**Federation of Business Disciplines**

**Board of Directors’ Meeting**

**March 8, 2023**

 **Houston Hyatt 2:00 p.m., in Window Box**

**Minutes approved March 11, 2023**

Members in Attendance (32):

|  |  |  |
| --- | --- | --- |
| **Name**  | **Association** | **Office Held** |
|  |  |  |
| Degan Kettles | FBD | President  |
| Eugenie Ardoin | FBD | Program Chair  |
| Kimberly Webb | FBD | Program Chair-Elect |
| Michelle McEacharn | FBD | Executive Director (Nonvoting) |
| Suzanne Clinton( Substitute for Peggy Lane) | FBD | Immediate Past President  |
| Vivek Natarajan | FBD | Past President  |
| Kelly Noe | FBD | Secretary/Treasurer  |
| Cheryl Prachyl | FBD | Webmaster |
| Sandy Edwards | FBD | Marketing Director(Nonvoting) |
| Jay Vega | FBD | Director of Registration(Nonvoting) |
| Janie Gregg | FBD | Historian(Nonvoting) |
| Mary Fischer | FBD | Journal Editor(Nonvoting) |
| Edward Walker (Substitute for Trevor England) | AAA SW | President |
| Syed Zaidi | AAA SW | Program Chair |
| Cassy Henderson | AAA SW | Nominee of Program Chair-Elect(Nonvoting) |
|  Lindsay Clark | ABC - SW | President |
|  Ashley Hall | ABC- SW | Program Chair |
|  Ed Horton  | ABIS | President |
|  Kimberly Merritt (Substitute for Jason Powell) | ABIS | Program Chair |
|  Rajasree Rajamma | ACME | President |
|  Lilly Ye | ACME | Program Chair |
|  Daniel Peak | DSI | President |
|  Venugopal Gopalakrishna-Remani | DSI | President Elect |
| Ali Ashraf | SSE | President |
| Roman Wong | SSE | Program Chair |
| Ethan Waples | SWAM | President |
| Carlos Baldo | SWAM | Program Chair |
| Kendra Ingram | SWCRA | President |
| Bill Hudson | SWFA | President |
| Laura Gonzalez | SWFA | Program Chair |
| Martin Bressler | ASBE | Executive Director |
| Arturo Rodriguez(Substitute for Eric Kennedy) | ASBE | Program Chair  |

Call to order at 2:08 pm by Degan Kettles

Welcome and Introductions – Degan Kettles

 Introduction of FBD Executive Council

 Introduction of Other FBD Officers

Roll Call and 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.

Minutes of Saturday Board of Directors Meeting – 2022 Conference - Kelly Noe

 Review of Minutes- corrections noted “MNUTES, de, Peaks”

 Approved with minor edits, Eugenie made motion, Dan Peak seconded.

Reports

 Vice President and General Program Chair – Eugenie Ardoin

 Program chairs were great. Electronic with app going well. Boot camp went well. 400 downloads of the app. There are 510 sessions and 900 authors.

 Executive Director –Michelle McEacharn

Hotel questions addressed: 2 parts of the contract are room night guarantee and food and beverage guarantee.

Guaranteed 993 rooms with 794 being required with the attrition rate. 55 room nights were lost in the last week before the conference due to changes and cancelations. The block was booked at 110 percent and the hotel did extend as much as possible. This was negotiated in 2020, it is common to do the negation 3 or 4 years before the conference. It is a guess of how many people will stay. It is expected that the conference will bring in $140,000 to $170,000 to the hotel.

The food and beverage guarantee is $50,000 and FBD covers half with the Associations covering the other half.

Screens and electrical are a separate contract with Encor. $50,000 was the start for AV needs with $29,000 as the final. This includes the screen, table and connector. $260 per day for the 2 day room cost for 30 plus rooms. For a room with a podium and microphone it is $400 per room per day. The electrical cords began at $138 with the final cost being $30 per cord. Coffee is $90 a gallon with discount. Everything costs and then plus plus is added. Valet parking is $30 per day if you are in the room block.

