Livingston, Charles Fensham, Ann Chow</p>		
<p>Location: Toronto, Canada</p>	<p>Regrets: Andrew Stirling, Mark MacDonald, Robert Cousins, Barry Parker, Jonathan Schmidt/Alice Schuda, Wafik Whaba, Lori Ransom, Terry LeBlanc</p>		
Issue / Discussion	Decision	Responsibility	Due Date:
<p>1. Welcome & Introductions</p>			
<p>2. Program Overview</p> <ul style="list-style-type: none"> ▪ Shuffle the schedule around in order to have a plenary in the evenings. Everything can be shifted around as it's just a draft program schedule. ▪ Keep study groups & business meetings 'in house' and not open to the public. ▪ 7 study groups. ▪ Wycliffe as a contribution gift in kind. Contributing space is easier than fundraising. Caretaking, room set up & technology costs still apply. ▪ Question for recording & providing translation. <ul style="list-style-type: none"> ○ English, French & Spanish ○ Ask for speakers to give written text ahead of time. ▪ Live feed? Depends on cost to rent equipment. ▪ Walking tours at lunch. First Nations, Chinatown, The Annex, U of T. ▪ Toronto chosen with the understanding excursions can be local and reinforce the conference theme. Talk to real immigrants & refugees. Include First Nations. ▪ Films in the evening. Possibly the Aug. 17th evening. ▪ 2 plenaries in the evening, Aug. 15, 16, 18. ▪ Stories & testimonies & response ▪ Regional nominations (6) ▪ Need Emcee for plenaries ▪ Possible to pair up plenary speaker presenters – 2 per plenary x 3 = 6 presenters 	<ul style="list-style-type: none"> ← Have the plenaries in the evening to facilitate the public to attend & charge admission. ← Open up evening plenaries to the public due to interest in the topic as well as additional funding. ← Accept with gratitude as Wycliffe's generosity as a facility for our conference as a gift in kind. ← Due to high cost of renting equipment & translators, decided not to provide simultaneous interpretation. Whisper groups were proposed instead, with language groups sitting together & sharing the responsibility of interpretation for each other. ← Paul Kollman possibly? 	<p>George to give Ann cost breakdown for staff support.</p> <p>Host committee to find tour guides for areas close to the U of T.</p>	

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<ul style="list-style-type: none"> ▪ Presenter from Asia? Working with immigrant groups, creating churches & advocacy. ▪ Ask Glenn Smith if he knows of anyone who works with immigrant peoples. ▪ Women issues ▪ Olofunke Okome – she’s the editor of journal of African migration, in Brooklyn + Dan Groody and can collaborate together on what to say. ▪ Hanciles & Emma Wild-Wood ▪ Eugenia U – well known in Catholic circles ▪ Eugene – Nigerian, but should focus on Okome because she’s Nigerian and focused on the topic. ▪ Bible Study – Daniel Carroll (American, part Guatemalan) ▪ Closing ceremony – executive committee to thank hosts, volunteers & commission new board. <ul style="list-style-type: none"> ← Migration faith story or personal testimony. Will need to be well managed. Practical response? ▪ Speaker gifts. Honoraria for non-IAMS members. 	<ul style="list-style-type: none"> ← Mojúbàolú Olúfúnké Okome, Daniel Groody, Jehu Hanciles, and Emma Wild-Wood to give joint plenary addresses. ← They have been invited and have accepted. ← Decide to not share communion together – too much theology around this. Instead do something to symbolize unity, possibly an act of sacramental baptism? ← Bishop Nguyen identified as a powerful story of becoming a refugee to Canada. ← Something appropriate to local context. E.g. Wycliffe tie. ← Bishop Andrews has contact for maple syrup. 	<p>George to inquire.</p> <p>Jon to follow up.</p> <p>Jon to follow up.</p> <p>← Executive is responsible for closing ceremony and host committee responsible for opening ceremony.</p> <p>← George Sumner to invite.</p>	
<p>3. Worship & Bible Study</p> <ul style="list-style-type: none"> ▪ Host committee to provide worship from different ethnic groups, by local community & different traditions. Protestant, Catholic & Eastern Orthodox. Father Peshoy _____ (Coptic). ▪ Worship (5 sessions) <ul style="list-style-type: none"> (Mike Jenzen, Jody Cross, Glen Soderlund) ▪ 15 minute at beginning of each plenary. ▪ Opening prayer at welcome plenary before presidential address. ▪ Need Bible study leader from an IAMS member. 	<ul style="list-style-type: none"> ← Find a local worship leader who can lead an interdenominational, international group. ← Daniel Ruez Carroll has agreed to lead the plenary Bible studies. 	<p>Host committee</p> <ul style="list-style-type: none"> ▪ IAMS to organize opening prayer. ▪ IAMS exec will 	

