



**FEDERATION OF BUSINESS DISCIPLINES  
 BOARD OF DIRECTORS' MEETING  
 Saturday, March 16, 2019  
 9:00 A.M.  
 Window Box, Hyatt Regency Houston**

**APPROVED MINUTES**

Members in Attendance:

<b>Name</b>	<b>Association</b>	<b>Office Held</b>
Vivek Natarajan	FBD	President
Kishore Kulkarni	FBD	Program Chair
Peggy Lane	FBD	Program Chair-Elect/Dir Registration
	FBD	Executive Director
Suzanne Clinton	FBD	Immediate Past President
Kimberly Merritt	FBD	Past President
Kimberly Webb	FBD	Secretary/Treasurer
Carla J. Barber	FBD	Placement Director
Sandy Edwards	FBD	Marketing Director
	FBD	Historian
	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
(Carla Barber proxy)	ABIS	President
	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
Brian Kulick (proxy for Veena Prabhu)	SWAM	President
Ethan Waples	SWAM	Program Chair
Courtney Kernek	SWCRA	Sr. V-P of Programs
Kendra Ingram (proxy)	SWCRA	President
Tommy Thompson	SWFA	President
Maria de Boyrie	SWFA	Program Chair
Laurie Babin	ASBE	President
Rhonda Richards	ASBE	Program Chair

**Call to Order** – Immediate Past President Clinton called the meeting to order at 9:13 am.

**Welcome and Introductions** – Immediate Past President Clinton introduced President Natarajan who welcomed everyone to the meeting. For opening comments, the President presented the structure of FBD as the umbrella organization for 10 associations. President Natarajan asked all attendees to introduce themselves and state the position they currently hold for the 2020 meeting. Attendees responded appropriately.

**Minutes from March 13, 2019 Board of Directors' Meeting** – President Natarajan asked all to review the minutes from the Board Meeting on March 13, 2019. Some minor changes were made. Motion made to approve the minutes as edited by Tommy Thompson and seconded by Kishore Kulkarni. Minutes were approved with editorial changes.

## **Reports**

**President** – Vivek Natarajan stated the conference was a success, with key metrics such as registrations up. He thanked PCs for their hard work and dedication, stating he noticed a lot of camaraderie among the associations. Tommy Thompson voiced an appreciation that all sessions were on the same floor and in close proximity. Because San Antonio will be a new venue, President Natarajan stressed that FBD would need and appreciate registration support from the associations. Cassy Henderson raised an issue regarding one registrant who arrived too late on Thursday to register and could not attend the President's reception. Suzanne Clinton assured AAA that that is not standard procedure. Poster sessions were discussed. Workshop Wednesday by FBD was discussed. Members asked for that information to be communicated earlier to facilitate more associations working it into their programs. Tommy Thompson asked about associations arranging special sessions. Program Chair Kishore Kulkarni would communicate with the association PCs to work that into the program. Cheryl Prachyl mentioned that the poster sessions were poorly located in the exhibit hall and should be closer to the front. A suggestion was made to put them somewhere people have to walk past.

**Director of Marketing** – Sandy Edwards reported that one vendor never arrived and did not respond to phone calls. One vendor was delayed due to weather. Vendors appreciated the participants visiting on the breaks, and generally had good things to say. The vendor sessions were not well attended and would like to find a better way to advertise them. Ideas discussed included: adding the vendor sessions to the association program pages, add references to the vendor sessions as one of the "notes", adding a separate sheet at registration to highlight the sessions (like the Call for Papers), or making a bookmark with all special or highlighted sessions. Vendors also asked about a multi-year discount for exhibit packages. One vendor suggested more "retail" booth where items are sold as a way to drive traffic to the exhibitors. President Natarajan suggested corporate memberships might be a good idea. Matt Lindsey commented that if the retail type vendors are willing to pay the fee, they should be welcome. (NOTE: If we were to do this, we would need to revisit the bylaws as this type of vendor is currently prohibited.)

**Coordinator of Registration** – Peggy Lane reported on the following registration targets:

- 2/26 when early registration closed, 702 FBD registrations, 768 total registrations
- 3/15 780 FBD, 846 total registrations (includes late and on-site)
- 34 guest badges (33 members, one used two guest passes)

There was discussion of the guest badges, specifically for children. FBD executive council had discussed children under six years old would be free. Renee Gravois asked what the guest badges looked like and what it covered; she was sure some guests tried to attend the ACME lunch as guests. Discussion continued on the process of creating the passes and what was covered. A suggestion was made to print the covered events on the back of the guest badge.

Cheryl Prachyl suggested that in the registration process, the FBD fee should be listed first and then the associations so that FBD registration is clearly required and does not get lost. Could we reprogram the registration to have the FBD fee automatic? Tommy Thompson wants a check off for the lunch events, etc. Kim Webb suggested the registrants are having their admins register and not checking the meal boxes. Can the badges indicate who RSVP'd for the events? Suzanne Clinton discussed attendees gaming the system by registering for one association and presenting in other associations. PCs need to monitor the registrations to be sure that authors are registered for the appropriate associations. Tommy Thompson discussed his process of managing the registration process.

