



**Federation of Business Disciplines
Board of Directors' Meeting
March 11, 2020
Regency San Antonio 2:00 p.m., in Rio Grande Ballroom East**

Approved Minutes

Members in Attendance:

Name	Association	Office Held
Vivek Natarajan	FBD	President
Peggy Lane	FBD	Program Chair
Degan Kettles	FBD	Program Chair-Elect
Michelle McEacharn	FBD	Executive Director
Suzanne Clinton	FBD	Immediate Past President
Kimberly Merritt	FBD	Past President
Kimberly Webb	FBD	Secretary/Treasurer
Sherry Rodrigue	FBD	Director of SME
Sandy Edwards	FBD	Marketing Director
Kelly Noe	FBD	Director of Registration
	FBD	Historian
Mary Fischer	FBD	Journal Editor
Cassy Henderson	AAA SW	President
Cheryl Prachyl	AAA SW	Program Chair
Carol Wright	ABC - SW	President
Kayla Sapkota	ABC- SW	Program Chair
Shane Schartz	ABIS	President
Richard Kumi	ABIS	Program Chair
Renee Gravois	ACME	President
Mel Zuberi	ACME	Program Chair
Khaled Alshare	DSI	President
Matt Lindsey	DSI	President Elect
Matiur Rahman	SSE	President
	SSE	Program Chair
Robert Epstein (proxy for Veena Prabhu)	SWAM	President
Ethan Waples (proxy for Brian Kulick)	SWAM	Program Chair
Rhonda Richards	SWCRA	President Elect
	SWCRA	
	SWCRA	President
Tommy Thompson	SWFA	President
Andrew Lynch (proxy Maria de Boyrie)	SWFA	Program Chair
Eugenie Ardoin (proxy for Laurie Babin)	ASBE	President
	ASBE	Program Chair

Call to Order 2:03 pm by President Vivek Natarajan

Welcome and Introductions – Members present introduced themselves. Proxy votes were reviewed.

Robert Epstein – Veena Prabhu SWAM

Approved by BOD on Saturday, March 14, 2020

Ethan Waples – Brian Kulick SWAM
Eugenie Ardoin – Laurie Babin ASBE
Andrew Lynch – Maria de Boyrie SWFA

Non-voting FBD members were identified: Michelle McEacharn, Sherry Rodrigue, Mary Fischer, Sandy Edwards, Kelly Noe

Minutes

Minutes of the March 16, 2019 minutes were reviewed. Maria de Boyrie was present. Discussion on the proxy rules. Motion made and seconded to approve as amended. Two abstentions. Motion carried.

Reports

Executive Director –Michelle McEacharn – The circumstances are difficult in the nation and the world and are impacting the conference. In terms of decisions that were made to cancel/not cancel the conference, policies were adhered to and the cancelation policy (10 days in advance for refund) was followed. Difficult decisions were made in light of all that is going on. The timeline was not favorable to FBD in terms of when the outbreak occurred and when the conference was scheduled. If there was more time between chaos and conference it might have allowed a different decision. Two and a half weeks ago we were overbooked for the room block and we asked the hotel for additional nights. We were on track for record attendance. Then, ten days ago, the world fell apart. The mayor of San Antonio issued a warning on Monday March 2. Tough decisions had to be made. Our commitment was \$250,000-300,000 and there were no concessions, at that time, being offered from the hotel. The Executive Council was asked to provide communication, and we did. Some were not happy with what was communicated.

FBD provides drayage and all the setup details in the rooms. FBD absorbs the credit card fees. FBD provides all of the administration. Food orders were in and coordinated by FBD.

Some national associations are willing to provide refunds. Not all associations have national associations.

Discussion followed. A question was raised regarding internet in the meeting rooms. It is free to attendees. However, the complimentary internet will have limited bandwidth and may not support all the attendees connecting. FBD could pay for additional bandwidth for \$8,000. Low tech options might include emailing the presentations to a session chair.

A question was raised concerning numbers of attendees. Numbers are difficult to give with certainty. Room nights fell from 1,000 to 600+ overall. This is in the last two weeks.

A question on the makeup of the 250-300,000 contract cost: \$200,000 on room nights, \$49,000 on food, \$30,000 on AV. Further explanation on the calculation of the room night penalty. It is the number of room nights guaranteed minus the number of actual nights booked. FBD will have to pay for any shortage, unless the hotel provides some concessions.

Additional questions regarding the process and the decisions made:

Q: Did the Executive Council discuss postponing the meeting? No, the time frame was too short. The Executive Council had only a go/no go decision.

Q: What is held in reserve by FBD? Roughly \$100,000

Q: Did the Executive Council consider holding a BOD meeting to get feedback and solicit ideas? No, but it will be a good idea for future years.

Discussion followed from each organization on what is being allowed for remote presentations, refunds, and other ideas for maximizing the benefits and minimizing the challenges.

There was suggestion made that a BOD vote should have been taken on cancellation. The Executive Director indicated that in the future it would be a good idea and would certainly be under lessons learned from this very difficult situation.

Vice President and General Program Chair – Peggy Lane

The VP/PC expressed appreciation for a group of wonderful program chairs, who were a great group of hardworking members. The original program had 724 papers, 200 sessions, 15 workshops and 42 posters. She encouraged good hygiene, washing of hands, and limiting hand shaking. There are hand sanitizer stations located in the conference rooms. For a guide to the rooms, see page 26 of the printed program.