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<ul style="list-style-type: none"> ▪ Need leaders to lead common prayer/worship. ▪ Check CCLI license ▪ Regis College? Why not worship here? 	<ul style="list-style-type: none"> ← Decided against worshipping at Regis College or St. Basil's because their morning service is at 7:30am, which doesn't work with our schedule. ← Also, meeting in 2 locations would require renting equipment for both locations for the week or setting up and dismantling the same equipment each day in both locations. ← Keep worship within Wycliffe as well, for logistical reasons & build a sense of community & attachment to a place instead of 3-4 different buildings. 	<ul style="list-style-type: none"> find bible study leader. ▪ Host committee to find leader to lead common prayer. 	
<p>4. Local Committee Responsibilities</p> <ul style="list-style-type: none"> ▪ Funding – the idea is to receive funds from every participating country. ▪ Designated of Association of Christian Scholars in China – 3 subsidies ▪ Sponsorships are welcome too. E.g. sponsor a coffee break. Wycliffe bank? ▪ Local volunteers (see separate section), recruitment, training, management & orientation. ▪ Exposure trips – selection & execution. ▪ Airport welcome & shuttle arrangements. ▪ Conference office & information booth. ▪ Room set up ▪ Preaching in churches – matching delegates open to preaching or giving a welcome to appropriate churches according to their denomination, language & ethnic group. ▪ Theological Library access – Wycliffe, Knox, U of T. ▪ Welcome ceremonies – First Nations welcome <ul style="list-style-type: none"> ○ Terry LeBlanc & Mark MacDonald 	<ul style="list-style-type: none"> ← Charles to speak to Dorcas Gordon about donating photocopying. ← Crux Bookstore & Menno Travel for sponsorship? ← Churches to sponsor delegates coming to speak in their service. 	<p>Host committee to approach.</p>	

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<ul style="list-style-type: none"> ○ Toronto Schools of Theology representatives ○ Politicians ○ Canadian host committee ○ Crux bookstore 			
<p>5. Volunteers</p> <ul style="list-style-type: none"> ▪ Local committee responsible for recruitment, management, training & orientation of all volunteers. ▪ Practicum credit possible through Knox, Wycliffe or Tyndale ▪ Student get a free pass to the conference – how many hours to volunteer ▪ Free pass to all events ▪ Registration ▪ Airport Welcome ▪ Excursions ▪ Registration ▪ Photographer ▪ Volunteer coordinator ▪ Billeting ▪ Handbook coordinator & sponsorship ▪ Ann to write job descriptions & manage ▪ Committee will also need to be visible & helping out. 	<p>Consider hiring a student intern for summer 2012 through Tyndale, Wycliffe or Knox.</p>	<p>Knox College & Ann can apply for a government grant to hire a student to be a volunteer coordinator, etc.</p> <p>Charles, Kevin & George to consider offering credit.</p> <p>Tyndale Knox College Wycliffe St. Paul's Bloor Knox Presbyterian Little Trinity Anglican</p>	
<p>6. Visas</p> <ul style="list-style-type: none"> ▪ Mauveen—Canada Border Services Agency representative: Immigration Specialist. ▪ She's employed to make things easier...Canada Border Service Agency (CBSA), officer w/trade compliance. Looks at events. What's needed for goods/selves. ▪ Planning ahead is key to making things easier. ▪ George Sumner has spoken to his immigration lawyer, Peter Re kai. ▪ We may have immigration issues on layovers (UK, 	<p>← Cathy to ask Anne about sending visa letters to delegates on behalf of IAMS.</p>	<p>Delegates' responsibility to</p>	