Coordinator of Registration – Jay Vega

 Reporting of Pre-conference Registration Numbers as of Friday 3/3 AAA 93, ABC 40, ABSE 13, ABIS 29, ACME 97, SWDSI 88, SWAM 142, SWCRA 13, SWFA 267 and SSE 43. Total of 825 registered. Registration as of prior Friday was 825, up 20% over prior year.

Secretary-Treasurer – Kelly Noe

 Presentation of Financial Statements

 Discussion of Financial Position

She reviewed financials. She pointed out losses for past 3 years. Houston 4 years ago was profitable because Houston is good to us.

Carlos questioned the fact that cash is decreasing for 3 years in a row and asked if we consider this a problem. Degan explained that it is concerning but our history shows that we have cycles up and down. He also mentioned that there will be a proposal for raising the FBD fee to help with this. Dan Peak questioned if we’ve considered different hotels. Degan explained that our situation currently doesn’t work with smaller hotel but this might change with one association leaving.

Alternative sites considered. Oklahoma State has 69 rooms. Multi-hotel conference is not fun. Discussion about difficulties with getting rooms and space to accommodate. Would need a university near an airport. Report back whether or not to pursue universities. It was suggested that Degan send details of a proposal with details.

Suggestion was made to consider a campus location for the meeting. Logistics are difficult. Also have considered an airport hotel.

Financials do not get voted on.

Director of Marketing - Sandy Edwards

 Exhibitor Statistics – 4 companies chose the Best Value option and 3 companies chose the standard value. Sandy sent 200 emails for sponsorships. Rippen was a new one this year. Urge members to attend exhibits.

Association level sponsorships are great for the associations, however they may want a booth which can only happen through FBD.

Ed Walker brought up the point that we are multi-discipline and large and could have a data base of advertisers.

Vice President and Program Chair-Elect – Kim Webb

Poster Sessions there were 20 posters accepted with 6 different associations were represented. 19 in the final program.

Historian – Janie Gregg

 Acknowledged National Women’s Day. Met in Houston every 4 years. All documentation from 1974 have been digitized. Archives of the boxes. A dropbox might work for better access. 11 boxes have been digitalized. Requested permission to destroy the files except the books. Books going to the library on campus. This request was approved.

Mary Fischer noted if there’s anything legal, these documents need to be saved which Janie agreed. It appeared board concurred to shred paper documents.

 Janie can add a link for past conference pictures to be added. The Board applauded Janie’s work and effort.

FBD Journal Editor - Mary Fischer

Every year during the pandemic there were publications every year. Special editions were done and are encouraged. They are working on kinks within the systems. 4-6 articles for each edition since it is digital it could be 10.

Webmaster – Cheryl Prachyl

Serving in this capacity in the first year and has made great progress. Worked out a few kinks and will continue to work on things. Password reset link didn’t work. FBD email quit working on 1/8 and could not diagnose the problem. Want the website to be user friendly so any feedback is welcome. The webmaster in the past as an outsider, Cheryl, a long time FBD participant, understands the goals. Making the website meet these goals is another thing. Cheryl is unpaid and before FBD was paying for this service.

Nominating Committee Report/Elections – Suzanne Clinton (for Lane)

Nominating Committee – Peggy Lane (Chair) but Suzanne Clinton most recent Chair of Committee filling in for her role, Vivek Natarajan, Kimberly

Merritt, Nikki Shoemaker( AAA), Rhonda Richards( ASBE),

 Nominations Presented:

President – Eugenie Ardoin

 VP and Program Chair-Elect – Cassie Henderson

No nominations from the floor.No ballots because only one nomination for each position so vote of acclimation. Degan noted open officer positions: Director of Marketing (Sandy does not want to return.) and Director of Social Media. Michelle requested any interested party speak with one of FBD officers. Degan pointed out the bylaws and officer handbook on the website which defines roles and responsibilities.

President – Degan Kettles

 Executive Council Updates

 Need Director of Marketing

 Need Director of Social Media and Engagement

Any interest in the positions, please reach out.

