



**Federation of Business Disciplines
Board of Directors' Meeting
March 2, 2022
Hilton New Orleans Riverside 2:00 p.m., in Fulton**

Minutes – Approved Mar 5, 2022

Members in Attendance:

Name	Association	Office Held
Peggy Lane	FBD	President
Degan Kettles	FBD	Program Chair
Eugenie Ardoin	FBD	Program Chair-Elect
Michelle McEacharn	FBD	Executive Director
Kimberly Merritt (for Vivek Natarajan)	FBD	Immediate Past President
Suzanne Clinton	FBD	Past President
Kimberly Webb	FBD	Secretary/Treasurer
	FBD	Director of SME
Sandy Edwards	FBD	Marketing Director
Kelly Noe	FBD	Director of Registration
Janie Gregg	FBD	Historian
	FBD	Journal Editor
Nikki Shoemaker	AAA SW	President
Trevor England	AAA SW	Program Chair
Syed Zaidi	AAA SW	Program Chair Elect (Guest, nonvoting)
Leslie Ramos-Salazar	ABC - SW	President
Lindsay Clark	ABC- SW	Program Chair
Eddie Horton	ABIS	President
Jason Powell	ABIS	Program Chair
	ACME	President
Rajasree Rajamma	ACME	Program Chair
Matt Lindsey	DSI	President
	DSI	President Elect
	SSE	President
Ali Ashraf	SSE	Program Chair
Ethan Waples	SWAM	President
Carlos Baldo	SWAM	Program Chair
	SWCRA	Sr. V-P of Programs
Kendra Ingram	SWCRA	President
Ivelina Pavlova	SWFA	President
Bill Hudson	SWFA	Program Chair
Rhonda Richards	ASBE	President
Martin Bressler	ASBE	Executive Director
Arturo Rodriguez	ASBE	Program Chair (Guest, nonvoting)
Tommy Thompson		Guest (PC Elect Nominee, nonvoting)

Meeting called to order at 2:03 pm by President Peggy Lane

Welcome and Introductions – Members present introduced themselves. Voting members identified. No proxy votes present.

Minutes – Time was provided for all to review minutes of the Saturday Board of Directors Meeting from the 2020 Conference. Jason Powell moved to accept with a second by Matt Lindsey. No discussion, minutes were approved as presented.

Reports

Vice President and General Program Chair – Degan Kettles

Thanks to all program chairs. Bootcamp was held and all program chairs attended although some were virtual. The 2022 program includes 603 papers, 15 posters, 16 special sessions, and many business meetings and socials.

Executive Director –Michelle McEacharn

We promised 1072 rooms and as of Monday, 2/28, we were at 95%. This seems to indicate that people want to get back together, and we're excited about this. Hotel is also excited. Michelle noted that the room nights will drop some due to cancellations.

Food & Beverage – All association F&B reps have been great with getting information to Michelle. We will definitely meet the guarantee. FBD provides F&B expectations for each association. A F&B summary and status was provided by association on separate handout. Generally, all associations met or tried hard to meet expectation. F&B expectations are shared 50% /50% by FBD and associations.

AV setup is no different than what we've been doing since Little Rock. Each presentation room will be equipped with a table with electrical connections and a screen. Each association is responsible for providing a projector and laptop. FBD has some dongles at registration that can be checked out.

COVID policy – Officially mask mandate is still in effect in New Orleans although hotel isn't strongly enforcing. All should be cognizant of this and aware of others around them. We suspect the mask mandate will change quickly but perhaps after conference. As to registration and check in, we are asking for vaccination card or negative test to abide by hotel and city policies in effect.

We do not have a placement service any more but at the request of some associations, we are providing a big cork board for posting of positions near registration area.

Coordinator of Registration – Kelly Noe

Materials – all items received at registration. All associations responded and provided contacts and phone numbers. Distribution of materials is going well. At close of early registrations, we had 614 registrants and 644 registrants as of 3/2/2022.

Onsite registration will try to guide people to simply register online as website is still open and accepting registrations.

