



**Federation of Business Disciplines
Board of Directors' Meeting
March 5, 2022
Hilton New Orleans Riverside 9:00 a.m., in Royal**

Members in Attendance:

| Name | Association | Office Held |
|---------------------------------------|--------------------|--------------------------|
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| Degan Kettles | FBD | President |
| Eugenie Ardoin | FBD | Program Chair |
| Kimberly Webb | FBD | Program Chair-Elect |
| Michelle McEacharn | FBD | Executive Director |
| Peggy Lane | FBD | Immediate Past President |
| | FBD | Past President |
| Kelly Noe | FBD | Secretary/Treasurer |
| | FBD | Director of SME |
| | FBD | Marketing Director |
| | FBD | Director of Registration |
| | FBD | Historian |
| | FBD | Journal Editor |
| Trevor England | AAA SW | President |
| Syed Zaidi | AAA SW | Program Chair |
| Lindsay Clark | ABC - SW | President |
| | ABC- SW | Program Chair |
| Daniel Gordy (proxy for Eddie Horton) | ABIS | President |
| Jason Powell | ABIS | Program Chair |
| Sanjay Mehta (proxy) | ACME | President |
| Lilly Ye | ACME | Program Chair |
| Carl Rebman (proxy for Dan Peak) | DSI | President |
| Venugopal Gopalakrishna-Remani | DSI | President Elect |
| | SSE | President |
| | SSE | Program Chair |
| Carlos Baldo | SWAM | President |
| Ethan Waples | SWAM | Program Chair |
| | SWCRA | Sr. V-P of Programs |
| | SWCRA | President |
| Bill Hudson | SWFA | President |
| Laura Gonzalez | SWFA | Program Chair |
| Kendra Ingram (voting for SWCRA) | ASBE | President |
| Arturo Rodriguez (proxy) | ASBE | Executive Director |
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MEETING MINUTES (Approved)

Call to Order at 9:10 a.m. by Degan Kettles

Welcome and Introductions

Proxy Information:

ABIS Journal Editor Daniel Gordy proxy for Eddie Horton

SWDSI Carl Rebman proxy for Dan Peak president

ACME Sanjay Mehta proxy for ACME president

ASBE Arturo Rodriguez (president elect) proxy for Executive Director

SWCRA Kendra Ingram – voting for SWCRA (she's representative for SWCRA & ASBE)

Minutes of Wednesday Board of Directors Meeting – 2022 Conference

Jason Powell from ABIS moved to approve the minutes and Carlos Baldo from SWAM seconded.
Motion carried.

Reports

Vice President and General Program Chair – Degan Kettles

President – Degan Kettles - Overall things went well. A few issues with AV including some cables taken from rooms.

Director of Marketing – Michelle McEacharn for Sandy Edwards - 4 total exhibitors. Very pleased with turnout and those who chatted with them. Excited to return in Houston next year. Thank you and your attendees for visiting with them.

Coordinator of Registration – Kelly Noe. 644 pre-conference, 15 guest passes, 146 badges not picked up. 667 final count. 3 guest passes not picked up. Two colors of yellow are confusing. Some people are color blind, so maybe enlarge the association name.

Secretary-Treasurer – Kim Webb. Needs to communicate with someone in each association over the next few weeks about check/payment. Distributed paper for each association to provide name and e-mail address of person to connect with. Mentioned to be careful as checks come in plain looking envelope.

Executive Director –Michelle McEacharn. Room night guarantee – we were at 92%. Guarantee was 80%. Very good at end of conference. Started at 95% and ended at 92%. Truly remarkable. Met food and beverage guarantee. She always make sure we do. Food was very good, orders were accurate. AV issues – few slight things. Will try to make changes through boot camp to make sure things flow smoother with next conference. Several took advantage of adapters FBD provided.

Vice President and General Program Chair – Eugenie Ardoin. Originally had 15 posters scheduled. About 4-5 did not show up. Will discuss process for poster submissions/acceptances at bootcamp to improve process.

