

MSERA Spring Board Meeting
March 1-3, 2023
University of West Florida | Pensacola, FL

Officers Present: Adam Elder, Aarek Farmer, Mark Halley, Lisette Manuel*, George Noflin, Charles Notar, Randy Parker (non-voting), Sarah Parker, Rebecca Robichaux-Davis, Sherry Shaw, Donald Snead, Mindy Waldrop, Ashley Wicker, & Randal Wilson

Officers Absent: Jessica Herring-Watson, Michael Mills, Louis Nadelson

Committee Chairs Present: Kelly Byrd, Larry Daniel, Keicia Hawkins, Gail Hughes, Courtney Jarrell, Sean Owen, Tara Wilson*, Rod Uzat, & Hongwei “Patrick” Yang

*Thursday & Friday only

WEDNESDAY, MARCH 1

Sherry called the meeting to order at 1:15.

Welcome & Overview (Sherry Shaw)

- Sherry gave welcoming remarks and shared housekeeping information.
- She overviewed her priority for committees not working in silos and charged each committee chair with having at least three people per committee.
- She highlighted the virtual board meetings on to be held April 21, June 16, and September 22.
- All members in attendance introduced themselves.

Board Member Orientation (Rebecca Robichaux-Davis)

- Rebecca provided an orientation to the organization including historical foundations, bylaws and operations manual, leadership structure, publications, and awards.
- Kelly suggested we go back to board members wearing designated shirts to help stand out and welcome people.
- Rebecca explained the committee collaboration breakout process and goals.
- Small group breakouts took place for cross-committee collaboration.

Adjourned at 4:00

THURSDAY, MARCH 2

Sherry called the meeting to order at 8:31.

Budget Presentation (Rebecca Robichaux-Davis)

- Rebecca shared the expected expenses and income for 2023. The total expected expenses are \$50,900 and the total expected income is \$54,900.
- Randy shared that holding the spring board meeting at UWF saved approximately \$3,000 in addition to cheaper lodging versus if it had been held at the Hilton.
- The budget advisory committee brought forward three recommendations for board consideration:

- Online only program for the annual meeting which would save \$2,500.
 - Larry Daniel (MSERF President) said that MSERF should be contributing more than \$1,100.
 - Mindy Waldrop asked if people have attended conferences without paper programs. Ashley Wicker said they did QR codes, Aarek Farmer echoed that QR codes work well and allow for in-the-moment program updates.
 - Gail Hughes suggested having a printed one-page schedule at a glance, Rebecca suggested the other side can be the president's welcome.
 - Discussion took place about how to still recognize institutional sponsors.
 - Motion by Adam Elder to stop printing *The Researcher* and use QR codes for the program. George Noflin seconded.
 - Randy suggested we leave \$500 on the line-item budget for one-page printed schedules at a glance. Rebecca suggested changing the item to "Printed Materials."
 - Mark Halley asked about ensuring that notification is given in time for people to print the program if they want to.
 - Discussion took place about who is responsible for communicating with registrants.
 - Adam amended the motion to stop printing *The Researcher* and use QR codes for the program, and to change the budget line item to \$500 for "Printed Materials." The motion carried unanimously.
- Rebecca suggested increasing professional registration from \$150 to \$175 and student/retiree from \$65 to \$75. On-site would be \$225 and \$100, respectively. It has been several years since registration has increased.
 - Randy shared that Little Rock registration was ~\$1,200 less than it would have been if early payment had been required with early registration. This has been fixed for the 2023 annual meeting.
 - Discussion took place about increasing professionals more than students. Lisette shared that LEA/SEA people may be deterred from attending because they pay out of pocket to attend.
 - On a motion by Aarek Farmer and a second by Charles Notar, the board unanimously voted to change early registration fees to \$175 (\$225 on-site) for professionals and \$75 (\$100 on-site) for student/retirees.
- Rebecca suggested that registration include purchasing a \$20 ticket to the keynote luncheon because that is a large cost in the annual meeting.
 - Randy shared experiences from previous years as it related to non-registrants eating, ordering too much food, etc.
 - Kelly shared concerns that if university students are charged \$20 for a keynote then they will not come. She recommended \$5 for students.
 - Ashley shared she feels it is important to be transparent about why costs are increasing; Larry asked if doing all these changes in one year is too much.
 - Adam asked about how on-site registrants who want to attend the keynote will be taken into account in planning for the luncheon.
 - Kelly asked if this should be a data collection year and we make a decision based on the data for 2024.