Secretary-Treasurer – Kim Webb

Kim noted that the 2020 San Antonio conference had 799 total registrants although approximately 340 name badges were not picked up, so all registrants did not attend on site. The 2020 Statement of Activity was presented showing a net loss of \$12,522. It was noted that San Antonio was an expensive venue and

food & beverage costs were high. FBD didn't meet the contractual room nights guarantee due to COVID, but the hotel waived the penalty. Michelle pointed out that \$42,000 in penalties were waived. Kim then presented the 3 years comparative cash flow statement. Jason Powell from ABIS asked where \$12,000 loss came from. Looking at the 3-year Comparative Statement of Activities, it was noted that audio visual costs and food and beverage costs were significantly higher in San Antonio which were key components of the 2020 loss. Kim noted that banking and credit card fees were also higher. Credit card fees are associated with charges as well as refunds processed. A question was raised about the FBD refund policy in San Antonio. FBD enforced the standard refund policy which was no refunds for cancellations within 10 days of the start of the conference. Kim noted that some associations did refund associational fees for cancellations. SWDSI and SWAAA did refund. In reviewing the Comparative Statement of Net Assets, Kim pointed out the cash balance of \$92,059 at the end of conference year 2020. She noted that there were some outstanding receivables and payables at year end which have now been taken care of.

Michelle noted that Houston is expensive too but treats us well with things such as a free coffee break, complimentary breakfast for the Saturday morning board of directors meeting. So although some costs in San Antonio look higher, this is due to Houston giving us things. Houston getting a little tighter, but still being very kind to us.

Kim reviewed the 2021 financial statements pointing out that there was not a lot of activity due to not holding an FBD conference. The Statement of Activities reports a loss of \$4,910. The expenses incurred in 2021 primarily were related to moving website from old platform to a new website hosted by Go Daddy. With this migration, there have been some issues that had to be worked through, but it is really close to what we need it to be. Although FBD didn't host a 2021 conference, some associations did hold virtual conferences and FBD assisted with registration. Therefore, there were some credit card fees incurred related to these registrations. Jason Powell asked if FBD had considered passing the credit card fee along to registrants. Michelle noted that FBD views this as a benefit provided to associations and as such absorbs all the fees. FBD covers all credit card fees without passing this cost on to associations or participants. Kim reviewed the Comparative Statement of Net Assets noting one outstanding payable to SWCRA. It doesn't appear as a payable on the Statement of Net Assets because the bank showed the check as cleared at year end, but it was later cancelled since it was never cashed. Kim needs to work with SWCRA to get them the money.

Director of Marketing - Sandy Edwards

This was a rough year to get exhibitors to commit. We started with 7 exhibitors but 3 pulled out so we're left with 4. Houston for the 2023 conference ought to be a good city to get exhibitors and sponsors to come. Sandy encouraged everyone to stop by exhibitor booths.

Vice President and Program Chair-Elect – Eugenie Ardoin

We have a total of 15 posters. They will start on Thursday at 3pm coffee break. 5 posters on Thursday, 6 on Friday morning, and 4 Friday afternoon. Posters for future conferences will be discussed on Saturday morning at the Program Chair meeting.

Historian – Janie Gregg

Janie passed around her historian report. Janie gave a short history of SWFAD/FBD with references to Chinese zodiac symbols for significant years.

FBD Journal Editor - Mary Fischer (not able to attend)

Michelle spoke for Mary Fischer who wasn't able to attend. They had a couple of special issues and are working on some more. Journal information is on the website but is still a work in progress. Plan is to be able to submit, upload, and pay through website.

Webmaster – Michelle McEacharn

Peggy spoke appreciation for Michelle stepping up and working on website to upgrade it after concerns over website security. Michelle reported that we had website up and running in April and May, but then it didn't work in December when it was time to open registration. As a result, registration was opened a little late. We appreciate everyone's patience with this. The new website is definitely a secure site. It still needs work, but we think everyone will be pleased once it is fully functioning. It looks better, is more mobile device friendly, and is more editable than old one.