Strategic Issues – Degan Kettles, Michelle McEacharn, Others as Needed

SWFA is leaving FBD. They are always welcome back.

Degan talked about the rise in costs and that FBD fees have not changed in the past ten years. He proposed the idea of an across the board increase of twenty-five dollars in each of the fees namely early regular, student, and late registration. Carlos and Ethan asked for more details which Degan provided. Executive Council proposes a $25 increase in the FBD fee across all 4 types of registration (early regular, early student, late regular, late student). SWAM requested specific break down of current FBD fees by category which Degan provided. SWAM seemed to indicate the increase should not be $25 across the board but proportional between student and non-student. Degan requested that officers please discuss with associations and report back on Saturday.

 Future Conference Contracted Sites – 2024 – Travel to Galveston is not much more difficult than traveling across Dallas.

 Future Conference Potential Sites – 2025 and 2026

 Logistics, close to airport. It is not okay to meet outside of the Region for AAA.

Operational Issues -

 Technology

Michelle reminded that only one identified person from each association is approved to request food and beverage changes and this request must come to Michelle. For audio visual changes, 2 officers must come to Michelle to request this before Michelle approves it. This is because the charges will be charged back to association. Special dongles are available if presenters have an apple product. These dongles can be checked out at the FBD registration desk with a driver’s license.

Food and Beverage

As far as the authorized associational food and beverage representative, Michelle reminded that this needs to be the person who monitors what is happening with food and beverage and verifies what is being set up. Any mistakes must be addressed at that point in time. Saturday morning is too late. Check and count what is delivered. Each association must monitor that everyone who comes in has the proper badge allowing them in for your association food and beverage event. Any conference registrant can attend all sessions except food and beverage and business meetings. Michelle reminded people that they need to be aware that only the paid number of people can be in food and beverage events. The hotel counts, and you can’t just invite other people in because you have extra food. After the first week of open registration, food requests were added to the registration process. Anyone who checked out had to mark whether they planned to attend their association’s food and beverage events. Everybody checked this box.

International attendees often need verification that they attended and presented. Registration can’t verify this. There is an attendance verification form on the website. Attendee can download, take to each session, and each moderator then must sign off.

Program chairs need check your room setups to verify correct chair setups and AV. Monitor and record attendance in each session so we can understand room utilizations going forward so that we can make better room assignments in future.

Eugenie. This is the first time we used the electronic online program app. Some advantages are flexibility and ability to make changes and cost savings related to program printing. It gave more time to develop the program. We are open to other apps and vendors. We welcome the feedback about the app.

Degan reminded associations of 2 actionable items that need to be discussed at associational business meetings with board members bringing recommendations to Saturday board of directors meeting.

1) 2025/2026 Conference sites

 2) Program Fee increase

The following announcements were made.

Awards Reception/Banquet–Wednesday, 6:30 pm, Window Box/Regency Ballroom

 FBD President’s Reception – Thursday, 5:30 pm – Market Place

 New Program Chair Meeting – Saturday, 8:00 am, Window Box

 Saturday Board Meeting – Saturday, 9:00 am, Window Box

Floor was opened for discussion:

ACME brought up badge issue. Michelle noted we are working to correct badge issue. ACME also noted registration issue with admins registering people and wrong name showing up on reports. Kelly explained how they’ve been working on this and trying to figure out the issue.

Degan posed that we raise FBD portion of the fee by $25 across the board for all 4 types of registration. He asked each association to vote on this during their business meetings. He needs a motion and second. Rajasree makes motion and Vivek seconded.

Degan estimated $25/day per person for internet access. This would mean increasing fees by $75. He suggested they take this back to associations as a proposal. BOD said this would be a no go at association level. Degan encouraged associations to be transparent and share this info with association members.

Vivek Natarajan thanked the FBD board and also commended the 2023 Houston conference team on a great program. The program app and the 50th year program was appreciated.

Eddie moved to adjourn with Ed Walker seconded.

The meeting was adjourned at 4:05 pm.