

Mid South Educational Research Association (MSERA)
Holiday Inn Select
Baton Rouge, Louisiana
November 10-12, 2005
Fall Board Meeting Minutes

(Bold Font = Members Present for part or all of the meeting)

Thursday, November 10, 2005

Welcome	Jane Nell Luster
President's comments	Jane Nell Luster
Review of minutes	Linda Kondrick
Report from the 2005 Program Chair	Randy Parker
Report from Representatives	Rebecca Giles (Alabama)
	Sherry Shaw (Arkansas)
	Mary O'Phelan (Kentucky)
	Randy Parker (Louisiana)
	Dana Thames (Mississippi)
	Patrick Kariuki (Tennessee)
	Shana Corvers (SDE)
	Kathy Holland (LEA)
	Lynne Howerton (At-large)
	Jane McHaney (At-large)
	Bill Spencer (At-large)
	Gail Weems (At-large)
	Dennis Zuelke
	Rob Kennedy
Treasurer's Report	Scott Bauer & Linda Kondrick
MSER Foundation	Gypsy Abbott, Jeff Anderson, &
Development Committee	Richard Littleton
Teleconference Proposal	Gypsy Abbott & Richard Littleton
	Gahan Bailey
Local Arrangements 2006	Julie Holmes & Randy Parker
Distinguished Awards Committee	Lynn Howerton & Mary Jane
Ad Hoc – Exhibits/Vendors	Bradley
<i>Researcher</i>	Larry Daniel & Tony Onwuegbuzie
<i>Research in the Schools</i>	David Morse
MSERA Web site	
Social and Board Dinner:	Jane Fleener, Phil Wilson, James
<i>Post-Katrina Perspectives of</i>	Cairo, Wade Smith, Eugene
<i>Higher Education in the Mid-south</i>	Kennedy, & Gussie Trahan
<i>From invited guests</i>	

Friday, November 11, 2005

ERIC Liaison

LERA Liaison

Local Arrangements Committee 2005

Future Site Selection Committee

MSERA Mentors

Evaluation Committee

Proceedings

Publications and Communications

Ad Hoc – Technology committee

Operations Manual Committee

Membership Committee

Graduate Student Advisory Committee

Nominations Committee

Executive Secretary's Report

Archives, repository

John Petry

Randy Parker

Betty Porter & Kathy Campbell

Bill Person & Lesia Lennex

Qaisar Sultana

Bill Spencer & Randy Parker

John Petry

Rob Kennedy & Tom Lucey

Cliff Hofwolt & Billy Franklin

Gahan Bailey

Michael Ross & Jesus Tanguma

Pam Broadston & Sherry Shaw

Scott Bauer

John Petry

David Morse

Saturday, November 12, 2005

Constitution and Bylaws Committee

Unfinished and New Business:

Executive Secretary Applications

Support for travel

Electronic conference

Local Arrangements Committee 2007

Operations Manual Committee

Executive Secretary Position

Passing the Gavel

Harry Bowman & Jim McLean

Jane Nell Luster

Linda Kondrick

Gahan Bailey & John Petry

Jane Nell Luster

Jane Nell Luster & Gahan Bailey

Budget, Planning and Management

Committee

Scott Bauer

Thursday, November 10, 2005

President's comments. The meeting was officially called to order at 1:13 p.m. on Thursday, November 10, 2005 by Jane Nell Luster, President of MSERA. Dr. Luster thanked the Board Members for their presence at the meeting and praised them for superlative service during an extraordinary year.

Review of the minutes. The minutes of the Spring 2005 Board Meeting were submitted by Linda Kondrick, Secretary of MSERA to the Board of Directors in March 2005. A copy of the revised minutes were sent to all Board Members in early June. The final copy of the minutes was e-mailed to the Board two weeks prior to the Fall meeting along with a reminder that these minutes, according to the by laws, are now accepted.