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<p>US). They will need to contact immigration services in those countries directly. The US has different levels of inadmissibility. E.g. DUIs are looked at differently in the US than in Canada.</p> <ul style="list-style-type: none"> ▪ Membership list of IAMS. ▪ No need to talk to MP. ▪ CIC – post on Canadian embassies & consulates around the world. George to write a letter to them to request this action. www.cic.gc.ca ▪ Talk to customs...get event on the list, to make better decision abroad. ▪ Interim stops (Europe/US)—some groups can get easy visas together if traveling together. ▪ Our gift of subsidies—does that change anything? ▪ Are we going to pay for the visa application fee? ▪ 4 letters: 1. from local organizers (Canadian) Wycliffe letter will be static. 2. IAMS that will show subsidy / sponsorship will need to change & include delegate passport information & address. 3. CBSA confirming the event (Mauveen). 4. Sponsoring institution / employer. ▪ Ensure that our letter is approved and acknowledged by customs with Mauveen. ▪ Letters will need to be translated into French. ▪ Also good to travel with these letters. ▪ There needs to be means of showing there is financial support during their stay in Canada – either on their own or from other sources (institution, IAMS). The subsidy letter will need to indicate what we’re covering financially. ▪ More documentation, the better. ▪ Helpful tips on how to apply & travel to Canada. ▪ The more we do for them, the easier it will be for them. ▪ International airfare. We will work with a central travel agent if they want to attend and receive a subsidy. 	<p>← No</p> <p>Menno Travel</p>	<p>obtain transit visas and visitor’s visas to Canada.</p> <p>Ann</p> <p>Ann</p> <p>IAMS to approve each flight before issuing.</p>	

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<ul style="list-style-type: none"> ▪ Does having a return ticket already purchased help? Yes. ▪ Anticipate issues with Nigeria, Northern African countries, India. ▪ Visa decisions are made at embassies (only). Age & local issues matter. Showing financial support a good idea. Regular attendance, too. Past visits, returns home. ▪ Different categories on inadmissibility. ▪ Age is a factor. Younger are less established or settled. ▪ Financial ability to support themselves while they're here. ▪ They need to prove ties to their country, ensure their return. ▪ How many IAMS conferences have you attended previously? ▪ Include the conference website in the visa letter for reference & confirmation of information. Include a blurb. ▪ Include that they are members of an international professional organization. We get together for business meetings. ▪ MOI: Mitigation Officers of Immigration. They educate Mauveen about the current situation in these countries. ▪ Embassies make their own decisions based on demographics and current events in their countries at that time. ▪ Denial may not have to do with individual, but what's going on in the country at the time. ▪ Mauveen will look into finding someone we can talk to about embassies – perhaps a conference speaker? ▪ Could the theme of the conference work against us on human migration? Best not to hide anything. ▪ What is the goal of the conference – IAMS 13th 			

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<p>assembly, members of an international organization of scholars, professional that promote discussion on various themes at the conference and ongoing discussions and a business meeting.</p> <ul style="list-style-type: none"> ▪ Need to declare if travelling with \$10,000 in cash. ▪ No need for vaccines. ▪ Nexus status for American delegates. \$50 for 5 years. ▪ Medical insurance. ▪ Food – needs to be inspected by Canadian Food Inspection Agency. ▪ Federal tax rebate program for specific IAMS expenses. Half of federal tax refunded. 			
<p>7. Exposure Trips</p> <ul style="list-style-type: none"> ▪ Local committee asked to bring up list: local and 2 distant ▪ That day, evening free. ▪ Walking neighborhood tour? ▪ If subway, need to make sure people know that. ▪ Certain facets of program need to be decided by local committee. Can't micromanage from a distance. ▪ May 9 @ noon - Propose a variety of options, include in registration process with short description online. ▪ Propose with cost & busses. ▪ Include length of tour. ▪ 6-7 options (2 distance options & rest local). ▪ Themes 	<ul style="list-style-type: none"> ▪ St. Jacob's and Mennonite history – 2 hrs ▪ St Mary among Hurons/ Huronia – Bus trip 2-3 hrs. ▪ Two local ones: Asian ▪ Latino ▪ First Nations ▪ Vulnerable women & children ▪ Sex trafficking? 		
<p>8. Local Attractions</p> <ul style="list-style-type: none"> ▪ Museums, CN Tower, Shopping, Toronto Islands 	<ul style="list-style-type: none"> ▪ Include in handbook for free times. 		
<p>9. Church Guest Preaching</p> <ul style="list-style-type: none"> ▪ Host Committee will arrange with local churches. ▪ Ann to send a list to host committee with those who are willing to preach or give a greeting. 	<ul style="list-style-type: none"> ← Possible to just give a greeting if they can't preach in that language. ← Look for ethnic churches in the 	Host committee	