Nominating Committee Report/Elections – Vivek Natarajan (Kimberly Merritt presided over nominations and voting as Vivek was unable to attend.)

The nominating committee members were Vivek Natarajan (Chair), Suzanne Clinton, Kimberly Merritt, Nikki Shoemaker (SWAAA), and Rhonda Richards (ASBE).

There are three positions up for election. There are additional open FBD positions which are not voted on positions which will be discussed later.

There was one nomination for FBD President, Degan Kettles. Kimberly opened the floor for additional nominations. Seeing none, she called for vote of acclamation for Degan. None opposed. Elected.

There was one nomination for FBD Secretary/Treasurer, Kelly Noe. Kimberly opened the floor for additional nominations. Seeing none, she called for vote of acclamation for Kelly. None opposed. Elected.

There were two nominations for VP and Program Chair-Elect. Each nominee gave a brief statement of interest. A ballot vote took place. Kimberly Webb was elected.

President – Peggy Lane

Peggy requested that associations make sure as they elect people that they make them aware of the need to be present for the appropriate meetings on Saturday morning. Every conference is different so we can't rely on what's been done before or how it was done at another association. She asked that current officers assist with the transition for the newly elected positions.

Peggy noted the 2023-2025 appointments to be voted on Friday by Executive Council members:

- FBD Executive Director
- FBD Journal Editor
- Director of Marketing
- Director of Social Media & Engagement
- FBD Webmaster

Executive council is currently talking with people about serving in these positions, but they've requested their name be confidential at this time. Peggy mentioned that if anyone has suggestions to please let us know.

Peggy noted that the 2023 and 2024 conferences have already been contracted.

The 2023 conference will be FBD's 50th anniversary and will be in Houston. Houston could be considered a home base. FBD is held there every 4 years, and they treat us well. Conference dates are March 8 -11, 2023 and will be at the Hyatt Regency. Michelle reported that hotel rates 179/night single/double. We have an 80% attrition rate based upon 993 room nights. She reminded that room guarantees are based on room nights instead of people. Food and beverage guarantee is \$50,000. We've contracted a 10% discount

on menu and 2020 menu prices. Complementary internet for registration area and complimentary breakfast for board of directors Saturday meeting.

The 2024 conference will be in Galveston. Galveston was scheduled for 2021 conference but cancelled due to COVID. Conference dates are April 10-13, 2024. Hotel room rate is \$178 no matter how many people. We're contracted for \$45000 food and beverage guarantee, and food prices are pretty good. There will be complimentary self-parking. Conference will be at Moody Gardens Resort. Food prices will be determined one year out per contract. Moody Gardens is providing low price amusement park tickets. There are a lot of attractions which are likely to attract families.

Ivelina Pavlova asked about shuttle situation in Galveston as SWFA has a lot of international participants. They have concerns that there is 1-1.5 hour drive between Houston airports and Galveston. Michelle noted that this issue was brought to the board's attention before Galveston contracted. FBD is also working to make arrangements to assist with this. Kimberly Merritt noted that Galveston's visitor bureau is very interested in working with us to address with this issue. Janie Gregg mentioned that larger airports often have good rental car rates.

Future Conferences have not yet been contracted. Peggy reminded that Michelle negotiates the conference sites on behalf of all of us. Michelle reported that for 2025, we're almost running late on contracting for this conference as well as 2026. 2025 will most likely need to be non-Texas. Dallas has been mentioned as many people are wanting to go back there. Perhaps we can consider Dallas for the 2026 conference. Michelle asked board to go back to membership and come back to Saturday board meeting with ideas as to where they would like to meet in the future. We meet within our 5 state region: Texas, Arkansas, Oklahoma, New Mexico, Louisiana. We must consider our needs for meeting room space when looking at locations. At a minimum, we need at least 30 meeting rooms concurrently to run the conference which presents a challenge when trying to find meeting room space. When considering locations, Michelle noted that only certain cities even have hotels that can accommodate this need: LA – only NOLA, AR – only LR, OK – OKC, Moore, or Norman, NM – Albuquerque).

