

**Federation of Business Disciplines
Minutes, (Outgoing) Board of Directors Meeting
March 11, 2015**

Members in attendance:

Marshall Horton, President - Federation of Business Disciplines
Ann Wilson, Program Chair - Federation of Business Disciplines
Rusty Calk, Secretary/Treasurer - Federation of Business Disciplines
Tom Tolleson, Immediate Past President - Federation of Business Disciplines
Manjula Salimath - Southwest Academy of Management
Carla Barber, Director of Placement - Federation of Business Disciplines
Jim Larsgaard - Association of Business Information Systems
Kimberly Merritt, Guest – Nominee for FBD Program Chair Elect
Katherine Boswell - American Accounting Association – SW Region
Eddie Daghestani - Southwestern Society of Economists
Chu Nguyen - Southwestern Society of Economists
Treba Marsh, Guest – Federation of Business Disciplines nominee – Historian
Mary Fischer, Journal Editor - Federation of Business Disciplines
Renee Gravois - Association of Collegiate Marketing Educators
Simon Metcalfe - Southwest Case Research Association
Alex Sharland, Director of Marketing - Federation of Business Disciplines
Traci Austin - Association of Business Communication - Southwest
Kathryn O’Neill - Association of Business Communication - Southwest
Hong Qin - Decision Sciences Institute, Southwest
Peggy Lane - Decision Sciences Institute, Southwest
Larry Garner - Past President - Federation of Business Disciplines
Michelle McEacharn, Executive Director - Federation of Business Disciplines
John Stowe - Southwestern Finance Association
Vivian Natarajan - Association of Collegiate Marketing Educators
Janie Gregg – Southwest Academy of Management

Call to order: Horton (2:10 PM)

Welcome and introductions

Introduction of FBD Executive Council: Horton

Introductions of other FBD officers: Horton

Self introduction of other board members / observers: All in attendance

Review of voting rights for board members: Horton

- Review from FBD bylaws

Minutes of Saturday board of directors meeting – 2014 conference: Horton

- Horton recommended putting the agenda item on hold due to the absence of Davis (2014 FBD Secretary/Treasurer)

Reports

Vice President and General Program Chair: Wilson
Recognition of program chair work

- Noted that conference would not be possible without the efforts of program chairs

Boot camp summary

- All but two associations attended boot camp
- Attendance is critical
- 2015 boot camp scheduled for June 13, 2015 at 12:00 pm – June 14, 2015 at 12:00 pm in Oklahoma City, Oklahoma.

General program statistics

- Current program is comparable to prior year

Executive Director: McEacharn

Current conference commitments status

- Met room block guarantee
- Met food and beverage guarantee

Coordinator of registration and Secretary/Treasurer: Horton

Conference close distribution of materials

- Any unused materials must be claimed and removed from the exhibit hall Friday afternoon

Contact information needs

- Contact information for associational officers must be provided in writing on Saturday, March 14, 2015

Reporting of pre-conference registration numbers

- Provided comparative numbers back to 2008
- Attendance is up and down – no discernable trend

Reporting of on-site registration numbers

- On-site registration is open through Saturday morning

Presentation of financial statements

- Comparative financial statements presented with some discussion
- McEacharn commented on credit card costs

Discussion of financial position

- McEacharn commented that FY2014 loss was much less than expected

Review of association registration payments

- McEacharn emphasized that FBD absorbs credit card processing fees

Director of Placement: Barber

Position posting statistics

Applicant statistics

- Both position and applicant numbers are up
- Looking for ideas for improvement
- Anecdotal evidence suggests that placement service is working

Director of Marketing: Sharland and Horton

Exhibitor statistics

- 13 booths (10 paying) – increase over 2014
- Traffic flow is a top concern for vendors

New effort – floor plan layout: Horton

- New layout is intended to increase booth traffic

New effort – drawings / giveaways: Horton

- Effort is intended to increase booth traffic and to give more exposure for exhibitors
- Attendees enter drawings by leaving tickets at each booth