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<ul style="list-style-type: none"> ▪ Churches take responsibility to drive them to and from St. Michael's and provide lunch. 	<p>language of the delegate. ← Possible they would provide subsidies for their speaker.</p>		
<p>10. Facilities</p> <ul style="list-style-type: none"> ▪ Knox: \$4000 instead of \$8000. Issue: chapel not wheelchair accessible. ▪ Wycliffe: Offered as An in kind gift. 2 large plus 6 smaller places. Wheelchair accessible. ▪ Wycliffe's rooms (Sheraton and Leonard halls) very satisfactory. In principle we like it. ▪ St. Michael's: where we'll sleep, where we'll eat. Lunch a pickup and carry away? Gives more time to eat & go on a walking tour and not need to walk to and from St. Mike's all of the time. ▪ Knox College is excellent, but Trinity is closer and may have space available. <p>For smaller study group meetings:</p> <ul style="list-style-type: none"> ▪ How many classrooms at Wycliffe? 7 rooms, including chapel, reading room, Cody library, dining hall. ▪ Knox?—biggest classroom is booked for that week. Could make several classrooms available, too. ▪ Check with Wycliffe dining hall availability – we may need to share with ESL group. ▪ Need rooms for 7 study groups ▪ DABOH will need a dedicated room. It's a bigger group of 30-40 people. ▪ Need a room for a conference office. <p>Parking:</p> <ul style="list-style-type: none"> ▪ 70 parking spots @ St. Mike's. Long term parking for delegates & short-term for volunteers <ul style="list-style-type: none"> ○ ~10 parking spots @ Wycliffe ○ Knox & St. Vlad's 	<ul style="list-style-type: none"> ▪ Decided to not sign the contract at this time as too many variables had changed from the original arrangement. ▪ May need 1-2 rooms at Trinity College. ▪ Boxed lunches are available through St. Michael's and can be dropped off at Wycliffe. 	<ul style="list-style-type: none"> ▪ Ann to revise contract & have Jon/Cathy to sign & pay \$2000 deposit. ▪ Ann to meet with Trinity College to see about cost. 	
<p>11. Meals</p> <ul style="list-style-type: none"> ▪ Breakfast and evening meal at St. Michael's ▪ Receptions at St. Mike's after evening plenaries to 			

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<p>encourage mingling & close to residences for when they want to sleep.</p> <p>Bagged Lunch</p> <ul style="list-style-type: none"> ▪ Reduce the need to move around. ▪ Possible catering options for lunch ▪ Inquire with St. Mike’s about having available after breakfast or deliver the lunches to Wycliffe. ▪ Inquire with Anne-Marie to have catered & renting dishes. <p>Dining:</p> <ul style="list-style-type: none"> ▪ Wycliffe’s is closed for summer, so may be possible to use the dining hal. 1 classroom to be used (ESL), so may need to share dining hall with ESL class. 	<p>← Determine catering options for lunch.</p>	<p>Ann</p>	
<p>12. Technical</p> <ul style="list-style-type: none"> ▪ Paul Patterson @ Wycliffe to see about what equipment is available to us. ▪ Get quotes for technical companies, including U of T. ▪ Video recording? ▪ Overflow costs? 			
<p>13. Transportation</p> <ul style="list-style-type: none"> ▪ Airport Shuttles ▪ Dart vans for disabilities – research into this for those unable to walk to and from St. Mike’s & Wycliffe. ▪ Dedicated volunteers to drive people with limited mobility. 	<p>← School busses instead of coaches for airport shuttles.</p> <p>← Schedule: In a continuous loop every 2 hours or depending on flight itineraries.</p> <p>← Coaches for longer day trips.</p> <p>← Decided that the walking distance between St. Mike’s & Wycliffe is quite reasonable and through a nice park.</p> <p>← Communicate walking in groups at night for increased safety (quite safe normally).</p>		
<p>14. Schedule</p> <ul style="list-style-type: none"> ▪ Move 3 plenaries to evening, take advantage of 			