Coordinator of Registration – Kelly Noe

There were 720 early registrations with 56 late/onsite registrations.

Secretary-Treasurer – Kim Webb

The Secretary/Treasurer reviewed the financial reports. The 2019 Houston conference was a great conference. Participation was up and costs were down because the hotel covered some of the breaks, etc. Net income on the conference was just over \$22,000, and our ending cash is right at \$110,000. Questions came about the charge for security.

Director of Social Media & Engagement - Sherry Rodrigue

Email will go out for a survey on social media usage. Send Sherry information on other social media so it can be connected to FBD. Open to ideas to increase engagement.

Director of Marketing - Sandy Edwards

There are seven vendors this year, of which three are new ones. Presentations are scheduled for 5 of the 7, please attend. Retail booths would require a change of the bylaws.

Historian – Janie Gregg

The Historian was unable to attend due to university travel restrictions. The report was distributed with thoughts on our return to San Antonio. Additionally, the Historian is requesting the Board approve an agreement for OSU to host the historical archives for FBD. Motion was made by Cassie Henderson and seconded by Rhonda Richard to approve the agreement. Motion approved.

FBD Journal Editor - Mary Fischer

This year employed a new strategy using special editions as requested by the associations. ABC had a special edition with three papers, as did DSI with six papers and a case.

Both were well done. Two additional groups have petitioned for a special edition – one student edition through DSI and another coming through AAA. Discussion followed.

Webmaster – Michelle McEacharn

Jason is still webmaster. Some great moments and some moments with challenges. One change has been challenging, and that is the Guest Badges. Additional changes included how the charge is reflected on the receipt, etc., FBD registration moved to be first, and a few other items.

Nominating Committee Report/Elections – Suzanne Clinton

Peggy Lane was nominated for President. Peggy commented that she has been involved since the late 80s and is looking forward to contributing to the future. Tommy made a motion to accept Peggy by acclamation and it was seconded by Cheryl Prachyl. The motion was approved. Eugenie Ardoin was nominated for program chair elect. She has been involved since 2013, through multiple organizations and works now at ULM in Finance. There was a call for nominations from the floor. Matt Lindsey moved to accept by Eugenie Ardoin by acclamation; Cassie Henderson seconded. Motion carried.

President – Vivek Natarajan

This is an unusual conference, with extraordinary circumstance. It has been stressful in many ways. Vivek asked for cooperation and a commitment to making it a good conference with collegiality (at arm's length). Expressed his thanks for members confidence in him and the Executive Council for supporting him.

Strategic Issues

- Appointment of Director of Social Media & Engagement – Sherry Rodrigue will be handling the new role.
- Future Conference Sites – 2022 Visit to New Orleans. Michelle McEacharn, Vivek Natarajan and Tommy Thompson make up the site visit committee. Two proposals received. This information should be taken to associations and will be voted on at Saturday's BOD meeting.
 - 1) Hyatt Regency, a convention hotel located by the stadium. Issue is that the Exhibit Hall is not available until Thursday, but a work around has been proposed. \$229/night and \$75,000 FB guarantee. Would be held the week before Mardi Gras. But the parades do not go directly by the hotel (Feb 21-28)
 - 2) Hilton Riverside, next door to Harrah's. March 1-5. The meeting rooms were not originally available, but they were able to make it. It is the week of Mardi Gras. We would be arriving on Fat Tuesday. Air fare and rates might be affected. \$189/night and FB \$60,000. 10% discount on FB. Coffee is \$90/gallon; parking \$25/day
 - Both facilities are good and have benefits. Associations need to vote on holding the conference in New Orleans. If not New Orleans, we would continue to look for a site for 2022.
 - 2023 will be back in Houston for the 50th Anniversary. In process of working on the contract with the Hyatt. Associations need to vote on holding 2023 in Houston on March 7-11.
 - Discussion followed on contract terms and the RFP process.
- Special Sessions: Posters 42 and Highlight sessions. Posters were encouraged this year because rooms were limited. The process of posters needs to be better communicated

and there are still a few wrinkles to be worked out as we learn more. Suggestion made to have additional meetings/web conferences with the program chairs throughout the planning process.

Operational Issues

Conference Venue Logistics – Peggy Lane and Michelle McEacharn

Room guide on page 26 of the program. Notations indicate on what level of the hotel the room is located. The conference center (LCC) is located across the street. The registration desk can also help let participants know that some meeting rooms are across the street. In the LCC, the AV in most rooms is a monitor on the wall. The laptop will connect to the monitor. No projectors are needed in LCC.

Guest badges are available for \$30 for any guest above the age of 6. This allows the guest to participate in the Exhibit Hall events. The badge policy is being enforced this year. Associations should also enforce the badge policy for all association events.

Luncheon attendance is now reflected on the badges. Vegetarians are being given a card to place at their plate for all food events.

Announcements

Awards Reception/Banquet – Wednesday, 6:30 pm, Regency Foyer, Ballroom Level
FBD President's Reception – Thursday, 5:30 pm –Exhibit Hall-Regency Ballroom Center
New Program Chair Meeting – Saturday, 8:00 am, Chula Vista Lobby Level
Saturday Board Meeting – Saturday, 9:00 am, Chula Vista Lobby Level

Adjourned at 4:35 pm