- On a motion by George Noflin and a second by Randal Wilson, the board unanimously voted to charge \$20 for professional luncheon tickets and \$5 for student luncheon tickets.
- Charlie asked about potentially adding a line item for advertisement. Sherry suggested adding that to the new business part of the agenda.
- The amended budget was unanimously approved.

Executive Director Evaluation (Sherry Shaw)

- The evaluation was conducted, and the executive committee will review the results with Randy later.

MSER Foundation (Larry Daniel)

- Larry overviewed the role the Foundation plays in the association and his election as president last year.
- The board is fully staffed, and Larry is holding one-on-one meetings with each member of the Foundation board.
 - He shared ideas about how to get more money into MSERF:
 - Every member already gives \$100 to the Foundation annually.
 - Past Presidents, current Past President, current President, current President-Elect, and current Executive Director all are expected to give \$100.
 - The silent auction was a success in Little Rock (\$1,100 raised) and will continue this year. Tara Wilson is taking it over.
 - Estate giving is a possibility.
 - More regular exhibitors at the annual meeting.
 - He shared ideas for additional services that can be provided that are not already:
 - There is a STEM award that is not being awarded.
 - Better orientation for new board members.
 - Up the ante on support for association, sponsoring events at the annual meeting.
 - Sponsoring the reception in a different venue from the conference.
 - Develop a prioritized list of opportunities for supporting.
 - Funding travel for university student representative to the spring board meeting.
 - Fund mini-grants.
 - Develop a strategic plan based on the above points; plan is to adopt the strategic plan at the annual meeting in November.
- Rebecca asked if the website facilitates donations in honor/memory of someone.

CPA Review & Executive Committee Bonding Updates (Randy Parker)

- The executive committee approved a CPA, and Randy will meet with them after tax season and aiming for before May 15.

Committee Updates

Constitution & Bylaws Update (Rod Uzat)

- Consideration of new state membership was discussed at the fall board meeting in Little Rock.
- Rod shared proposed changes to the constitution (Article IV Section 1c) and bylaws (Article 1 Sections 1a and 1b):
- Decisions will be made about the potential changes in virtual meetings to get vote at the business meeting.

Institutional Sponsorship (Donald Snead)

- Donald said we need to increase institutional sponsorships.

Membership (Keicia Hawkins)

- Keicia has had conversations with people in areas that are not involved (e.g., University of Kentucky).
- She plans to work with Institutional Sponsorship and state directors to make sure that communication is consistent.
- Keicia identified the committee cochair and encouraged state directors to be members of the committee.

Evaluation (Sherry Shaw on behalf of Amanda Mayeux)

- Sherry shared some of the feedback from last year; it was largely positive.
- Kelly suggested taking some of those quotes and putting them on the website.
- Ashley suggested we utilize a follow-up survey sent via email.

Future Sites (Sean Owen)

- Sean is building the committee. His most immediate need is New Orleans-area people for the 2025 conference.

Program & Proceedings (Gail Hughes)

- The program committee is working on the call for proposals.
- They are elaborating on what the different types of presentations are and the expectations of each.
- June 30, 2023 will be the deadline with extension to July 15 if needed.
- Reviews will take place in July, the committee will work on the program in August, and the program will be ready by September 2nd.
- They are making changes to the operations manual to make everything clearer because there are some lacking details for handling the program and proposals.
- Discussion took place about university students and first-time attendees as reviewers. Ashley suggested holding a workshop at the annual meeting about how to review.
- The consensus of the board was to utilize current and former board members and people who have been long-term active members as reviewers.

University Student (Kelly Byrd & Mindy Waldrop)

- They are considering operations manual changes.
- Research-in-progress is not consistent with what AERA does, so they are looking at changes to make it more aligned.
- Talked to state directors about reaching out to honors colleges and graduate school offices.
- There was a discussion about pulling in high schoolers in AP research courses.
- There was a discussion about determining whether Oxford Abstracts can only show RIP as an option for people who identify themselves as a student.

Mentors (Larry Daniel)

- Larry explained the requirements for being a mentor; there are currently about 40 mentors.
- The mentor/protegee pairing did not work as well as hoped two years ago so they abandoned it for 2022 and focused on mentoring session panels at the annual meeting.
- Shared ideas for future mentoring sessions: getting hired in higher education, getting tenure, moving into administration, and how to maximize the MSERA experience.

Local Arrangements (Patrick Yang)

- Patrick worked on necessities for the spring board meeting including room reservations and parking at UWF.
- He will work with John Pecore on getting donations/gifts/etc. for the annual meeting.

Technology (Courtney Jarrell)

- Courtney is working on putting a committee together.
- She shared a Jamboard with ideas. Google Drive for nonprofits was suggested.
- There was a discussion about social media platforms and presence. George suggested having students involved in doing the social media posts.
- The website will be reviewed for accessibility.