**Director of Placement** – Carla Barber reported 12 employment postings on Wednesday, 14 by end of the conference. Additionally, 10-15 graduate students discussed placement with Carla but we had no applicants. There were some interviews conducted by UTPB in the interview area, as they were one of the employers who posted.

**Secretary Treasurer** – Kimberly Webb indicated registration went well. Final reconciliations will be made and checks will be sent to associations. Kim Webb needs to have contact information for the Treasurer/appropriate person to contact at each association. That person should be told to watch for a plain white envelope from the QuickPay system. She also asked that when associations receive the check it be cashed as soon as possible. In planning for the 2020 conference, the first item needed by the Secretary/Treasurer is the fee structure; Kim Webb asked that the fees be reported to her as soon as possible. Additionally, if associations require any reports or data, in addition to the attendee reports, just ask her. Any data from the registration form can be reported.

**Executive Director** – Past President Kimberly Merritt reported on behalf of Michelle McEacharn. Houston is considered by many to be home for FBD and the conference is always a success. FBD enjoys a great relationship with the hotel and the hotel provides excellent service. Additionally, the hotel covers the cost of one FBD break, which saves FBD considerable money.

**Vice President and General Program Chair** – Kishore Kulkarni reported he is looking forward to 2020 in San Antonio. He indicated that many good comments and suggestions have been made and he will work in the suggestions for the San Antonio conference relative to posters and vendor sessions. The monitor in the exhibit hall was not maximized, so he may look at using more pictures, etc., to include venue pictures and candid pictures. On Friday, the monitor could change to Galveston, or include Galveston pictures throughout. Vice President Kulkarni plans to prepare a flyer of restaurant options available in the area to give to the attendees. Carla Barber suggested to include the floor number with the room name/number and to ensure the maps were easy to read. Another suggestion

was to create an index of rooms. Renee Gravois mentioned there should be more ways to help attendees to cross-reference pages in the program book.

## **Routine Administrative Issues**

### **Elections and/or Position Appointments Nominating Committee**

Standing members of the committee will be Immediate Past President Suzanne Clinton, from SWAM, Past President Kimberly Merritt, from ABIS, and Past President Barbara Davis, from SWFA. Two members needed to be elected. Nomination for Courtney Kernek, SwCRA, by Rhonda Richard. Nomination of Laurie Babin from ASBE by Courtney Kernek. Nomination of Mel Zuberi from ACME by Renee Gravois. Moved by Carla Barber and seconded by Cheryl Prachyl to close nominations. Vote carried. It was decided that we would vote by raising hands. Discussion on the candidates followed. The vote allowed each BOD member to vote for two candidates. Courtney Kerneck and Mel Zuberi were elected.

### **Site Selection Committee: 2022 Conference and Future Years**

Standing members of the committee will be the Executive Director, Michelle McEacharn, AAA and Current President, Vivek Natarajan, ACME. As first past president, Suzanne Clinton, SWAM, is willing to serve as an alternate for Vivek if needed. One member and one alternative needed to be elected. Tommy Thompson self-nominated. Matt Lindsey was nominated by Cassy Henderson, and Rhonda Richards was nominated by Courtney Kernek. Kishore Kulkarni moved and Cheryl Prachyl seconded to close nominations. Discussion on the candidates followed. Tommy Thompson was elected and Matt Lindsey will be the alternate.

## **Strategic Issues**

**Guest Badges** – A vote was needed to institute a \$30 guest badge. Cheryl Prachyl moved and Carla Barber seconded; Tommy Thompson called the question and the motion carried. The Guest option for FBD will be added to the registration process.

**New Conference Activities** – FBD will look for new, interesting events to include in the conference program. Tommy Thompson indicated there once was Southwestern Association of Deans, and we might look at having them come back again. Renee Gravois suggested a teaching workshop focused on best strategies for teaching online. Matt Lindsey suggested any pedagogy workshops would be of interest to participants from all associations. Cheryl Prachyl noted the importance of including educational activities to achieve tax exempt status. It was suggested to add these opportunities on Wed to increase our hotel room nights. A “Best Practices” track was suggested as a workshop topic and could also be worked in as a kind of track in the FBD offerings. Another idea would be to have the workshop slot at 10 or 11 so as not to conflict with BOD. ASBE/SwCRA/ACME is considering a cooperative “Creative” session on Thursday. River Cruise in San Antonio was suggested with it being an FBD event.

**Discussion on future sites:** Lake Charles, LA; New Orleans, LA; Tulsa, OK; Bentonville/Rodgers/Fayetteville/Springdale, AR; Oklahoma City, OK; Little Rock, AR; Baton Rouge, LA; Santa Fe, NM. For some associations, an international airport flying in is important and they want New Orleans or Dallas.

### **Operational Issues**

**Conference Venue Problems/Issues** General discussion on conference issues was held. Overall, there were positive reflections of a great hotel staff, good food, and good facilities. Floor numbers are needed in the program book. Communication from PCs to the attendees is critical. ASBE expressed an appreciation for the facilities and the work of FBD and gratitude for accepting ASBE.

### **Improvements/Suggestions for Program Conference and Experience**

None

### **New Business**

None

The Board of Directors meeting was adjourned at 10:50 am.