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<p>possibility of opening up to the public. (charge fee).</p> <ul style="list-style-type: none"> ▪ Plenaries to 7:30pm ▪ How to let schedule of prayer reflect dislocations of those whom we want to prioritize? ▪ How might DABOH study how memories are being collected here? <p>Thursday 7:00-8:15 Breakfast 8:30-9:30 Worship & Bible Study 9:45-10:45 Study Groups 10:45-11:15 Break 11:15-12:15 Study Groups 12:15-2:30 Lunch / Walking Tours 2:30-4:00 Regional Group Nominations 4-4:30 Break 4:30-6 Free 6-7:15 Dinner 7:30-9 Plenary 9 Reception</p> <p>Saturday 7:00-8:15 Breakfast 8:30-9:30 Worship & Bible Study 9:45-10:45 Study Groups 10:45-11:15 Break 11:15-12:15 Study Groups 12:15-2:30 Lunch / Walking Tours 2:30-4:00 Free 4-5:30 Business Meeting 6-7:15 Dinner 7:30-9 Plenary 9 Reception</p> <p>Sunday executive Breakfast – meeting of the new & old 3-4:30 Conference evaluation & summation</p>	<p>Evening plenaries open to public, depending on registration numbers & space in halls. This will increase awareness of IAMS and generate income.</p> <p>← Cruise is too expensive.</p>	<p>← Charles to look into a historian. ← EFC has a</p>	

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4:30-5 Break (Drop off laptops & bags) 5-6 Closing Plenary & Worship 6-7 Travel to Dinner Out 7-9 Dinner 9-10 Travel from Dinner	← Dim sum in Chinatown (can walk). Invite a historian to speak to group about Toronto.	statistician about ethnic groups & poverty in Toronto. ← Kevin to look into a restaurant.	
15. Registration Process <ul style="list-style-type: none"> ▪ Biblical Studies and Mission ▪ Documentation, Archives, Bibliography & Oral History ▪ Ask Karen about mailing money orders to Wycliffe. ▪ Include the disclaimer regarding registration deadline. Before June 1, reimburse everything except deposit. After June 1, no refund. ▪ Ask if we can publish their information in the handbook – name, country & email address ▪ Assume that everyone will stay at St. Michael's College, but will take a case by case basis. Those staying off-site will be responsible for their own transportation. ▪ What to do with unexpected onsite registrations? ▪ Registration begins on Wednesday, timing & location TBD. ▪ Online registration with credit card, through PayPal. 	← Decided not to make the \$200 deposit mandatory in hopes that people will pay it unless they are applying for a subsidy. This is in order to not create a hurdle for those applying for subsidies. ← ← We will have extra rooms available at St. Michael's. ← There are also rooms at Knox College in an emergency. Rooms at Knox College @ \$30/night.	Ann to reserve rooms at St. Michael's.	
16. Subsidies <ul style="list-style-type: none"> ▪ Falsehood to assume need for subsidies according to geography. ▪ People from particular areas feel a sense of entitlement to subsidies. ▪ Ethical question if you use giving subsidies to international delegates to do fundraising, and then not give it to the internationals who need it. 	← \$2000 per person for budget purposes. ← Flight cost + conference cost rather than a set amount (eg: \$2000/pp). ← 30 total subsidies awarded ← First come, first served (limited)	Jon to write subsidy letter. Ann to ask Menno Travel flight costs from these countries for budgeting.	

