



Federation of Business Disciplines
Board of Directors Meeting Minutes
March 7, 2018

Albuquerque Convention Center, Ballroom B, 2:00 p.m.

Members in Attendance:

Name	Association	Office Held
Kimberly Merritt	FBD	President
Suzanne Clinton	FBD	Program Chair
Barbara Davis	FBD	Past President
Ann Wilson	FBD	Past Past President
Cheryl Prachyl	FBD	Secretary/Treasurer
Carla Barber	FBD	Placement Director
Sandy Edwards	FBD	Marketing Director
Janie Gregg	FBD	Historian
Kimberly Webb	FBD	Director of Registration
Mary Fischer	FBD	Journal Editor
Vivek Natarajan	FBD	Vice-President, Program Chair-Elect
Kelly Noe	SWAAA	Program Chair
Kelly Grant	ABC - SW	Program Chair
Sherry Rodrigue	ABIS	President
Degan Kettles	ABIS	Program Chair
Silvia L. Martin	ACME	Program Chair
Irfan Ahmed	ACME	President
Mohan Rao	SWDSI	President
Mark McMurtrey	SWDSI	President-Elect
Kishore Kulkarni	SSE	President
Roman Wong	SSE	Program Chair
Robert Epstein	SWAM	President
Veena Prabhu	SWAM	President-Elect, Co-Program Chair
Brian Kulik	SWAM	Co-Program Chair
Tim Wise	SWCRA	President
Martin Bressler	SWCRA	President-Elect
Susana Yu	SWFA	President
Marilyn Wiley	SWFA	VP Programs, President-Elect
Janice Black	ASBE	Guest
Mary Jo Jackson	ASBE	Guest

The meeting was called to order at 2:12 by President Kimberly Merritt

A guest, Denise Suttle, Assistant Director of Convention Services VisitABQ, was recognized and welcomed the guests to Albuquerque.

Kimberly welcomed the Board members and asked that they introduce themselves. All members and guests introduced themselves and signed the official sign-in sheet.

Kimberly reviewed the voting rights of the board members. Each association has two voting members. ASBE officers are still attending as guests and do not vote.

The minutes of the Saturday, March 10, 2017 Board Meeting were distributed and reviewed by the members. Corrections were noted. Kelly Noe moved and Vivek Natarajan seconded that the minutes be approved as corrected. The motion passed.

Suzanne Clinton, Vice President and General Program Chair, thanked the program chairs for their hard work and efforts in preparing for the conference. The boot camp was held in July in Albuquerque. Michelle and Kimberly were in attendance and were able to preview the location and assign rooms while at the boot camp rather than making a second trip in November. Suzanne share details of the number of submissions and accepted papers for the conference.

Executive Director Michelle McEacharn was unable to attend the conference in Albuquerque so Kimberly Merritt provided Michelle's report. Michelle's responsibilities for the conference management have been spread out among the executive council. A written report from Michelle was provided to the board members. The expected Food and Beverage expenditures for associations was handed out. The report highlighted the associations that had met or exceeded the expected expenditures and noted those associations that had not met the expected contribution to the minimum Food and Beverage expenditures required by the contract with the venue. Any shortfall in the contracted expenditures must be paid by FBD.

Next, Coordinator of Registration Kim Webb made her report. Registration opened at 11:00 a.m. today. Contact information for association representatives had been requested and received by Kim. She noted any association materials that was had expected to receive but had not and asked those associations to contact her. She reported that there were 555 registered as of Wednesday at 3:30. Comparative numbers for prior years are listed on the Comparative Statement of Activities. She reminded the association officers that any remaining materials must be picked up on the last day of registration

Secretary-Treasurer Cheryl Prachyl presented the financial statements for the fiscal year ending June 30, 2017. Comparative statements were presented first. Cheryl pointed out that the loss was not as great in Little Rock last year as it had been in the prior year. Cheryl pointed out that the awards cost more because McGraw-Hill has reduced their sponsorship of the awards.