Report from the 2005 Program Chair. Randy Parker reported that 277 proposals were received, and 260 were accepted for presentation at the 2005 Annual Meeting. His report provided detailed information regarding the 2005 program demographics. Dr. Parker also discussed his experiences with the software used to format the program for the 2005 Annual Meeting. Software and technical support were given by Tom Wallace and East Tennessee State University (ETSU). Dr. Parker reported that the software interfaced with an MS Access database program. This software has the capability of transferring open-ended question responses to a qualitative-data analysis program. He reported that found it to be relatively user friendly. The only real problem he encountered was that of searching the data in web format before being downloaded into the Access database. In the web format searches by proposal number were extremely cumbersome. Another problem with the process arose from the fact that the author's name was not a required field. He had to research the identity of some authors who gave only their e-mail addresses. Finally, he suggested that in the future a means be provided that the program chair could assess, before assigning reviews, the category of interest of prospective reviewers.

Reports from Representatives.

Alabama. Rebecca Giles was not present and no report was available.

Arkansas. Sherry Shaw submitted a written report detailing four actions taken to stimulate interest in MSERA in Arkansas. She also outlined plans for future activities to generate interest in a state that lacks a local education research association.

Kentucky. Mary O'Phelan reported that a recruitment tool she uses is to share papers gathered at the annual meeting with prospective members at state meetings for administrators and educators.

Louisiana. Randy Parker submitted a written report detailing three actions taken to stimulate interest in MSERA in Louisiana. He reported that his efforts were focused largely upon increasing participation among graduate students.

Mississippi. Dana Thames told us about the personal aspects of a post-Katrina academic. In her efforts to stimulate interest in MSERA, she focused upon the web as a tool for

communicating and networking. Dr. Thames also commented upon the current opportunities to redesign the education paradigm in Mississippi. She postulated that the current climate in the hurricane ravaged region is actually conducive to building interest within the state in MSERA participation. She credited this opportunity to the desire for immersion and a return to normalcy.

Tennessee. Patrick Kariuki was not present at this time. The review of his written report was postponed until he could be present on the following day.

SDE. Shana Corvers submitted a written report detailing four actions taken to stimulate interest in MSERA among administrators in the Louisiana Department of Education. She observed that travel fund restrictions and Katrina recovery efforts limited opportunities to promote MSERA. Dr. Corvers also commented upon the challenge of stimulating interest in a meeting held in the home state. It seems that a local venue has little drawing power for this contingent from the State Department of Education. She also suggested that social functions at the annual meetings be expanded to make the annual meeting a more attractive travel destination.

LEA. Kathy Holland reported that P-12 superintendents frequently fail to pass on program information to the principals under them. This has limited MSERA visibility among P-12 teachers. The best avenues of contact were found to be web sites of teacher education associations, and P-12 teacher professional development conferences. She emphasized the window of opportunity raised by the mandates of No Child Left Behind legislation (NCLB). It was postulated that the NCLB emphasis upon research-based education reforms has created an ideal climate in which to stimulate interest in MSERA among research-practitioners.

At-Large. Jane McHaney (GA) was not present. However, a written report was submitted but was not commented upon.

At-Large. Bill Spencer (AL) reported that his efforts to stimulate interest in MSERA had been focused primarily upon recruiting graduate students.

At-large. Gail Weems (AR) submitted a written report detailing the two actions taken and two proposed actions to stimulate interest in MSERA. She agreed with Sherry Shaw, that she would like to see more structure among educational researchers at the state level in Arkansas.

At-large. Lynn Howerton (AR) was not present at this time. No written report was available.

Perspectives. Jane Nell Luster asked whether or not the representatives had observed a shift in institutional attitudes that might favor support for national as opposed to regional research organizations. A discussion of the advantages of regional versus national level organizations followed. Several voiced reasons that institutions should support and value regional organizations like MSERA, especially in the development of graduate students

and junior faculty. Larry McDaniel noted that these discussions are not new. Dana Thames suggested that in the current economic climate we might expect that the trend might actually be toward regional conferences as an economical alternative to attendance at national conferences.

