

## **RGME Tasks / To Do List**

(30 April 2022 +)

**Events:** Symposia, Episodes of “The Research Group Speaks”, Conference Sessions, Masterclasses, Etc.  
Venues; online; or hybrid?

Presiders / Moderators

Organisers

Presenters / Respondents

Bios of Speakers for Presiders’ Intros

“Back-Up Team”: People willing to step in, as needed, to present / respond / preside / moderate Q&A

**Kalamazoo Congress (ICMS)** — as Above. Also:

Proposals for Sessions (sponsored & co-sponsored) to submit to Congress Committee (by 1 June)

Organisers & “Contact Persons”

Once Sessions are accepted, CFPs to circulate (until 15 September) — via website, listservs, etc.

Session Programs to select (speakers, sequence, presiders) and submit (by 1 October)

Abstracts to assemble and post on RGME website (by winter or early spring)

**Invitation list for events** — set up automated registration (with donation option?)

What method to choose for online registration? — plugin needs updating after website upgrade in 2021

Moderators; Approval of guest list? Limit to numbers (e.g. room size)?

Invite only — through word of mouth?

**RGME email address list**

Updating

Subscription link needs recreating (old service defunct)

**Publications:** selected Proceedings as well as the traditional Booklets

RGME to publish and distribute

Distribute e.g. via our website (advertisements, fulfillment, downloads if relevant, etc.)

ISBNs, Copyright registration, etc. (in progress for next Booklet)

To outsource the printing and distribution?

**Editorial Committee** (new sub-committee of Publications Committee)

Linde Brocato, Mildred Budny, Katharine Chandler, Barbara Williams Ellertson,

Ioana Georgescu, Jennifer Larson, David Porreca, Jessica Savage, Kivılcım Yavuz

Others?

Set meetings – starting with Wed. 25 May at 12:00 EDT via Zoom

**Interns** wanted

Teaching the skills and techniques of various roles ‘on the job’

Certificate

**2022 Autumn Symposium** on “Supports for Knowledge” (15 October 2022)

Invitations as usual (some in progress)

Call for papers? Say, targeted to local Delaware Valley Medieval Association (DVMA), or more widely?

Are we ready for such an approach? — With the right kind of vetting

Is this an approach we want to take? — Establish rules and guidelines

Discuss at Editorial Committee / pre Kzoo Business Meeting / Kzoo Business Meeting

Tips — how to conform with the script (timetable) and improvise

Subjects for Sessions (so far); some might migrate between Symposium & Episodes

Catalogs, Metadata, and Databases (Part III) — perhaps 2 Sessions?

Barbara Williams Ellertson, Katharine Chandler, Lynn Ransom, Jessica Savage, et al.

The Living Library (Part II): David Porreca, Thomas Hill, et al.

Hybrid Books: Linde Brocato, Jennifer Larson, et al.

History and Uses of Paper

Manuscripts, Works of Art, and Photography (Parts I–II)

## **“The Research Group Speaks”:** Episodes

Some more in view:

Linde Brocato, “How to be Tarzan in the Catalog” – Summer 2022?

Michael Allman Conrad, “A Love Story: The Spielbuch of Alfonso IX” – Summer or Autumn 2022?

Barbara Heritage on uses of paper by the Brontës – February or March 2023

Webinars on “Manuscripts, Works of Art, and Photography (Parts I–II)” — depends on timetables

Etc?

## **Recordings** of Episodes, Sessions, etc.

Help with editing — which program to choose (eg. Mac or PC?)

Hosting — which platform to upload and circulate the results?

Promote and advertise

## **RGME website**

Editing & Updating

Redesign in view

Blogposts: Guest Bloggers welcome

Zoey Kambour (offered at Congress Meeting in May 2021; 4-way peer review; published January 2022)

Hannah Goeselt (in progress)

More?

## **RGME social media**

FaceBook Page & postings

LinkedIn Group — revive?

Other? Such as Twitter?

## **RGME eNewsletter** — update subscription list & method of circulation

Notices, book & exhibition reviews, brief reports, features, stories

## **RGME Archive:** Future home?

Inventory, Cataloging, Scanning

First copies of all RGME publications, including ephemera

Correspondence, photographs, notebooks, souvenirs of RGME events

Library: research materials, presentation copies, publications of RGME Associates, Officers, et al.

## **Open Business Meetings**

Pre-Congress: Saturday 30 April by Zoom

Congress: Wednesday 11 May at 3pm EDT by Zoom (with Congress Registration)

Agenda (such as from this List) — made available on RGME website, also as a record longterm

Business Meeting Report (better name than last year’s “Agenda Report”) — ditto

## **Help wanted** with aspects of running a nonprofit educational corporation

## **“Management & General” and “Fund-Raising”** (all the above are **“Program Activities”**)

M&G

Filing reports to IRS and State of NJ (due by 30 June and 30 November)

Filing Copyright registrations, ISBN & ISSN registrations, etc.

F/R

Appeals: Annual & other; Anniversary Appeal for 2024 (25 yrs / 35 yrs)

Special Purposes: Events, and now Zoom subscription, help with editing recordings, archival work, etc.

“In Honour of”: E.g. “Giles Constable Fund” — choose which purposes

Other?

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<https://manuscriptevidence.org/wpme/2022-international-congress-on-medieval-studies-program>

<https://manuscriptevidence.org/wpme/2022-autumn-symposium>

<https://manuscriptevidence.org/wpme/the-research-group-speaks-the-series>

<https://manuscriptevidence.org/wpme/profile/publications>

<https://manuscriptevidence.org/wpme/manuscript-studies-contents-list> (our blog)