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<ul style="list-style-type: none"> ▪ Letter – state that we have a certain number of subsidies & within deadline ▪ List of questions to answer for a point system. ▪ Ask about arrival & departure from particular countries for subsidy recipients. ▪ Tally up the number of people per country that may require subsidies. ▪ We can pinpoint who these people are, which denominations they come from & countries they come from & approach these churches (by denomination & ethnicity). They can also preach in these churches on Sunday. ▪ Food: \$40/day x 5 days = \$200 ▪ Room: \$60/day x 5 days = \$300 ▪ Currently \$1200 per person in budget. 	<ul style="list-style-type: none"> ← Executive committee makes final decision. ← Perhaps find a Nigerian who can advocate for everyone to be able to find partial funding. ← 15 Latin America, 49 African, 35 in Asia total from these areas. ← 5 Latin America, 15 African, 10 Asian = 30 total x \$2000 = \$60,000 	<p>Canadian host committee to find ethnic churches to sponsor specific delegates & invite to speak.</p>	
<p>17. Subsidy Letter to Membership</p> <ul style="list-style-type: none"> ▪ Registration information. \$250 registration & \$800 for room & board. ▪ Update on report of state of IAMS finances. ▪ Update on conference planning. ▪ Will be an option to donate to the costs of the conference on the registration website. If everyone else gave \$300 one time donation, we'll cover the \$60,000. ▪ Actively paid up members in each country. ▪ Number of subsidies allocated to a percentage of these countries. ▪ Need to be an active member. ▪ Draft a letter with hypothetical cost of the conference. ▪ Include a cost comparison of last conference in Hungary and AAR. ▪ Include number of people who received subsidies in Balaton. ▪ State the cost of the conference. ▪ Amount of subsidy from each country to then give 		<p>Jon to write the letter. The letter will come from the Secretariat's office.</p>	

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<p>to the delegates from these countries.</p> <ul style="list-style-type: none"> ▪ Local host committee, pro bono. ▪ How much work the executive committee has worked on this & meet by teleconference to reduce costs. ▪ How much work will be done to generate funds. 			
<p>18. Subsidy Criteria</p> <ul style="list-style-type: none"> ▪ Cathy to email Mika to talk about 2012 conference at Swedish conference. ▪ What is your annual budget of your department, number of employees. Is there any support from your institution? ▪ How much, between you and your institution are you able to contribute to the total cost. ▪ All subsidized people will need to make a certain contribution. ▪ \$200 non-refundable deposit as a minimum contribution in order to cover cost. This covers the cost of food per person. ▪ All visa fees, including travel are at your expense. ▪ If accepted, we will provide the travel ticket and you will work through Menno Travel to arrange. This is non-negotiable. We will only reimburse flights booked through Menno Travel. Menno Travel, the conference designated travel agent will book the most direct and reasonable flight. Any additional flight costs will your responsibility. ▪ Early applicants will have priority, as there are limited funds. ▪ Your financial contribution will be reimbursed if your subsidy or visa is denied. ▪ You will be housed in shared accommodation. ▪ Once accepted, send Menno Travel contact details. 			
<p>19. Menno Travel</p> <ul style="list-style-type: none"> ▪ Post online ▪ Inquire into handbook ad 			

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<ul style="list-style-type: none"> ▪ For countries requiring a purchase of flight, you may need to bump up to the higher cost level in order to purchase flight cancellation. ▪ Cancellation insurance price range \$54-152 ▪ How late can we purchase & cancel without penalty. ▪ Executive committee – arrive 3 days earlier. To be oriented, make decisions & help with registration. Leave on Tuesday, August 21st in order to help clean up, settle finances & read evaluations. 	<ul style="list-style-type: none"> ▪ Executive committee – arrive 3 days early to Toronto to help set up, pitch in & make decisions. ▪ Executive to not book preaching engagements, as we will be cleaning up Sunday morning. 		
<p>20. Regional Nominations</p> <ul style="list-style-type: none"> ▪ In our constitution – run by regional reps, 6 regions. Put nominations forward at the end of regional nomination gathering. 			
<p>21. Business meeting</p> <ul style="list-style-type: none"> ▪ First item on agenda is the elections of the new executive. Ask for volunteers to count from the membership (2-3 people). ▪ General Secretary chairs. ▪ Report from journal editor and election of new editor. ▪ Finance report ▪ President’s report. ▪ Announcement of the new executive. Be introduced & say something. ▪ Presentation of IAMS history book. ▪ Acknowledge deceased members & appoint honorary lifetime members. ▪ Thank yous to planning team, Canadian host committee. ▪ Question & answer. ▪ Sunday morning breakfast – meeting of old & new executive members 			
<p>22. Study Groups</p> <ul style="list-style-type: none"> ▪ IAMS members are responsible for each one. ▪ Study groups need leadership & guidelines. 		IAMS members responsible for each study group.	