Treasurer's Report. Dennis Zuelke submitted the Treasurer's report. The report covered activity in three MSERA accounts. In the checking account he had opened with Amsouth Bank, the total inflow was \$33,622.64. Total funds to be accounted for in this account amounted to \$43,633.65. This included the fourteen pre-registrations that were received for the 2005 annual Meeting that was subsequently canceled. Refunds for those pre-registrations were reflected in the accounting of expenses. Total outflows were \$6,083.76. Funds available in the checking account, less expenses as of November 10, 2005 totaled \$37,538.89. A second account, the MSERA money market account at Amsouth Bank had a balance on hand as of November 10, 2005 of \$20,356.65.

It was reported that a third account still existed at the time of this meeting. The former treasurer, Nola Christenbury, had reported \$22,407.83 in her MSERA checking account at the 2005 Spring Board meeting. In October 2005, \$20,000.00 of this balance was transferred to the current treasurer, Dennis Zeulke. As of Nov 10, 2005, \$356.65 of the remaining \$1,088.00 has been satisfactorily accounted. Efforts to account for the remaining sum, including an unknown amount of accrued interest, was ongoing at this time. President Luster commented that this account would be closed out as soon as possible.

A motion to accept the Treasurer's Report was made by Randy Parker and seconded by Betty Porter. The motion passed by acclamation.

MSER Foundation. Rob Kennedy, president of MSERF, delivered the report. The members of MSERF have agreed to continue to support the MSERA website up to \$250, and to contribute \$250 in support of the MSERA Outstanding Paper Award. In addition MSERF voted to match the MSERA \$500.00 contribution to the Russ and Karen Russ Scholarship Fund in honor of Russ West.

Funds agreement. Jane Nell Luster advised the board members that the language for the MSERA/MSERF Funds Agreement has been completed except for the amount to be transferred from MSERA to MSERF. President Luster read the agreement to the Board. A discussion of the funds to be transferred ensued. It was estimated that approximately \$30,000.00 needed to be retained in the operating budget. Dana Thames made the motion that the MSERA Board of Directors authorize the treasurer to transfer, according to the MSERA/MSERF Funds Management agreement referenced above, monies in excess of \$30,000.00 (as they become available) into the MSER Foundation funds management escrow account.

Development Committee. Scott Bauer provided updates to the written report he delivered. To date 38 institutions have committed to institutional membership pledges totaling \$11,525.00. Of those pledges, 35 institutions have been redeemed thus far. In previous years, the high number has been 43 institutional members. Dana Thames made a motion to accept the amended report, Bill Spencer seconded the motion. The motion passed by acclamation.

Program issues. Jane Nell Luster thanked Gypsy Abbott for making the Black Board discussion board available in an effort to facilitate communication among members in the Katrina aftermath. She then turned the floor over to Dr. Abbott for a teleconference proposal initiated by faculty from the University of Alabama at Birmingham (UAB).

Teleconference proposal. Gypsy Abbott and Jeff Anderson discussed a proposal from UAB to host a virtual conference. Several issues were raised regarding the proposal. Shana Corvers recommended that an interest survey be conducted before committing the organization to an outlay of approximately \$8,000 for the teleconference. Larry Daniels raised issues regarding the status of papers made available online. During the discussion, a review of the APA guidelines indicated that full paper submissions would create barriers to the future publication of such papers. However, expanded abstracts or Power Point presentations of the paper highlights might be an option. Scott Bauer raised doubts about the timeline. He pointed out that if MSERA were to charge a registration fee for the teleconference, a February target date was unrealistic since this would entail arrangements for online credit card transactions. The Board thanked the presenters for the information they related. However, a decision on the proposal was tabled for further discussion. *(See minutes from the Saturday morning session that followed.)*

Local Arrangements 2006. Richard Littleton and Gypsy Abbott discussed the local arrangements for the 35th MSERA Annual Meeting at Birmingham in 2006. Dr. Littleton showed a tourism promotional video entitled, "Sweet Birmingham". He also showed some still shots of the Winfrey Hotel which has been contracted as the 2006 venue. The photos highlighted meeting room accommodations and local points of interest.

