**Federation of Business Disciplines**

**Board of Directors’ Meeting**

**March 11, 2023**

 **Houston Hyatt 9:00 a.m., in Window Box**

**Unapproved Minutes**

Members in Attendance (22):

|  |  |  |
| --- | --- | --- |
| **Name**  | **Association** | **Office Held** |
| Eugenie Ardoin | FBD | President  |
| Kimberly Webb | FBD | Program Chair  |
| Cassy Henderson | FBD | Program Chair-Elect |
| Michelle McEacharn | FBD | Executive Director (Nonvoting) |
| Suzanne Clinton (Substitute for Peggy Lane) | FBD | Past President  |
| Degan Kettles | FBD | Immediate Past President  |
| Kelly Noe | FBD | Secretary/Treasurer  |
| Jay Vega | FBD | Director of Registration(Nonvoting) |
| Edward Walker  | AAA SW | Program Chair |
| Syed Zaidi | AAA SW | President |
| Matari Gunter | ABC - SW | Program Chair |
|  Ashley Hall | ABC- SW | President |
|  Ed Horton  | ABIS | Past President |
|  Kimberly Merritt  | ABIS | Program Chair |
|  Atefeh Yazdanparast | ACME | Program Chair |
|  Lilly Ye | ACME | President |
|  Venugopal Gopalakrishna-Remani | SWDSI | President  |
| Ken Boonme | SSE | President Elect |
| Roman Wong | SSE | President |
| Nancy Kucinski | SWAM | Proxy for Robert Lloyd Program Chair |
| Carlos Baldo | SWAM | President |
| Arturo Rodriguez | ASBE | President  |

Call to order at 9:07 am by Degan Kettles

Welcome and Introductions – Degan Kettles

Positions changed:

 Degan Kettles: Past President

 Eugenie Ardoin: President

 Kimberly Webb: Program Chair

 Cassy Henderson: Program Chair Elect

 Introduction of FBD Executive Council

 Introduction of Other FBD Officers

Introduction of Other Board Members/Observers – Identify Voting

Members

 Review of Voting Rights for Board Attendees – by show of hands voting and nonvoting members were recorded and are noted by position held column under members in attendance. Michelle McEacharn and Jay Vega are nonvoting members.

Minutes of Wednesday Board of Directors Meeting – 2023 Conference - Kelly Noe

 Review of Minutes- corrections noted “Carlos Baldo President Elect, not Program Chair;

Michelle passed edits to Kelly Noe.”

 Approved with minor edits, Kimberly Merritt made motion, Degan Kettles seconded.

Reports

 President – Eugenie Ardoin – as President, she is here for all of us. Feel free to ask questions and provide comments. She is not afraid to say, “I don’t know,” and she will find out the answer to our questions. She provided her email goodwin@ulm.edu

 Director of Marketing – Sandy Edwards – 7 Exhibitors, photo booth, and the Exhibitors provided suggestions for next year.

 Coordinator of Registration – Jay Vega

 Registration 876, 28% increase over last year

 AAA 98

 ABC 41

 ASBE 14

 ABIS 34

 ACME 109

 DSI 97

 SWAM 152

 SWCRA 14

 SSE 50

 SWFA 267

 More specific details on regular registrations, student registrations, etc., will be

 made available.

 Secretary/Treasurer – Kelly Noe – the next months will be spent finalizing the hotel

bills, etc., and she will let the organizations know the amounts that they will receive.

 Executive Director – Michelle McEachern – explanation of contract details. In order for us to get this venue and 30 rooms, there are two big pieces: Hotel Room Nights and Food and Beverage Guarantees. We met 110% at 10 days out, 993 room nights. We had to meet 80%. We filled all they gave us, then we asked for more, then we filled those too. This Monday we will get an update from the hotel on the final room nights filled to account for people leaving early and cancellations. For Food and Beverage, Houston is expensive. Originally, coffee was $110/gallon, but Michelle negotiated it down to $90/gallon. We had to guarantee $50,000 for Food and Beverage. ½ of that is spent by FBD and ½ by the associations. The Associations did a good job of meeting their minimums for this conference.

Now, what happens with SWFA leaving? Next year with Galveston, the terms of the contract are good, so it shouldn’t be a problem.

