

## **2018 Fall Board Meeting on November 6, 2018 (1:00 PM-4:00 PM)**

- The 2018 Fall Board of Directors meeting was opened by MSERA President, Rebecca Robicheaux Davis, at 2:01 PM on November 6, 2018.
- The following members were in attendance: The following members were in attendance: Tina Allen (At-Large Representative/Technology), Kelly Byrd (Graduate Student Advisory), Kathy Campbell (Future Site), Shannon Chiasson (SDE/LEA Representative), Teresa Clark (Membership/At-Large Representative), Mindy Crain-Dorough (President-Elect/Distinguished Papers), Larry Daniel (Development), Amy Elleman (Tennessee Director), Suzanne Franco (Graduate Student Advisory), Bobby Franklin (Constitution and By-Laws), Dustin Hebert (Program Chair/Proceedings), Nykela Jackson (Future Site), Sandra Lampley (At-Large Representative/Evaluation), Jane Nell Luster (Historian), Rachelle Miller (Secretary), David Morse (Archives), Linda Morse (MSERA Mentors), George Noflin (Evaluation), Randy Parker (Executive Director), Ava Pugh (Foundation), Franz Reneau (Past President/Nominations), Rebecca Davis-Robichaux (President/Distinguished Awards), Minadene Waldrop (At-Large Representative), Kasia Gallo (Mississippi Director), Tony Onwuegbuzie (Research in the Schools), Amy Thompson (Arkansas Director)
- The following members were not in attendance: Harry Bowman - deceased (Constitution and By-Laws/SRERA Liason), Susannah Craig (Louisiana Director), Lindsey Diulus (Membership), Jerry Johnson (Florida Director), John Slate (Research in the Schools), Natasha Gerstenschlager (Kentucky Director),
- Rebecca welcomed everyone to the Fall 2018 Board of Directors meeting. Larry Daniels served as Parliamentarian during this meeting.
- The board reviewed 2018 Spring Executive Meeting and 2018 Spring Board of Directors Meeting minutes. On a motion by Shannon Chaisson and second by Tina Clark, the board unanimously approved the 2018 Spring Executive Meeting and 2018 Spring Board of Directors Meeting minutes.

### **President's Report (Rebecca Robichaux-Davis)**

- Discussed mission and vision of MSERA, and strategic priorities
- Conference experience – encouraged board members to attend
  - Wednesday
    - Luncheon and keynote panel (consists of 3 past presidents)
    - IR<sup>15</sup>
    - New member and graduate student reception
    - Dinner with MSERA Buddies (Sign up at registration)
  - Thursday
    - Jazzercise
    - New Member and graduate student breakfast
    - Sunrise chats (Sign up at registration)
    - Lunch with MSERA buddies (Sign up at registration)
    - Annual business meeting

- Sunset chats (sign up at registration)
- President's reception
- Friday
  - Sunrise chats (sign up at registration)
  - Outstanding paper presentations

### **Executive Director's Report (Randy Parker)**

- Secured the Bonding of the Executive Director and all members of the Executive committee
- Represented MSERA at SRERA SIG at AERA
- Maintained and updated 2018 Membership and Annual Meeting Registration Databases
- Coordinated with the Secretary to purchase needed registration and Annual Meeting materials
- Rebecca and Randy attended Harry Bowman's service in Tennessee
- Suggesting that we raise registration fees for New Orleans
- Suggesting long range fiscal planning

### **Budget Review Report (Franz Reneau)**

- Reviewed expenditures since March 2018 Spring Meeting – compared budgeted amounts to actual expenses to date
- We are over budget on 3 line items (Annual Meeting A/V costs, Awards, and Eventbrite Fees)
- We are under budget on several line items (Spring Board Meeting, Researcher, Registration Supplies, Web Domain Hosting, Other Expenses, and Board Bonding)
- Vast majority of budget comes from individual membership. Would like to encourage the board to increase institutional membership.
- Recommendations for board members
  - Consider making a donation to MSERF – any amount
  - Members of the MSERF board and past presidents are encouraged to donate a minimum of \$100
- On a motion by Shannon Chiasson and a second by Mindy Crain Dorough, the board unanimously approved the report as presented by Franz.
- On a motion by Shannon Chiasson and a second by Kelly Byrd, the board unanimously approved that members are encouraged to donate money to the foundation.
  - Dustin requested that the foundation completed written acknowledgement of the donations so we can use them for tax deduction purposes.

