



**FEDERATION OF BUSINESS DISCIPLINES
BOARD OF DIRECTORS' MEETING**

Saturday, March 14, 2020

9:00 A.M.

Chula Vista Lobby Level, Hyatt Regency San Antonio Riverwalk

Approved Minutes

Name	Association	Office Held
Peggy Lane	FBD	President
Degan Kettles	FBD	Program Chair
	FBD	Program Chair-Elect
Michelle McEacharn	FBD	Executive Director
Vivek Natarajan	FBD	Immediate Past President
Kimberly Merritt (proxy for Suzanne Clinton)	FBD	Past President
Kimberly Webb	FBD	Secretary/Treasurer
Sherry Rodrigue	FBD	Director of SME
	FBD	Marketing Director
Kelly Noe	FBD	Director of Registration
	FBD	Historian
	FBD	Journal Editor
Cheryl Prachyl	AAA SW	President
Nikki Shoemaker	AAA SW	Program Chair
Kayla Sapkota	ABC - SW	President
	ABC- SW	Program Chair
Richard Kumi	ABIS	President
Eddie Horton	ABIS	Program Chair
Mel Zuberi	ACME	President
Renee Gravois (proxy for Turkan Dursan-Kilic)	ACME	Program Chair
Matt Lindsey	DSI	President
Dan Peak	DSI	President Elect
Venogopal Remani	DSI	Program Chair
Matiur Rahman	SSE	Past-President
Denis Boudreaux	SSE	President
	SWAM	President
	SWAM	Program Chair
Rhonda Richards	SWCRA	President
Kendra Ingram	SWCRA	President-Elect
Tommy Thompson (proxy Maria de Boyrie)	SWFA	President
Andrew Lynch (proxy for Ivelina Pavlova)	SWFA	Program Chair
Arturo Rodriguez (proxy for Courtney Kernik)	ASBE	Sec/Treasurer
	ASBE	Program Chair

Call to Order: Peggy Lane 9:03 am

FBD Officer Position Changes: Vivek Natarajan is Immediate Past President; Eugenie Ardoin is Program Chair Elect; Peggy Lane President; Degan Kettles is Program Chair

Welcome and Introductions

Tommy Thompson – Proxy for Maria de Boyrie
Andrew Lynch – Proxy for Ivelina Pavlova
Arturo Rodriguez - Proxy for Courtney Kernik
Renee Gravois – Proxy for Turkan Dursan-Kilic

Minutes from March 11, 2020 Board of Directors' Meeting were reviewed and minor corrections were made on the attendance list. Matt Lindsey moved and Cheryl Prachyl seconded; approved as amended.

Reports

President – Peggy Lane

This was a different conference and one to remember. Thanked the association officers for their leadership. Positive attitudes and collegiality were the themes of the conference. Thanked the program chairs for their hard work in pulling the conference together. Poster sessions were a big success this year. 48 in the original program. People attended and listened. Galveston is a new destination, will be a great venue to bring families.

Director of Marketing – Michelle McEacharn for Sandy Edwards

Exhibitors were pleased with the traffic at the booths. Sponsorships on social media have been discussed. How to drive traffic during the sessions is still a problem, discussions have occurred about limiting the hours the exhibit hall is open.

Coordinator of Registration – Kelly Noe

There were 720 early registrations; 79 late/onsite; 346 badges were not claimed, which is 43% no show based on the badges. However, some presentations were completed online, and some participants did not pick up badges.

Secretary Treasurer – Kimberly Webb

Reconciliations will be made in the next month. Distributions will be made via mail and in plain white envelopes.

Executive Director – Michelle McEacharn

We will be below the minimum guarantee for room nights, which subjects us to penalties. However, it is beyond our control at this point. The sales director, general manager, and customer service rep of the Hyatt indicate they might be able to make some concessions as the final numbers come in. We met F&B with no

trouble. All associations met F&B expectations, or were very close. The venue seemed to work well and things went smoothly. AV seemed to work better than in other years. Food was very good. Comments about the venue were very good. Matt Lindsey asked about how FBD would make up any loss or penalty with the venue. It would come from the FBD reserves. FBD was at greater risk than the associations. The staff are appreciative that we did not cancel. Estimate on penalty to the venue at this point is about \$40, 000.

Vice President and General Program Chair – Degan Kettles

17 posters were presented.

Director of Social Media & Engagement – Sherry Rodrigue

This is a new position on the FBD board. She will be reaching out to do a survey to determine how to maximize social media use. Will be reaching out to the program chairs to work together to reach members and increase participation and engagement.

Routine Administrative Issues

Elections and/or Position Appointments

Janie Gregg is Historian and is willing to serve an additional term. EC supports her. Do we have any nomination from the floor? No other nominations were received and EC supports her reappointment.

Nominating Committee – serves to make recommendations on board positions for President, PCE, S/T (up this year). IPP chairs (Vivek Natarajan), along with two most recent past presidents (Suzanne Clinton and Kimberly Merritt). Matt Lindsey nominates Nikki Shoemaker from AAA. Kendra Ingram nominates Rhonda Richards from ABC. Richard Kumi nominates Kayla Sapkota from ABC. Vote by ballot was held and Nikki Shoemaker and Kayla Sapkota were elected.

Site Selection Committee

Responsible for selecting sites and facilities for future conferences. One member elected and one alternate. No trips are planned for this year, although you never know what might come up. Tommy Thompson nominates Maria de Boyrie; Kimberly Merritt nominated Kayla Sapkota; Denis Boudreaux self-nominated. Vote by ballot was held. Kayla Sapkota was elected and Denis Boudreaux was the alternate.

Site Selection – Future Conferences

2021 – Galveston

2022 – New Orleans

2023 – Houston

Discussion ensued about holding the 2022 conference in New Orleans. Associations reported on what their members felt about the city in general and some feedback on the schedule of before or after Mardi Gras. Overwhelming support for New Orleans. Generally, more associations preferred the Hilton location and the week after Mardi Gras. The site selection committee will make a recommendation for New Orleans in 2022. The Hilton will be the preferred location. Michelle McEacharn made a motion and Tommy Thompson seconded, motion carried.

Houston 2023. Negotiations are in process with Hyatt. If the contract terms can be favorably negotiated, Michelle McEacharn made a motion to hold the 2023 conference in Houston and Tommy Thompson seconded, motion carried.

Operational Issues

Conference Venue Problems/Issues

- Preference of SWFA board if they are going to have 1/3 of the attendance, they should have 1/3 of the rooms. DSI also suggested we need more rooms. There are not many venues that have more meeting rooms. TVs on the wall really simplified things. DSI suggested that any venue that has mounted TVs would be preferred. ABC suggested more joint sessions between associations. Program chairs need to monitor to be certain that presenters are registered before the program is finalized.
- Great job on the Wednesday night banquet. It was very nice.
- The FBD website is not intuitive for finding the conference program. Some changes have been made to improve the security and to restructure the registration process.
- Adding the luncheon notation on the badges was appreciation. Badges are still being changed. There could be additional codes added for future years.
- The vendor code for FBD poses a problem for some institutions.
- Are there options for early registration to cut off earlier.

Other Business

None

Adjourned at 10:07 am

NOTE: Some of the items in these minutes changed after the fact due to the pandemic and the 2021 conference being cancelled.