Distinguished Paper Awards. Gahan Bailey delivered the committee report. Five submissions each were received for the James E. McLean Outstanding Distinguished Paper Award and the Herbert M. Handley. President-elect Bailey announced the winners. The Outstanding Paper winner was C.M. Achilles from Eastern Michigan University for his paper entitled, "Can You Trust Education and Other Science-Based Outlets?" The Distinguished Dissertation winner was Paul B. Webb from East Tennessee State University for his paper entitled, "The Association between the ACT Test and Tennessee's Value-Added Assessment." Each of these winners will be invited to present their papers at the 2006 Annual Meeting in Birmingham, AL.

Last year's recipients. President Luster advised the Board that a claim had been made that one of the award recipients from 2004 had not yet received their award. MSERA had no record of the individual's qualifying membership application for 2004. It cannot be verified if this was due to a discrepancy in membership records or an oversight on the part of the recipient. Therefore President Luster made an executive decision to err on the side of indulgence and give the winner the benefit of the doubt regarding the reason for the ineligibility. Dr. Luster indicated that the claim would be settled in favor of the paper winner.

Report from Ad Hoc Committee – Exhibits and Vendors. Julie Holmes delivered the committee's report. Exhibit efforts had to be suspended after the conference was canceled. However, the framework for soliciting vendor input has evolved through the efforts the committee made in preparation for the 2005 Annual Meeting. The committee did find that the responses they received gave cause to pursue these efforts for the 2006

Annual Meeting. President Luster reminded the Board that this committee is an ad hoc committee, and therefore the new president will have to name a new committee if these efforts are to be continued for 2006. Harry Bowman suggested that a single level fee would be easier to sell and manage. Dana Thames initiated a discussion of possible security concerns of the potential exhibitors.

Researcher. Lynn Howerton and Mary Jane Bradley delivered the Editor's Report for the 2005 *Researcher*. Printing costs for the year totaled \$4,583, which is well within the \$5,000 budgeted. Due to upgrades at Nelson Printing Company, all issues of the *Researcher* will now have a full four-color format at no extra charge. The cost of producing an online version of the *Researcher* was estimated to be minimal.

Research in the Schools. Larry Daniels delivered the 2005 Editor's report for *Research in the Schools*. The acceptance rate for the journal over the past year was approximately 25% of the 60 to 70 manuscripts received. One of the identified goals is to add eight to ten professional members to the Editorial Board and five to six additional members to the Student Editorial Board over the new few months. Dr. Daniels announced that Cynthia Jacobs, who had recently completed her doctoral degree in Education Leadership at the University of north Florida, would soon be vacating her position as on the Editorial Staff of *Research in the Schools*. Her duties will be assumed by Dr. Claribel Torres-Lugo after the first of the year.

MSERA website. David Morse delivered the editor's report for the MSERA www Site. He spoke about arrangements to migrate the site to a new plan with the same vendor. The new plan will provide more storage, easier access, better management tools, free annual domain registration, and better invoicing capabilities: all at no extra cost! Job listings are now available on the www site, as well as a link to the Blackboard discussion board hosted by UAB.

The meeting was recessed for the Board Dinner.

6:00 p.m. – Board Dinner

Dr. Jane Fleener, Dean of the College of Education, LSU Baton Rouge, delivered a video montage of the devastation wrought by hurricane Katrina. She placed the catastrophe in both human and economic context. Others who spoke to the profound changes, and subsequent prospects for higher education in the region were: Dr. Phil Wilson, Acting Chair of the Department of Human Development Center, LSUHSC, New Orleans; Dr. Wade Smith, Chair of Educational Leadership, Research, and Counseling, LSU. Baton Rouge; Dr. Eugene Kennedy, Professor, ELRC, LSU, Baton Rouge; and Dr. Gussie Trahan, Interim Dean, College of Education, Southern University, Baton Rouge.