Cheryl reported that the program books have been delayed this year because the courier delivered them to Fort Worth but they should arrive tomorrow in Albuquerque. The cost of credit card use was explained. The webpage cost was pointed out.

Cheryl gave a discussion of financial position showing that FBD has ending cash of \$63,674. Cheryl went over association registrations payments of excess funds after the conference costs of F&B are taken out. Cheryl reminded the association officers to be vigilant in receiving and

depositing the reimbursement checks. There have been several instances in which the association either lost the check or never deposited it. FBD should be able to close the books without having to hold open payables to the associations. It was suggested that associations could set up direct deposit through Zelle through an association email that would be passed on to the next officer.

Sherry Rodrigue moved to accept the report with corrections. Vivek Natarajan seconded. The motion carried.

Director of Placement Carla Barber reported two applicants and two positions posted as of today. Every organization needs to be diligent to get postings to FBD.

Director of Marketing Sandy Edwards reported that there is 1 new vendor with a total of 10 this year. We lost 3 from last year, but 2 returned after missing last year. There was also a new vendor this year. Sandy mentioned that publishers are decentralized now and it is difficult to get them to participate as exhibitors. Bloomberg has asked us to encourage members to visit their booth.

Sandy asked for the BOD to give her leads for Houston's conference for exhibitors/vendors.

Historian Janie Gregg provided a written report and highlighted that 13 boxes were sent to her from the previous historian. Janie asked for board approval for her school to archive our information and post it online. She had reviewed the bylaws and certificate of incorporation. The bylaws need to be amended to correct some discrepancies. Since changing the bylaws requires an amendment that must be presented to the BOD at least 30 days prior to a vote, she suggested that these corrections be added to the amendment that is to be presented at the BOD meeting on Saturday. Those amendments will be voted on at the Wednesday BOD meeting on Wednesday at the 2019 conference in Houston.

FBD Journal Editor Mary Fischer reported 5 submissions – 1 published, 1 rejected, 3 under review (2nd and 3rd reviews). She reported that there have been no submissions from finance or management. The board was requested to encourage their junior faculty to submit articles to the journal. Mary is still working on having the journal listed in Cabell's. Cheryl and Mary working on Ebsco or Scopus. The \$40 submission fee was discussed.

Kimberly Merritt summarized a report from Jason Conville. He reported that the reporting function was modified this year to make some of the desired reports more readily available. Archived material such as minutes from previous board meetings has increased on the website. Jason has agreed to continue for an additional three-year term.

Nominating Committee Report/Elections: Barbara Davis reported that the nominating committee consisting of Ann Wilson, Barbara Davis, Veena Prabhu, Bob Cornell, and Marshall Horton conducted the election nominations as outlined in the bylaws.

The committee presented the slate of officers for election. Suzanne Clinton was nominated for president after serving as program chair for FBD 2018. Barbara read highlights of her bio. Nominations were solicited from the floor – there were none.

Kimberly Webb was nominated for the 3-year term as Secretary/Treasurer. There were no nominations from the floor.

Two candidates were nominated for the position of VP and Program Chair-Elect: Kishore Kulkarni and Manjula Salimath. Of all the candidates suggested, only two were willing and able to serve. Bios were handed out that included the information on each candidate. Kishore Kulkarni left the room and Manjula Salimath gave a brief overview of her activities and why she would like to serve. After her speech, she left the room and Kishore made his presentation of his activities and desire to serve.

Barbara asked for nominations from the floor and there were none.

The ballots were distributed by the nominating committee and after the BOD voted the nominating committee counted the ballots.

Kishore Kulkarni was elected as the FBD Vice-President Program Chair-Elect.

Other officers are elected by Executive Council. Michelle McEacharn was elected to a 3-year term as Executive Director. Mary Fischer was elected to a 3-year term as FBD Journal editor. Jason Conville was elected to a 3-year term as Webmaster.

