



**Federation of Business Disciplines  
Board of Directors Meeting  
Wednesday, March 13, 2019, 2:00 P.M.  
Hyatt Regency Houston, Arboretum 5 (2<sup>nd</sup> floor)**

**Members in Attendance:**

<b>Name</b>	<b>Association</b>	<b>Office Held</b>
Suzanne Clinton	FBD	President
Vivek Natarajan	FBD	Program Chair
Michelle McEacharn	FBD	Executive Director
Kimberly Merritt	FBD	Immediate Past President
Barbara Davis	FBD	Past President
Kimberly Webb	FBD	Secretary/Treasurer
Carla J. Barber	FBD	Placement Director
Sandy Edwards	FBD	Marketing Director
Janie Gregg	FBD	Historian
Peggy Lane	FBD	Director of Registration
Mary Fischer	FBD	Journal Editor
Kishore Kulkarni	FBD	Program Chair Elect
Kelly Noe	AAA SW	President
Cassy Henderson	AAA SW	Program Chair
Kelly Grant	ABC - SW	President
Carol Wright	ABC- SW	Program Chair
Carla J. Barber	ABIS	President
Shane Schartz	ABIS	Program Chair
Irfan Ahmed	ACME	President
Renee Gravois	ACME	Program Chair
Mark McMurtrey	DSI	President
Khaled Alshare	DSI	President Elect
absent	SSE	President
absent	SSE	Program Chair
Robert Epstein	SWAM	President
Brian Kulik	SWAM	Program Chair
Martin Bressler	SWCRA	President
Rhonda Richards	SWCRA	Sr. V-P of Programs
Marilyn Wiley –absent - proxy vote to T. Thompson	SWFA	President
Thomas H. Thompson	SWFA	Program Chair
Laurie Babin	ASBE	President Elect
Matthew Lindsey	DSI	Guest

## **AGENDA and MINUTES**

Call to Order – President Suzanne Clinton called the meeting to order at 2:10 pm.

Welcome and Introductions

Introduction of FBD Executive Council – Each FBD Executive Council introduced themselves.

Introduction of Other FBD Officers – Each officer introduced themselves.

Roll Call and Introduction of Other Board Members/Observers – Identify Voting Members – All attendees introduced themselves and stated the organization they represent and whether or not they were voting.

Review of Voting Rights for Board Attendees – All attendees identified if they are a voting member of the Board or not.

**Association for Small Business and Entrepreneurship (ASBE)** – Laurie Babin attended the meeting as a guest representative until the vote, as discussed below.

Review of Request for Membership – Laurie Babin stated yes, the organization would like to become a member of FBD. The President asked if anyone had a question. No one asked for any clarification or discussion. Then Laurie Babin was asked to leave the room for the Board to vote.

Admission to Membership Vote – President Clinton asked if there were any additional comments from the Board. No one spoke. Clinton called for the vote. The Board voted yes to grant membership to ABSE. Laurie Babin is now a voting member of the FBD Board for this meeting.

### **Minutes of Saturday Board of Directors Meeting – 2018 Conference**

Review of Minutes – President Clinton asked the Board to review the minutes from last year's meeting.

Request for Approval of Minutes – Tommy Thompson moved to approve the minutes as written. Vivek Natarajan seconded the motion. The vote was called and the minutes were approved.

### **Reports**

Vice President and General Program Chair – Vivek Natarajan

Recognition of Program Chair Work – V-P Program Chair Natarajan thanked all the Program Chairs for their hard work.

General Program Statistics - He stated about 675 papers are on the program and 33 special sessions. There are several special sessions, poster sessions and workshops.

**Executive Director –Michelle McEacharn** – Stated this was a great year in meeting conference contract requirements.

Status of Room Guarantee – 92% was met. Which is well above the 80% minimum.

Status of F&B Guarantee - \$40,000 guarantee. At this point, the F&B order is approximately \$53,000.

Status of Association Meeting F&B Expectations – all Associations have at least one F&B event. She reviewed the “Expected F&B Expenditures for Associations” document that was distributed to the Board. She reported that all but two Associations met their expected requirements. She explained who has the right to change anything on the F&B orders. She also explained what to do if anything is incorrect.