SWCRA had a terrible issue with the McDonald’s Conference being right outside their rooms. The buffet in the hall was messy and loud. The hotel made some concessions to SWCRA to try to help make up for it.

 Vice President and General Program Chair – Kimberly Webb. We had 19 posters, 18 of the authors presented, and we had quite a few students participating. Kim is looking forward to Galveston and working with all of the organizations’ program chairs. They had a good Incoming Program Chair’s Meeting earlier this morning. However, the Incoming Program Chairs from SSE, ASBE, and SWCRA were not in attendance.

Routine Administrative Issues – Eugenie Ardoin, FBD President

Election and/or Position Appointments – Sandy Edwards, Director of Marketing wants to step down. There is 1 person who we know is interested, and the FBD Board will vet that person. There is 1 person who we know is interested in Social Media and Engagement, and the FBD Board will vet that person.

Nominating Committee – This committee is Chaired by the Past President, Degan Kettles, and four others. Three past presidents willing to serve will include Degan, Peggy, and Vivek and 2 Board Members. Arturo Rodriguez from ASBE and Ed Walker from AAA are interested. No others were interested, so Eugenie held a vote, and they were both accepted by affirmation.

Site Selection Committee – Executive Director, Past President or next willing to serve and one Board Member. This committee visits possible sites where FBD will be held. Participants will receive $250 to help defray travel expenses. Ken Boonme SWDSI was interested, voted on, and won by affirmation. Kimberly Merritt ABIS will be alternate if Degan doesn’t go. Kimberly was interested, voted on, and won by affirmation. Arturo Rodriguez ASBE will go as an alternate in place of Kimberly if Degan goes. Arturo was interested, voted on, and won by affirmation.

Site Selection Committee –Future Conferences – Discussion was held concerning meeting at universities, Oklahoma City, Little Rock, Dallas, Albuquerque, Biloxi, Hot Springs, etc. SWAM will notify FBD by April 10 whether or not they will be with FBD after Galveston. First place in the running seems to be Oklahoma City, followed by Little Rock, Dallas, Albuquerque.

Operational Issues

Conference Venue Problem/Issues – SWCRA as mentioned earlier.

Improvements/Suggestions for Program, Conference and Experience.

Whova app – Incoming Program Chair Meeting this morning noted a few problems. We need a QR Code to make it handy. Maybe we could send a 1-2 minute video to registrants so people could quickly learn how to use it. Is there an export so folks can have their schedule printed?

SWAM – can we know if we can get internet in one room? Various Associations tried various hot spots, etc., with varying levels of luck. Galveston has wifi throughout the venue.

Name Tags – discussion concerning problems we had printing them, what columns of data were connected, etc., and lots of discussion ensued.

Other Business

Registration Fee Increase – Degan Kettles noted that during the last conference, we lost approximately $24/person, and it appears that the same is true for this conference. As such, The open motion made on Wednesday 3/8 to raise the FBD registration fee $25/person in all categories was brought to the floor for discussion. Discussion: We haven’t raised it in 10 years. DSI went up too. Is $25 enough of an increase? Discussion ensued. In the case of expensive locations, the FBD Board has the authority to increase the fee based on location.

Votes on the motion to raise the FBD registration fee $25/person in all categories were as follows:

AAA Yes

ASBE Yes

SWAM abstain

SWCRA not present

DSI Yes

SSE No

ACME Yes

ABCSW Yes

Past President Yes

VP Program Chair Elect Yes

Program Chair Yes

President Yes

Past Past President Yes

Secretary Treasurer Yes

On the question of whether or not any association would be interested in paying $75/person for 3 days of internet. Any associations in favor? No.

Organizations can always request things, and we can check on prices for them.

Executive Director –Michelle McEacharn – for an association to pull out with a contract signed is a nightmare because of room night and food and beverage guarantees. However, Galveston will be OK for this. The contract was 3 pages, and 2 pages of that was room names. Contracts are usually 25 pages. We have to guarantee 950 room nights. Galveston does not do attrition. We will be charged $300 for each 25 room nights that we don’t fill. Rooms are $178/night. Food and Beverage guarantee is $45,000. They offer complimentary self parking. Valet parking is $22/night. FBD is working on options for transportation from the Houston Hobby to the hotel.

Can we do strikethroughs for No Shows? Send day, time, paper name to Eugenie and she will delete them.

Meeting was adjourned at 10:36 AM.