Friday, November 11, 2005

8:30 – 9:00 Breakfast

MSER Foundation breakfast meeting.

10:00 – 4:00 p.m.

ERIC Liaison. John Petry reported upon the status of 2004 papers submitted to ERIC. Due to the change over to online ERIC submissions, MSERA will no longer be collecting papers for submission. Members will be responsible for the submission process. At present ERIC has not completed its restructuring of the archives.

LERA Liaison. Randy Parker reported that LERA will hold its annual meeting March 9-10, 2006 in Lafayette, Louisiana. MSERA members are welcome to submit papers accepted for the 2005 MSERA Annual meeting for presentation at LERA. Dr. Parker is now the Executive Director of LERA.

Local arrangements 2005. Kathy Campbell and Betty Porter, co-chairs, recounted their personal Katrina and Rita evacuation stories. They also related a picture of life in the Gulf area after two major hurricanes. They finished with an overview of the preparations for the meeting that was not to be. Jane Nell suggested that Betty and Kathy begin to compile an operations manual to guide future Local Arrangements committee chairs. Randy Parker addressed the need for all future local arrangement committee chairs to consider in their planning internet access for members during the annual meeting.

Future site selection. Bill Persons reported that Lesia Lennex has made some contacts to explore possible sites in Kentucky for 2009. John Petry had just submitted three bids solicited by Patrick Kariuki from Debra Redmond for three possible hotels in Knoxville, TN. A formal written proposal will be developed to submit to the Board. President Luster charged the committee to solicit bids with the following rotation in mind: Baton Rouge, LA in 2008; Lexington, KY in 2009; and Knoxville, TN in 2010.

MSERA Mentors. Jane Nell Luster submitted a written report for Qaisar Sultana who could not be present.

Evaluation Committee. Bill Spencer reported on progress toward the development of an electronic format for the Annual Meeting Evaluation. The program allows easy transfer of both the Likert scale and open response data into either SPSS or qualitative data analysis programs.

Proceedings. John Petry discussed the procedures for posting the proceedings to the MSERA WWW site. All papers accepted for the 2005 annual Meeting will be published just as they would have been had the meeting not been canceled.

Listserve Ad Hoc Committee. Cliff Hofwalt reported that he has purchased the domain name "msera.net" and can transfer ownership to MSERA at any time. He has identified a company, Godesign.com, that can host a listserve with multiple lists for \$5.00 per month.

This discussion merged with the report from the Publications and Communications Committee. (See item 2 in the report of that committee below.)

Publications and Communications Committee. Rob Kennedy reported on the committees' recommendations regarding several issues. The committee recommended that

1. The 2005 proceedings continue to be published in the electronic format only. President Luster opened discussion on this matter, but there was no argument made against this recommendation.
2. Keep the listserv and *The MSERA Researcher*. Scott Bauer made a motion that the Board authorize the committee to spend up to \$100.00 per year to have an independent organization set up and maintain an MSERA listserv with multiple lists. Bill Spencer seconded the motion. Pamela Broadston clarified that one of the lists could be dedicated to the needs of the Graduate Student Committee. She also requested a friendly amendment to increase the amount of support to \$200 per year. The amendment was accepted. There was some discussion concerning the moderator for the listserv. Gail Weems suggested that he State Representatives could serve as moderators for the lists. The amended motion carried by acclamation.
3. Begin to migrate the *Researcher* and *Research in the Schools* to an online format. David Morse and Lynn Howerton discussed some of the logistics and costs involved. Scott Bauer made a motion that the *Researcher* be made available in a pdf format in addition to the hardcopy for a trial period. He suggested that a count would be made of the number of times it was accessed. Then a post-survey would be conducted to determine the preferences of the membership. Dennis Zuelke seconded the motion. Dana Thames asked for an amendment to cover the costs of converting to the pdf format. Randy Parker asked for an amendment that the membership information usually published in the August issue of the *Researcher* be omitted from the online version for the time being. The amended motion passed.
4. Publish a third issue of *Research in the Schools* annually, online only. Larry Daniel expressed two major concerns. The manuscript flow would have to be accelerated and the available copy would have to be multiplied. Without a backlog of high quality manuscripts, publishing a third issue annually would threaten the quality of the journal offerings. It was agreed that a publisher would be sought to promote the journal with the end in mind of increasing manuscript flow.
5. Publish at least full abstracts in the *Proceedings*. Offer a conference CD with all abstracts and with links that allow the user to download the complete paper for any abstract. This discussion was postponed until the question of an electronic conference could be settled.