Michelle asked SWAM and SWFA about rumor about their pulling out of FBD. SWFA confirmed it was true they were considering it. SWAM said it would be a member decision, and they would be working with their members. SWAM will definitely be a part of Houston. SWFA will be part of Houston. It is likely SWFA will not be part of FBD after Houston. SWAM did not confirm or deny.

SWAM – Issues they are wondering about: Transparency in expenditures, F&B orders, Conference rebates, Credit card fees. They would like metrics to be provided as to what each member receives. What is their ROI on their FBD fees? They feel that this is money members are putting in but don't get a voice in any of that. We are here to decide location.

It was pointed out that the detailed Statement of Activities shows what FBD spent on each coffee break and banquet. Carlos said members get charged for certain things for which they do not take advantage. Some say they want ala carte so they can pick and choose what they want to do/pay for.

They asked if everything is negotiable including WiFi. If people attend virtually, they pay \$100 which is part of Food and Beverage. Can their \$100 go toward WiFi?

Michelle responded that Food and Beverage and AV are two separate companies. Food and Beverage and room nights get us meeting room space. Another company is contracted with for AV – projectors, Wifi, electric. For current conference, first price for AV was \$42K, and she was able to work with them to get it under \$25K. WiFi would be in that negotiation. It is not included with Food and Beverage.

SWAM requests more transparency over the course of the year so they can explain to members when they ask questions. They want to be more knowledgeable so they can explain the fee.

SWAM questioned the function of board – associations need real voice, real voting in some capacity. Big complaint – Location of Galveston. Michelle and Peggy pointed out that the FBD Board which includes two people from each association made that decision which is documented in prior year's minutes. Hotel contracts are negotiated years in advance.

Transparency and communication go both ways. Carl Rebman mentioned from when he was President, he realized the reports were there and information is available. From his perspective, if the fee is reasonable, he doesn't need to know the details. Ethan asked "Is it more advantageous to our members to collect the \$200 and run a conference ourselves? SWAM is the least expensive and least attended and the only one working under an umbrella. We don't know why we are the least attended."

Michelle mentioned that there is a spreadsheet that breaks everything out by association. In the past, people didn't find this useful so FBD stopped distributing it, but she will get it updated and send it out this year.

Routine Administrative Issues

Elections and/or Position Appointments

Executive Director – Michelle was voted on for 3 more years.

VP Marketing – Sandy Edwards was voted on for 3 more years.

Webmaster – Cheryl Prachyl was approved.

FBD Journal Editor - ?

Director of Social Media - open

Nominating Committee – 5 people. Responsible for providing nominees for President, VP Programs Elect, and Secretary/Treasurer when the term is up. Committee is comprised of Immediate Past President, Peggy Lane who serves as chair; Vivek Natarajan, Past President and Suzanne Clinton as Past President plus two others from FBD Board who are not SWDSI, ACME or SWAM.

Trevor England from SWAAA volunteered. David Whitlock from SWCRA was nominated. Eugenie Ardoin made a motion to close the nominations. Jason Powell seconded. Motion passed.

Site Selection Committee – Need one association member not a member of those already on the committee - Michelle (AAA), Degan (ABIS), or Peggy (SWDSI) (serves as alternate).

Lindsay Clark from ABC volunteered. Jason Powell made the motion to close the nominations. Arturo Rodriguez seconded the motion. Motion passed.

Site Selection – Future Conferences – input from associations.

ABIS – Oklahoma City after Galveston. Interested in Dallas after that. They acknowledge that Dallas wasn't so good last time, but think Dallas would be good for membership. SWCRA and ASBE agree with that. ABIS discussed Little Rock too but wanted to focus on Oklahoma City or Dallas.

ACME - discussed Dallas and indicated a preference for Texas.

ABC – does not want to return to New Orleans. Every 10 years is fine. ABIS agreed noting location is pricey.

ABC – Albuquerque. Oklahoma City is preference. Not excited about Dallas.