New effort – Thursday night reception: Horton

- Effort is intended to increase booth traffic
- Drink tickets will be available from the exhibitors

Challenge to visit: Horton and McEacharn

- BOD members were encouraged to ask their association members to visit the exhibitor booths

FBD Journal Editor: Fisher

Journal update

- Two editions posted with three articles each
- Four articles currently under review
- Sixteen total submissions to date
- \$376 balance in bank (includes \$100 petty cash advance)
- Moving forward with Cabell's registration
- Some discussion on how to increase submissions

Vice President and Program Chair Elect: Horton

New program chair meeting

- Meeting announced for Saturday, March 14, 2015 from 8:00 am – 9:00 am

2016 call for papers

- (no report)

Boot camp date

- Previously announced for June 13 – 14, 2015

Collection of new officer contact information

- Previously announced; issued reminder

OKC CVB exhibit booth

- Oklahoma city sent representatives to Houston
- Little Rock will not be sending representatives to Oklahoma City

Publisher representatives: (none present)

- (no report)

Historian: Marsh (Proxy for Jones)

- Provided recap of previous Houston meetings
- Noted that 2015 is only the second meeting that Tom Jones has missed

Nominating Committee: Tolleson

President – nominations and elections

- Committee put forth Ann Wilson
- No other nominations from the floor
- Elected unanimously

VP and Program Chair Elect

- Committee put forth Kimberly Merritt
- No other nominations from the floor
- Elected by acclamation

Other officers: Horton

- Open positions were announced
- Nominations were solicited; none put forward
- Position are not available for BOD vote; appointed by Executive Council

President: Horton

Call for nominations – Executive Council appointed positions

- Repeated agenda item; “other officers: Horton” above

Report on Executive Council meeting

- Executive Council met in Houston in January 2015

Operational issues: Horton, McEacharn, Wilson

Contact Information

- Horton, McEacharn, and Wilson provided contact information for use during the conference

Food and beverage sign-offs

- Review of procedure for signing off on food and beverage amounts: McEacharn

Audiovisual sign-offs

- Discussion of audiovisual signoffs and changes: McEacharn

Vegetarian cards

- Discussion of procedure for using vegetarian cards: McEacharn

Printing receipts and attendance verifications

Discussion of procedure: McEacharn

Strategic issues

Future conference sites – 2016 and 2017: McEacharn

Review of Oklahoma City contract summary

Review of Little Rock contract summary

- Basic discussion of the contract amounts for upcoming conferences

Site selection – 2018 and 2019: McEacharn

Potential sites

- Discussion of potential sites for uncontracted conferences
- BOD agreed to return to Houston for 2019

AIB-SW withdrawal from FBD: Horton

Change to FBD bylaws

- Motion and second to amend bylaws to reflect withdrawal of AIB-SW
- Some discussion about effect withdrawal will have on FBD revenues
- Motion passed by unanimous voice vote

Association partnerships: Horton, McEacharn, Sharland

Association sponsorship introductory year

Association sponsorship follow-up years

- Sponsorship at the association level for sessions or other events helps associations
- Sponsorship at the association level has a negative impact on FBD and could lead to additional reductions in FBD level sponsors
- Association level sponsorships will be allowed for one introductory year; in subsequent years sponsors must contribute through FBD
- The objective is to seek a win/win solution

Food and beverage responsibilities: Horton, McEacharn

Discussion

- Associations do not have a minimum requirement to contribute toward the hotel contract commitment
- Question posed: should there be guidelines for minimum requirements or for off-contract events
- Data relevant to contract commitments will be shared at boot camp

Association session promotion: Horton

Discussion

- Executive Council / FBD cannot promote any individual association or event

Announcements: Horton

Awards banquet / reception

- Wednesday, March 11, 2013 at 6.30 pm in Window Box

Presidential welcome reception (formerly meet & greet)

- Thursday, March 12, 2013 from 5:30 pm – 7:00 pm in Market Place exhibit hall

Saturday board meeting

- Saturday, March 14, 2015 at 9:00 am in Window Box