Membership Committee. Michael Ross reported upon efforts to increase participation in 2005. He was asked by President Luster to address ways in which we can ensure that people will pay their 2006 membership fee since we did not have a 2005 conference that

generates most of the memberships for the following year. Jane Nell Luster suggested these steps in increasing membership renewals:

1. Update the membership form for 2006 on the website immediately.
2. Run a special membership campaign in the February *Researcher*.
3. Code that issue such that recipients will be alerted if their membership is lapsed.
4. Merge the 2005 membership list with the list of presenters approved for 2005 which would include some prospective new memberships.

Graduate Student Advisory Committee. Pamela Broadston reported on several issues of concern:

1. The committee would like to continue the research in progress category for graduate student submissions. The committee expressed concern that there existed no set criteria for defining a project as work in progress. Various paradigms and procedures for identifying this genre of literature were discussed. No action was taken other than to designate a session at the Annual Meeting for the purpose of continuing this research category. It was decided that the online submission form should include the category of Graduate Student Works in progress. These would be forwarded by the program chair to the Graduate Student Advisory Committee for review.

2. The committee had expressed a need for a mechanism to have graduate student proposals to be submitted to the Graduate Student Advisory Committee through the MSERA website. The listserv was accepted as the solution to this problem. (See "Listserve Ad Hoc Committee" above.)

3. The committee had an item of old business regarding another organization that had expressed a desire to become an MSERA affiliate. Harry Bowman explained the nature of the LEA affiliation. The bylaws allow for a no cost arrangement between state education associations and MSERA for the primary purpose of mutual promotion of the respective annual conferences. The discussion today regarded a student organization at USM that had requested an affiliate status. Harry Bowman recommended that such requests be handled as a matter of policy rather than as an amendment to the bylaws. President Luster suggested that she would communicate with the current group. She charged the graduate Student Advisory Committee to devise language for a policy that would include the following conditions:

- a. Graduate student chapters may affiliate with MSERA through an official application process.
- b. The application would require a sponsor who is a current professional member of MSERA.
- c. The applicants would have to articulate what they expected as an affiliate of MSERA.
- d. Affiliate members would be required to become student members of MSERA.

4. The need for a graduate student representative on the committee was recognized. The cancellation of the 2005 meeting delayed the election of this representative.

5. The possibility of offering a reduced registration fee to graduate students for the Annual Meeting was proposed and discussed. Scholarships for service at the meeting

were also discussed. Another alternative discussed was a discount for first time graduate student attendees. Scott Bauer moved that the 2006 non-member registration fee/2007 membership fee be waived for first time graduate students who pre-register for the annual meeting. Dennis Zuelke seconded the motion. It was clarified that students who did not attend would lose their claim to a complimentary 2007 membership. It was clarified that this arrangement was intended to be a one year trial. Gahan Bailey made a motion to table the motion on the table until the following day in order to consider the full ramifications of this action. Bill Spencer seconded the motion. The motion to table failed on a vote of five for and seven opposed. It was further clarified that the pre-registration form would be revised to include the *first-time graduate student* category. The motion passed on a vote of nine for, one opposed, and two abstentions.