Question about which property – Hilton, Hyatt, Marriott, etc. For our conference it is very difficult to fit into most cities. Need 30 concurrent meeting rooms at one time. Limits where we can go. Cannot go to Shreveport or Hot Springs unless we hold conference in multiple hotels. Michelle sends out Requests for Proposals to hotels. Our ratio of room nights to meeting rooms is not a favored ratio in the hotel industry. Sometimes we have a hard time even getting hotels to respond to request for bid. Hotels would rather have more hotel nights and fewer meeting rooms. We use fewer hotel nights and more meeting rooms. Tried unsuccessfully to get into Fort Worth. Austin one time responded but included a \$80K payment to the convention center.

Operational Issues

Conference Venue Problems/Issues

Carlos (SWAM) – needed signage for registration and meeting rooms. We all tried to help during the day. He suggested moving registration to hotel registration area to make it easier to get to but acknowledged current location is helpful for driving traffic to exhibition hall for registration.

Jason (ABIS)– signage would be good. Had difficulty with having to swap rooms. Michelle requested more information about the issue. Jason reported chairs/tables too close to projector. Tables/corners of the rooms were used here. Wanted to move the tables. Carlos (SWAM) agreed. Different projectors require different table placement in order to be used.

Carlos (SWAM) noted that most of the groups have their own projectors. He suggested that once the equipment is in the room, leave it there for the day so it doesn't have to be moved around. Jason (ABIS) suggested if we do that, and there is an issue with the equipment, they would come into the room of the owner of the equipment to get help. Carl (SWDSI) suggested one person taking ownership of moving the equipment from location to location each year. Carl noted that

SWDSI a lot of issues with collapsed sessions. Would be nice to post a paper on the door about where to go. Suggested a QR code for changes for the day.

Improvements/Suggestions for Program Conference and Experience

Carlos (SWAM). Windsor had a column in the room. It was challenging. Michelle said other rooms had columns too.

Other Business

Arturo made a motion to allow Degan to form an ad hoc committee to investigate options for electronic programs. Jason Powell seconded. Motion passed.

Electronic Program – member input.

ABIS – They do want a printed version. Handled things with errata sheets in the past. A lot of people (and from other groups) wished they had the full printed program so they could go to other sessions and look things out. As program chair, he should have printed out entire program and not just ABIS copy.

SWDSI – Hard copy needed so they can find these things. Want to visit other associations. Printed copy is pretty important. Print a smaller version of the program. Have details in pdf version. What meetings are in what place is important so participants can visit other associations. Quick look was awesome for this year.

ABC – No printed program to be more green. Many used the QR code. She printed their portion of the program and distributed it at registration.

ACME – want both – physical and electronic.

AAA – don't want paper. Wasteful. They do like the QR code in the quick look. Want a way to find just AAA sessions in the electronic version. Index is not necessary in a world of searchable data. App so they could find the QR code would be nice. Not everyone could get to program with QR code. Could one of the faculty have students create an FBD app?

ASBE and SWCRA– Didn't seem to miss the paper copy.

SWAM – electronic

SWFA – electronic

SSE – not in attendance

Carlos – asked if he could send complete SWAM program to Degan. Degan responded he was happy to accommodate by doing strikethroughs.

Jason asked if they could send an errata sheet that could be posted. Michelle said this would be difficult. She is hesitant to add additional links to website, so she suggested that perhaps we could add errata sheets to end of the document. Degan suggested that this could be an appendix. Venu asked by when would info be needed. Degan said we need to pick a date about 2 weeks out. Peggy suggested that there needs to a hard deadline for this.

Carl mentioned it would be nice if he could login and see his past history/print receipts, etc. Michelle said that was in the works.

Are organizations able to have sponsors? Some association specific sponsorships are possible, for example SWAM has done this in the past. Discussion about the parameters of association sponsorships versus FBD exhibitors occurred.

Degan thanked everyone for the work they did in the past and for the work they will be doing in the future. It is a lot of work. People that were there at the conference were so grateful to be here in person. They had smiles on their faces. They had a good time and were grateful to get together.

Motion to adjourn by Degan. Carl seconded. Motion approved.
Meeting adjourn at 10:41 a.m.