Operational Issues: Conference Venue Logistics – Degan Kettles and Michelle McEacharn

Degan requested that program chairs please check setups in your rooms. If problems, speak with authorized contacts. The only person that can make changes involving money is Michelle. Peggy and Kim can as well, but they will refer you to Michelle as she signs the contract.

Michelle reminded that only one identified person from each association is approved to request food and beverage changes and this request must come to Michelle. For audio visual changes, 2 officers must come to Michelle to request this before Michelle approves it. This is because the charges will be charged back to association.

As far as the authorized associational food and beverage representative, Michelle reminded that this needs to be the person who monitors what is happening with food and beverage and verifies what is being set up. Any mistakes must be addressed at that point in time. Saturday morning is too late. Check and count what is delivered. Each association must monitor that everyone who comes in has the proper badge allowing them in for your association food and beverage event. Any conference registrant can attend all sessions except food and beverage and business meetings. Michelle reminded people that they need to be aware that only the paid number of people can be in food and beverage events. The hotel counts, and you can't just invite other people in because you have extra food.

After the first week of open registration, food requests were added to the registration process. Anyone who checked out had to mark whether they planned to attend their association's food and beverage events. Everybody checked this box. Registration also asked for vegetarian and gluten free. If noted, this will be marked in bottom left corner of badge. These people will get a card to set at table so that hotel staff knows who gets vegetarian/gluten free meal.

International attendees often need verification that they attended and presented. Registration can't verify this. There is an attendance verification form on the website. Attendee can download, take to each session, and each moderator then must sign off.

Program chairs need check your room setups to verify correct chair setups and AV. Monitor and record attendance in each session so we can understand room utilizations going forward so that we can make better room assignments in future.

We are considering options related to electronic online programs. Some advantages are flexibility and ability to make changes and cost savings related to program printing. There are also issues related to this as well.

Prior to the start of the conference, Ivelina Pavlova sent email to board members with a proposal identifying 2 different ways to accomplish this – 2 different software suggestions. SWFA is currently using Conference Maker and they feel FBD could use this as well. The other suggestion was Event Pilot that has an App that handles the electronic program. This software also has the ability to set up zoom links that go only to preauthorized participants. This program would enable each association to update their own portion of the program.

Ivelina explained why SWFA is so vested in this idea. From the time the initial program is due until today, they started with 270 accepted papers in November, but as of today, they've had 90 papers pulled. As a result, the paper program book is problematic in this regard.

Registration deadline is also very important for SWFA because they can get closer to a final program without as much need for changes near the conference date.

Carlos Baldo, SWAM, mentioned that they had several issues releasing program on time due to people dropping papers at the last minute. Some people submit papers just to get free reviews and then drop from program. Software that allows submissions, programs, and can be dynamic is considered a great idea from SWAM's perspective.

Jason Powell, ABIS, mentioned that they just switched to Easy Chair which made things much easier for them. Although they kept extending deadlines, they didn't have a lot of changes to their program. At the last minute, their distinguished paper person dropped out. Jason is against paper copies unless it is a simple summary as provided this year. If we can find a way to edit and have a later date, ABIS would appreciate this. He noted that no one from ABIS association complained about not having a paper program this year. He thinks they would support having an electronic way to do this. Eddie Horton, ABIS, mentioned that Easy Chair will help with more than just paper submission such as room assignments, reviews, and proceedings. We just need to be able to find a program that all associations can agree on.

Lindsay Clark, ABCSW, noted that they must process through ABC International site. They would love to have submissions elsewhere but can't. Degan asked if they are allowed to use another system. She reported that they are unsure about this.

Degan mentioned that many parent organizations are not open to allowing submission through other software. Jason mentioned that even if submission must go through parent organization that perhaps program could still go through other software.

Matt Lindsey, SWDSI, mentioned that they use Easy Chair although DSI parent organization doesn't like this and will likely prohibit it in future.