Review of AV Setup – FBD provides a screen set-up in each room. Associations are responsible for providing laptops, projectors and connectors/adaptors in each room. FBD purchased some connectors/adaptors as a stand by in case someone cannot connect their laptop to the projector. These should be returned to FBD to avoid a charge.

Coordinator of Registration – Peggy Lane – She explained the handout “Comparative Conference Registration Overview.” So far today, 10 on-site registrations have occurred and there were about 30 late online registrations.

Materials Distribution Logistics – Peggy explained that materials provided at the Registration Booth will be distributed to the attendees at the time they register.

Conference Close Distribution of Materials – Peggy explained that any materials left on Friday afternoon at the Registration Booth will be discarded.

Reporting of Pre-Conference Registration Numbers – Peggy explained the report she distributed regarding registration numbers.

Reporting of On-site Registration Numbers – From 11 am to 2 pm, there have been 10 on-site registrations.

A question was asked regarding how to classify attendees as a “student” when they are also part-time faculty. Discussion followed. Michelle stated the Executive Council would discuss the definition of student for registration purposes.

### **Secretary-Treasurer – Kim Webb**

Presentation of Financial Statements – Kim asked everyone to refer to the distributed financial statements.

Discussion of Financial Position – Kim explained that the Albuquerque conference generated revenue greater than expenses of \$8,402. She mentioned the cash ending balance for 6/30/2018

was \$76,266. Several questions regarding the financial statements were asked and the appropriate answers were provided. Michelle explained the credit card costs for each Association are completely absorbed by FBD.

Review of Association Registrations Payments – Kim explained the reconciliation process after the conference. She said this will take about two weeks. She will need to know from each Association who will receive the payment from FBD.

Early Disclosure of Fees – expected changes to 2020 fees – Kim asked that any Association changing their fees for 2020 should let her know as soon as possible.

Payment-related fees (electronic transfers, contested charges) – Kim mentioned that contested charges have increased significantly this year. Some suggestions were mentioned to improve the problem with contested charges – put more information on the FBD and Associations Call for Papers and put clearer information on the receipt.

### **Director of Placement - Carla Barber**

Placement Process Update

Position Posting Statistics – Employment numbers are up. 12 positions are listed.

Applicant Statistics – no one has posted their resume as this point.

### **Director of Marketing - Sandy Edwards**

Exhibitor Statistics - 7

Sponsorships – 1, Wessex sponsored the Poster Sessions.

Sandy referred to pages 19-20 for Exhibitor Sessions. She explained the sessions and asked that the Associations encourage their members to attend.

She explained what she will try in the future to increase the number of Exhibitors on site. She answered the few questions that were presented.

### **Vice President and Program Chair-Elect – Kishore Kulkarni**

Poster Sessions – Poster presentations are ready to go in the Exhibit area. 4 sessions are scheduled with 16 posters to be presented.

Video Monitor – The monitor is set up in the Exhibit area with a continual running of all the FBD slides.

**Historian – Janie Gregg** – She reviewed her report that had been distributed prior to the start of the meeting.

Review of Conference History Key Statistics – She referred to important comments in her report. Discussion followed.

**FBD Journal Editor - Mary Fischer** – 2018 volume is now published. Three papers were approved for publication. 37% acceptance rate. In 2019 there will be a Special Edition from Decision Science Institute.

Minimum of 4, preferably 5 papers to have a special edition. She asked all Associations to consider a sponsored special edition.

**Webmaster – Michelle McEacharn** – Jason Conville is the current webmaster. Improvements have been made but there are things that are in the works for future improvements.

**Nominating Committee Report/Elections – Kimberly Merritt** – She explained the committee structure and process. She announced the current nominations for the positions of President and Program Chair.

Nominating Committee – Kimberly Merritt (Chair), Ann Wilson, Barbara Davis, Courtney Kernek and Mark McMurtrey

President – Nomination and Election – No nominations were received from the floor. Vivek Natarajan was elected unanimously.

