RGME Tasks / To Do List
(30 April 2022 +)

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, Kivilcim 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.
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?

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)