Nominations Committee. Scott Bauer discussed the current slate of nominees for election of the 2006 officers and representatives to the MSERA Board of Directors. Of particular concern was the lack of a candidate for the position of Treasurer. Another concern expressed was the identification of a Graduate Student representative who would be not have graduated in the interim between nomination and commencement of their term of office.

Executive Secretary. John Petry expressed his appreciation of the Board and membership of MESRA on the occasion of his retirement. Scott Bauer recounted the many accomplishments and contributions to MSERA of John Petry during his many years of service. President Luster presented him with a gift as a token of appreciation. Several recounted their appreciative memories of John Petry as a colleague, mentor, and role model in the organization.

Jane Nell Luster opened the discussion of possible changes to role of the Executive Secretary. John had taken on many duties not originally assigned to the role of Executive Secretary. Dennis Zuelke also spoke to the difficulties of transitioning the role of Treasurer every two years. Past experiences have defined a need for continuity in the area of financial management. Scott Bauer also raised the issue of a need for the bonding of a financial officer, and an official outside audit. Scott Bauer outlined a timeline for the process of expanding the role of the Executive Secretary to include those of the Treasurer.

Lynn Howerton made a motion to call a special meeting of the voting members of the Board of Directors to consider the expansion of the role of the Executive Secretary to include the duties of the Treasurer. Sherry Shaw seconded the motion. The motion passed by acclamation. Jane Nell Luster set that meeting for 4:00 to 5:00 p.m. (*See additional section of minutes at the end of this document.*)

Archives, repository. David Morse explained how the archive of past issues of the MSERA publications and repository of papers presented at the Annual Meeting came to be, and how it functions. The repository is located in the Mississippi State University Mitchell Memorial Library. His report detailed the scope of the current holdings in the archives.

Linda Kondrick initiated a discussion of how to acquire copies of 2005 papers for the archives. Randy Parker agreed to contact the primary authors of 2005 papers to

request that an electronic copy of the paper accepted for presentation be sent to David Morse for inclusion in the archives. It was decided to put into the 2006 call for papers the requirement that an electronic copy of the paper presented at the 2006 Annual Meeting be brought to the meeting for deposition in the archives.

Saturday, November 12, 2005

Constitution and Bylaws Committee. Jane Nell Luster asked the Secretary to read the two motions from the special meeting of the voting members of the Board of Directors held the previous evening. (*See additional section of minutes at the end of this document.*) She then asked Harry Bowman to detail the process of crafting language to enact those two motions. Dr. Bowman anticipated that the process could be complete in time for the Board to appoint an Executive Director at the Spring Board meeting. The charge to the Constitution and Bylaws Committee regarding the duties of the Executive Director is to include in the language provisions for bonding the Executive Director and the requirement of a formal external review of the books to be presented by the Executive Director to the Board of Directors annually. Specific details of how this review should be conducted would be spelled out in the Operations Manual.

Review of applications for executive secretary. Jane Nell Luster asked for clarification regarding the language of the call for nominations for the position of Executive Secretary or Executive Director. Of particular concern was the requirement of a letter of institutional support. The consensus was that it be strongly recommended, but not absolutely required that the institution commit to provide release time up to 0.25 FTE.

Support for travel to the board meetings. Jane Nell Luster proposed the payment of a \$25.00 stipend to all members in attendance at a board meeting. The estimated cost for this meeting would have been approximately \$2,500.00.

Two other suggestions were to pay .25/mile or to support only retired members and special needs cases at a higher level of support. Mary O 'Phelan suggested that a poll of those present at this meeting be taken to determine how many would appreciate receiving a stipend. Dennis Zuelke made the motion that all board members, committee chairs, and co-chairs be supported to the amount of \$50.00 for attendance up to two meetings per year. The motion was seconded by Randy Parker. It was clarified that chairs of ad hoc committees would be included. The cost for one year was estimated at \$6,300.00. Sherry Shaw asked for clarification on what was considered attendance. There was no clear guideline forthcoming. The motion failed on a vote of one for and five against. It was agreed that the President would charge the Budget, Planning, and Management Committee with the consideration of the issue of financial support for board members and committee chairs and that a report with recommendations be forthcoming at the Spring 2006 Board Meeting.