Ali Ashraf, SSE, mentioned that they use Easy Chair as well and noted that SSE prefers not to offer a virtual conference.

Based upon discussion, Degan noted that it doesn't sound like all associations can be forced to use a single software for submission so this doesn't seem like an option that is going to work. Perhaps we could still use some online conference software for program management which may or may not include zoom link for virtual presentations.

Other things to consider. 1) Some people make travel arrangements and need to know time/date several months in advance. As a result, program needs to be set in stone by an earlier date such as mid-January. Bill Hudson noted that SWFA was careful not to move papers to different days but only different times. Jason Powell said there was a certain date where he told his association that there couldn't be any more changes. People need to know things will not change after a certain date. If we make it a little later, people will adjust as long as they know this date. 2) Eugenie Ardoin mentioned the need to consider that people present for multiple associations and program must avoid conflicts in these scenarios. Carlos mentioned that software will track this and flag any conflicts for people at same time. Carlos also noted that managing the program was very time consuming for him.

Ivelina mentioned sometimes people submit multiple papers and changing times can be problematic with this as well. Software will handle this. She also mentioned that the current January drop dead date is unreasonable because they don't want to have single person sessions. She also suggested that people aren't making travel plans as early as they used to; therefore such early deadlines aren't as necessary. She suggested deadlines but still being willing make some changes after that. She also noted that SWFA needs earlier deadline dates due to paper discussants needing adequate time to prepare.

Carlos mentioned that it would be more cost effective if we all purchase the software.

Kimberly Merritt noted that deadline dates are necessary due to food and beverage contract numbers. FBD has cascade of dates that we have no control over. Some of those registration dates and deadlines must be made with considerations of these dates.

Ethan Waples noted that SWAM is not concerned about dates but are tired of inflexibility. They have made changes over the past few conferences, and from his perspective, he hasn't seen this as having any effect on FBD.

Ivelina wants a drop-dead registration deadline in January along with the ability for associations to keep making changes to program until close to the start of the conference.

Jason mentioned that the deadline that was hardest for him was the first one which was in the fall. They wanted to keep extending their submission deadline to get more submissions but ran up against the first FBD deadline.

The cutoff date for early registration was discussed. Jason suggested that we continue to let it coordinate with hotel deadline which is what FBD traditionally does. Ivelina noted that SWFA needs early registration to cutoff in mid-January. SWAM is ok with registration deadline dates as is. They just want to be able to change program which could be accomplished with an electronic program.

Suzanne Clinton suggested that we hear from every association about early registration date. Peggy conducted roll call to answer the question of whether FBD should keep early registration date equal to the hotel reservation date.

SWAAA – Same date
ABC - Same date
ABIS - Abstains
ASBE – Same date
ACME – Same date
SWDSI – Same date

SWAM - Abstains
SWCRA – Same date
SWFA - January 15 every year
SSE – Same date

Michelle responded to prior comment about FBD not being hurt by changes made by association noting that FBD typically bears financial costs related to changes that associations aren't aware of. She noted that when distinguished paper award went from 3 to 2 authors, FBD was out money for these awards. As a result of SWFA moving papers and deleting sessions, FBD is paying about \$1500 of audio-visual costs for services that will no longer be utilized.

Virtual program

Peggy conducted a roll call for whether associations want to move forward with investigation of online program. All 10 associations unanimously voiced support for moving forward. Each association needs to understand their parent organization constraints that might play into this.

Peggy reminded associations of 2 actionable items that need to be discussed at associational business meetings with board members bringing recommendations to Saturday board of directors meeting.

- 1) 2025/2026 Conference sites
- 2) Electronic programs

The following announcements were made.

Awards Reception/Banquet–Wednesday, 6:30 pm, The District/St. Charles
FBD President's Reception – Thursday, 5:30 pm –Exhibit Hall
New Program Chair Meeting – Saturday, 8:00 am, Royal
Saturday Board Meeting – Saturday, 9:00 am, Royal

The meeting was adjourned at 4:43 pm.