

ARF December 9, 2012 Board Meeting Minutes

Present: Nance Wilson, Trevor Stewart, Carla Meyer, Amy Wilson, Joyce Fine, Lynne Yrabbin, Helen Robins, Vicky Zygouris-Coe, Lessie Cochran, Penny Soboleski, Kathy Grant, Chet Laine

1. Welcome of board members
2. Thank you to board members who are completing their term; welcomed new board members.
3. Discussions on registrations, PayPal, etc.
 - a. In 2011 we gained
 - b. Discussion on payments, 2009 attendance, and discrepancies
 - c. 2012 is projected; a lot has come in but wanted to mention that under supplies there is a \$1400 refund; a lot of people paid through Paypal conference and membership and then paid membership again—they overpaid.
 - d. Add to the Paypal page: Name and credit card name (so people who are using university credit card); we need to add a note on that. There are options on creating that. Do we write people checks for everything they overpaid? We are losing money on those accounts; do we write them a check on the difference in the fees they paid?
 - i. We had to fix the page where you register and pay simultaneously. E.g., this was a problem for people outside the US—there was no line for Canada.
 - e. 105 people registered with 5 guests for lunch; there are more 18 people coming and 2 more registrations last night.
 - f. We need to shut down online registration 2 weeks before the conference; others can register via check or at the door.
 - i. A motion was done by Nance, seconded by Amy and Approved by the Board.
 - g. Nance made a motion to create a sub-committee to address issues of registration on the website, form, and related issues and finalized by the end of the conference. Amy seconded and all were in favor.
4. Treasurer's report
 - a. Projected costs are about the same as last year and the year before—thanks, Nance for the negotiations.
5. Next year is our last year on this contract; we will have this meeting on FR with a board sub-committee and the hotel staff.
 - a. Volunteers: Trevor, Lynne, Nance, and Amy
 - b. We need to renegotiate the rooms/rate and make sure the number is the same for us, too.
 - c. Amy: We also need to add to the website the absolute deadline for hotel reservations so we lock in the price, rooms, and avoid penalties.
6. Nance: remind people to come to lunch—they paid for lunch. Projected attendance: 140-142.

- a. Lunch is \$3 cheaper this year; we have a speaker and buffet style.
 - b. We need to fill those 135 seats.
- 7. Remind them they do not have to pay for Spirit of the Times.
- 8. Conference Planning Committee 2013 and beyond
 - a. Darryl Morris; theme: Looking back to move forward with the CCSS
 - b. 2nd speaker also confirmed
 - c. Mike McKenna contact as a closing speaker
 - d. \$2000 available for speakers
 - e. Also look for ARF members
 - f. Nance made a motion to keep the \$2000 unless the conference chair propose to raise it; they will have to bring it to the IRA meeting for the upcoming year. Motion made, seconded, and approved.
 - i. Suggestion: let's think about bringing in 4 keynote speakers if that bumps up our attendance
- 9. 2014 conference
 - a. Projectors: UCF will provide (Vicky Zygouris-Coe)
- 10. Nance: We need a new editor for the yearbook before we finish this conference. The Yearbook is due in July. Proposals are still due in April .
- 11. Graduate Student Scholarship
 - a. Survey was inconclusive
 - b. We have 10 scholarships
 - i. Inconclusive on how much \$ to use from profit; conclusion: everyone was comfortable with half; we never set a set amount and #;
 - ii. Discussion: do we want to recognize students for their accomplishments? We do not want to loose the mentoring aspect of the organization—it is very valuable for students. My be continue the mentorship in the morning with muffins, etc. and ask the keynotes to come to that session; knowing how much to expect people know how to budget—should we make it specific? On website: it is misleading that they would be rewarded the scholarship before the conference. Let's redo the letter so it is very clear and not include any monetary mention. Let's streamline and strengthen and make explicit where and when mentoring would happen for grad stds at ARF; this can also be a point of attraction for future grad. stds. If they can get that type of attention/mentoring.
 - iii. We need to decide how many scholarships and at what amount? For this year, 9 grad students & \$1500 or \$1700; then split evenly if they present.
 - 1. Motion made for \$150 per person and anything left over carries over for next year. Motion seconded, and approved.
- 12. Nance will input manually new people on the listserv.
- 13. Need a new board member for Bylaws/Parliamentarian position.

14. For every session you are in, grab handouts for Cathy—suggestion: let's submit the abstracts; Erica and Randy has them.
15. Nancy made a motion to have a chair elect so they shadow the chair and make it an official position; made the vice-chair to chair elect. Seconded and approved.
 - a. Amy suggested that we nominated someone at this meeting as vice chair for 2013 who will be chair on 2014. Peggy Soboleski and Kathy Grant will co-chair.

Meeting Adjourned (6:45 PM)