Electronic conference. President Luster asked the Board to make a decision regarding the proposal brought on Thursday by Gypsy Abbott, Jeff Anderson, and Richard Littleton from UAB to host a video conference. The President was directed to express appreciation to those members who had put such thought and care into drafting the

proposal for an electronic conference. However, the consensus of the Board was to decline this generous offer.

Local arrangements 2007. Linda Kondrick reported that the contact person at the Austin Hotel in Hotel Springs, Arkansas is now Carolyn Neff, Sales Manager. The meeting is scheduled for November 7-9, 2007. The rooms have been contracted at \$62.00/night. The meeting rooms are complimentary with the food service contracts.

Operations Manual Committee. Gahan Bailey and John Petry reported on the efforts to update the Operations Manual with a particular concern that it be made to agree with the Bylaws where applicable. Additional changes would need to be made if and when the position of Executive Director is approved.

Executive Secretary Position. The new Executive Secretary was to take office on January 1, 2006. However, Jane Nell Luster reported that Cliff Hofwolt will be advised that his application for the position of Executive Secretary is on hold until the vote regarding the proposed change to an Executive Director position. If the position is approved, it will be advertised as such. Cliff would have the option to withdraw or resubmit his application in that event.

Passing the gavel. Jane Nell Luster with great warmth and humor, passed the gavel to the incoming President, Gahan Bailey. Dr. Bailey outlined her vision for MSERA 2006. She did pledge to take up the issue of adding to the geographic area of MSERA, an issue which was tabled at this meeting. President Bailey adjourned the meeting at 11:20 a.m. on Saturday November 12, 2005.

Respectfully submitted,

Dr. Linda C. Kondrick
Secretary, MSERA

January 4, 2006

Special Meeting
Friday, November 11, 2005

Jane Nell Luster called into order the special meeting at 4:05 p.m on Friday, November 11, 2005. The special meeting of the voting members of the Board was called in order to discuss possible changes in the role of Executive Secretary and Treasurer.

Members in attendance were: Mary O'Phelan, Sherry Shaw, Linda Kondrick, Dennis Zuelke, Bill Spencer, Gahan Bailey, John Petry, Jane Nell Luster, Scott Bauer, Lynn Howerton, Patrick Kariuki, Randy Parker, Kathy Holland, and Shana Corvers.

The Board first reviewed the current duties of the Executive Secretary and the Treasurer as defined in the Constitutional Bylaws. The discussion then moved to the possible ramifications of combining these roles. Bill Spencer made a motion to change the role of the Executive Secretary to that of Executive Director which would combine the duties of the Executive Secretary with those of the Treasurer. Lynn Howerton seconded the motion. The motion passed by acclamation. Scott Bauer made a motion to direct the Constitution and Bylaws Committee to draft language to put into effect the motion regarding the Executive Director and forward it to the President as soon as possible. The matter would be put to the Board of Directors for an electronic vote as soon as possible. Patrick Kariuki seconded the motion. The motion passed by acclamation. It was clarified that the language in the proposal put to the Board of Directors should include provisions to remove the position of Executive Secretary and Treasurer in the event that the position of Executive Director is approved.

The discussion then moved on to the concerns regarding the electronic elections process using Survey Monkey software. None were expressed. It was decided to hold off the election of members to the Board of Directors until the issue of the Executive Secretary could be included on the same ballot. It was clarified that the pool of eligible voters would include only the 2005 membership. The intention was expressed that efforts would be made to get 2005 presenters to pay their membership fees.

The special meeting was adjourned by common consent.

Respectfully submitted,

Dr. Linda C. Kondrick
Secretary, MSERA

January 4, 2006