

**Minutes of the Executive meeting of
Women in Spanish, Portuguese, and Latin American Studies**

Russell Square, London, 23 February 2007

Present: Claire Williams, Niamh Thornton, Mary Green, Kathy Bacon, Par Kumaraswami, Jennifer Fraser, Kirsty Hooper, Carmen Herrero

1. Apologies for Absence

None

2. Acceptance of Past Minutes

Minutes of the meeting in Newcastle were accepted; only 4 members of the committee had been present.

3. Statement from the Chair

CW welcomed all present, meeting together for the first time as a whole committee.

4. Treasurer's Report

From CW as Acting Treasurer; MG now taking over

- CW has paid in cheques from Birmingham conference and has paid for the conference. A loss of £1700 was incurred; Pat Odber is currently chasing £400 in unpaid fees but this has been delayed due to ill health.
- Reasons for loss at Birmingham: lavish venue by comparison with previous conferences; rooms and food were budgeted on the basis of higher attendance and people attending for both days, whereas some people only came for 1 of the days; several no-shows, at least one of which did not pay the conference fee. More guidance needed for conference organisers in future.
- New mandate for bank account – signatories needed. CW is already included; MG and NT still to do. Form has to be posted round; MG to do covering letter. Bank should automatically remove names which are not included on this mandate.

ACTION: MG and NT to arrange signing and sending of mandate.

5. Postgraduate Officer's Report

- Study day: 20 people registered including committee and 3 speakers. 4 people from Birkbeck – Birkbeck provided the room free of charge in exchange for its students and staff attending without paying fee. So 12-13 people paying at rate of £7 for the day. Catering costs £40 (internal rate for tea and coffee) – bill to be sent by administrator. Decision to buy lunch for organisers and speakers as a thank-you.

6. Web Officer's Report

- Website up to date. After today will replace Study Day information with conference information.
- CW and KH are working on a leaflet to publicise WISPS; CW working on a new logo. KH will distribute to exec to allow us to give out to colleagues as a recruitment tool. Idea of branded goods such as pens was also floated, once we have a logo – might be able to get a good deal through a university purchasing department.

7. Anniversary Volume

- Now formatted. Waiting for 1 piece to be finalised (contributor has a broken arm). PK to finish the formatting. Peter Lang have asked to see the MS – no firm commitment as yet, but will be sent to them asap. If they accept it, 3 month turnaround time. Half-price subvention negotiated (£225); editors will seek funding from universities. WISPS to buy copies to offer to guest speakers.

8. Conferences and events.

a. Birmingham conference

Successful conference, apart from financial issues (see under Treasurer's Report)

b. Manchester conference (12-13 October 07)

PK organiser.

- Coincides with 'día de la hispanidad' (Friday 12 October) – this means that Instituto Cervantes are busy during the day but have invited up to 50 WISPS guests to a party on the Friday evening with free food and drink.
- Venue – Manchester Museum – various rooms available. Free to University of Manchester staff, a saving of £900. AV equipment included, but may need to contribute a little for technician. Tea and coffee to be provided by WISPS (as against a museum charge of £15 per head for coffee and tea over 2 days).
- Proposed programme so far (PK is working on this)
 - Two plenary speakers confirmed: Alicia Kozameh, an Argentinian novelist, and Andrea Herrera, a novelist and woman academic from the University of Colorado.
 - Friday
 - 12-1.30pm Registration – done by the museum at their front desk
 - Own arrangements for lunch.
 - 1.30-4.30pm Plenary followed by panel session(s)
 - 4.30-7pm Showing of documentary film by independent Spanish filmmaker Susana Koska, who will be present, about women in the Civil War, followed by half-hour round table. To finish by 7pm. Venue: lecture theatre at the museum, seats up to 100 (cost £600 for whole day, £195 for half day, possible less for fewer hours). Showing to be open to Manchester students.
 - ACTION: CH to check what time building closes on Fridays and to check whether charge for lecture theatre will be less for fewer hours.
 - Saturday
 - Further plenary, various panel sessions, own arrangements for lunch, finish by 4/5pm
- Budget – further points.
 - SLAS to contribute £500 of the £700 needed to bring Alicia Kozameh
 - Andrea Herrero may be able to contribute to her own costs
 - Instituto Cervantes will pay £300 towards Susana Koska and another speaker for the round table
 - £700 contribution from the University of Manchester
 - PK applying to the British Academy for conference grant of £1000
 - Income from publishers – could charge Tamesis £50 for book table; Liverpool University Press also interested, idea of asking University of Wales Press, possibly also Manchester University Press. Can charge publishers for leaflets and more for their presence at the event; leaflets to be charged at half the

attendance rate; rate depends on how many delegates (Támesis get preferential rates because Ellie Ferguson is a member).

ACTIONS: KH to follow up Liverpool University Press

MG to approach University of Wales Press

Someone else to approach Manchester University Press?

- So the conference should make a profit overall
- Abstracts due in May, reply to proposals by June, registration beginning early July. 'Early bird' conference fee to be used – a sliding scale to encourage people to register as early as possible. Need to catch people at the beginning of term.

ACTION: PK to send out reminder about call for papers and deadline after Easter (April)

- Postgraduate bursaries need to be advertised soon.

ACTION: CW to send last year's bursary details to PK

Decisions on bursaries to be made by executive committee – applications will be circulated by email. Closing date in May and decision to be made in June, so that postgraduates know in plenty of time whether or not they have been accepted.

- Accommodation: delegates to make own arrangements, organisers will provide a list of nearby options, eg Ibis hotels (2 within walking distance)
- Exec committee to keep name badges from other conferences to save having to buy more

c. Future conferences

2008 – offer from Pat O'Byrne (DCU, Ireland).

ACTION: NT and CW to contact her

d. Study Day

See under Postgraduate Officer's report for current study day

Possibility at Newcastle/Durham/Northumbria as there had been interest there re hosting conference.

KH and CW considering hosting a day at Liverpool, possibly inviting new Chair and/or Reader who are in pipeline.

e. Retreat

Lesley Twomey is planning this for end of June at Sneaton Castle, including childcare provision. We have already paid a deposit for 20 people to attend.

ACTIONS: CW to contact LT to check how this is going

CW to contact people who went last year to ask for testimonials – can be posted to WISPS list or on website

KH to add some information re last year's retreat to website

f. Future events

Another writing retreat? Hilary Owen has a contact at a pub in the Pennines. Swansea an alternative possibility.

Idea of advertising next retreat more widely than Spanish, eg WIFS, WIGS; could also include colleagues in English, Media Studies, across the arts in general.

9. Accounts and Membership

a. Membership list, email list & webpage policy

- Currently 59 paid-up members for 2006-07 (2 members of committee, inc KB, have not paid!). Up to 30 people currently on the website list of members and/or the email list have not paid an up to date subscription.
- Membership to be reviewed at next meeting
- More convenient if membership renewal coincides with conference, so decision to shift membership year from April-April to October-October. Join April 07 and membership runs until October 08. Slight inconvenience if people have to change direct debits.
- Discussed putting up fees a little – especially in the light of AHGBI expected increase - this has to be approved at the AGM. Committee should consider at next meeting and put to AGM in October.

b. Associate members abroad

No objection to colleagues abroad (outside UK and Ireland) having a gratis ‘associate membership’ and thus being able to join the email list.

10. AOB

▪ **Dorothy Sherman Severin Fellowship**

Fellowship is now off the ground, in association with AHGBI. Congratulations to PK who has made this initiative go ahead – a difficult process but now a reality. Joint selection committee (with AHGBI) – to be done by post – NT and PK to represent WISPS.