Operations Manual Revisions (Sherry Shaw)

- Kelly and Mindy shared operations manual revisions suggested for the RIP proposals to make it more aligned with AERA.
- There was a discussion about what elements should be included as required in the proposal and what will be evaluated. Much of the discussion focused on aligning with AERA.
- On a motion by Rebecca Robichaux-Davis and a second by George Noflin, the board unanimously voted to require RIP proposals to be the same as AERA requirements for RIP proposals.
- Sherry went over her sectional summaries of the proposed changes to the operations manual (see appended proposed changes document):
 - Section 2 (Operations Manual & Board Overview)
 - Rebecca expressed concerns about counting called meetings other than the spring and fall board meetings.

- On a motion by Charles Notar and a second by Rebecca Robichaux-Davis, the board unanimously voted to accept proposed changes to section 2 except for subpart 3 about meeting absences.
- Section 4 (Responsibilities of Officers)
 - On a motion by Aarek Farmer and a second by Rebecca Robichaux-Davis, the board unanimously voted to accept all changes with the modification of changing “monthly” to “regularly” in bullet 2.
- Section 5 (Responsibilities of Appointed Standing Committees and Other Representatives)
 - There was a discussion about the benefits of institutional membership and fiscal sustainability.
 - On a motion by Charles Notar and a second by Mindy Waldrop, the board unanimously voted to change sustaining memberships to include 1 professional and 2 student registrations, and supporting memberships will include 1 student registration.
- Section 6 (Website and Social Media)
 - There was a discussion about roles for committees.
 - On a motion by Mindy Waldrop and a second by Aarek Farmer, the board unanimously voted to accept the last two bullets.
 - On a motion by Charles Notar and a second by Ashley Wicker, the board unanimously voted that the webmaster will be appointed by the executive committee who will review the appointment annually for continuation.

New Business (Sherry Shaw)

- There was a discussion about vendors at the conference as a revenue stream.
- Other revenue ideas were discussed:
 - “More with MSERA” webinars that are free for members but charge for nonmembers.
 - Job postings on the website that are free for institutional members, charge for nonmembers.
 - MSERA merchandise.
- On a motion by Mindy Waldrop and a second by Ashley Wicker, the board unanimously voted to create a P-12 Educator Membership level at same of cost of student/retiree membership and registration.
- Sherry shared that “Bold New Beginnings” is the theme for the annual meeting.

Adjourned at 3:32

FRIDAY, MARCH 3

Sherry called the meeting to order at 9:03.

Sherry introduced the dean of UWF.

There was more discussion about the program:

- Discussion about 500 vs. 300 words for the proposal. It was unclear when the change was made, but the board decided to leave it at 500.
- On a motion by George Noflin and a second by Rebecca Robichaux-Davis, the board unanimously voted to revise the rubric so that the required sections of proposals for paper presentations would be: Statement of problem, brief description of research, summary of methods, results, and conclusions.

New Business (continued)

Constitution & Bylaws

- Any elected officer who changes state of affiliation after being elected may continue to serve as elected until the end of the term of office.
- As remote instruction and affiliation becomes more prevalent among our member states, the President may mediate conflicts of physical residence, institutional affiliation, or service to ensure fair and continuous operation of the association until such time as the full Board can determine a reasonable solution for equitable state representation.
- Within Bylaws: Article 1, add the following:
 - Section 1.a. At the Spring Board Meeting of the Association, a Board member may move that a state be added as a constituent member. When presenting such a motion, the nominating member should provide the Board with a written rationale which indicates the number of the potential constituent state's members who have registered at each of the previous three Annual Meetings of the Association, and the likelihood that the Association would be interested in having an Annual Meeting hosted within the potential constituent state. If the motion is approved by a majority vote of the Board, a vote of the Association membership shall take place at the Annual Business Meeting of the Association. A majority of the votes cast for the state considered for constituent membership shall be required for the state to be designated as a constituent member.
 - Section 1.b. After the admission of a new constituent state by majority vote of the membership present at the annual business meeting, the process for the election of a Director representing the new constituent state shall follow the procedures as set out in Article VI of the Association Constitution.
- Add Constitution, Article IV Section 1.c:
 - Association members' state of affiliation shall be determined by the location of the institution or organization where employed or the IHE in which they are enrolled. In the event of members who are not currently employed or enrolled in an IHE or those who are self-employed, state of affiliation will be the state of legal residence until such time as those members may become employed by an institution or organization or enroll in classes at an IHE.
- The board unanimously approved the changes above that were presented by the committee.