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<ul style="list-style-type: none"> ▪ Abstracts by January 31st deadline. ▪ Abstracts reviewed & selected Feb. 28th. ▪ Papers June 1st deadline – to be included in the zip drive. ▪ Executive to review & disperse abstracts. June 1st deadline 			
<p>23. Speakers</p> <ul style="list-style-type: none"> ▪ Flight, registration (accommodation & meals), gift if IAMS members ▪ If not IAMS members, honoraria to be considered. 			
<p>24. Communication</p> <ul style="list-style-type: none"> ▪ Please bring copies of papers with you, post online, post on PowerPoint screen. ▪ No handouts. PowerPoint summary points of their paper. ▪ All papers on USB key, and can see via their laptop. ▪ Due to budget & environment. ▪ Anyone want to become the conference photographer? ▪ Design a banner to be used in the future for IAMS? Could hang it outside of Wycliffe or on the stage 	<p>← Create a PowerPoint template to be used by speakers, worship lyrics & announcements.</p> <p>← Create a conference look through a graphic designer to be reflected in the handbook, signage.</p> <p>← No.</p>		
<p>25. Conference Handbook</p> <ul style="list-style-type: none"> ▪ Include schedule, speaker bios & photos, material for business meetings, evaluations, local churches, local restaurants, sightseeing options, excursion summaries, maps, host committee members, executive members, theological libraries, note paper, ads, list of participants. ▪ Volunteer to be the coordinator & sells ads. ▪ Possible to cover costs for printing handbook through selling ads. ▪ Need letters from IAMS for fundraising efforts. A general letter outlining conference theme, IAMS, who attends, who speaking. 	<p>← Ad rates. \$200 full-page, \$100 half-page, \$50 quarter-page</p>	<p>Jon & Charles to draft letter together.</p>	
<p>26. Conference Evaluation & Summation</p>			

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<ul style="list-style-type: none"> ▪ Not helpful in Balaton, but include a written evaluation in the handbook. ▪ 4-6 PM – closing plenary & worship. 			
<p>26. Crux Bookstore Partnership – Ed & Cindy Hayley</p> <ul style="list-style-type: none"> ▪ Danny Caroll, Emma Wild-Wood, Jehu Hanciles, Okome ____, Dan Groody) 5 plenary speakers, all published will need to have their books available for purchase. ▪ Bible study leader may be published. ▪ Jon has contacts with Orbis for discounts as well as other publishing houses. ▪ Groody is Catholic from Notre Dame, who specializes in Hispanic pressures and has written documentaries. ▪ Ask each speaker to recommend 1-2 titles on the topic to have on hand ahead of time. ▪ Study Group topics explained. ▪ Theological reader available on CD and free from a professor from Calvin College. A nice giveaway ▪ May want to give a welcome during the welcome plenary. ▪ Provide a conference delegate discount. ▪ Consider adjusting store hours to reflect conference schedule. ▪ Consider putting ads on the dining room tables at St. Mike’s so they can go the store before the evening plenary session. This will also encourage people to walk over early for session. ▪ Opening up evening sessions to the public depending on registration numbers which means increased customers. 	<ul style="list-style-type: none"> ← Give theological reader CD free to each IAMS delegate. ← Amount to be decided. ← Ask Brian Walsh to plug conference on his blog – local Christian Reformed chaplain. 	<p>Ed Hayley as main contact.</p> <p>Jon/Cathy to keep them informed on all speakers & study group titles.</p> <p>IAMS to inquire and pass book titles to Jon/Cathy to pass along to Crux.</p> <p>Host committee to include in welcome plenary welcome.</p> <p>Ann to keep them updated on the conference schedule.</p> <p>Crux to help publicize.</p>	
<p>28. Registration Packs</p> <ul style="list-style-type: none"> ▪ Fan ▪ Flash drive with papers uploaded ▪ Provide hard copies of papers if needed for translation purposes. 			

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29. Website <ul style="list-style-type: none"> ▪ Post papers ▪ Papers on a zip drive – try to find cheap ones with the IAMS logo printed. 			
30. Conference Insurance <ul style="list-style-type: none"> ▪ Mandatory for IAMS 2012. 		Ann	