Board of Directors Meeting #1

January 20, 1999

Conference Call

- As members gathered, Haid and Anderson discussed some issues concerning the reporting relationship of the SPEEDE committee.

Present:
Anderson, Haid, Lonabocker, Mead, Guerrero, Schuster, and Smith. Staff: Sullivan, Barnett, Gough and Caputo.

1. **Member/Non-member meeting registration:**
   Sullivan aquatinted the Board with several issues regarding previous acceptance Annual Meeting registrations and their counting. Problematic was non-member counts as the classification strategy and instructions to the staff were unclear. Anderson inquired about the status of registrations for Charlotte but the office had only received a few

2. **Budget Presentation:**
   Sullivan presented budget options for the Board to consider using a better estimate of FY99 paid memberships, one predicated on keeping the dues at the $165 level, one with dues at $145 and the last with $125 dues. Concern was expressed about not having at least a 3% contingency for reserves and the budget assumptions were discussed. Fresh joined the call. Sullivan related the results of the membership registration follow-up effort. There are about 600 fewer members at this point, but 300 have indicated they will pay. Some number of the remainder had indicated the institutional budgets would be adjusted next year and they would re-join, others were lost due to institutional mergers, and closing, so the exact loss unaccounted for is likely in the under 100 range.

   Sullivan indicated how expenses were handled. At $165 level each VP program development area would receive an increase in development funds. At $125 and $145, proportionate adjustment would come in Board expenses (by affecting the meeting schedule); sponsored research elimination (the Ford grant program would be finished using a consultant); publication income reduction (due to lack of supporting staff); Associate Directors efforts would fill staff gaps; and Annual Meeting expenses would be reduced. The Board's support for the Office's staffing level and the New Orleans Annual Meeting expenses were discussed. Sullivan agreed to continue budget refinement, try to work on including the LAC's desired adjustments, allow the VPs to review their budgets, and to articulate exactly what generalized services can be provided. Market comparisons for at least meeting fees and membership dues would be provided. The Board agreed to center discussion about $165 and what can be provided, including an adequate contingency; and reverting to the previous dues level.

- The Board agreed to another conference call on February 3, 1999 at 3 PM EST.

Haid presented **AM fee waiver policy adjustments** distributed earlier.

It was ***M/S/P*** that **Section #4 would be revised to allow waiver upon approval for non-member presenters, that the minority registration fee waiver be eliminated** (as in July it was revised into a reduced fee) **and, that Waiver Policy exceptions must be approved by the President-Elect and the Executive Director**. [#*99/1/1* 8/0]

3. Haid presented the February committee chair transition meeting agenda and arrangements. The Board discussed aspects of it, board transition arrangements, and potential times for an administrative committee meeting then settled the agenda. Haid and Mead agreed to further develop the group work, tasks and feedback process.

4. Sullivan reported that he thought there might be some legal requirements for incorporation that require certain powers to be vested in the Board. He was going to verify the specifics and try to bring them to the next meeting for discussion.

5. The meeting adjourned at about 5:45 P.M. EST