Institutional Sponsorship

- The idea presented was to convert to a fiscal year instead of calendar year (July 1-June 30 FY).

- There was discussion about if this is feasible; the concern was that doing it this way misses when university budgets are created.
- On a motion by Adam Elder and a second by Rebecca Robichaux-Davis, the board unanimously voted to make the institutional membership timelines be determined at the institutional level such that they will be good for one year from receipt of payment, and free registrations are applied at the next annual meeting after payment is received.

Paper Award Scoring

- There was discussion about scoring for the Handley & McLean awards (e.g., all pairwise combinations).
- Sherry will draft potential language for the operations manual for process and scoring papers for discussion and a vote at a virtual board meeting.
- There was further discussion about language in the operations manual and on the website regarding what qualifies as a paper (must be empirical research) and the awards (cash vs. reimbursement).
- On a motion by Rebecca Robichaux-Davis and a second by Aarek Farmer, the board unanimously voted to change operations manual wording to indicate that the McClean award be a plaque and a reimbursement of up to \$500 for costs affiliated with presenting at AERA following the MSERA annual meeting.
- On a motion by Rebecca Robichaux-Davis and a second by Aarek Farmer, the board unanimously voted that the chair of the awards committee will vet the paper submissions to ensure that they are empirical research; the reviewers will determine if the paper is of sufficient quality to represent MSERA at AERA.

Membership Advantages

- There was discussion about webinars and trainings between annual meetings that can be made available to members for free and to non-members for a nominal fee.

Future Sites

- In 2022, one of the committee chairs suggested revisiting the rotation to New Orleans every four years because the cost of attending a New Orleans annual meeting may be prohibitive and hotels may be difficult to secure.
- There was discussion about keeping it in New Orleans due to tradition and attractiveness of tourist destinations.

Archives

- There was discussion about conference proceedings as abstracts that are available on the website.
- There were comparisons to the AERA paper repository and the associated language they use.
- Questions posed and discussed:
 - Should there continue to be a physical repository of papers presented?
 - Should the archives be maintained at Mississippi State's Mitchell Memorial Library or relocated?
 - What method could work for making electronic versions of papers/handouts/slides available?

- Does the Board desire that Archives continue, and if so, should presenters be required to submit papers?
- Should we resume the tradition of Presidential Annual Summaries for maintenance in historical files by the Historian? If so, plan to bring the set up to date. [David's report says existing entries may be reviewed at <https://www.msera.org/old-site/history.htm>, but this link is broken.]
- On a motion by Charles Notar and a second by Sarah Parker, the board unanimously voted that full papers are expected for paper sessions.
- Adam Elder made a motion that the archives be maintained digitally from the 2023 annual meeting going forward, and George Noflin seconded.
 - There was a discussion about whether the organization was sure about cost and storage space.
 - Adam removed the motion.

Sherry discussed committee charges for work over the months leading up to the annual meeting.

On a motion by Rebecca Robichaux-Davis and a second by Randal Wilson, the spring board meeting was adjourned at 11:36.

Proposed Operations Manual Changes: Sectional Summaries

SECTION	HEADING	SUBSTANTIVE CHANGES	PERSON SUGGESTING	RATIONALE
2. Operations Manual & Board Overview	Purpose	ADD: <ul style="list-style-type: none"> The Operations Manual aligns with the MSERA Constitution and Bylaws and documents our approved policies and procedures for the benefit of the Association's leadership, membership, and the public. 	Sherry S.	Emphasize importance of OM aligning with C & B and specify the audience who can use it for information
	Procedures for Updating	<ul style="list-style-type: none"> ADD step for VP to consult with C & B Chair about alignment of proposed changes Clarify Board votes on changes at the Fall Board Meeting (see below for VP updates) 	Sherry S.	
	MSERA Board	<ul style="list-style-type: none"> Absence of Board member from two meetings ADD: 'called' meetings (virtual or face-to-face) ADD 'unexplained' [absence] 	Sherry S.	There are two Board meetings per year, so specify attendance at specially called virtual meetings. (Change also applies to Directors, p. 25)
	Board/Committee Chair Directory	ADD: <i>These templates assist the President in compiling an MSERA Leadership Directory for dissemination to the public via the website (name, affiliation, and contact information only) and Historian for archival purposes.</i>	Sherry S.	Emphasizing importance of the templates
3. Constitution & Bylaws		REPLACE WITH: <i>The MSERA Constitution and Bylaws document is located on the MSERA website (msera.org) under the 'About Us/Mission' tab.</i>		Distinguish our two governance documents on the website.
4. Responsibilities of Officers	Elected Officers: President	<ul style="list-style-type: none"> REPLACE 'Dropbox' with 'the shared cloud storage (e.g., Dropbox) ADD: Meet with VP monthly to collaborate on Spring and Fall Board Meeting preparation and satisfy the expectation that the President will mentor the VP/President-Elect into the presidency. ADD TO SUMMER TIMELINE: <i>Meet with the Executive Committee to ensure all systems are coordinated and functioning appropriately in preparation for the Annual Meeting.</i> ADD TO OCTOBER: Request assistance from the VP/P-E and At-Large Representatives, as needed to prepare for the 	Michael M. Sherry S. (additions)	President needs to assume responsibility for mentoring the VP into Presidency throughout the year