The next item for discussion was the consideration of the Association for Small Business and Entrepreneurship (ASBE) as a member of FBD. ASBE was recognized as a visiting association for 2018. Due to officer changes, the organization requested to have another year as a visiting association. Historically, they have run 25 to 40 members. Bob Epstein suggested that they should have another year to try to get to their membership up. SWAM lost the track this year due to ASBE. Marty Bressler moved that ASBE be allowed to attend again as a guest association next year. The motion was seconded by Sherry Rodrigue. The motion passed.

Bylaws Change – Publisher Representatives have not participated in the board meetings in several years. Many publishers no longer have funds to send representatives to the conference. The associations were asked to discuss the possibility of amending the bylaws to remove the requirement that the publishers have members on the BOD. The by-laws changes will be discussed at the meeting on Saturday for feedback. The amendment can be voted on at the Wednesday BOD meeting in 2019 in Houston.

Kimberly review the future conference sites for 2020 and 2021. Kimberly handed out FBD contract summary from 2017 through 2021. Michelle has done a great job negotiating the contracts. AV is a separate contract and is not on the comparison which is only the hotel.

Kimberly asked the board to think about elections for Saturday. The nominating committee and site selection committee will both need to be voted on in that meeting.

Mohan Rao introduced a discussion about SWDSI and projectors being brought by the association. SWDSI thinks that FBD should take the responsibility to secure projectors.

SWFA has purchased 8 projectors for their presentation rooms (\$1,000) for this year. SWAM purchased 5 projectors for \$200. AAA is renting 2 projectors for 2 days for \$1,300. Bob Epstein suggested that at the end of the current two-year trial period of associations bringing their own projectors that associations can rent from the AV company.

Irfan Ahmed, ACME, suggested that organizations need a rebate for the money they spent on projectors.

President Merritt suggested to Mohan Rao that his idea be put into a motion. Mohan moved that the two-year policy voted on in Little Rock in 2017 for organizations to provide projectors be negated and that FBD take responsibility for the projectors at future conferences. Kishore seconded the motion.

The Board voted on whether to present the motion at the meeting on Saturday. The motion failed.

Kimberly asked for a friendly amendment to rescind the motion for organizations to bring projectors for the two years. Mark McMurtrey voiced that it should not be changed.

Roman Wong brought out the fact that FBD is losing money and the savings for the two years would be about \$12,000 and we should keep the two-year motion agreed upon in Little Rock in 2017.

Robert Epstein moved that FBD negate the two-year agreement for providing AV projectors voted on in Little Rock in 2017 and replace it with a choice that associations can either bring their own projectors or have FBD handle the AV projector requirement and take it out of the association's FBD reimbursement. Susana Yu seconded the motion.

The board voted on whether to consider the motion at the Saturday BOD meeting. The motion carried.

Kimberly reported that there had been no activity on the pursuit of tax exempt status.

The 2019 meeting will have a leadership forum. Vivek asked for BOD to ask their associations for ideas and to bring them to the Saturday meeting.

Suzanne reported that since the program books have not arrived, the program chairs will have a map and should help members to locate their presentation rooms. She also mentioned that the facilities personnel should lock the doors to the meeting rooms at the end of each day. The rooms will be unlocked at around 6:00 a.m. She reminded the associations that the projectors are their responsibility so they can make a decision regarding whether to leave the projectors in the rooms overnight.

Kimberly announced some of the activities that will occur during the week. The Awards Banquet/Reception will be held Wednesday at 6:30 p.m. in Ballroom A. The FBD President's Reception will be Thursday at 5:30 in Exhibit Hall Ballroom C. There will be a band providing entertainment. She also mentioned that there will be a non-alcoholic drink option provided this year. FBD is providing a shuttle to take people to Old Town. The shuttle will run on Thursday from 6:00 p.m. – 10:00 p.m.

The New Program Chair Meeting will be held Saturday at 8:00 a.m. Tesuque Room. The Saturday Board of Directors Meeting will follow at 9:00 a.m. in the same room.

The meeting adjourned at 4:30 p.m.