## **2018 Annual Meeting Committee Reports**

### **Program Committee (Dustin Hebert, Shannon Chiasson)**

- 60 reviewers for conference proposals
- 448 reviews completed
- 87% acceptance rate

- We have a total of 81 sessions.
- Rebecca requested to have a schedule at a glance in the program. Dustin completed this in the program.
- Stayed on schedule this year because the call for proposals were submitted much earlier – February 1. They were closed on July 15. Program was completed and sent to Randy by October 1.
- Suggests that we continue to use the OpenConf software for the program chair – with a \$250 membership.

### **Local Arrangements (Larry Daniel)**

- We were able to stay within our catering budget. Hotel is already asking us if we would like to come again.
- Pages 37-38 of the program (map of the hotel)
- Please share all feedback of the hotel
- Rooms are really nice and several rooms are recently updated.
- All trainings (Wed and Thurs) are in Aqua Marine, all other sessions on the other end of hotel

### **University Student Engagement/RIP (Suzanne Franco, Kelly Byrd)**

- Reviewed the RIP proposals to be included in the program
- Revised the Graduate Student Welcome Letter to reflect the timely distribution two weeks before the Annual Meeting
- Sent a welcome email, including the letter, to all graduate students who had registered for the annual meeting
- Suggestions
  - Graduate Student Liaison need a description, duties
  - Welcome packets for the graduate students
  - Assign a board member to a group of graduate students
  - Raffle to be given away at the new member/graduate student social or breakfast
  - Rebecca suggested that board members attend “Research in Progress” sessions

### **Distinguished Papers Committee (Mindy Crain-Dorough)**

- Process was more efficient this year since the timeline was earlier
- Papers have been reviewed and recipients have been chosen for each award.
- Suggests that full papers are submitted for the distinguished papers instead of a 300-word abstract
- Randy discussed that the recipient (the first author) of this year’s distinguished paper award is currently not registered for this year’s conference. The second author is registered. Are the expectations clear for recipients of the distinguished papers award? Also, should the award money be given before or after they present at AERA?
- Jane Nell suggested that we have this discussion at the spring board meeting about this section in the Operations Manual.

### **Evaluation Committee (Sandra Lampley, George Noflin)**

- Each presider will pick up an evaluation packet at the registration table and drop it back off at the registration table.
- Presiders will hand out evaluation forms at the beginning of the session so audience members can complete during session.

### **2019 Annual Meeting & President-Elect's Report (Mindy Crain-Dorough)**

- Will have a training session for new board members on Friday at the spring board meeting
- Send her any recommendations for the next board meeting
- Created a survey to give to members so they can choose any committees they would like to participate in

### **Future Site Committee (Kathy Campbell, Nykela Jackson)**

- Rebecca appointed the executive committee to be an ad hoc future sites committee for 2021.
- Rebecca asked the board if we would like to use a different structure for determining location sites instead of using a rotation and "open years".
  - On a motion by Shannon Chaisson and a second by Tina Allen, the board unanimously approved that Rebecca appoints an ad hoc committee to bring forth proposals for future sites committee.

### **MSERA Mentors (Linda Morse)**

- There will be a mentors meeting at this year's conference.
- Reviewed Operations Manual

## **MSERA STANDING COMMITTEE REPORTS**

### **Constitution and Bylaws (Bobby Franklin)**

- In the spring, the only committee members were Bobby and Harry. The Operations Manual states that this committee should include additional people.

### **Development Committee (Larry Daniel, Minadene Waldrop)**

- Committee continued to pursue institutional membership and encouraged professional and graduate student membership

### **Membership Committee (Teresa Clark, Lindsey Diulus)**

- Added members to the committee
- Created an MSERA Twitter account, LinkedIn page, Hootsuite account
- Posted to Twitter and Facebook regarding the upcoming conference and plan to continue throughout the conference week.

### **Nominations Committee (Franz Reneau)**

- There are a total of 16 nominations.