VP and Program Chair-Elect – Nomination and Election – Peggy Lane was nominated for VP and Program Chair-Elect. She was elected unanimously.

Other Officers/Positions – No end of terms for any other positions.

### **President – Suzanne Clinton**

Executive Council Update – Suzanne updated the Board on the January 2019 Executive Council meeting.

Social Media Initiatives – covered with By-Laws change.

### **Strategic Issues**

Guest Pass Trial 2019 and Fee Proposal for 2020 – Suzanne explained the process of guest passes and the Executive Council's recommendation for future conferences. Since this is a change of fees, this item will come to the Saturday, March 16, 2019 Board meeting for a vote.

Bylaws Changes (As distributed via email dated 2/12/19) – Suzanne reminded everyone about the email she sent earlier so that voting could take place today.

Historian Inconsistency in By-Laws – Board approved this By-Laws correction.

Ability of Treasurer to keep books outside Oklahoma – Board approved this By-Laws change.

Removal of Publisher Representatives from the Board – Board approved this By-Laws change.

Remove Approval Voting – Board approved this By-Laws change.

Change the Title and Duties of the Director of Placement – Board approved this By-Laws change.

### **Future Conference Contracted Sites – 2020 and 2021**

2020 – San Antonio. Michelle reported she is very excited about having the conference in San Antonio. She is pleased with the contract package. Hyatt Regency-San Antonio. March 11 – 14, 2020. Room rate \$209. All meeting and conference rooms will be available for the conference. 791 room nights must be booked to meet the contract. February 24, 2020 is the cut-off date for rooms. F&B guarantee is \$49,000 negotiated from an original request from the hotel of \$100,000. This is quite an accomplishment.

2021 – Galveston. Completely new venue. Moody Gardens Hotel Resort. Excellent venue. March 17 – 20, 2021. Room rate \$159. 900 minimum room nights must be booked. February 22, 2021 is the hotel cut-off date. \$45,000 F&B guarantee. \$48 multi-day resort pass available for all the resort activities for the convention. Michelle mentioned the options for transporting attendees from the Houston airports to the resort.

### **Future Conference Potential Sites – 2022 and 2023**

2022 conference will not be in Texas. 2023 will be back in Houston, if past history repeats itself.

2022 – New Orleans is an option, but very expensive. All hotels responded that the open week is the Wednesday beginning on Ash Wednesday.

Other options for 2022: Albuquerque, Oklahoma City, Little Rock, and Tulsa.

Please go back to your Associations and ask for suggestions. The conference must be in Louisiana, Arkansas, Oklahoma or New Mexico in 2022. Bring back your recommendations on Saturday, March 16, 2019.

### **FBD Special Sessions**

Vivek explained the FBD special sessions that are on this year's program.

### **Operational Issues**

Conference Venue Logistics – Vivek Natarajan and Michelle McEacharn

Michelle reminded associations to count/check food and work to get any errors corrected at that time. Associations need to be working/checking rooms early. Ensure attendee badges are visible. Any leftover badges will be returned to program chairs so they know anyone who did not attend. She reminded that anyone who is registered for any association can attend other association meetings unless they are business meetings or F&B events. Attendee must register for any Association in which they are presenting.

Program Chairs – Check Room Setups Early

Program Chairs - Monitor and Record Session Attendance

Authorized F&B Representative – Check Amounts, Monitor Attendees & Changes

AV - Monitor and Handling Issues

Vegetarian Cards – available to those who requested vegetarian meals at registration.

Attendance Verification – Attendees must get the Associations to verify their attendance, not the Registration Booth.

### **Announcements**

Awards Banquet/Reception – Wednesday 6:30 pm Window Box/Regency Room

FBD President’s Reception – Thursday 5:30 – Market Place Exhibit Hall

New Program Chair Meeting - Saturday 8:00 am Window Box

Saturday Board Meeting 9:00 am Window Box

Any substitute voting on Saturday, please send the request to Vivek and Suzanne.

**Meeting adjourned at 4:45 pm.**