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Minutes for TRAC 2021 AGM

**Wednesday 14 April 2021 20.OO BST** on Zoom (invites will be sent by KC)

Attending: Katherine Crawford (Chair/Acting TRAJ Editor in Chief), Blanka Misic (Vice-Chair), Sarah Scheffler (Treasurer), Francesca Mazzilli (Secretary), Ozren Domiter (Split TRAC 2020 Representative)

1. **Agree on minutes from last meeting**
* Agreed
1. **Webinar Series**
	1. **Review of this year**
* General positive response of new event organised by TRAC, Webinar Series
* Webinar Series = 12 webinars (1 keynote lecture, 1 speaker cancelled)
* It consisted of twice-monthly event, Tuesday 5.15 pm UK time, from November 2020 to April 2021
* It is a good time for researchers in Europe and in North America
* A drop of attendance after Christmas which is a general trend with online seminars
* Youtube recording has been well received, a consistent number of viewers
* For next webinar series, we can frame that most of the webinars will be recorded to have more accessibility
* There is some inconsistence for recording which needs to revise for the next Webinar Series

**TRAC WEBINAR STATS**

|  |  |  |
| --- | --- | --- |
| **Number of Registrations** | **Number of Attendees** | **% attendance rate** |
| 104 | 86 | 82.69230769 |
|  57 | 38 | 66.66666667 |
| 86 | 61 | 70.93023256 |
| 60 | 43 | 71.66666667 |
| 65 | 45 | 69.23076923 |
| 56 | 36 | 64.28571429 |
| 28 | 17 | 60.71428571 |
| 55 | 31 | 56.36363636 |
| 68 | 47 | 69.11764706 |
| Cancelled by speaker |  |  |
| 45 | 27 | 60 |
| 35 | 21 | 60 |

**TRAC YOUTUBE STATS**

|  |  |
| --- | --- |
| **WEBINAR DATE** | **YOUTUBE VIEWS** |
| 17 NOV | 57 |
| 01 DEC | 58 |
| 15 DEC | 39 |
| 05 JAN | 30 |
| 19 JAN | 47 |
| 02 FEB | 49 |
| 16 FEB | 16 |
| 02 MARCH | 54 |
| 13 APRIL | No views |

* 1. **Planning for next fall**
* Standing Committee members (SCs) agree to renew the Webinar Series for academic year 2021-2022
* It will be same time and day, Tuesdays 5 pm UK time
* It will take once a month, due to the amount of work organising it and the forthcoming Split TRAC/RAC in April 2022
* Webinar Series 2021-2022 will take place from Sept 2021 to April 2022
* Call of Papers for Webinar Series 20201-2022 will be in May 2021, Deadline: August 2021
* Issues related to Zoom hosting. Katherine Crawford has created Zoom event for Webinar Series for this academic year using her Zoom account from her current institution. Francesca Mazzilli will most likely take over as she has free Zoom account with her institution in 2021-2022
* Webinar Series will have a keynote speaker for first webinar of the series, which will be discussed by SCs on Trello
* Suggestion is to organise an online workshop or more than one, depending on the demand and workload
1. **Finance update**
	1. **Account update**
* April Account 2020 = £2,116.28
* Only expense for April 2020-April 2021 is TRAC Website = £100.80

April 2020 – April 2021

|  |  |  |
| --- | --- | --- |
| TRAC Financial Report2020-2021 |  |  |
| Funds (4th April 2020) | **£ 2,116.28** |  |
| Income | £ --- |  |
|  |  |  |
| Expenses | £100.80 | Fasthosts Internet: Ignite Boost (£8.40/month) May 2020-April 2021 |
|  | £76.08 | Fasthosts Internet: PHP Extended Support Service Charge (£6.34) May 2020-April 2021 |
|  | £25.18 | 2 yr Domain renewal (June 2020) |
| Funds (14th April 2021) | **£ 1,914.22** |  |

* 1. **Bursaries**
* TRAC is expecting to receive £700 from the Roman Society to be used for bursaries
* There has been discussion to offer some of the travel bursaries specifically to students, key workers and researchers affected by COVID
1. **TRAJ update**
* Lisa Lodwick is off work for next year
* Katherine Crawford takes over and she is currently Acting TRAJ Editor in Chief
* Most of the articles are second round for reviewers
* We plan to have a separate meeting for TRAJ with current TRAJ editorial team to discuss updates about TRAJ
1. **Social media update**
* Regular and often TRAC social media announcement throughout the year thanks to Blanka Misic, including webinar live tweeting, TRAJ new articles and throw-back articles
* Sarah Scoppie will take over TRAC Website.
* Katherine Crawford can carry on to the newsletter with help of SC to draft some sections and will need to write it after AGM meeting
1. **TRAC/RAC update**
* After the last Roman Society Meeting Katherine Crawford and Ozren Domiter have confirmed the following:
* Date for Split TRAC/RAC: 6-8 April 2022
* Timetable is ready from last RS meeting
* Scientific programme: April 5: Keynote speaker, 9 April: Excursion (same type of excursion), 10 April: Departure
* Roman Society wants to keep same programme from the one planned for April 2020, but it is most likely there will be some changes from session topics to papers per each session
* For new call of TRAC Sessions/Papers we will wait for updates by Roman Society most likely in Sept 2021
* A new call for papers might be in mid-December 2021 based on previous years
* Roman Society is reluctant to move the conference online
* There will be a new person in the Local Committee Split TRAC 2022 and for TRAJ guess editors: Ozren Domiter, chair; Dr Vedrana Glavaš; Dr Filip Franković; Martina Čaić; Antonia Kovač
1. **2021-22 TRAC Events?**
* We can review it for next TRAC meeting in September 2021 when there might be a clearer idea about in-person academic events
* Possibility to organise an online workshop
1. **AOB**
* Concerns over lack of attendance and participation
* For next AGM Meeting some amends about this issue on the constitution will need to be undertaken
1. **Date & time of next TRAC meeting**
	1. Next Meeting
	* No need of a meeting for the call of papers of the next Webinar Series, it is possible to do by email
	* Next Meeting most likely in September 2021
	1. Rebalancing TRAC tasks and roles
	* As Katherine Crawford is Acting TRAJ Editor in Chief, SCs need to rebalance TRAC tasks and roles:
	* Managing Webinars: Francesca Mazzilli can host and organise Zoom events because she has a free Zoom account from her institution, while SCs will rotate to introduce different speakers in order to have a variety of discussants and to make TRAC community familiarise with SCs
	* Managing TRAC Websites: Sarah Scoppie will take over TRAC Website