- Official letters were sent out to those who were nominated that included their roles and responsibilities to make sure that they were interested.

#### **Technology Committee (Tina Allen)**

- She is collecting projectors and storing them in the board room so they can be distributed for the conference

### **MSERA PUBLICATION REPORTS**

#### **The Researcher (Randy Parker, Julie Holmes)**

- 275 programs were printed and distributed to individuals as they are registered for the conference
- Reminder post cards were sent to presenters.
- Cost for programs and reminder post cards were under budget.
- Julie Holmes is retired and is no longer editor of *The Researcher*.
- Randy requested that the process of the editor of *The Researcher* move forth hastily so he can roll those responsibilities over to a different person.

#### **Research in the Schools (Tony Onwuegbuzie, John Slate)**

- 12 manuscripts were received so far in 2018
  - 0 have reviews on file and are awaiting editors' decision
  - 5 are pending reviewer's feedback
  - 4 received an "accept" decision
  - 3 received a "revise and resubmit" decision
  - 1 received a "reject" decision
  - 0 are awaiting assignment of reviewers.

#### **www.msera.org (Dustin Hebert)**

- no updates

### **OTHER LEADERSHIP UPDATES**

#### **Historian's Report (Jane Nell Luster)**

- Jane Nell's husband passed away in April. She is currently still reviewing MSERA's historical documents

#### **Archives Representative (David Morse)**

- No updates

#### **LERA Liasion (Kathy Campbell)**

- Discussed upcoming LERA meeting

#### **MSERA Foundation President (Ava Pugh)**

- Checking account balance – approximately \$1,700
- Savings – approximately \$26,000

- The foundation discussed a possibility of a sponsored, STEM-oriented RIP award (in honor of Cliff Hofwolt)
- Approved that the MSERA Executive Director be an ex officio member of the MSERF Board.
- MSERF bylaws need to be updated to reflect the addition of Florida to MSERA.

## **MSERA DIRECTOR'S REPORT**

### **Arkansas Director (Amy Thompson)**

- Focused on recruitment

### **Kentucky Director (Natasha Gerstenschlager)**

- Absent

### **Louisiana Director (Susannah Craig)**

- Absent

### **Mississippi Director (Kasia Gallo)**

- Focused on recruitment

### **Tennessee Director (Amy Elleman)**

- Focused heavily on recruitment

### **At-Large Director (Tina Allen)**

- Sent out emails to recruit for new members
- Sent out emails to colleagues in West Virginia, 5 faculty members are presenting at conference

### **At-Large Director (Minadene Waldrop)**

- Communication for recruitment

### **At-Large Director (Teresa Clark)**

- Focused on recruitment

### **At-Large Director (Sandra Lampley)**

- Focused on recruitment

### **LEA/SDE Representative (Shannon Chiasson)**

- Focused on recruitment

## **OLD BUSINESS**

### **Operations Manual Update (Mindy Crain-Dorough, Jane Nell Luster)**

- Changes were made to the Publications section of the Operations Manual

- Rachelle will work with Jane Nell and Randy to make changes to *The Researcher* “call for editor”. This call will merge with the Operations Manual changes.
- On a motion by Shannon Chaisson and a second by Tina Allen, the board unanimously approves to align the “call for editor” with the Operation Manual Changes.
- Language for executive director will be added to clarify duties
- Mentors – language was changed to be permissive of “more than one”.
- Session Presiders – language was changed so include current responsibilities.
- MSERF – no changes
- On a motion by Kelly Byrd and a second by Teresa Clark, the board unanimously approved to accept changes to operations manual
- On a motion by Mindadene Waldrop and a second by Amy Elleman, the board unanimously approved that the Executive Director language is acceptable in the operations manual

## **NEW BUSINESS**

### **SRERA Liaison**

- Harry Bowman was our SRERA Liaison. We need a new SRERA Liaison. We also need a motion for MSERA to pay \$300 (AERA membership dues and SRERA).

### **President’s Charge for Pensacola Meeting**

- Wear stickers
- Find the other half of your card to “make a new friend”
- Wear yellow shirts on Thursday

On a motion by Shannon Chaisson and a second by Tina Allen, the board unanimously approved to adjourn meeting the at 4:35 PM.