

Regular Board Meeting

March 3, 2014

Called to order by Gail Hughes at 2:04 pm

Gail noted that executive director cannot be present due to family illness.

Moved Rebecca second by Kathy to approve minutes. Correct spelling of Mindy Crain Dorough.

Budget Report

Randy Parker Report for Cliff. Review of the 2014 operating budget.

Cost of the \$1,500 financial review. Jane Nell explained the historical reason for the review.

Larry Clutcher has been conducting the review. Randy explained the importance for the board to be bonded. From the financial responsibility of board members.

Solutions: Randy, be bonded and have a very independent review. Gail discussed the importance of redundancy of knowledge, date, online program at the highest levels. Executive board discussed the need for an assistant executive director. Harry explained that the bonding firm will want to know the internal controls.

Gail will charge the budget committee to officially expand the budget committee to get an RFP for financial review and bonding for executive committee, chair of budget advisory committee and executive director. And present the costs at the Fall Board meeting.

Ended the year with (\$2,756.34). \$6,000 was moved from foundation trust to MSERA. Ended the year \$3,243.66 in the black.

Jane Nell – on none of the recent balance sheets shows the balance of the trust. – what balance is, what interest is earned, how much it is reduced.

Harry mentioned that someone needs to look at the boilerplate of the conference proposal.

2015 Proposed Annual Operation Budget – predicated on \$21,000 registration fees. For the fall conference we need 264 rooms for the week. If we book more than the 264 rooms we get reductions in the cost of facilities. Proposed expenses are \$29,700. The proposed budget will show a \$300 balance.

Bob Ramanson suggested Randy go to Foundation to begin to fund some of the expenses

Gail would like to see the organization to purchase 6 small projectors, and 6 table top easels instead of paying for a speaker. Michelle mentioned telescope easels. Harry asked about the life of the projectors.

Use the time aloted to the guest speaker and replace it with a panel discussion of the Network Improvement Community. Randy pointed that it is the president's choice.

With the money we are saving from forgoing the keynote speaker to purchase 6 projectors and easels to be held by the technology director

Harry pointed we need a motion to approve the budget first.

Dustin moved to approve the 2015 proposed budget, Kathy 2nd. Gail moved the proposed budget be amended as follows: Not to exceed the speaker fees be utilized to purchase cameras and easels. Second by Kathy Campbell. Friendly Amendment by Rebecca Robichaux – Davis to hold the money in reserve and not define the use. Amended by Gail to ask the foundation to match the \$1000 MSERA to purchase projectors & easels. The remaining \$1000 to be Second by Kathy. Passed.

Yuejin Xu asked about the benefit to the organization if we purchase the projectors. Dustin pointed that at the current conference hotel, the cost is \$280 per projector per day is the cost to rent projectors at this property.

Late registration fee. Increase fees. Kathy move we no longer have distinction between member non-member that we only have professional, graduate, retired, early bird instead of late fee. Rebecca second. Passed.

Non member portion of membership is no longer .

Break at 3:38

Reconvened at 3:55

Discussion about conference fees.

Dustin moved the 2015 conference rates Profession early \$125 and student \$65, on site \$175 and student \$90 and will include costs for online registration and membership. Second Rebecca and a clarification by Franz that Retirees pay the same as the graduate students. Passed.

Gail discussed the evaluation of the Executive Director the evaluations were quite positive. The thing that did come out in the comments were the structure of the organization needs to have redundancy in the position of the Executive Director.

Gail wants to add the position of the executive director. Need for redundancy, access. Franz address the succession planning for the organization.

Harry suggested that at the Spring board meeting we authorize a certain number of people authorized to sign checks.

Motion by Kathy authorizing by resolution for executive director, president, vice president and chairman of the budget advisory committee to sign checks and execute all other financial transactions of the organization. Second by Mindy. Motion carries.

Gail will task committee to explore the redundancy and succession of the organization.

Conference Reports

2014 Past President – Kathy Campbell (Wiki)

2014 Program Chair – Mindy Crain-Dorough (Wiki)

2014 Local Arrangements - Cliff Hofwolt

Evaluation Committee – Gail informed everyone Rose and Dianne are now retired and they are ready to train others to be on the committee (Ask Gail who it is) Carol Christian at Moorehead State University.