		Annual Meeting		
	Vice President/President-Elect	<ul style="list-style-type: none"> CHANGE: ‘Annual Meeting to ‘Fall Board Meeting’ <p>“The Board should review all changes to the Operations Manual to be prepared to vote on all sections with changes at the Fall Board Meeting”</p> <ul style="list-style-type: none"> ADD: Sample letter to Leadership team about changes and due date for the Operations Manual (see appendix) 		
5. Responsibilities of Appointed Standing Committees and other Representatives	Institutional Sponsorship Committee	<ul style="list-style-type: none"> ADD Texas to statement: <i>interested states such as Georgia, Texas, and South Carolina, that may be contacted for interest and donations to the organization</i> ADD Continuity Statement: <i>At the end of the term of service, this list is transitioned to the Executive Director of MSERA and should help to inform the work of the next Committee Chair.</i> CHANGE Sustaining Institutional Membership to three registrants instead of four. CHANGE Timeline and Communication Strategy EXPAND recruitment letters and application ADD to bullet list under Supporting and Sustained Institutions: <i>‘Logo and institution name included on MSERA website’</i> 	<p>Rachelle M. Franz R.</p> <p>Larry D. (monitor Texas interest)</p> <p>Sherry S (last addition about website)</p>	Section additions/corrections (esp. recruitment letter, application) improve comprehensive and clarity to prospective institutional sponsors
	Membership Committee	REPLACE wording of New Member Breakfast role to: <i>The committee will provide a supporting role, as needed, for the University Student Advisory Committee’s New/Member and University Student Breakfast</i>	Sunny S-F.	The USA committee has managed responsibility for breakfast in the past--adjust to reflect Membership only takes a supporting role
	James E. McLean Distinguished Research Paper Award	REMOVE: <i>all possible pairwise comparisons</i>	Sherry S.	Is this a necessary step? Not required for Handley
	University Student Advisory Committee	<p>REVISION: Rubric will be revised based on the Board's decisions about these suggestions.</p> <p>SUGGESTIONS about submission details for Research in Progress proposals include these changes:</p>	Kelly B., Mindy W.	<p>Questions for Board:</p> <ul style="list-style-type: none"> Change to ‘theoretical grounding’ to reflect the literature review Remove subheadings from rubric

		<p>An abstract, including in-text citations following the 7th edition APA Manual, for an RIP session should include as much of the following items that the student currently has completed. Subheadings for each of the components should be included within the abstract At a minimum, the following should be included:</p> <ul style="list-style-type: none"> • A statement of the problem supported by the literature • A brief description of the research topic that provides the theoretical grounding for the problem (literature review). • A well-articulated purpose statement for the research study • Description of proposed methodology, including research questions (can we include?) <p>DELETE THE FOLLOWING FROM BULLETED LIST BELOW: <i>A brief description of the research topic that provides the theoretical grounding for the problem (literature review)</i></p> <p>Because of the on-going nature of Research in Progress.....the following should be included if possible.</p> <ul style="list-style-type: none"> • A summary of the methods or intended methods which includes research questions, a description of data collection, instrumentation, analysis, and subjects • Results, if available • Conclusions/implications of the study, if available 		
6. Website and Social Media		<p>SUGGESTION: Change to committee that works with Technology Committee OR is a sub-committee of the Technology Committee</p> <p>ADD</p> <ul style="list-style-type: none"> • The Webmaster is appointed for a period of xxx years by xxx. • Shared access to the website is available to the President. • A Social Media Representative is appointed by the Executive Committee on an annual basis. • The SM Representative maintains an active presence on Instagram (or current prevalent platforms), especially regarding calls for proposals, calls for committee involvement, Annual Meeting presentations and activity, and other information highly relevant to the organization. 	Sherry S.	MSERA relies on individuals to post on their personal accounts about the organization. Elevating these roles to committees ensures an ongoing structure for web maintenance and social media presence.