2015 Program Chair Rebecca Robicheaux-Davis (Wiki)

2015 Local Arrangements – Dustin Hebert (Wiki)

2015 Future Sites Selection – Kathy the Goal is to have the meeting 3 years in advance. Rebecca Robicheaux-Davis discussed Mississippi State hosting the conference.

Addition of Florida

Gail Announced the Executive Board decision to address the logo with the addition of Florida. Technology Committee will handle that.

Jane Nell spoke about the changes to the operations manual and constitution and ByLaws for the addition of Florida.

Franz resigned his position as Director at Large. Dustin Hebert moved Franz be appointed Director of Florida, Second by Shannon.

We will fill the vacated seat of Member at Large as a result of Franz's resignation.

SRERA Harry has been liason for years. It needs to be formalized in the operational manual. Gail moved that we add the SRERA position to the operations manual and formalize the position. Second by Franz

FERA – Gail mentioned formalizing the relationship. Jane Nell pointed that FERA approached us in the past.

Distinguished Papers

Adjourn for Dinner

Continuation of meeting from March 3, 2015.

Meeting called to order at 8:30 by Vice President Dustin Hebert

Technology – Dustin Hebert (Wiki)

Dustin discussed the new logo that will be vetted by the Technology committee and presented to the board by June 1, 2015. Samples will get away from the geography approach. The technology committee will put a proposal for easels and projectors.

The new website will contain everything from 2015 forward. He will create a folder for each year on the archive page and combine David Morse and Jane Nell Luster information.

Researcher – Randy Parker / Julie Holmes

Need a hard deadline for the submissions of proposals. Hoping to have something to put online and in print in March. We will mail a smaller version for the request for proposals. In two issues they want to have columns on the history of the organization. Issues in March, May, August, October.

Rebecca will get in touch with Cliff about the timeline. Michelle suggested we have a back up. Yuejin suggested we use Google Docs to create a web form that can be use to get the information. If April 1, 2015 is the date the opening date for submission and the system is not available Dustin will have a Google doc available.

SRERA – 4 distinguished papers for AERA in Chicago. Booth in the exhibit hall. Dates are April 16 – 20, 2015.

MSER Foundation – Randy Parker – Foundation has just under \$12,000 in foundation account. They support RIP up to 15 \$100. The awardee must present their paper and be present at the meeting. The award is not tied to registration. The awardee must present their paper, only the primary author will receive the award and be acknowledged, and must be attend the business meeting in order to receive the award.

Graduate Student Advisory – Suzanne Franco / Lindsey Jakiel Suggest we select the Graduate Student Rep from the geographical area the conference is being held.

Membership Committee– Graduate students and junior faculty are the target audience.

Development Committee – Michelle Haj-Broussard – need to widen our scope for institutional membership – perks – Include a conference waiver for one. Dustin, bring focus to the scope of the development committee and plan of action to fall board meeting.

Strategic Planning – Wiki. The mission and vision were adopted by the association were adopted by the organization. There are 4 strategic initiatives and goals.

State Directors

Alabama – Nancy Gaillard – sent list to all institutions that have graduate programs. Intent to send a monthly newsletter to those institution contacts.

Arkansas – Rachelle – had to leave

Florida - has a data file of all faculty, assistant deans, deans, of private and public institutions in Florida. Over 2000.

Kentucky – Yuejin – had early flight

Louisiana – Suzanna Craig – Southern Baton Rouge

Mississippi – Wiki –

Tennessee – not here

At-Large – Franz

SDE/LEA – Jeannie Eby had to resign from her position. In need of LEA liason. For fall meeting. K-12 person that is actively working in a K-12 setting. Electronic poll of the vote of the executive members to approve this position.

Randy Parker will contact Sherie Shaw and find out if she is interested in the at large position vacated by Franz.

For the 2017 proposal. Shannon moves to accept the Starkville proposal, second by Rebecca. In favor – 5 opposed 1

Rebecca moves to direct the executive director and the local arrangements person to negotiate a contract for the 2017 meeting in Starkville at the Mill. Second by Shannon – passes.

Dustin appoints Rebecca 2017 local arrangements chair

Motion by Franz, second by Nancy passes . Adjourn at 9:54